

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

May 18, 2017

The Board of Commissioners for the Town of Cramerton met in work session on Thursday, May 18, 2017 at 5:30 p.m., in the G.M. Michael Room at the Cramerton Town Hall.

Board Members present: Mayor Will Cauthen, Mayor Pro Tem Koutsoupas, Commissioners Dixie Abernathy, Susan Neeley, and Donald Rice. Commissioner Houston Helms arrived at 5:45 p.m.

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

Call to Order: Mayor Cauthen called the 5:30 p.m. work session meeting to order and thanked everyone for being in attendance.

5:30 p.m. Work Session Meeting – Cramerton Veterans Memorial

The Town Manager stated that the Board would be receiving information from three different firms regarding the proposed Veterans Memorial. Mr. Pugh introduced the representatives from Stewart, Inc.

Presentation from Stewart, Inc.: Emily Blackwell stated that Tedd Duncan, George Stanziale, and Vince Ciccarelli with their firm would be working along with her as a team. Each member is a landscape architect and have backgrounds in both civil and geotechnical engineering. Ms. Blackwell stated their goal with this project would be to honor all veterans and to celebrate their years of service. The project would incorporate the past by showing the town's history using the khaki cloth as a contribution to the war effort. Ms. Blackwell responded that Cramerton was named a "Purple Heart City" in 2013 and this would be included as part of the project. Discussion was held regarding fundraising such as the selling of pavers and wall plaques.

Tedd Duncan from Stewart, Inc. stated his father had served in the military during the invasion of Normandy and probably had worn some of the Cramerton khaki. Mr. Duncan stated that Stewart, Inc. had designed veteran memorial projects for Huntersville, Mooresville, Durham, and many other municipalities. Ms. Blackwell commented on the different designs that were used for each of these projects. Mayor Cauthen asked about a timeline. Ms. Blackwell stated that the factors that would need to be considered in determining a timeline were how much public involvement and input and what type of permitting would need to be required given the flood plain area.

Mayor Cauthen asked what Stewart, Inc. considered to be unique about Cramerton and how this would be incorporated into their design concept. Ms. Blackwell stated her father had served in the Air Force during the Vietnam War Era and how important it was to him to celebrate Veterans Day each year. Ms. Blackwell added Cramerton has a lot of trail availability and a strong connection to the war effort with the khaki materials produced here.

Commissioner Rice asked about the educational element for this project. Mr. Stanziale, also with Stewart, Inc., stated he thought the educational aspect would begin with a pathway and lead to different types of interaction with reading and touching. Mayor Cauthen stated the Lakewood trailhead is located at this area of Goat Island and parking is available. Mayor Cauthen advised that the town's population is currently 5,077 and the budget is critical. Mr. Stanziale stated the design would not be budget driven. The Board thanked the representatives from Stewart, Inc. for their presentation.

Presentation from Talley & Smith Architecture, Inc.: Mr. Pugh introduced Bob Smith and Jeff Sherer from Talley & Smith Architecture, Inc. Projects they have been involved in are located in

Boiling Springs, Kings Mountain, and Shelby. They stated the process begins with the establishment of a committee, research and design, conceptual design, and then a presentation of the final design. Information was offered regarding fundraising. Mr. Smith stated the Veterans Memorial should complement Goat Island Park. Commissioner Helms asked if subcontractors would be used by their firm and Mr. Smith stated yes. Mr. Sherer stated the berm located at this site could create a feeling of disconnection from the pathway. He recommended possibly changing the location of the Veterans Memorial and place it on Goat Island near the river and this would place the project within a gated area that is locked at night.

Commissioner Neeley stated she wanted to ensure there was an educational component and possibly an area for the children to interact. Mr. Sherer stated a shelter style monument would invite people to sit down and visit. The Board thanked the representatives from Talley & Smith Architecture, Inc.

Presentation from Viz, Inc.: Mr. Pugh introduced Gary Fankhauser from Viz, Inc. Mr. Fankhauser stated he is a landscape architect and has been in practice for thirty-five years. He stated he had recently worked with the City of Cornelius regarding the design and construction of their Veterans Memorial. He stated the area they chose allows room to set up chairs and this past Veterans Day in Cornelius they had around 1,500 people in attendance at that event.

Commissioner Helms asked Mr. Fankhauser about the need for services from an engineer or architect. Mr. Fankhauser stated he would be able to pull together a team for these services as needed.

