

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

September 20, 2018

The Board of Commissioners for the Town of Cramerton met in a workshop session on Thursday, September 20, 2018 at 6:00 p.m., in the G.M. Michael Commission Chamber at the Cramerton Town Hall to discuss wayfinding sign request for proposal.

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; and Wilene Cunningham, Town Clerk.

Mayor Cauthen called the meeting to order and determined there was a quorum.

Cramerton Wayfinding Sign Request for Proposal: The Town Manager stated the topic for tonight's workshop session is the request for proposal for wayfinding signage with plans and design. Commissioner Abernathy was in favor of formation of an ad hoc committee similar to the one that was set up for the branding and marketing as a search committee. Mayor Pro Tem Koutsoupas asked about the projection date. The Town Manager stated the projected due date is October 17th with a firm to be selected on November 15th. Mayor Pro Tem Koutsoupas asked if this timeframe allowed enough time to get feedback. The Town Manager stated a one-month response time is usually adequate. Mayor Cauthen stated the Board does not have to choose the lowest bidder for this type of proposal. Commissioner Abernathy and Mayor Pro Tem Koutsoupas stated they would like to serve on this ad hoc committee.

Commissioner Abernathy and Mayor Pro Tem Koutsoupas advised the Town Manager of several corrections to be made to the request for proposal. Discussion was held regarding allowance for creative flexibility. Mayor Pro Tem Koutsoupas discussed the pantone colors that had been provided at another meeting.

Mayor Pro Tem Koutsoupas asked about the Town's mission statement and the continued usage of "Pride in our Past, Faith in our Future". The Town Manager recommended keeping the mission statement with the usage of "So Blessed" as a motto. Additional corrections to the request for proposal were requested as the Board agreed that the request for proposal should be somewhat generic so that it will be easy to respond to.

Mayor Cauthen advised the Board that Jim and Tammy Lawrence along with Ray McKenney are willing to host a mural on the side of the former BB&T building. Buzz Bizzell has reviewed the renderings and will be able to take information to an artist and have it digitized for placement on external vinyl and heat sealed to the exterior of the building. The lifespan of the mural would be about ten years. The mural would be about 36 feet wide and have insets of history and vintage advertisements along with the continuation of the story of the Cramerton Army Cloth. The Board asked if this project would need to be put out for bids. Attorney Dennis stated no as this would be for a service and is under \$50,000.00. Commissioner Abernathy asked what happens if the building is sold. Mayor Cauthen stated he spoke with Attorney Wolter regarding a ten-year lease that could be created for the use of the exterior wall which would remain in effect even with a change of ownership. Commissioner Rice asked about the involvement of the Cramerton Historical Society regarding wording for the mural. Mayor Pro Tem Koutsoupas asked what happens if the mural is damaged or vandalized. Discussion was held regarding removable canvasses similar to the ones that are displayed in Gastonia.

Commissioner Abernathy commended Mayor Cauthen for his research. She stated she likes the idea as it will be an extension of the Veterans Memorial. She stated in order to reduce the cost maybe the mural could be reduced to the soldier and wording. Mayor Cauthen stated the mural ties into the Army Cloth being produced in Cramerton. Commissioner Rice stated he likes the vinyl concept but does not want this to detract from the Veterans Memorial or to rush the artist. He stated he liked the proposed size of the mural. Commissioner Helms asked what was the most expensive part of the mural. Mayor Cauthen stated most likely the digitized printing. Discussion

was held about having a mural by Memorial Day 2019. Commissioner Helms stated he would like to have eighty-percent of the funding from sponsorships. Commissioner Neeley asked if there was the possibility of some type of grant for this type of project. Mr. Watkins stated he would look into possible grant options. The Town Manager will place this item on the Big Board for future discussion.

