

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

**November 16, 2017**

The Board of Commissioners for the Town of Cramerton met in regular session on Thursday, November 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 Tem Demetrios Koutsoupas, Commissioners Houston Helms, Susan Neeley, and Donald Rice. Commissioner Dixie Abernathy, was absent.

**Staff Present:** David Pugh, Town Manager; Anthony Fox, Attorney (Parker Poe Adams and Bernstein LLP); Brad Adams, Deputy Police Chief; Joel Lineberger, Finance Director; Dave Pettine, Planning Director; Wilene Cunningham, Town Clerk.

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

**Invocation and Pledge of Allegiance:** The invocation was offered by Commissioner Neeley and the pledge of allegiance was given by all.

**Adoption of Agenda for this meeting:** Prior to the meeting a reception was held to recognize Chief Ratchford for his retirement. Sheriff Alan Cloninger presented the Long Leaf Pine Award to Chief Ratchford. County Commissioner Worley presented a letter from Representative Patrick McHenry congratulating him for his years of public service. Deputy Chief Adams and Captain Robinson presented Chief Ratchford his service revolver and badge. The Town Manager stated that the closed session could be removed from tonight's proposed agenda. 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:** Wil Neumann, 3210 Grange Court, stated he would like to continue to serve on the Planning and Zoning Board.

**Proclamation in Recognition of Kelly Stafford as Cramerton's 2017 Citizen of the Year:** Mayor Cauthen read the proclamation in recognition of Kelly Stafford as Cramerton's 2017 Citizen of the Year. The Community Committee thanked Mrs. Stafford and her family for their contributions to the town through the "Destiny Lives On" Foundation. A copy of this proclamation will be placed into the minutes book.

**Proclamation to Recognize Chief Greg Ratchford for over thirty years of public service and positive contributions and leadership to the Town of Cramerton.** Mayor Cauthen read the proclamation in recognition of Chief Ratchford for over thirty years of public service and leadership to the Town of Cramerton. A copy of this proclamation will be placed into the minutes book.

**Awarding of Badge and Service Weapon to Cramerton Police Chief Greg E. Ratchford in recognition of his distinguished career in services to the town and citizens of Cramerton.** Deputy Chief Adams and Captain Robinson presented to Chief Ratchford his service weapon and badge.

Mayor Cauthen recognized Chief Ratchford's family and thanked Chief Ratchford for his years of service and dedication. Commissioner Helms thanked Chief Ratchford for his sense of duty to the Town of Cramerton and for his leadership. Mayor Pro Tem Koutsoupas stated Chief Ratchford was always available to offer information and resources as needed. He wished him the best and that he would be missed. Commissioner Rice stated Chief Ratchford is well respected by his peers and is recognized by other agencies for the amount of training and resources that is offered for this police department and the leadership that he has provided. Commissioner Neeley offered best wishes to Chief Ratchford and stated he will be missed. The Town Manager stated Chief Ratchford has the ability to impart knowledge to everyone and had a great work ethic. Mr. Pugh congratulated Chief Ratchford on his retirement and that he would be missed.

**Proclamation and Presentation of Long Leaf Pine Award to Chief Ratchford:** Mayor Cauthen read the Long Leaf Pine Award Proclamation. A copy of this proclamation will be placed into the minutes book. Sheriff Alan Cloninger presented the Long Leaf Pine Award prior at the reception.

Mayor Cauthen called for a five minute recess.

**Agenda Items Requiring A Public Hearing:**

**A public hearing to consider amending the Land Development Code sections 9.9(7) to amend the current sign regulations to allow LED message boards under certain conditions.**

- **Open Public Hearing:** A motion was made by Commissioner Neeley to open the public hearing. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.
- **Staff comments/Board of Commissioners Questions and Answers:** The Planning Director stated a local church has requested to install a digital LED message sign to allow for multiple messages. Mr. Pettine stated the Land Development Code does not permit this type of sign. He advised that the Planning and Zoning Board met regarding the proposed ordinance change. Recommendations were made that the brightness of the lighted sign should not affect drivers and there should be no flashing graphics. The lighted area of the sign cannot be greater than 50 percent of the face of the sign. The recommended amount of lighting would not be greater than 500 nits. Nits are the unit of visible light intensity used to specify the brightness of a cathode ray tube or liquid crystal computer display.

