

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

**June 23, 2016**

The Board of Commissioners for the Town of Cramerton met in a workshop session on Thursday, June 23, 2016, at 6:00 p.m. in the G.M. Michael Room at the Cramerton Town Hall.

**Board members present:** Mayor Ronnie Worley; Commissioners Houston Helms, Demetrios Koutsoupias, Susan Neeley, and Donald Rice. Mayor Pro Tempore Will Cauthen was absent.

**Staff present:** David Pugh, Town Manager; Bill Brown, Town Attorney; Chief Greg Ratchford; and Wilene Cunningham, Town Clerk.

**Call to Order and Determination of Quorum:** Mayor Worley called the meeting to order and determined a quorum was present.

**Cramerton Branding Initiative:** Information was distributed by the Town Manager to the Board regarding the first “final” draft of the branding manual. The brand manual is essentially a set of rules that explain how the brand works. The Town Manager read the brand statement and commented that many of the words being spoken today were also used a hundred years ago. The brand message is used to express the brand promise of “So Blessed”. Discussion was held regarding choices of typeset for items such as letterhead and newsletter to maintain consistency. Several color choices were provided and this would be crucial to choose the right dominant color that would appear on all materials including the logo and signage. Commissioner Rice stated the town’s current color includes green. The Town Manager stated there will be a style guide and a limited number of primary colors. Commissioner Helms asked about the phrase “So Blessed” and if a patent background had been completed. Attorney Brown said Arnett Muldrow and Associates was asked to check on the patent. The Town Manager stated he would follow up on this tomorrow. Commissioner Koutsoupias asked about the cursive lettering on the logo. He stated the letter “n” had been discussed regarding a corporate polished type vs. a cursive font. Commissioner Rice commented on the use of two different styles of script on the front of the tee shirt. The Town Manager stated the hats would have the goat in the boat logo embroidered on the front and the name of the town on the back. Commissioner Rice stated he liked the natural colors for the tee shirts and the polished script to be used on business cards and letterhead.

Commissioner Helms asked about the town’s name on the primary logo and should North Carolina be included on the logo. Commissioner Rice asked if other town’s logos contain their name. Mayor Worley stated it varies. Attorney Brown stated he was not sure if there were any other towns named Cramerton. Commissioner Helms stated he placed the goat in the boat logo on the whiteboard at work and asked co-workers for comments. Many were not sure what it stood for in regards to the town. The Board discussed the goat in the boat logo being used for parks and recreation. Attorney Brown stated the boat was intended to reflect an active outdoor lifestyle. Commissioner Koutsoupias stated the oval town logo could be modified with the addition of the state’s name and changing the sweep after the letter “n”. The Town Manager stated tee shirts and hats with the goat in the boat logo will be available at the upcoming Independence Day celebration. The Board discussed the sale of merchandise. The Town Manager presented information regarding the deliverables. The Board discussed color choices available for the tee shirts and sizes. Hats will be ordered in dark green, charcoal and navy.

A five minute recess was called by Mayor Worley.

**7:00 Board of Commissioner’s Meeting:**

**Board members present:** Mayor Ronnie Worley; Commissioners Houston Helms, Demetrios Koutsoupias, Susan Neeley, and Donald Rice. Mayor Pro Tempore Will Cauthen was absent.

**Staff present:** David Pugh, Town Manager; Bill Brown, Town Attorney; Chief Greg Ratchford; Kevin Krouse, Planning Director; and Wilene Cunningham, Town Clerk. Joel Lineberger, Finance Director, was absent.

**Adoption of Agenda for this Meeting:** Commissioner Neeley made a motion to approve the proposed agenda. The motion was seconded by Commissioner Rice and approved by all.

**Public Comment:** No one signed up to speak.

**Recognition of new Cramerton Police Officer Perkins:** Chief Ratchford introduced Officer Perkins to the Board and staff. Officer Perkins stated he worked for the Charlotte-Mecklenburg Police Department for five years. Mayor Worley and the Board welcomed him.

**Proclamation celebrating July 4<sup>th</sup> as Independence Day in Cramerton (and in the United States) to honor America's 240<sup>th</sup> year as an Independent Nation:** Mayor Worley read the proclamation celebrating July 4<sup>th</sup> as Independence Day.