7:00 p.m. Meeting:

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

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

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

Adoption of Agenda for this meeting: The Town Manager asked that the agenda be amended to remove the Parks and Recreation item under “Agenda Items Not Requiring a Public Hearing”; remove the NCDOT session under “Manager’s Report”; the closed session for NCGS 143.318.1.1(a)(11) to discuss real property; and to add implementation of formation of an ad hoc committee and release of the request for proposal for wayfinding signage. A motion was made by Commissioner Neeley to adopt the amended agenda. The motion was seconded by Commissioner Rice and approved by all.

Public Comment: No one signed up to speak.

Recognitions:

Recognition of the following Cramerton Firefighters for obtaining their North Carolina Firefighters Certification through the North Carolina Office of the State Fire Marshal: Charleston Odom; Donald Rice; and Emily Robinson. Chief Foulk stated the firefighters being recognized tonight had each completed 328 hours of training and they all were volunteers. He stated 29 of the 34 of the current volunteers are certified. The volunteers were congratulated for completion of their firefighter’s certification and thanked for their service. Chief Foulk congratulated Coleman Hattaway for his promotion to Captain.

AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:

Finance

Stormwater Fee Schedule. Consider amending the FY 2018-2019 Stormwater Fee Schedule with an implementation date of January 1, 2019. Attorney Dennis advised that a seven-day notice for a public hearing will need to be provided. Mike Bynum stated he would speak with their budget office regarding this revision to the stormwater fees. A motion was made by Commissioner Helms to set a public hearing for October 4th at 7:00 p.m. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

Example Letter for Affected Property Owners: Commissioner Helms asked that the “why” be added to the stormwater rate change letter. Mr. Watkins stated a pamphlet has been prepared with “frequently asked questions”. Several changes were requested by the Board. Commissioner Abernathy stated she liked the content of the letter in reference to the explanation about additional revenue and what it will be used for. Commissioner Rice stated information explaining how and why this would be affecting apartments should be included. Mr. Watkins stated he will try to keep the letter to one page and will make the requested changes to the pamphlet per the Board’s request.

Future Fleet Schedule: Information was provided to the Board by the Town Manager regarding establishing the process for funding of the Town’s future fleet. Discussion was held regarding the starting amount to begin the fund. Commissioner Abernathy commented that this should be helpful to future Boards and the funding will already be in

place for the future when needed. Mr. Lineberger stated this account would be a capital reserve fund and there would be a line item in the annual budget. Commissioner Helms asked about the difference if monies are needed for repair of vehicles. Mr. Lineberger stated those monies would be taken out of operating funds for repairs. A motion was made by Commissioner Helms to approve the establishment of a future fleet acquisition fund of \$100,000.00. The motion was seconded by Commissioner Abernathy and approved by all. A motion was made by Commissioner Abernathy to approve Budget Amendment #01. This motion was seconded by Commissioner Helms and approved by all.

Planning:

Cramerton Master Bike Plan: Consider Approval of the final draft of the Cramerton Bike Master Plan. Mr. Watkins stated that NCDOT has a new staff member to replace Gary Spangler. Some minor amendments have been recommended prior to adoption. This did not alter any major recommendations for the plan and some of the budgetary numbers were updated. AECOM made the proposed amendments and approved by NCDOT and the plan is now ready to be implemented. Commissioner Abernathy asked about the children's bike route that was in the original plan. Mr. Smallwood stated he believes that route was removed. A motion was made by Commissioner Neeley to adopt the Cramerton Master Bike Plan. The motion was seconded by Commissioner Helms and approved by all.

Traffic Calming: The Board requested the staff review the traffic calming policy for possible creation of a new category to the class system used to classify traffic issues. Class A indicates an average speed of between 0 to 9 miles per hour above the posted speed limit. Class B indicates an average speed of over 9 miles per hour. The last traffic study indicated the average speed was below the posted speed limit. Staff has added a new classification of Class Z to this rating system which recommends no enforcement action to be taken. Mayor Pro Tem Koutsoupas asked that a correction be made to the policy stating "Class Z average speed at or below the posted speed limit". A motion was made by Commissioner Rice to approve the amended traffic calming policy. The motion was seconded by Commissioner Helms and approved by all.