Staff recommended that section 9.9(7) be amended to read as follows:

7. Flashing signs, signs with flashing or reflective disks, signs with flashing lights or lights of changing degree of intensity or color or signs with electrically scrolled messages (except light emitting diode (LED) or digital signs with electronic messages, government traffic signs and signs which give time and temperature information) shall be prohibited. Signs with LED or digital electronic messages shall be allowed under the following conditions:
  - a) Each message shall remain static for a minimum period of eight (8) seconds;
  - b) Transition:
    1. There shall be a time period of no greater than two (2.0) seconds between sign messages;
    2. Fading, flashing, scrolling, spinning or other animated effects may not be used as part of the transition;
  - c) The message area shall constitute no greater than fifty (50) percent of the sign area face;
  - d) No moving graphics or animation permitted in the message area, only static images graphics, and/or text permitted;
  - e) Brightness:
    1. The LED or digital message area should not exceed 5,000 nits during daylight hours, and shall not exceed 500 nits between dusk and dawn measured from the sign face.
    2. Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory pre-set not to exceed 5,000 nits.
    3. Electronic message boards must be equipped with automatic dimming technology that automatically adjusts the display's brightness based on ambient light conditions.
  - f) No sign with an electronic message shall be placed within 1,000 feet of another sign with an electronic message area on the same side of the highway.

Mr. Pettine advised that this type of sign is commonly used by schools, civic organizations, and churches with multiple messages. Stuart W. Cramer High School has this type of sign. Commissioner Rice asked if the sign at Stuart W. Cramer High School is acceptable per these guidelines. Mr. Pettine stated yes. Mr. Pettine explained that the messages would scroll for eight (8) seconds and then transition into another message with no greater than two (2) seconds between messages. Distracting animation would not be permitted. Mayor Pro Tem Koutsoupas asked about any type of graphics. Mr. Pettine stated there would only be text permitted. Mayor Pro Tem Koutsoupas asked if various colors would be allowed. Mr. Pettine stated that would be okay.

Commissioner Neeley asked will this type of sign be turned off at night. Attorney Fox said consideration would need to be considered regarding safety for drivers. Commissioner Rice said he felt reduction of brightness at night should assist with this factor and reduce any nuisance for residential areas.

Mr. Pettine stated he would research further information regarding 500 vs. 5,000 nits along with other ordinances regarding signage placed near residential areas prior to the next Board meeting. Commissioner Helms asked if this delay would cause an issue for the applicant. Mr. Pettine stated there was no pending permit at this time.

**Developer comments:** Mr. Pettine stated no one is here to speak regarding the signage.

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

**Closed Public Hearing:** A motion was made by Commissioner Helms to close the public hearing. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

**Consider approval to amend the Land Development Code sections 9.9(7) to amend the current sign regulations to allow LED message boards under certain conditions.** Mr. Pettine advised the Board that he could present additional information regarding 500 nits vs. 5,000 nits along with ordinances from other municipalities regarding proximity of LED signage near residential areas. Commissioner Helms asked if delaying this action would create a problem. Mr. Pettine stated only drawings have been submitted at this time and waiting for a few weeks should not be detrimental. Per consensus of the Board no action was taken. A motion was made by Mayor Pro Tem Koutsoupas to table this public hearing until the next Board meeting on December 5, 2017. The motion was seconded by Commissioner Helms and approved by all.

#### **Board of Commissioners:**

- **Consider approval of the proposed September 21, 2017 Board of Commissioners meeting minutes.** Mayor Pro Tem Koutsoupas asked that a correction be made on page six third paragraph to read “Commissioner Abernathy stated there could be some difficulty with equality of communication with various neighborhoods as some are more structured via social media than others.” Mayor Pro Tem Koutsoupas asked that the final paragraph be amended to read “Mayor Pro Tem Koutsoupas advised the Board and staff that on Tuesday, September 26<sup>th</sup>, Stuart W. Cramer High School will be dedicating the culinary classroom in honor of Katherine Cramer Angell, the daughter of Stuart Cramer, and co-founder of the Culinary Institute of America. A motion was made Commissioner Helms to approve the September 21, 2017 with amendments. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