**Agenda Items Requiring a Public Hearing:**

**Consider setting a public hearing for the Thursday, July 21, 2016 BOC meeting for a Conditional Zoning Request CZ16-05 from Triangle Real Estate for Tax Parcel 212139 consisting of 9.35 acres.**

A motion was made by Commissioner Neeley to set a public hearing for the Thursday, July 21, 2016 BOC meeting for a conditional zoning request CZ16-05 from Triangle Real Estate for tax parcel 212139 consisting of 9.35 acres. Commissioner Rice seconded the motion. The Town Planner stated this is the parcel located behind the State Farm Insurance office on Wilkinson Boulevard. The request is for construction of approximately 120 apartments. Mayor Worley asked about access. Mr. Krouse stated access would be off of Wilkinson Boulevard with the entry and exit being one way in and one way out. Opposite flow traffic would make a U-turn for entry. The Town Planner stated this parcel is best suited for high density use and would not be visible due to the gas line and the berm. This property would not be attractive for commercial use. Attorney Brown stated the Planning and Zoning Board unanimously approved the conditional zoning without the addition of another roadway. Commissioner Helms asked about the ratio of single family homes vs. multi-family homes and the population regarding utility relocation threshold for NCDOT relocation. The Board asked about the effect regarding increased population. The Town Manager stated if the population becomes greater than 5,000 then this affects the grant process and codification. Mayor Worley asked if water and sewer might become available to some of the local businesses in that area. Mike Bynum with Two River Utilities stated this should aid in getting the water service closer. The motion passed by unanimous vote.

**Consider setting a Public Hearing for the Thursday, July 21, 2016 BOC meeting for the Amendment to the Villages of Cramerton Mills (VCM) Conditional Zoning District:** Attorney Brown stated this parcel was rezoned in 2010 as a conditional use district and amended in 2013. This a request to amend the light manufacturing phase of the overall master plan. The upcoming hearing will be quasi-judicial. Attorney Brown reminded the Board members that no ex parte communication could be held with any citizens or developers regarding this zoning amendment. The Planning and Zoning Board is scheduled to meet on Tuesday July 19<sup>th</sup> and the Board of Commissioners members cannot attend. A motion was made by Commissioner Helms to set a public hearing for the amendment to the Villages of Cramerton Mills on Thursday July 21<sup>st</sup>. The motion was seconded by Commissioner Koutsoupas and approved by all.

**Consider approval of the April 25, 2016 BOC meeting minutes.** A motion was made by Commissioner Neeley to approve the proposed April 25, 2016 meeting minutes. The motion was seconded by Commissioner Helms and approved by all.

**Finance: Fiscal Year 2015-2016 Budget Amendments**

- **Budget Amendments:** The Town Manager stated Mr. Lineberger is not present tonight as he is on vacation. A motion was made by Commissioner Neeley to approve budget amendments for \$190,000.00 to re-allocate budget funds providing "audit insurance" for each department; \$50,000.00 to provide funds for Rowboat Dock and Dredge construction on water amenities not previously budgeted; and \$7,300.00 to authorize transfer of funds from Lakewood Eagle Road Sidewalk Capital Project to the Cramer Mountain Sidewalk project. The motion was seconded by Commissioner Koutsoupas and approved by all.

## **Cramerton Board of Commissioners:**

- **Work Session Schedule: Discussion and Approval of the work session schedule for the second half of 2016.** The Town Manager stated a memo was included in the agenda packet listing proposed topics for work session meetings for July 2016 through December 2016. The first topic is regarding possible locations for the Veterans Memorial on July 21<sup>st</sup>. The Board discussed moving this topic to a later date. Commissioner Rice recommended the Veterans Memorial workshop discussion be held in September. The Board agreed the August 18<sup>th</sup> meeting will be review of the personnel policy. The September 22<sup>nd</sup> meeting will be the Veterans Memorial possible locations. The October 20<sup>th</sup> meeting will be marketing and branding and the November 17<sup>th</sup> meeting will be personnel policy update review. The Board stated the July 21<sup>st</sup> workshop meeting will meet at the regular time of 7:00 p.m.
- **Area Liaison Welcome Letter: Review and approve of template for Commissioner Area Liaison Area Welcome Letter.** The Town Manager stated the welcome letter has not been completed at this time.

**Public Works: Road Paving/Maintenance Update.** The Town Manager stated he contacted the four contractors that requested the bidding packages. Only one contractor provided a bid. Each of the other contractors that requested the bidding packages was contacted. One contractor stated they did not complete a bid package as they were currently understaffed. A bid was received from Showalter Contractors and it was \$700,050.00. Blythe Construction provided an original bid of \$488,000.00. A meeting was held between US Infrastructure and Rodney Baker regarding the proposed paving projects and the previous 2014 study. The process will begin with core samples taken at the Woodlawn Avenue traffic circle to Mayflower Avenue. Sixteenth Street is ready for patching. The engineer stated the contractor will look at the length of the streets regarding unit costs. Core samples will need to be taken on Weavers Run and the cul-de-sacs in the Mayflower Meadows neighborhood. Riverside Drive will also have core samples due to the amount of truck traffic and poor storm drainage. South Fork Lane to Chesterfield Drive is being reviewed along with Cimarron Boulevard. Some of these areas currently have ongoing construction and will be considered for paving once the construction build out is completed. The Town Manager stated the paving of roads will be reviewed each year and monitoring of areas that are still being developed. The City of Belmont will be contacted regarding how their bidding for financing and the template they used. US Infrastructure should be able to provide cost estimates.