Mr. Fankhauser stated the proposed Veterans Memorial site is level with parking nearby. Commissioner Helms asked Mr. Fankhauser if he had any other projects that could interfere or would be time-consuming. Mr. Fankhauser stated no.

Mayor Cauthen stated that the proposed site has a trailhead that will be under construction during this same schedule and this area will need to be designed for placement of a dumpster. Mr. Fankhauser said neither of these items will be a problem. The Board thanked Mr. Fankhauser for his presentation.

7:00 p.m. Workshop Meeting:

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

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

Call to Order and Determination of Quorum: Mayor Cauthen called the 7:00 p.m. workshop meeting to order at 7:22 p.m. and determined there was a quorum.

Invocation: Given by Attorney Brown.

Pledge of Allegiance: Given by all.

Adoption of Agenda for this meeting: Mayor Cauthen stated Attorney Anthony Fox will be introduced to the Board and a closed session NCGS 143-318.11(a)(3) needs to be added to the proposed agenda. A motion was made by Commissioner Neeley to approve the amended agenda. The motion was seconded by Commissioner Rice and approved by all.

Public Comment: No one signed up to speak.

Proclamation recognizing Memorial Day in the Town of Cramerton to honor those who have given their lives in the service of their country: Mayor Cauthen read the proclamation recognizing Memorial Day in the Town of Cramerton to honor those who have given their lives.

Introduction of Attorney Anthony Fox: Mr. Pugh introduced Attorney Fox to the Mayor and Board of Commissioners. Attorney Fox stated he worked with Attorney Bill Brown at Parker, Poe, Adams and Bernstein in the past. He stated he is still employed with Parker, Poe, Adams and Bernstein and works with multiple municipalities and has a strong background in annexations. Attorney Fox stated that he and Attorney Brown worked as outside counsel for the Town of Cramerton in 1998. Mr. Pugh advised the Board that Attorney Fox has a lot of municipal experience and has a strong background in litigation. The Board thanked him for being in attendance at tonight's meeting.

Agenda Items Requiring a Public Hearing:

- **Reconvene public hearing from May 4, 2017 regarding a public hearing to consider approval for Conditional Rezoning of Gaston County Parcel Number 202233 consisting of approximately 2.27 acres at the corner of South Main Street and Seventh Street Extension.**

Open Public Hearing: A motion was made by Commissioner Helms to reconvene the public hearing regarding Parcel ID #202233. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

Staff Comments/BOC Questions and Answers: Mr. Pettine stated the developer has requested that the hearing being tabled. The Board asked how long the application could remain open. Attorney Brown recommended it be kept open for ninety days.

Close Public Hearing: A motion was made by Mayor Pro Tem Koutsoupas to close the public hearing and allowing the developer ninety days to reopen the application. The motion was seconded by Commissioner Abernathy and approved by all.

Agenda Items Not Requiring a Public Hearing:

BOC Meeting Minutes: Consider approval of the proposed March 27, 2017 meeting minutes: A motion was made by Commissioner Helms to approve the proposed March 27, 2017 meeting minutes. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

Planning and Zoning: Presentation of new Traffic Calming Policy. The Planning Director stated several changes were made to the original document but the mission statement remained unchanged. Mr. Pettine stated each case will be worked on separately and he will work with the Police Department regarding speed analysis, traffic volume, and incident data. Analysis will begin within fifteen days of the written request being received by the Planning Director. Class A traffic analysis will include increased police enforcement on a random basis. Class B traffic analysis will require coordination between staff and community members on which traffic calming measures will address public safety and fits the community.

Commissioner Abernathy asked if the 0 to 9 miles per hour over the posted speed limit was determined to be a Class A traffic issue does that mean the process ends at that point. Mr. Pettine stated yes. Commissioner Abernathy stated the average could be skewed by slower drivers. Mr. Pettine stated that he will provide to the Board all requests and what is being done.

Mayor Pro Tem Koutsoupas asked how many days would the Police Department be conducting an analysis. Chief Ratchford stated the complainant would advise as to when they think the problem is occurring and then the Police Department would compile data over two twenty-four day periods for analysis.

Commissioner Helms asked about prior inquiries from neighborhoods that had requested traffic calming devices. Mr. Pettine stated traffic calming devices are already in place in the Newport Landing neighborhood. The new policy will allow some prior requests to be brought back for discussion under this new policy. Mayor Pro Tem Koutsoupas asked who will be responsible for maintenance of the traffic calming devices in Newport Landing. Mr. Pettine stated that would be the town's responsibility.