#### **Finance:**

- **Presentation of the Cramerton FY 16-17 Audit by Rob Collis of Collis and Associates.** A draft copy of the proposed Fiscal Year 2016-2017 audit was provided to the Board by Mr. Collis. He stated the draft copy should remain unchanged as presented. Mr. Collis advised the board that he anticipates an unmodified opinion with no deficiencies cited. He went over some of the highlights of the draft audit report and commented that the General Fund Balance is higher this year. There has been an increase of ad valorem taxes and shared revenues. Expenditures decreased and the fire truck was purchased last year. Mr. Collis stated the Town has a 58 percent available in Fund Balance. The collection of the ad valorem taxes is 99.6 percent. Mr. Collis stated there had been a change in the governmental accounting standards in the measurement of special separation pay for police officers younger than 62 years of age. Mr. Collis stated the town is financially healthy and stable. He thanked the Finance Director for the great work he does. Mr. Collis stated that he and his staff enjoy working with Mr. Lineberger and his staff. He advised the Board to please contact him if there are any questions.
- **FY 2017-2018 Budget Amendments: Consider Budget Ordinance Amendments #2017-1; 2017-2; 2017-3; 2017-4; and 2017-5.** Mr. Lineberger stated the following budget amendments are being presented for housekeeping: 2017-1 Stormwater transfer to

Cramer Mountain Sidewalk CP for \$90,000.00 to authorize the transfer of funds from stormwater; 2017-2 to reflect fund of premium overpayment to Travelers for Goat Island Bridges for \$5,000.00; 2017-3 to reflect receipt of "A Night Under the Stars" sponsorship funds from Waste Management (\$750.00) and Toshiba (\$500.00) for \$1,250.00; 2017-3 to reflect receipt of EMC Insurance proceeds for tree damage to pier-canoe launch near Wilkinson Boulevard for \$21,500.00; and 2017-5 to transfer funds from Capital Outlay to operating department for electrical upgrades to Central Park Shelter for \$4,000.00. A motion was made by Commissioner Helms to approve the proposed budget amendments. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all. A copy of the budget amendments will be placed into the minutes book.

### **Public Works:**

- **2017 Paving Project: Request from B&N Grading to waive the \$3,000.00 of liquidated damages incurred at the end of the project.** The Town Manager stated that B&N Grading did come in under budget. The streets have been accepted and under warranty for one year. Bonnie Fisher with USI/Labela Engineering worked with the paving project manager, Mitch Walker, and the project was completed. Mayor Pro Tem Koutsoupas asked about the final costs for geotechnical services. Mr. Pugh stated that amount was \$5,900.00. Commissioner Rice asked about additional attorney fees. The Town Manager stated he did not know the exact amount for those services at this time. The Board discussed the additional amount of staff time along with engineering that was involved. A motion was made by Commissioner Neeley to waive the \$3,000.00 of liquidated damages that were incurred at the end of the project. Commissioner Rice seconded the motion. Attorney Fox recommended that an agreement between the Town of Cramerton and B&N Grading be drawn up regarding recognition of the waiving of the \$3,000.00 liquidated damages and receipt of the certifications closing out the components of contract.

Commissioner Helms asked Mr. Walker if he had any comments and was this a fair settlement for the Town's citizens. Mr. Walker stated that he had strived to have a good relationship with the citizens during the paving project. He commented that Park Street had been milled and paved which was not part of the original contract and added two days of work. The three days in question were due to the punch list items. Mr. Walker stated two additional days were added for repairs to Mayflower and adjustments were made regarding the curb line to have a consistent crown line. This repair was also outside of the original contract. Mr. Walker stated B&N Grading had provided a good product and they wanted to be proud of their quality of work. The motion passed by unanimous vote. Mr. Walker thanked the Board and Bonnie Fisher.

**Big Board Review:** Mr. Pugh stated that the piers do not have an "official" certificate of occupancy at this time from the county but a verbal go ahead was given. An additional handicap space was requested by the county prior to occupancy. A contract has been signed with Odom Engineering for inspection of the piers. The inspection should occur on November 28<sup>th</sup> and a report should be available by the December 5<sup>th</sup> meeting.

