

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

November 1, 2018

The Board of Commissioners for the Town of Cramerton met in a workshop session on Thursday, November 1, 2018 at 6:00 p.m., in the G.M. Michael Commission Chamber at the Cramerton Town Hall.

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

Staff Present: David Pugh, Town Manager; Attorney Scott Dennis; Josh Watkins, Planning Director; Brad Adams, Police Chief; and Wilene Cunningham, Town Clerk. Joel Lineberger, Finance Director, was absent.

Call to Order and Determination of Quorum: Mayor Cauthen called the 6:00 p.m. meeting to order and determined there was a quorum.

6:00 p.m. Work Session: Draft Website Firm RFP and discussion. Discussion was held regarding monthly website service fees. The Town's current website is maintained by Moonray. Several websites were presented and the Board discussed the importance of a social media button on the site. There was discussion regarding importance of being able to easily view information on mobile devices and ease of navigation. A payment portal could be added and would be linked to a third-party vendor. Professional photos with a high resolution would be utilized. Chief Adams recommended the police department continue to have a separate web page but be linked to the Town's website. The Town Manager suggested that the agenda for tonight's meeting be amended to remove the request for website proposals and per the Board's input send requests asking for costs from several of the companies that were discussed tonight.

7:00 p.m. Bi-monthly Meeting:

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

Staff Present: David Pugh, Town Manager; Attorney Scott Dennis; Josh Watkins, Planning Director; Brad Adams, Police Chief; and Joel Lineberger, Finance Director; and 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: A moment of silence was offered in memory of Corporal Travis Wells from the Dallas Police Department who was killed in a single-car accident. The invocation was offered by Commissioner Neeley and the pledge of allegiance was given by all.

Adoption of Agenda for this meeting: A presentation by the Cramerton Historical Society and removal of the discussion regarding the website proposal. A motion was made by Commissioner Rice to approve the amended agenda. The motion was seconded by Commissioner Helms and approved by all.

Public Comment: Diana Carlson, 577 High Street, thanked Bill Bailey, Code Administrator, regarding the parking issue on High Street.

Proclamations:

- **A proclamation to honor Veterans in recognition of Sunday, November 11th, as Veterans Day.** Mayor Cauthen stated that the Town will hold the Veterans Memorial Dedication Event on Saturday, November 10th, at 10:00 a.m.

- **A proclamation to recognize Arbor Day (celebrated September 29, 2018).** A copy of the proclamation will be placed in the minutes book.

Presentation by the Cramerton Historical Society: Ted Reece, Jeff Ramsey, and Jack Brown were in attendance to present a check for \$2,675.38 for the funds received from the 5K Veterans Memorial Race.

AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:

Board of Commissioners Meeting Minutes: Consider approval of the October 4, 2018 BOC meeting minutes. Mayor Pro Tem Koutsoupas provided several corrections. The Town Clerk stated she would make the requested corrections. A motion was made by Commissioner Neeley to approved the amended October 4, 2018 BOC meeting minutes. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

Finance:

- **Gaston County Township Grants: Approval of letter to Gaston County Commissioners to request to move the Cramerton Township Grant (\$87,500) to the Goat Island Greenway Extension.** Gaston County awarded several grants (called “Township Grants”) to municipalities for various capital projects. Cramerton received an award of \$87,500 for the Cramer Mountain Road Sidewalk. Staff recommends moving the \$87,500 from the Cramer Mountain Road Sidewalk project to the Goat Island Greenway Extension project. County Commissioner Worley recommended that Cramerton draft a letter to the Gaston County Board of Commissioners requesting a redirection of the \$87,500 to another worthy project in town. A motion was made by Commissioner Helms to approve creation of a letter to be provided to the Gaston County Board of Commissioners for consideration. The motion was seconded by Commissioner Rice and approved by all.
- **NC Department of Natural and Cultural Resources Center: Approval to use the \$50,000 received from the NC Department of Natural and Cultural Resources for the Goat Island Greenway Extension.** A motion was made by Commissioner Helms to approve the use of the \$50,000 received from the NC Department of Natural and Cultural Resources for the Goat Island Greenway Extension. The motion was seconded by Commissioner Abernathy and approved by all.
- **Veterans Memorial Capital Project Ordinance: Consider approval of Capital Projects Budget Amendment #3 to amend the Cramerton Veterans Memorial Capital Project Ordinance.** A motion was made by Commissioner Helms to approve budget amendment #2018-03 to provide additional funding and expenditure authorization for completion of the Cramerton Veterans Memorial project with corresponding authorization for transfer within the General Fund. The motion was seconded by Commissioner Rice and approved by all.
- **Fiscal Year 2018-19 Budget Ordinance: Consider approval of Fiscal Year 2018-19 budget ordinance amendment #4 to appropriate additional stormwater expenditures.** A motion was made by Commissioner Neeley to approve budget amendment #2018-04 to approve funding and expenditure authorization for stormwater repairs at the C.B. Huss Recreational Complex. The motion was seconded by Commissioner Rice and approved by all.

