

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

August 18, 2016

The Board of Commissioners for the Town of Cramerton met in workshop session on Thursday, August 18, 2016 at 6:00 p.m., in the G.M. Michael Room at the Cramerton Town Hall.

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

Staff Present: David Pugh, Town Manager; Bill Brown, Town Attorney; Chief Greg Ratchford; Joel Lineberger, Finance Director; Dave Pettine, Interim Planning Director; and Belinda Robinson, recording secretary.

Call to Order and Determination of Quorum: Mayor Ronnie Worley called the meeting to order at 6:00 p.m. and determined a quorum was present.

Cramerton Personnel Policy Review: Information was distributed by the Town Manager to the Board regarding the Cramerton Personnel Policy Review and recommended edits. The Town Manager stated that some of the items that over the past several month has come about per the Board's goals and objectives, requests per human resources, attorney, and our own staff review reflecting what elements we think needed updating, changing, and language that may be added to the Personnel Policy. The Town Manager stated he would be glad to answer any questions and get feedback on what might need to be researched. This summary will give the Board enough time to review before the second work shop meeting in October. The staff that put the Cramerton Personnel Policy Review together was David Pugh, Attorney Brown, Chief Ratchford, and Joel Lineberger. The Town Manager stated that Cramerton has a good, strong personnel policy, especially when compared with other North Carolina municipalities that are under 5,000 in population.

Commissioner Helms asked if there were points in the policy that were debatable between the group that put it together or was the staff unified with all of these changes. The Town Manager stated that the group went back and forth on some of these items such as longevity pay as an incentive for rewarding loyalty for both police and non-emergency employees to maintain retention. Some items are covered by FLSA rules and are not debatable.

Discussion was held regarding FLSA rules prohibiting employees from accruing more than 240 hours of comp time. The FLSA rule allows for an accumulation of up to 240 comp hours for the year before payment is required. Mayor Pro Tem Cauthen stated comp time creates a financial liability and has concerns about employees accumulating the maximum of 240 hours. He asked about what would be the best practice for monitoring this. The Finance Director stated employees can be paid out either with a monetary payment or time off. The Town Manager stated there has been some issues in the past with employees being classified improperly. Chief Ratchford said some departments do not always have enough employees to cover when someone is out. Mayor Worley said comp time would be used before the use of vacation time. Unused vacation time at the end of the calendar year is rolled over to sick time and can be used for retirement. The Town Manager said verbiage can be placed in the personnel policy that comp time will be used before any sick or vacation hours that are requested. Mayor Pro Tem Cauthen asked about the policy regarding discretion of payout of comp time to be paid. Chief Ratchford stated that training is recorded as comp time but officers working on their scheduled days off are paid overtime.

The Town Manager stated a sign off form for non-exempt employees regarding overtime will be provided explaining comp time worked in lieu of monetary compensation. Department heads will review comp time on timesheets. Employees that are not entitled to compensation time hours will be asked to sign a document of understanding that any work in excess of forty hours per week

including weekends and any additional time off will be at the discretion of the Town Manager or appropriate department head. This time will be defined as “flex time” instead of “compensation time”. Information can be sent to the Town Manager asking for flex time. Discussion was held regarding timesheets not being required for all executive, administrative, and professional exempt employees. Exempt employees do not accrue comp hours.

Call back pay is for employees that are called back to work such as an emergency and they will receive comp time. Payroll deductions such as taxes, retirement, child support, and garnishments will be deducted as required by law. Optional deductions including insurance premiums, 401(K) loans and payments, and other optional benefits consistent with federal and state laws will be made on a per payroll basis.

Adverse weather policy allows two paid days off for adverse weather conditions for non-public safety employees. After two days employees will be required to use compensatory time if available and vacation time unless otherwise approved by the Town Manager. There is no distinction between exempt and non-exempt employees. Mayor Worley stated the state policy allows employees to make up time lost. The Town Manager stated he will check into this.