Mr. Pugh stated Talley and Smith will provide a presentation at the December 5<sup>th</sup> Board meeting regarding findings for the Town Hall and Police Department.

The Town Manager stated the code of ordinances change and the firing range sale items will be discussed later in tonight's meeting. The connectivity to Timberlake will be discussed at the December 5<sup>th</sup> Board meeting. No action has been taken regarding the painting of the railroad underpass. Rodney Baker, Public Works Director, continues to work with NCDOT regarding the painting of a fog line. Mr. Pugh stated that a meeting was held with the command staff and this information will be discussed as part of the budget process in 2018. Commissioner Helms asked if there were any possible issues if this item is delayed. The Town Manager stated nothing is foreseen.

Mr. Smallwood advised the Board that he has several areas around town for placement of the donated benches from the Cramer family. He stated one of the areas would be around the planters in the Centennial Center. Mayor Cauthen asked if the benches are commercial grade. Mr. Smallwood stated they are residential grade. Mayor Pro Tem Koutsoupas asked about the fountain. The Town Manager stated that an appraisal will need to be completed as this item is

marble and is antique Mediterranean art. The Board discussed possible placement of the donated items in various areas around Cramerton. Mayor Cauthen stated that Gary Fankhauser may be able to assist in providing ideas. Mayor Pro Tem Koutsoupas stated he doesn't want them to be just stored away and wants the staff empowered as where they should be placed. Commissioner Helms said he would like for the decision where to place the items to not be rushed.

The Town Manager stated information was provided in an e-mail from NCDOT regarding the small Lakewood Bridge. Mr. Pugh stated the bike racks will be brought back for discussion in January as some grant funding has been received from Travel and Tourism. Mr. Pettine is meeting with people regarding wayfinding signs. A quarterly update will be provided in December that will cover the smaller items on the Big Board.

### **Planning and Zoning:**

- **Cramerton permits and projects monthly update.** Mr. Pettine stated twenty-nine single-family homes have been permitted this year as well as six multi-unit townhome structures. In 2016 the town issued nineteen permits for single-family homes and four permits for multi-unit townhomes. The non-residential construction was minimal with approval of 7,508 square feet of commercial space for the Bike Exchange on South New Hope Road. Mayor Cauthen stated there is possibly going to be a change of ownership for the Riverside in-fill project. Commissioner Helms asked Mr. Pettine how Cramerton compares to other local municipalities regarding residential growth vs. commercial. Mr. Pettine stated he thinks we are on par with other municipalities and with the development of some of our upcoming subdivisions will provide a better snapshot. He added that the planning directors from Mount Holly and Belmont have discussed holding regular meetings to keep each other informed of what is going on locally.
- **Lakewood Greenway.** Mr. Pettine stated this project is in its final stages prior to beginning construction which is anticipated in 2018. The Town has authorized A. Morton Thomas to handle the construction administration aspect of the project. Staff is coordinating with Withers and Ravenel to establish a pre-bid meeting date for the construction bid process. The Town has passed a Capital Project Ordinance for the project totaling \$1,078,400.00 which includes monies from the Carolina Thread Trail as well as the Akers Foundation Grant. Mayor Cauthen asked about the type of material that would be used for boardwalk construction. He commented that the ironwood decking seems to be lasting longer and he would like to consider using this type of material. Mr. Pettine stated ironwood costs more and is quite durable. Commissioner Rice asked what about the use of some form of composite wood. Mr. Pettine stated he would address this request with Withers and Ravenel tomorrow.

Commissioner Helms asked about the need for additional monitoring by the police department once this greenway is open. Mr. Pettine stated that pedestrian counters would be set up from the MPO soon after the greenway opens. Deputy Chief Adams advised the Board that the greenway would be patrolled by officers on foot patrol and the UTV.

Mayor Pro Tem Koutsoupas asked about lighting for the greenway. Mr. Pettine stated no lighting is planned at this time. Carolina Thread Trail will place signage. Mr. Pettine stated he does not anticipate placement of any benches. Mayor Cauthen asked about the possibility of foot traffic connectivity and the effect of no lighting. Mr. Pettine stated Goat Island Park closes at dusk and additional lighting could be costly. Mr. Pettine stated he would ask Withers and Ravenel about this as a separate item. Commissioner Helms said he was concerned about public safety. Mr. Smallwood stated Goat Island is open from 6:00 a.m. to 10:00 p.m.