Planning:

- **GGDC Airport Study: Consider approval of resolution #2018-07 – A resolution to support and adopt the GGDC Airport Study.** A motion was made by Commissioner Helms to approve resolution #2018-07 to support and adopt the GGDC Airport Study. The motion was seconded by Commissioner Rice and approved by all.
- **South Hope Road Residential Development: Consider approval of resolution #2018-08 – A resolution regarding Cramerton’s position on development in the South Hope Road corridor.** The Town Manager stated information regarding this development will be presented to the county commissioners in January. Mayor Pro Tem Koutsoupas asked

that the resolution be amended to read NC 279 not NC 273. A motion was made by Commissioner Helms to approve resolution #2018-08 regarding Cramerton's position on development in the South New Hope Road Corridor. The Board consented to have Commissioners Rice and Helms with Mayor Cauthen as town delegates to attend any meetings with the county commissioners outside of the regular scheduled county commissioner meetings.

- **Villages at South Fork: Consider approval of the final plat for the Villages at South Fork.** The Planning Director stated an approval letter was received on Tuesday for final and True Homes will begin pulling permits for the first phase. A motion was made by Commissioner Abernathy to approve the final plat for the Villages at South Fork. The motion was seconded by Commissioner Neeley and approved by all. Mayor Pro Tem Koutsoupas commented that one of the streets was named Thomasville Drive and stated he wondered if this was a tie in to the Cramers as they lived. Mayor Cauthen stated the maternal grandfather lived in Thomasville, North Carolina.

BIG BOARD REVIEW: The Town Manager stated the bike repair station has been completed. The statute for the Veterans Memorial is scheduled for delivery on November 7th or 8th. Several draft legal documents have been prepared regarding paving at the Masonic Lodge. Attorney Dennis stated two documents have been created. One is a joint use agreement and the other is an easement document. Mayor Cauthen stated a meeting will be scheduled with representatives from the Masonic Lodge and USI. Commissioner Rice stated he would like to attend that meeting.

A list of possible areas for placement of the Helix R artwork will be presented at the next Board meeting on November 15th. Mayor Pro Tem Koutsoupas asked about the fog lane striping. The Town Manager stated a conversation has been held with Randi Gates and no response has been received at this time. Commissioner Rice asked about the sanitation contract requests for proposals. The Town Manager stated the requests for proposals will be drafted in January. Commissioner Rice asked about any price changes. The Town Manager stated he would ask Waste Management and this item could be discussed at the January 17th Board meeting.

Mayor Cauthen asked if the Town could paint the fog lane. Attorney Dennis stated the legal staff would look into it. Mayor Pro Tem Koutsoupas asked if there have been any updates from Labella Engineering about the Market Street Improvement Project. The Town Manager stated the project is on hold while NCDOT is completing the widening project from Alberta Road to Market Street.

Mayor Cauthen stated the curator at the South Carolina Military Museum reviewed the artwork for the mural and offered information to the artist. No timeline has been received from the artist at this time.

Commissioner Helms asked that the Cramer Mountain Road Sidewalk Project be removed from the Big Board list and create an archive list.

The Town Manager stated the wayfinding ad hoc committee met and will choose and recommend the presenters for the November 15th Board meeting. Commissioner Abernathy commented on how well planned and efficient this process was with good organization and a great team.

The Town Manager reminded that over 300 homes for the MT Land project are located in the town's ETJ and zoned R-1 and is use by right.

A meeting is scheduled for Friday to meet with the local county historical society and stakeholders regarding the Baltimore neighborhood.

Board of Commissioners Business

- **Cramerton Veterans Memorial Update:** Commissioner Helms stated the final preparation meeting will be held on Monday to discuss the final items before the dedication event on Saturday the 10th. He thanked Jack Brown for arranging the shuttle service. He asked that all commissioners arrive at 8:00 a.m. for the event.
- **Website Request for Proposals: Consider approval of final draft of website RFP and direct staff to distribute RFP.** Discussed earlier in the meeting.