Attorney Brown stated the Board will need to adopt a resolution regarding the revised traffic calming policy and this resolution can be prepared for the June 1, 2017 meeting. The Board thanked staff for all of their hard work.

Finance: Fiscal Year 2017-2018 Stormwater Budget: The Town Manager stated the current collection method for stormwater fees is a “flat” fee based on use categories such as single-family, commercial, or industrial. This method does not take into account the amount of impervious surface area. The town currently collects stormwater fees on the monthly water and sewer bill through Two Rivers Utilities. A ninety-day notice would be required prior to implementing any changes. Commissioner Helms asked what type of change would be created. Mr. Pettine stated Stuart W. Cramer High School is currently paying \$15 per month and that it would increase to around \$10,000 due to the amount of impervious area. Mr. Lineberger stated prior to implementation, the affected parties would need to be informed of the change with an explanation.

Veterans Memorial Architect RFO: The Board discussed the information presented by the three firms. A motion was made by Commissioner Abernathy to begin contract negotiations with Gary Fankhauser of Viz, Inc. The motion was seconded by Commissioner Helms and approved by all.

Mini-Brooks Act: Attorney Brown stated the proposed Resolution 2017-04 would allow the Town Manager to approve “minor” (under \$5,000) contracts of professional design firms per the Mini Brooks Act (G.S. 143-64.1). This would allow the Town Manager to sign a contract if there are appropriated monies. Commissioner Abernathy stated a correction needed to be made in the second paragraph as it states \$50,000 and should be changed to \$5,000. A motion was made by Commissioner Neeley to approve the proposed Resolution 2017-04 with the recommended correction by Commissioner Abernathy. The motion was seconded by Commissioner Rice and approved by all.

Consider Cancellation of July 6th, 2017 BOC Meeting: A motion was made by Commissioner Abernathy to cancel the July 6, 2017 Board of Commissioner meeting. The motion was seconded by Commissioner Helms and approved by all.

Manager’s Report: Update of Road Paving Project: Mr. Pugh stated he would provide an update during the closed session.

Update from Two Rivers Utilities: Stephanie Scheringer stated Mike Bynum with Two Rivers Utilities is still out of the office. She reported that TRU completed sixteen water meter related service requests, repaired one water leak, and responded to one sewer related call. TRU installed new installations for one water, one sewer, and one irrigation service. Twenty-six preventative maintenance requests were performed at the pump stations. Sewer line easement on Cramer Mountain is being completed by a contractor as the weather permits. Land application of bio-solids from the Eagle Road Wastewater Treatment Plant is planned for July. Eric Howard with TRU has accepted a position with the City of Charlotte and will be leaving at the end of May. Mayor Pro Tem Koutsoupas thanked TRU for responding to the water leak at Stuart W. Cramer High School and making the repair.

Town Attorney: Nothing to report.

Town Clerk: The Clerk reminded the Board of the vacancy for the ABC Board as Rick Houser has submitted his letter of resignation.

Police Department: Nothing to report.

Fire Department: Nothing to report.

Planning: Mr. Pettine stated the final okay has been received regarding the Lakewood Greenway. Discussion is being held regarding putting this project out to bid. The plans for the Cramer Mountain Sidewalk Project are seventy percent complete and a proposed idea of what will be needed to construct and install retaining walls. Consideration will be needed regarding the type of retaining walls that will need to be installed along with the costs and aesthetics. An update will be provided to the Board in June. Mayor Cauthen asked when the Lakewood Greenway should be

completed. Mr. Pettine stated the Lakewood Greenway Project should finish up at the end of this calendar year. The Cramer Mountain Sidewalk Project is scheduled to be completed in the spring of 2018. Mr. Pettine reminded the Board that the Cramer Mountain Sidewalk Project is complex and there are issues such as drainage and retaining walls to be considered.

Mr. Pettine stated a rezoning application will be presented to the Planning and Zoning Board at their upcoming meeting regarding the parcel on New Hope Road that was formerly Graham's Restaurant. This parcel is split zoned and the applicant has requested the entire parcel be zoned as commercial.

True Homes has presented a preliminary plat for 179 lots off of Peach Orchard Road for review.

Mr. Pettine stated a kick off meeting regarding the bike plan is scheduled to be held on May 30th.