### **Traffic Calming Policy:**

**Woodlawn and Eighth Avenue Update:** The Town Manager stated no action was deemed necessary for Woodlawn Avenue. Tonight's discussion is regarding Eighth Avenue. Deputy Chief Adams stated twenty written state citations and twenty-two warning citations have been written. Sixteen of the citations were for speeding. Mayor Pro Tem Koutsoupas asked about the timeline for the installation of the radar sign. Deputy Chief Adams the sign is being manufactured. The

Town Manager stated that he and Deputy Chief Adams discussed the verbiage regarding “increased traffic enforcement in neighborhood” signage.

**Center Street: Staff update on citizen input.** The Board discussed placement of speed bumps on Center Street. The street could be split into thirds for placement of the speed bumps. Mayor Cauthen stated he wants staff to move forward in checking on speed bumps similar to the style that was used in the Lakewood neighborhood. The cost of removable speed bumps would range from \$700.00 to \$1,000.00 and would be eligible for Powell Bill reimbursement. The Board’s consensus was to have the speed bumps ordered and to notify the Center Street residents several days in advance of installation.

**Cramerton Board of Commissioners:**

- **Village at Cramerton Mills: Consider “Amendment to Contract” to purchase and sale contract for Town Firing Range.** Mayor Cauthen stated a request has been made for an extension until March regarding the purchase and sale of the firing range property. An offer was made of payment for \$100,000.00 payable by November 20<sup>th</sup> along with \$5,000.00 to be paid which would not be part of the purchase price. A second payment of \$105,000.00 will be issued in late January 2018. Mr. Pettine advised the Board that Brookline and AV Bonterra are showing signs of development for this property. Commissioner Rice asked if the acceptance of this money would affect the police department’s availability to continue to use the firing range. Mayor Cauthen stated VCM has not requested the police department stop using this property at this time. Deputy Chief Adams stated there is some concern about the future buildout of homes closer to the firing range. Attorney Fox stated the Town will hold the deed to this property until the title transfers and there are no limitations or restrictions to the usage of the \$100,000.00 being received. Mayor Cauthen asked the Board members if they were okay with receipt of the \$5,000.00 in addition to the \$100,000.00 along with another payment January 30, 2018 and the balance due payable on March 30, 2018. Commissioner Rice confirmed with Deputy Chief Adams that proceeding with this contract would not be a problem for the police department. A motion was made by Mayor Pro Tem Koutsoupas to grant the request to accept the proposed extension of the purchase and sale contract for the town’s firing range with the following terms for a payment to be received as of November 20, 2017 for \$100,000.00 to be applied towards the balance with an additional \$5,000.00, a payment of \$100,000.00 to be paid towards the balance with an additional \$5,000.00 on January 30, 2018, with the remaining balance due to be paid by the final closing date of March 30, 2018 with no restrictions regarding utilization of funds and continued use of the firing range. The motion was seconded by Commissioner Rice and approved by all.
- **Town of Cramerton Code of Ordinance: Resolution 2017-09 to amend the Code of Ordinances of the Town of Cramerton, Chapter 92.** A motion was made by Commissioner Neeley to approve Resolution 2017-09 to amend the Town of Cramerton Code of Ordinance Chapter 92. The motion was seconded by Commissioner Helms and approved by all. A signed copy of this resolution will be placed into the minutes book.
- **Cramerton Veterans Memorial:** A rendering of the proposed Veterans Memorial in the Centennial Center area was presented to the Board. Discussion was held regarding placement of the memorial in the Centennial Center due to visibility and following the topography near the clock tower. A bronze statue of a soldier with a small female child standing beside him was introduced as part of the rendering. The statute would face the flag at Town Hall. Discussion was held regarding the emotional aspect of the statute along with providing availability from all sides of the proposed memorial. Commissioner Helms stated the proposed kiosk would offer an explanation. Mayor Pro Tem Koutsoupas and Commissioner Neeley stated they thought this rendering was on the right track. Mayor Cauthen stated the ad hoc committee will proceed in this direction.
- **Planning and Zoning Board Appointment: Consider two applications for appointment to the Planning and Zoning Board.** A motion was made by Commissioner Neeley to reappoint Wil Neumann and Richard Atkinson to the Planning and Zoning Board for an additional three year term ending December 3, 2020. The motion was seconded by Commissioner Rice and approved by all. Mr. Pettine advised the Board that an ETJ member

is still needed and to please let him know if they knew anyone that might want to serve. The Board asked for a map of the ETJ areas. Mr. Pettine stated a map is available to review on the town's website.