Manager's Report: Nothing else to report.

GENERAL STAFF REPORTS:

Update from Two Rivers Utilities: Mr. Bynum was absent.

Town Attorney: Nothing to report.

Town Clerk: A list of upcoming events was presented to the Board.

Police Department: Chief Adams thanked the Board for the moment of silence offered for Corporal Travis Wells. He stated the police department will be participating in "No Shave November" to raise awareness for cancer. Letters have been provided to the businesses regarding the upcoming "Destiny Lives On" event.

Fire Department: Chief Foulk was absent.

Planning: The Planning Director presented a report regarding code enforcement cases. This is the first time this new software has been used to create this report. Commissioner Abernathy asked if the timeline as to when the issue may be resolved. Mr. Watkins stated he would include this on the next report.

Finance: Joel Lineberger stated Collis and Associates can provide audit information at the next meeting and later a full financial statement to the Board at a later meeting. The Board consented to receiving the auditor's information in November.

Parks and Recreation: Upcoming events include "Destiny Lives On", the Turkey Shoot, and Float the Fork. Eunice McSwain will be hired as of January 2nd as a full-time special events and program supervisor. Mayor Pro Tem Koutsoupas asked about the boardwalk repairs. Mr. Smallwood stated the contractor is waiting on the area to dry up.

Committee Updates:

- **Parks and Recreation Advisory Board:** The next meeting is scheduled for Monday, November 5th, at 7:00 p.m. at Town Hall.
- **Planning and Zoning Board:** The meeting scheduled for Wednesday, November 14th, at 6:00 p.m. at Town Hall has been cancelled. The next meeting is now scheduled for Tuesday, December 18th.
- **Community Committee:** Commissioner Rice stated the committee completed picked fence art which has been placed around various areas of town. The Citizen of the Year and Lifetime Citizen Award will be discussed at the November 13th meeting.
- **Cramerton Merchants Association:** Mayor Cauthen stated the recent meeting was cancelled. No meeting has been scheduled yet for next month.
- **Centralina Council of Government:** Mayor Cauthen stated he attended the last delegates meeting in Kannapolis. Attendance has been low but special events are usually well attended.

Topics of Discussion for Each Commissioner:

Commissioner Neeley stated she participated in pinning of the veterans at the 5K Run for Veterans. She stated flu shots would be available at the Cramerton Drug Store, the Rader Center. Anyone wanting a flu shot needs to bring their insurance card.

Commissioner Rice voiced his sadness at the loss of a fellow public servant with the death of Corporal Travis Wells.

Commissioner Abernathy offered her sympathies to the family of Corporal Wells. She thanked Mr. Smallwood and Mrs. Andrea for the well-attended and well-organized fall festival. She asked about the greenway access with the Villages at South Fork. Mr. Watkins stated he spoke to them about future phases. Commissioner Abernathy stated she participates in a lot of races and there is a great potential in holding race events in Cramerton. She hopes that the Veterans 5K Run will become an annual event. She commented that when people in other areas ask her where she is

from, she starts with saying the Charlotte area, then Gaston County near Gastonia. She said that more people are aware of exactly where Cramerton is located and how exciting she feels about this and the work that is soon going to be done for design of a new website.

Mayor Pro Tem Koutsoupas stated his thoughts and prayers are with the Dallas Police Department due to their loss. He stated he would like to see a list of the significant improvements for Highway 74 and South New Hope Road. He asked if there was an update from Waste Management regarding when carts would be delivered. He asked if there was a list of the broken rollout carts that need to be replaced. Rodney Baker with Public Works has that list and carts will be delivered tomorrow.

Commissioner Helms thanked the staff and Wendy Cauthen for their hard work regarding the Veterans Memorial Dedication Event. He asked that at the next meeting there be an agenda topic to discuss any follow up items needed as dialogue after the event. He stated he would like to be a website discussion and he was willing to be more involved. He will not be in attendance at the parade.

Mayor Cauthen asked County Commissioner Worley if he would like to speak.

County Commissioner Worley stated the MT Land Project would bring about 330 single-family homes, 500 active adult homes, and town homes for a total of 1,500 units with the first house being built in two years. A public hearing is scheduled for December 11th by the county.

Adjournment: A motion was made by Commissioner Neeley to adjourn at 8:15 p.m. The motion was seconded by Commissioner Abernathy and passed by unanimous vote.

Mayor Will Cauthen

ATTEST:

Wilene Cunningham, Town Clerk