Cramerton’s pre-employment testing for substances will use the full 10 panel screening which is the screening that identifies the most substances. Chief Ratchford stated this drug panel screening is a full drug testing panel. Staff is continuing an operation and legal review of the full drug testing policy, which will allow more specific recommendations to the Board at a later date. Chief Ratchford stated the full 10 panel screening should be sufficient in monitoring for any substances. Mayor Worley asked about random drug tests. The Town Manager said there had been some random drug tests in some departments. Attorney Brown said employees with CDL licenses can be asked to do a random drug test. The Board discussed adding verbiage stating that anyone operating a Town vehicle is subject to random drug testing.

Travel expenses and reimbursement will need to be approved by the department heads and Town Manager. Annual leave for vacation in excess of eighth hours shall be converted to sick time at the end of the calendar year. Sick leave must be earned prior to usage. Transfer of sick leave from other municipalities is being researched as some municipalities have a cap of the amount of time being transferred. Mayor Worley stated the state does not recognize sick time earned from municipalities.

Insurance benefits will continue to include individual medical, dental and vision insurance to all employees occupying full time positions. Employees shall be enrolled and terminated in the benefit programs in accordance with the provisions of the various insurance contracts.

Savings bonds are not available for purchase at banks. Discussion was held regarding dropping this policy.

Grounds for termination currently include “unauthorized not reporting to work”, sexual or unlawful action”, positive drug test results” and “failure to report driving incident”. Attorney Brown stated further review needs to be completed.

Longevity pay was discussed during the 2016 Goals and Objectives budget process regarding other options. Attorney Brown said this is done in Cornelius and is viewed as a positive. The Town Manager and Attorney Brown said review would continue and additional information will be presented at the October workshop meeting.

Mayor Worley requested a fifteen minute recess.

7:00 Board of Commissioner’s Meeting:

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

Staff Present: David Pugh, Town Manager; Bill Brown, Town Attorney; Chief Greg Ratchford; Joel Lineberger, Finance Director; Dave Pettine, Interim Planning Director; and Belinda Robinson, recording secretary.

Adoption of Agenda for this meeting: A motion was made by Commissioner Helms to adopt the proposed agenda. The motion was seconded by Mayor Pro Tem Cauthen and the motion passed by unanimous vote.

Public Comment: No one signed up to speak.

Agenda Items Requiring a Public Hearing:

- **Consider setting a public hearing for the BOC meeting on Tuesday, September 6, 2016 for a Conditional Rezoning for parcel number 220354 consisting of approximately eight acres on Peach Orchard Road.** A motion was made by Commissioner Helms to set a public hearing for the Board of Commissioners meeting on Tuesday, September 6, 2016 for a Conditional Rezoning for parcel number 220354 consisting of approximately eight acres on Peach Orchard Road. The motion was seconded by Mayor Pro Team Cauthen and approved by all.

Agenda Items Not Requiring a Public Hearing:

Wilkinson Southside Area Plan:

Final Draft by Demetri Baches of Metrocology: Mr. Baches of Metrocology did a presentation of the Final Draft on the Wilkinson Southside Area Plan. This is a 20 to 25 year plan that will provide growth, housing, employment etc. to Cramerton. Mr. Baches stated that this area is highly scrutinized as a through way by NCDOT. By developing on Lakewood, it would be a way to alleviate some of the delay at the Lakewood intersection and create a second “Town Center” for the Town.

Neighborhood Traffic Calming Requests:

Request from Timberlake for Traffic Calming Measures: The interim Planning Director stated that the Town of Cramerton staff was presented with a petition from residents of the Timberlake Subdivision requesting speed humps on Timberlane Drive. The Town has an adopted policy regarding traffic calming and the residents followed the policy by obtaining over seventy percent of the required signatures in favor of installing traffic calming measures. The community has obtained signatures of support from seventy-eight percent of the residents living on Timberlane Drive and provided a recommendation for the next steps.

Staff recommends conducting a field study to further evaluate traffic concerns along this road as outlined in the Town’s traffic calming policy. Staff also recommends coordinating with the police and fire departments to obtain any additional input on the impacts of traffic calming devices along this road on response times. Following a field study and coordination with public safety departments, staff can provide additional information to the Board of Commissioners on any traffic and safety issue notes, as well as the potential types of traffic calming measures that could be more effective in addressing them. Board consensus was to move forward with the traffic study and report back.