BIG BOARD REVIEW: The Town Manager stated the firing range will be discussed at the next meeting in closed session. No update at this time from Bryan Engle from NCDOT regarding the fog line on North Main Street. Commissioner Helms asked about the status of the Cramer Mountain Road Sidewalk project funds being moved to another project. An official letter has been sent to Randi Gates regarding CMAQ monies being returned and used for another project. Mayor Cauthen asked about the CMAQ funds request for the extension of the Thread Trail. Mr. Watkins is working with Labella Engineering for supplemental documents to be added to the letter to Randi Gates. This item will be scheduled for discussion at the TCC and TAC October meetings. Mayor Pro Tem Koutsoupas asked if the aquatic structures are okay since the recent storm and Mr. Smallwood stated yes. He asked about if the current surveying on Wilkinson Boulevard/Market Street improvements is part of the LaBella project and Mr. Pugh stated yes. Mayor Pro Tem Koutsoupas asked that wayfinding information be updated on the Big Board. Commissioner Helms asked that the Helix R artwork be added to the Big Board. Discussion was held regarding placement of the donated benches and fountain possibly with the placement of the artwork. Mayor Cauthen stated the donated benches are not commercial grade and the fountain needs to be inspected and its value determined prior to being insured.

Cramerton Board of Commissioners

Veterans Memorial Update: Commissioner Helms stated a rehearsal meeting is scheduled for October 1st at 6:00 p.m. here at Town Hall. Mayor Cauthen stated the invitation list is being prepared. The plaques have been ordered and work continues on the sculpture and the engraved brick pavers will be delivered next week. Discussion was held regarding the project's timeline and notification to the businesses.

Masonic Lodge Parking Plan: Discussion of new parking layout plan. Information was provided regarding a draft concept plan for additional parking spaces. The draft concept displays an access change from "in-and-out" to "one-way in". The parking spaces are now angled and general public parking spaces increased from 22 to 31. Handicap spaces decreased from 3 to 2. The entire parking lot will need to be repaved to include redoing

the base and asphalt. Discussion was held regarding obtaining a signed agreement with the Masonic Lodge regarding this project. The Board asked that the engineering firm provide a third option to include parking for golf carts and possible usage of some type of permeable concrete.

Cramerton Alcoholic Beverage Control (ABC) Board. Discuss submitted applications and consider appointment of one applicant to the Cramerton ABC Board: Two applications were received for consideration for appointment to the Cramerton ABC Board. The current incumbent, Jerry Roche, addressed the Board. He stated he had been serving on the ABC Board for about fifteen months. He has attended two conferences and completed the ethics training. He asked that the Board consider him for reappointment. Commissioner Abernathy stated she recused herself at the last meeting regarding this appointment but will remain in attendance, but may abstain from voting. Commissioner Rice stated due to the level of professionalism, qualifications, and willingness to serve makes this a hard decision to make and he thanked both candidates for applying for this position. A motion was made by Mayor Pro Tem Koutsoupas to reappoint Jerry Roche to continue to serve on the ABC Board for a term of three years. The motion was seconded by Commissioner Helms. The vote was 5-0 (with four affirmative votes and Commissioner Abernathy abstaining) and the motion passed.

018 Elections. Consider cancelling the Thursday, November 1st meeting due to it being the week leading up to Election Day (November 1, 2018): A motion was made by Commissioner Neeley to cancel the November 1, 2018 Board of Commissioners meeting. The motion was seconded by Commissioner Abernathy. The vote was 3 to 2 and the motion did not pass.