Finance: Mr. Lineberger stated budget information was presented at the last Board meeting. One correction was made regarding supplementary statutory retiree pay for the Police Department as a separate line item. He advised the Board that a meeting scheduled with Richard Atkinson to discuss town hall repairs regarding water infiltration. The gutter repair was made and the damage to the gutter was due to a cut during original construction and not due to deterioration.

Parks and Recreation: Mr. Smallwood stated the pre-fabricated bathrooms are scheduled to be delivered next week. Work continues with TRU for installation of taps. Fencing will be installed next week for the goats. The trails at Central Park are close to seventy-five percent complete. Upcoming events include Grizzlies Night on May 27th and tickets are \$15 and this includes admission to the ball game along with all you can eat or drink. Movie in the park at Centennial Center is scheduled for Friday evening. June 3rd is National Trail Day and an event will be held in the Town of McAdenville. Goats should arrive soon and the pool opens on Saturday.

Committee Reports:

- **Parks and Recreation Advisory Board:** Mayor Pro Tem Koutsoupas stated the next meeting will be held on Monday June 5th at 7:00 p.m. at Town Hall.
- **Community Committee:** Commissioner Rice stated the committee met on May 9th and a River Sweep event is scheduled for July 8th beginning at 8:00 a.m. Commissioner Helms stated National Riverkeepers will be providing bags and gloves for the River Sweep event. Mayor Cauthen stated the National Riverkeepers will assist with the volunteer liability release. Commissioner Rice stated the Free Little Library boxes are being retrofitted.
- **Cramerton Merchants Association:** Mayor Cauthen stated there is a transition in leadership as Chad Shumate is leaving this area to operate a restaurant in Albemarle. Mayor Cauthen asked if anyone is aware of any business owners in the area that might want to serve to please let him know.

Topics of Discussion for Each Commissioner:

Commissioner Neeley stated she attended the CCOG meeting in Mayor Cauthen's absence. She stated Bessemer City won an award for improving quality of life for its Centennial Park revitalization. Mayor Pro Tem Jay McCosh from McAdenville was in attendance and stated how well the interaction between the two towns with the Police Department, Fire Department, and Public Works staff works.

Commissioner Neeley stated she enjoyed the recent Goat Island Games event. She advised the Board that she had spoken with several of the businesses that had received the "Best of Gaston" awards and Carillon Assisted Living stated they would be in attendance at the next meeting to be recognized.

Commissioner Rice asked everyone to mark their calendars for the July 8th River Sweep. He stated the Community Committee is planning on revitalizing the town's welcome signs as a project by planting flowers and cleaning around them. Commissioner Rice thanked the Parks and Recreation Department for the abundance of events and programs that are available. He stated he knows it takes a lot of hard work.

Commissioner Abernathy stated she has been visiting the Washington Street area and the residents are excited about the improvements to Central Park. She stated she saw Eric Smallwood trimming trees at Goat Island and she thanked him for his service as a working director.

Mayor Pro Tem Koutsoupas had nothing to report.

Commissioner Helms stated a new business had moved into the Market Place Plaza and wanted to make sure they were welcomed.

Commissioner Helms stated he noted there were several damaged planks on the Goat Island Bridge on the Lakewood side that are disintegrating. Mr. Smallwood stated he is waiting on pricing for plank replacement boards.

Mr. Lineberger stated that there had been an inquiry about a possible budget for the Community Committee and the Board would need to set and approve funding amounts. Commissioner Rice stated monies are needed to purchase paint, brushes, and plantings for landscaping. Commissioner Rice stated he would meet with the Town Manager and the Finance Director to discuss.

Mayor Pro Tem Koutsoupas asked the Finance Director how the Square debit/credit card process was working. Mr. Lineberger stated there has been no issues. Mr. Smallwood stated the Parks and Recreation Department will have the Square available at the movie in the park event and merchandise will be available for purchase.

Mayor Cauthen stated the Veterans Memorial process is going well and he is pleased with the results. He stated he hears a lot of good things about Cramerton at events outside of town. The disc golf members were complimentary of the Parks and Recreation staff.

A motion was made to enter into closed session by Commissioner Neeley under NCGS 143-318.11(1)(3) consult with the attorney to protect the attorney-client privilege and NCGS 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating the prices and other material items of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. 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 Abernathy to adjourn at 10:16 p.m. The motion was seconded by Commissioner Rice and passed by unanimous vote.

Mayor Will Cauthen

ATTEST:

Wilene Cunningham, Town Clerk