Request from Newport Landing for Traffic Calming Measures: The interim Planning Director stated that the Town of Cramerton staff was also presented with a petition from residents of the Newport Landing Subdivision requesting speed humps on Newport Landing Way. The community has obtained signatures of support from eighty percent of their residents. This memo outlines the request from the Newport Landing residents and provides a recommendation for the next steps. Newport Landing are not requesting any funds from the Town of Cramerton to purchase and install

the speed bumps as they have the necessary funds to complete the project. The residents are only requesting approval from the Town to move forward with the installation.

Public Comments: Mr. Stacey Keller, 6005 Carson Springs Court, stated several staff members have visited their neighborhood to review traffic calming devices. He stated the homes in that area have very small yards and worries about the children. The speed limit in their neighborhood is 20 miles per hour. They said they will purchase the speed bumps and then have the public works department install them.

Chief Ratchford stated there has not been any type of speed study been performed. Mayor Pro Tem Cauthen stated he could not see a reason for delaying the installation of the traffic calming devices in Newport Landing. Mayor Pro Tem Cauthen made a motion to allow installation of traffic calming devices after input is received from the police and fire departments and placement of these devices. Commissioner Helms seconded the motion and it was approved by all. No speed study will be required per the Board.

Parks and Recreation:

Update on Southfork Canoe/Kayak launches. Review change order from Rowboat Dock and Dredge contract and consider approval. The Town Manager stated a change order was expected due to the different types of landscaping, topography, and in order to make the piers ADA accessible. Eric Smallwood, Parks and Recreation Director, stated that the pier at the ballfields below C.B. Huss Recreation Center need to be extended an additional forty feet to make it ADA accessible due to a “shelf” that is on the shore. The riverbank drops straight down approximately eight to ten feet then flattens out approximately fifteen to twenty feet before dropping straight down into the water. The Baltimore location would need to have the pier extended another thirty feet shoreward. Mr. Smallwood stated the support piers had to be drilled until they were considered to be on solid ground. The Town Manager said all future grants will contain engineering plans. Commissioner Helms asked about the funding being taken from the Goat Island Restrooms project. A budget amendment will be needed in the future. A meeting is scheduled for McGill Associates regarding the bathroom project to discuss some items the state asked about. A motion was made by Commissioner Helms to approve the change order request for the Goat Island and Baltimore locations for \$53,400. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.

Cramerton Board of Commissioners:

Update on sale of new Goat in the Boat Logo t-shirts, hats, and stickers: Mayor Pro Tem Cauthen stated another order is being considered for replacement of items that have already sold along with some new merchandise. A presentation was shown of the hat with the Goat in the Boat logo on the front and Cramerton, NC on the back. Some hats will be ordered that are not fitted. The men’s t-shirt will have a smaller Goat in the Boat logo on the front and the women’s shirt could include the “So Blessed since 1915” on the front with Cramerton, NC on the back. Mayor Pro Tem Cauthen said an ad hoc group may need to be considered to assist in making decisions regarding merchandise. He said an alternate purchase site would be good to have here at Town Hall to provide another option. Mayor Worley asked if the Parks and Recreation Advisory Board could assist with merchandising decisions. Mayor Pro Tem said he thought there would be a few people to meet and discuss this and would not be a committee. Options for fall merchandise should be available to review at the September 6th meeting.

Carolina Thread Trail Grant for Lakewood Crossing: Update on application to Carolina Thread Trail for safe trail crossing of Lakewood Road. Eric Smallwood said application deadline for this grant was last Friday. He said he noted there was a deficit at the Lakewood Road pedestrian crossing at Lake Road and the high school and this project would qualify for the Carolina Thread Trail construction grant. This would be a 90/10 grant. A vendor was contacted in Harrisburg to install solar powered crosswalk notifications with flashing beacons on both sides of the street to warn when there is a pedestrian in the crosswalk at a cost of \$8,000.00. Maps and diagrams have been sent to the Carolina Thread Trail. An encroachment agreement will need to

be discussed with NCDOT. No markings on the streets are planned currently. Commissioner Koutsoupas asked about the difference of cost from \$20,000.00 to \$8,000.00. Chief Ratchford stated possibly because Mr. Krouse was using NCDOT specifications. Mayor Worley wanted to make sure this project will meet NCDOT's requirements. The flashing lights would be amber.