- **Community Committee Advisory Board Appointment:** Commissioner Rice asked if Rachel Andrea's application could be reviewed at this meeting for possible appointment. Attorney Fox stated this would require the Board to amend the agenda at this time. A motion was made by Commissioner Neeley to amend the agenda to include the consideration of possible reappointment of Rachel Andrea to serve a three year term on the Community Committee. The motion was seconded by Commissioner Helms and approved by all. A motion was made by Commissioner Rice to reappoint Rachel Andrea to serve an additional three years on the Community Committee with her term ending November 30, 2020. The motion was seconded by Commissioner Helms and approved by all. Discussion was held regarding the vacancy on the Parks and Recreation Department and possibly moving one of the current alternate members to serve. The vacancy is currently listed in the Town's newsletter and on the Town's website.

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

- **Montcross Chamber Airport Tour:** Commissioner Helms stated he would like to attend. The Town Manager stated this will be an all-day event.
- **ABC Store Update:** The Town Manager stated Sam Carpenter had given him an update regarding the expansion of the ABC Store on Market Street.
- **Memo regarding Chief Search Project Timeline:** A memo was distributed to the Board listing the timeline for the chief search. Deputy Chief Adams will be appointed as the Interim Police Chief Adams as of Friday, December 1<sup>st</sup>. Mayor Cauthen advised the Board to contact the Town Manager if they have any suggestions or comments.

#### **Update from Two Rivers Utilities:**

Mike Bynum reported that TRU responded to sixty-two water meter related service requests, repaired three water leaks, and had five sewer related calls. Thirty-three preventative maintenance requests were performed at the pump stations. Twelve water samples were tested for water quality control and all were in compliance with the State Drinking Water Quality Standards.

Mr. Bynum stated that TRU received the Authority to Award letter from NCDEQ on November 6, 2017 for the South Fork Phase II Regional Sewer Project. A groundbreaking was held in McAdenville on Thursday, November 15<sup>th</sup>. A Notice to Proceed with this project should occur in early December and construction should take about a year to complete.

The Southeast Sewer Project, which will serve a section of southeastern Gaston County, should receive plans and specifications for review on November 21<sup>st</sup>. The FERC permitting process has been started and this project should start in the spring of 2018.

**Town Attorney:** Attorney Fox had nothing to report.

**Town Clerk:** The Town Clerk reminded the Board of the class to be held in Hickory in January as the recently elected officials will need to complete their ethics training and registration is required. She reminded the Board of other upcoming events.

**Police Department:** Deputy Chief Adams presented a statistical report to the Board. Commissioner Rice asked if data regarding DWI's could be included. Deputy Chief Adams stated yes. Mayor Pro Tem Koutsoupias asked what the difference between traffic citations and charges. Deputy Chief Adams stated there can be multiple charges on one citation. Deputy Chief Adams stated a Colt firearms class was held here and there were twenty-six attendees from various parts of the country. Mayor Cauthen stated the Cramerton Police Department was recently recognized at the County Commissioner's meeting for their 50<sup>th</sup> anniversary. Deputy Chief Adams advised the Board that the South Fork Lane road issue was investigated and no damage was done. The police is monitoring construction equipment traffic between South Fork Lane and Grange Drive. Deputy Chief Adams advised the Board that the furtive speed unit has been sent to the manufacturer and is being repaired. Speed studies have been put on hold until the unit is returned.