Formation of Ad Hoc Committee and Release of Request for Proposal: Mayor Pro Tem Koutsoupas made the motion releasing the amended request for proposal with the additional staff comments that was discussed earlier in the meeting. The motion was seconded by Commissioner Helms and approved by all. The Town Manager stated the request for proposal will be submitted to firms and other town managers regarding wayfinding signage. A motion was made by Commissioner Neeley nominating Commissioner Abernathy and Mayor Pro Tem Koutsoupas to serve on the ad hoc committee. Mayor Cauthen stated he would also like to serve on this committee which will not create quorum. Commissioner Helms asked if the ad hoc committee could also review information regarding the downtown mural. The Town Manager stated himself, Josh Watkins, Eric Smallwood, and Rodney Baker would be involved as staff. Commissioner Neeley amended the original motion nominating Commissioner Abernathy and Mayor Pro Tem Koutsoupas to serve on the wayfinding ad hoc committee along with staff to include Rodney Baker, Eric Smallwood, and Josh Watkins. The motion was seconded by Commissioner Helms and approved by all.

Manager's Report:

NCDOT Project Updates: Discussion will be held at a later date.

The Town Manager stated the Town did not suffer any serious damage from the recent hurricane.

GENERAL STAFF REPORTS:

Update from Two Rivers Utilities: Mike Bynum provided his report to the Board. TRU was prepared and responded to water and sewer related issues in Cramerton caused by the wind and rains from Tropical Storm Florence. Two pump stations lost power and a portable generator was used to keep the wetwells pumped down. Power was lost at the Berry Mountain Booster Pump Station and there were mechanical problems with the generator.

The new sewer line through the Courtyards at Cramerton has been accepted and the contractor can shift the flow to the new line. The Villages at Southfork single-family construction of the off-site improvements have been completed and acceptance will be completed later. The contractor is laying utility lines and construction of the wetwall has begun for the pump station. The developers for the Village at Cramerton Mills have executed and mailed the agreement for the improvements to Baltimore to allow additional phase to be built. Revised plans are being reviewed for Phase 1E. A pre-construction conference is scheduled for September 24th for the Grove at Peach Orchard and

the Haven. An authorization to construct will be issued at that time. The revised preliminary plat for the Overlook at Riverside has been received from Josh Watkins and will be distributed for TRU/Gastonia review.

Town Attorney: Nothing to report.

Town Clerk: The clerk distributed information regarding upcoming reappointments and vacancies of the boards and committees.

Police Department: Chief Adams distributed his monthly report. He stated that an e-mail was received from the emergency management director from another county thanking Officer Nevins for his assistance during the state of emergency.

Fire Department: Chief Foulk distributed his monthly report. The Board thanked him for having the new firefighters at this meeting to be recognized.

Planning: Mr. Watkins stated the Planning and Zoning Board met on Tuesday and will need to meet again on Wednesday, October 3rd. The bylaws of the Planning and Zoning Board are being reviewed as part of that agenda. Mr. Watkins stated that a resident has applied for consideration to be an alternate member and this position will be available for reappointment for the term ending January 21, 2019. The ETJ position remains open and this position needs to be filled by someone who lives in a residential area. Commissioner Helms stated he has a possible candidate for the ETJ position. Mayor Pro Tem Koutsoupas asked if alternate members are asked to attend meetings and Mr. Watkins stated yes.

Mr. Watkins stated a resubmittal has been received from MT Land for review regarding the Overlook at Riverside project. The Villages at South Fork project has submitted a final plat and should be pulling permits soon. A meeting was held today regarding the Courtyards at Cramerton project and permits will be pulled at the end of December or the first of January.

Finance: No further updates.

Parks and Recreation: Mr. Smallwood thanked the Fire Department for the quick response clearing the road from the fallen tree near the Baltimore fishing pier.

Committee Updates:

Parks and Recreation Advisory Board: Mayor Pro Tem Koutsoupas stated that gymnastics and yoga classes are being offered. The fishing tournament is scheduled for Saturday September 29th. The Fall Festival will be held on Saturday October 20th. The next meeting is scheduled for Monday October 1st. The Parks and Recreation Board may need a new member.

Cramerton Merchants Association: Mayor Cauthen stated no meeting was held. The golf tournament is scheduled for October 11th. No updates for Centralina Council of Government.