Public Works:

Road Paving/Maintenance update: Update on FY 16-17 maintenance of Cramerton Roads.

The Town Manager stated bids were received from Blythe Construction for \$488,901.00. The bid was high due to the trench drain requested in the initial engineering cost. The bid has been lowered to \$415,224.00 by removing the paving from the Front Street alley in order to test how the newly installed drainage system would work for a system. Additionally a French drainage method was suggested in the updated lower pricing option. Showalter Construction requested to place a bid after the initial period had closed. Their request was granted and the bid was given of \$700,050.00 which was presented at the June 23rd meeting. Red Clay Industries stated an interest in bidding on this project and information was received today. They provided a quote of \$488,805 plus a ten percent contingency. Additional roads approved by the Board to improve the unit cost are Mayflower Avenue, Mayflower Meadows streets, Riverside Drive, Sixteenth Street, and South Fork Lane which also includes curb and gutter and stormwater. Weather is one factor to consider. The patching, milling, and overlay work could be completed into the late months if the temperatures are favorable. NCDOT specifications do not allow paving of surface course 1.5" or more thickness between December 15th and March 15th. Surface course 1" and less is not allowed between December 15th and April 1st. Several paving options were proposed for the end of summer/fall of 2016 and also winter/spring 2017. An additional option was proposed allowing Front Street to receive an overlay of 1.5 to 2 inches of plant mix asphalt (higher quality) overlay. Pricing would be \$25,700.00 for 1.5 inches of plant mix asphalt or \$32,700.00 for 2 inches of plant mix asphalt. It should be noted that this "additional option" does provide maintenance to Front Street faster and at a reduced cost. This repair would not fix any curb or gutter (stormwater) issues that currently exist and it would not fix the issue regarding a lack of base other than clay/earth under the asphalt which has caused major gatoring and paving failures. USI Engineering estimates this would give approximately three to five more years to the life of the road before gatoring and other major cracking issues appear again.

Staff recommends would be to use the spring/winter 2017 paving schedule with bidding in the winter with paving to begin in the spring. The Town Manager stated there is the possibility the Town could pursue the NC Community Development Block Grant funding for the March 2017 cycle. The project's scope would entail replacing older water and sewer lines in residential areas around Town Center, Central Park/Washington Street, Woodlawn Avenue, and the Riverside neighborhood. It will be possible to apply for these grants as the system location is in the Town's municipal limits and affects our residents even though the Town no longer owns the water and sewer lines.

Commissioner Helms asked about the paving schedule for fall/winter 2016. Construction for this schedule would begin in October. Mayor Pro Tem Cauthen stated it would be March 2017 before the Town would receive information regarding the block grant. He stated he did not want to see paving on Front Street and then receive the grant and redo this project. He stated he would like for the Front Street residents to be notified via letter of the timeframe for repairs. Commissioner Helms asked about the reason to begin the paving projects in January. Commissioner Koutsoupas stated he wanted the Front Street project to be installed properly and he wanted to opt for the winter/spring 2017 paving schedule. The Town Manager stated additional Powell Bill funding will be received prior to the winter/spring 2017 paving schedule. Commissioner Koutsoupas asked about the block grant and who determines what lines would be considered for replacement and who does the study. The Town Manager stated a preliminary study would be done in house with Two Rivers Utilities. Mike Bynum said there are areas that have the sewer lines in backyards along with water lines that need to be placed in areas that are accessible.

Mayor Pro Tem Cauthen made a motion to approve the winter 2016/spring 2017 paving schedule with patching on Front Street to be delayed and proceed with applying for the NC Community

Development Block Grant. Commissioner Koutsoupas seconded the motion. Commissioner Helms was out of the room and is counted as an affirmative vote. The vote passed by unanimous vote. The Town Manager presented information regarding the crack sealing and repairing potholes that the Public Works department performs to maintain the integrity of the Town's roadways.

Cramerton Town Center Update:

Donation of water fountain in the Town Center. A water fountain is being proposed for donation to the Town Center. The water fountain location being considered is at the brick patio of the "clock plaza". The Town Manager stated this would be a convenient location as there are several bike races and other marathons that begin in the Town Center area. It is proposed to also have a water fountain access for pets.