**Fire Department:** Chief Foulk distributed a statistical report to the Board. He advised the Board that information regarding the OSFM Grant will be known on December 15<sup>th</sup>. Chief Foulk stated five SCUBA units were currently in the budget and if the grant is awarded then he will be able to purchase ten units. Chief Foulk stated the annual Santa Ride will be on Saturday the 16<sup>th</sup> along with the fire department's dinner that afternoon.

**Planning:** Mr. Pettine provided information to the Board regarding the brightness value of 500 nits. He stated 500 nits would be comparable to the brightness of your LED television at home. Commissioner Helms asked about an update of which streets will be paved next. The Town Manager stated he will meet with Bonnie Fisher at the first of the year and provide an update to the Board.

**Finance:** Mr. Lineberger stated he has not received the final bill at this time from B&N Grading. He advised the Board about changes regarding health benefits and separation benefits as several employees are in the retirement process. Commissioner Helms recognized Mr. Lineberger and staff for the positive draft audit report.

**Parks and Recreation:** Mr. Smallwood advised that the Christmas bazaar will be held on Saturday, December 2<sup>nd</sup>, from 9:00 a.m. to 1:00 p.m. The parade will be on Thursday, December 8<sup>th</sup> and the staff appreciation luncheon will be on Friday, December 9<sup>th</sup>. The Breakfast with Santa event is sold out.

### **Topics of Discussion for Each Commissioner:**

Commissioner Neeley stated she attended the County Commissioner's meeting and the police department was recognized for their 50<sup>th</sup> anniversary. She stated she participated in the Turkey Shoot. Mr. Smallwood stated the Turkey Shoot was well attended.

Commissioner Rice stated he spoke at the County Commissioner's meeting to offer recognition of the police department's 50<sup>th</sup> anniversary. He thanked Deputy Chief Adams for stepping up into the leadership role during the search for a police chief. He thanked the recently re-elected officials. He stated on Election Day he said there was input from a citizen regarding a possible dangerous tree. He thanked Public Works for the quick and efficient removal of the reported tree near the Cramerton Christian Academy. Commissioner Rice stated he had attended joint fire department flammable liquid training on Monday night at New Hope Fire Department.

Commissioner Neeley asked to add that she wanted to thank Chief Foulk. She said there was an indoor fire training session at Gaston College and she was able to have the special need students to be able to visit while this training was occurring. She said her students asked her when they can attend another session.

Mayor Pro Tem Koutsoupas stated an e-mail regarding the CATS transit and a survey as to how we can connect to mass transit. The Town Manager stated he attended one of the meetings in downtown Charlotte and he said he added information regarding the Town's Land Use Plan showing intersections that may be utilized as part of the master plan for a possible transit stop. He thanked staff for continued communication with NCDOT regarding ongoing projects. He also thanked the Town Manager and staff for placement of the "no outlet" sign in Cramerton Village.

Commissioner Helms asked about the progress of permits for Timberlake by American Homes for Rent. Mr. Pettine stated eight permits have been processed. Five of the lots already have clearing and grading started and some of the lots have silt fencing in place. Permits have not been issued on the last seven lots. Gaston County is looking into those sites. Mayor Cauthen stated there has been construction equipment driving on the roadways and a deficit in the silt fencing and he thanked Mr. Pettine for the letter he created and it was very well worded.

Commissioner Helms asked about the dumping of mulch as Public Works will need to start taking debris to the Dallas landfill once the firing range is sold. He stated that the Board may want to begin consideration for the purchase of some type of mulching machine. Mayor Cauthen stated the Town may need to consider something regional.

Mayor Cauthen stated he was excited about the possible upcoming commercial development and will share information as soon as he can. He reminded the Board that a cleanup is scheduled for

Central Park on Saturday at 10:00 a.m. Mayor Pro Tem Koutsoupas stated students from Stuart W. Cramer High School will be there to assist. Mr. Smallwood stated gloves and shovels will be needed. Commissioner Neeley asked if there was signage on this property stating “no dumping” and Mr. Smallwood stated no. Mayor Cauthen stated the items to be picked up is mainly construction debris at this point.

**Adjournment:** A motion was made by Commissioner Neeley to adjourn at 10:29 p.m. The motion was seconded by Commissioner Rice and passed by unanimous vote.

---

Mayor Will Cauthen

**ATTEST:**

---

Wilene Cunningham, Town Clerk