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

- **Town Hall Day:** The Town Manager stated that Mayor Worley, Commissioner Neeley, Town Clerk, and he attended Town Hall Day in Raleigh. Meetings were held with Senator Harrington, Representative Dana Bumgardner, and Representative John Torbett along with Mayor Martin and Adrian Miller from the City of Belmont and discussion was held regarding the Catawba Crossing.

**Two Rivers Utilities:** Mike Bynum stated TRU responded to twelve water meter related service requests, repaired four water leaks, and responded to two sewer related calls. TRU installed one new sewer tap and performed twenty-seven preventive maintenance requests at the pump stations. Parts have been ordered to repair the generator transfer switch and generator battery charger at the Baltimore pump station. Stanley Environmental cleaned out the debris out of the wet wells at Town Hall and Timberlake pump stations. Thirty-seven water quality samples were taken and all were in compliance with state drinking water quality standards. Bio-solids from the digesters at the Eagle Road wastewater treatment plant are scheduled to be removed the first week of July which will increase the number of tanker trucks coming in and out of the facility. Commissioner Neeley asked about the work on the pressure reducing valves. Mr. Bynum stated work will continue in July. Mayor Worley stated there had some concern about water pressure in the Timberlake neighborhood. Mr. Bynum stated TRU is working with residents regarding the replacement of the current pressure reducing valves in that area. Mr. Bynum stated they would look at flushing hydrants in the Greenmont area to see if this would help with the possibility of air in the water lines.

**Town Attorney:** Nothing to report.

**Town Clerk:** The current Montcross magazine was distributed to the Board.

**Police Department:** Chief Ratchford had nothing to report.

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

**Planning and Zoning Department:** Mr. Krouse stated he is doing the final review of the new zoning ordinance and it will be available soon. Commissioner Helms stated he would be okay with receiving his information digitally. The Lakewood greenway is close to being authorized as soon as information is received from NCDOT and then will be put out for bid. The Cramer Mountain sidewalk project is being engineered and a decision will need to be considered regarding decorative lighting. Bidding for this project should occur about this same time next year. Mr. Krouse stated he had enjoyed working for the Town of Cramerton and was impressed with the professionalism that had been shown as a small town. Mayor Worley stated Mr. Krouse had achieved a lot of good things during his employment here. The Board thanked him for his service.

**Finance Department:** The Finance Director was absent.

**Committee Reports:**

- **Parks and Recreation Advisory Board:** Commissioner Koutsoupas stated the Independence Day Celebration is scheduled for Saturday July 2<sup>nd</sup> featuring live music and several vendors will be set up.
- **Cramerton Merchants Association:** Commissioner Koutsoupas stated applications are still being accepted. The next meeting will be held on Tuesday July 3<sup>rd</sup> at 8:00 a.m. here at Town Hall. A golf tournament is being discussed. Commissioner Neeley stated she had contacted Pack Brothers and the Cramerton ABC Store regarding becoming members. The Shack has also been contacted.
- **Historical Society Interest Meeting:** Commissioner Koutsoupas stated no meeting was scheduled to be held in July. They are offering charter memberships for \$10.00.

**Topics of Discussion for Each Commissioner:**

Commissioner Rice had nothing to report.

Commissioner Koutsoupas thanked Mr. Krouse for his service to the town and the excellent job he did while employed here. He also thanked Rodney Baker, Public Works Director, for the prompt repair to the lights in the traffic circle at Lakewood Road.

Commissioner Helms thanked the staff for the installation of the gate at Patterson Street. He wished Mr. Krouse good luck in his new job and said he would be missed.

Commissioner Neeley thanked Mr. Krouse for his hard work and all that he had accomplished while employed by the Town.

**Closed Session:** A motion was made by Commissioner Helms to enter into closed session regarding NCGS 143-318.11(a)(4) to discuss matters relating to the location or expansion of business in the area served by this body. The motion was seconded by Commissioner Rice and approved by all.

**ADJOURNMENT:** On return to open session, there being no further business, a motion was made by Commissioner Helms to adjourn the meeting at 8:59 p.m. The motion was seconded by Commissioner Rice and approved by all.

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Mayor Ronnie E. Worley

**ATTEST:**

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Wilene Cunningham, Town Clerk