Donation of bike racks and a bike "fix it" station. The proposed location for the bike repair area is the northeast corner of the intersection of Ninth Street and Center Street. This area is on a one way street and a lower traffic volume. Commissioner Koutsoupas asked about installment of bike racks along with the repair station. The Town Manager said bike racks are being considered. He also asked if water was available for the fountain at the "clock area". Mayor Pro Tem Cauthen recommended the Town Manger to move forward with these projects and their proposed locations as presented and the Board was in consensus. Attorney Brown stated the Board will need to formally accept the proposed donations at a later date.

Manager's Report:

Sip, Savor and Stroll Event: A meeting is scheduled next week for discussion. The event is tentatively planned for October 7th and 8th. Further information will be provided at the next Board meeting.

Two Rivers Utilities: Mike Bynum stated TRU responded to twenty-three water meter related service requests, repaired four water leaks, and completed one utility locate. Twenty-four preventive maintenance service requests at the pump stations, sampled one water sample at one residence and flushed and sampled one fire hydrant to maintain water quality. All samples were in compliance with state drinking water quality standards. The next bio solids removal will be in July 2017 and operations are normal at Eagle Road wastewater treatment plant.

Town Attorney: Nothing to report.

Town Clerk: The Town Clerk is in Asheville this week at the NCAMC summer conference. The Town Manager stated that he would like to present information from the clerk regarding the response from citizens in reference to the recent newsletter which contained information regarding the renewal and registration deadline for golf carts and UTV's. Commissioner Koutsoupas asked how many golf carts were registered. Belinda Robinson stated twenty-two. Mayor Worley asked what is the enforcement action if any golf carts/UTV's that are not registered. Chief Ratchford stated there were no violations.

Police Department: Chief Ratchford presented information regarding the Mayflower intersection. Staff recommendation is to leave the current intersection as a three-way stop. The third stop sign was put in place to coordinate with the raised cross walk at the Cramerton Christian School that was installed. The school has approximately 500 students and 60 staff members.

Fire Department: Chief Foulk stated the staffing at the fire department on Saturdays has been quite successful. The Town Manager stated this is assisting in maintaining a presence for the fire department and the parks.

Planning: Nothing to report.

Finance Director: Mr. Lineberger provided information regarding the fund balance projection sheet through June 30, 2016 and departmental expenditures including an explanation of variances.

The Town Hall and gymnasium roofs have been seen by a third roofing contractor and are waiting for this quote. Custom Builders System will need to organize the general contractor work with the roofing contractor. A roof hatch would cost about \$6,000.00 and another area may be feasible for entry at a lower cost.

Parks and Recreation: Nothing to report.

Committee Reports:

- **Parks and Recreation Advisory Board:** Commissioner Koutsoupas stated the next meeting will be held on Monday, September 12th.
- **Cramerton Historical Society:** Commissioner Koutsoupas stated the historical society will meet on Thursday, September 8th, at 6:30 p.m. at the Presbyterian Church.
- **Community Committee:** Mayor Pro Tem Cauthen said this committee has four applicants at this time and five is needed for a quorum. He asked to please let him know of anyone that might be interested in serving on this committee.
- **Cramerton Merchants Association:** Mayor Pro Tem Cauthen stated the inaugural golf tournament was quite successful. There were nine teams and fourteen different hole sponsors and the monies raised may be possibly used to provide an additional festival for the Town. The membership drive continues and they will be glad to reach out to them.

Topics of Discussion for Each Commissioner:

Commissioner Neeley thanked the staff and Mayor Pro Tem Cauthen for all they do and have done.

Mayor Pro Tem Cauthen stated he had nothing to report.

Commissioner Koutsoupas asked about the cars that were parked on Eighth Avenue for sale. Chief Ratchford stated this was being processed through code enforcement.

Commissioner Helms stated he had nothing to report.

Mayor Worley stated he enjoyed the golf tournament and hoped to see it continue as an annual event.

The Town Manager stated the closed session was not needed at this time and the items could be addressed at the next meeting.

Adjournment: Commissioner Neeley made a motion to adjourn at 8:50 p.m. and Mayor Pro Tem Cauthen seconded the motion. All were in favor.

Mayor Ronnie Worley

ATTEST:

Belinda Robinson, Recording Secretary