Community Committee: Commissioner Neeley stated the Lending Library at the basketball court at Riverside has been completed. The salt building was painted. The committee discussed the lifetime citizen award, citizen of the year award, and neighbors helping neighbors, the pop-up fence project, bat boxes, pollinator gardens, nativity scene, river sweep, and possible kayak and canoe storage locations. The back to school supply drive went well. The pop-up fence project will have about a hundred pickets to paint and this is a free public event to be held on Saturday October 6th at the Community Center.

Topics of Discussion for Each Commissioner:

Commissioner Neeley stated a parade is to be held on Saturday for the 50th year dedication to the schools and Commissioner Abernathy will be on one of the floats. She stated she attended a presentation at Caromont corporation meeting and was thankful for all of the support for companies involved in working on the health of the community. She congratulated Commissioner Rice for certification as a firefighter.

Commissioner Rice thanked Commissioner Neeley for attending as the liaison to the recent Community Committee meeting as he was attending a dinner at the Masonic Lodge. He stated the lodge members were very grateful for the Town's generosity regarding paving of the parking lot. He thanked Chief Foulk for the recognition of the firefighters at tonight's meeting. He stated the fire department was in full swing the entire weekend during the preparedness for the hurricane. He asked that everyone remember the large number of public safety individuals from our area that have volunteered to help others in areas that were damaged by the storm. He stated he has had several conversations with various residents outside of the Lakewood neighborhood regarding opening Goat Island at night to provide connectivity. He asked that discussion continues to look for a viable solution to mitigate any potential liability that we may incur by keeping the gates open. He stated there is an established standard of care and to open the gates at night we would be lowering our standard of care. We need to look at lighting the path and let the people know where they are allowed to be on the island at night. He wants to hear from staff with their solutions regarding to mitigating any liability as they see it.

Commissioner Abernathy thanked Commissioner Rice for his comments about Goat Island. She stated she was looking forward to continuing discussion on this topic. She said she goes out on Goat Island in the winter when it gets dark early and the lighting is not bad but more lighting could be helpful. She stated she would be in the parade on Saturday for a teacher's award she received in the past. She congratulated Commissioner Rice for his certification as a firefighter. She stated the traffic calming policy relies heavily on averages and this can be deceptive and some other options may need to be considered. She stated the current mission statement for the Town is lengthy and asked that this topic be considered at a future meeting. The Town Manager stated this item could be discussed at the goals and objectives meeting and Darren Rhodes should be able to assist us with this.

Mayor Pro Tem Koutsoupas stated he liked the idea of reviewing the Town's mission statement. He congratulated Commissioner Rice for his certification as a firefighter. He thanked the staff for the updates during the recent storm and all the preparation. He stated all schools will be participating in the parade on Saturday in Gastonia.

Commissioner Helms thanked Brad Milton for his efforts to assist with the donation of the Helix R artwork. He thanked John Abernathy for submission of his application for the ABC Board. He thanked Jerry Roche for attending tonight's meeting. He asked that the Goat Island pathway connectivity topic be placed as an item on the Big Board. Commissioner Helms stated he contacted Donnie Hicks on Tuesday and there has been some interest in the school property by five to six contractors. They discussed the current number of apartments in the area. The interest in the project by the contractors declines once they are told no apartments or townhomes are part of this project. Mr. Hicks stated the apartments on Wilkinson Boulevard which is considered a major thoroughfare and our proximity to Charlotte should keep the interest in apartments high.

Mayor Cauthen stated construction of additional apartments is not the will of the Board. He stated a contractor reached out to him recently for development on New Hope Road and a large portion of this project was apartments. He stated he advised this contractor that the Town's Board would not be interested in having more apartments built. He stated he and the Town Manager attended a Mayor/Manager's meeting in Gastonia. He thanked everyone as a lot of work was done in preparation for the storm by the Town's staff and they all did great job.

The closed session was removed from the agenda.

Adjournment: A motion was made by Commissioner Neeley to adjourn at 9:22 p.m. The motion was seconded by Commissioner Helms and passed by unanimous vote.

Mayor Will Cauthen

ATTEST:

Wilene Cunningham, Town Clerk