

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

**January 10, 2019**

The Board of Commissioners for the Town of Cramerton met in a workshop session on Thursday, January 10, 2019 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 Karen Wolter; Brad Adams, Police Chief; Josh Watkins, Planning Director; and Wilene Cunningham, Town Clerk.

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

**Adoption of Agenda for this meeting:** Mayor Cauthen asked that Mike Bynum with Two Rivers Utilities be permitted to give his report following public comment. Mayor Pro Tem Koutsoupas asked that the adjournment follow the closed session. A motion was made by Commissioner Neeley to approve the agenda with the proposed amendments. The motion was seconded by Commissioner Rice and approved by all.

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

**6:00 p.m. Work Session: Update BOC Rules of Procedure.** Attorney Wolter stated it has been a year since their firm began working with the Town and she thanked the Board for this opportunity. Discussion was held regarding changes to Chapter 30 of the Code of Ordinances along with policy changes. Attorney Wolter went over some possible amendments to include latest state statutes, best board practices, practical parliamentary rules, and technology. Chapter 30 can be repealed and replaced with a simple ordinance. Attorney Wolter stated a binder would be presented to Board members when they are elected that will include the rules of procedure, code of ethics, required and recommended training, along with other information.

Attorney Wolter stated that changing the Board's meeting time to 6:00 p.m. as part of the regular schedule will need to be done through a text amendment as part of the ordinance. She advised that by repealing Chapter 30 this would allow flexibility with changes to policy. The Board discussed the nomination process for the Planning and Zoning Board and the ABC Board appointments. Discussion was held regarding remote participation by Board members, technology changes, public notices, and additional information regarding public comment that the Board will not be responding during the time of citizen input. The Board discussed written ballots and electronic ballots. Commissioner Rice stated he would work with Attorney Wolter regarding the language for appointments to other boards.

**Presentation of Traffic Calming Studies at Cimarron Boulevard.** Mr. Watkins stated the information presented tonight is the third traffic study completed. The first studies were prior to the installation of stop signs at Cimarron Boulevard and Shaggy Bark Court. The average speed has remained about the same. Per the traffic calming policy, the recommendation of increased police enforcement would be utilized. Commissioner Neeley asked about the placement of traffic calming devices. Chief Adams stated there was a mixed review from citizens regarding installation of traffic calming devices for this neighborhood. Commissioner Abernathy commended the police department for the reduction of speed. Discussion was held regarding possible placement of a flashing radar sign. Chief Adams did not recommend a flashing radar sign due to the width of Cimarron Boulevard. Chief Adams stated grant monies were not received for purchase of solar radar signs. The Board discussed possible options including striping of the roadway. Discussion continued regarding possible placement of a solar powered radar sign on Timberlake or Chesterfield Drive. Mayor Pro Tem Koutsoupas stated that since the roads in this neighborhood are scheduled to be paved in the future then restriping could be discussed as an option. Commissioner Rice stated since the natural areas in the median on Cimarron Boulevard do not

belong to a property owner or a homeowner's association, then future possible modifications to the roadway could be considered to make this a more effective entryway.

**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 Karen Wolter; Josh Watkins, Planning Director; Brad Adams, Police Chief; 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.

**Public Comment:** Charles Montague, 3222 Grange Court, stated his home is located next to a vacant lot that was cleared by a contractor about a year ago. Currently the site is overgrown and been left derelict. A dumpster is on the property that is full and the silt fence has collapsed.

Hanneke Elemans, 3222 Grange Court, stated that she and her husband have been patient regarding this matter but would like to see this vacant lot cleaned up. One tree fell and hit the gutter on their home and they had a dampness in their basement after the lot was cleared. She asked that someone from the Town please look at this lot.

**Update from Two Rivers Utilities:** Mike Bynum presented his report to the Board. TRU will be moving in a mobile press to Eagle Road Wastewater Plant to dewater the biosolids for removal in the next week. TRU has selected Hulsey McCormick and Wallace to provide engineering services for the preparation of a FEMA Hazard Mitigation Grant Application to relocate the Big Lakewood Pump Station out of the 100-year flood plan. Construction continues on the South Fork Phase II Regional Sewer Project. The pump station is under construction. The contractor has completed the tunnel from Lakeview Street toward the pump station and has installed the pipe. The contractor will start the bore under the railroad in January. The Courtyards at Cramerton utility construction continues. Sewer lines are being installed in some of the streets and the contractor has begun laying curb and gutter for installation of the water lines. The water and sewer lines for the Villages at South Fork have been completed and the project has been released for final acceptance. The water meter for the model home was installed last week. The report for the improvements to the Baltimore Pump Station have been approved and the agreement with Bowman Development is being executed by the City. The improvements for the pump station will be released for construction once the agreement is fully executed. TRU is working with Gaston County for assignment of addresses for the Grove at Peach Orchard and the Haven apartments.

**Proclamation:**

- **A proclamation to honor the life of Martin Luther King, Jr. and recognize Martin Luther King, Jr. Day on January 21, 2019.** A signed copy of the proclamation will be placed in the minutes book.

**Presentation:**

- **Cramerton Historical Society – Richard Atkinson.** Information was presented to the Board to place a sign on top of the brick wall at the Centennial Center to identify this area. He stated the Historical Society has discussed placement of markers at various historical sites. Mr. Atkinson stated discussion had been held regarding placement of pavers at the Centennial Center below the Veterans Memorial near the brick wall. These pavers would be in recognition of local civilians who have made a contribution to the town. The fountain that was donated by the Cramer family could be incorporated into the plaza design. Flowers would be planted to tie in with the clock tower. Commissioner Abernathy thanked Mr. Atkinson for using his talents to make Cramerton a better place and she was excited to see the momentum continuing for this area. Commissioner Rice said he would like to see the Historical Society working in tandem with the future wayfinding project. Mr. Warren Cramer provided a history of the water fountain that was donated. The fountain is possibly from an ancient Corinthian column from Italy. George Tinkham, who served 14 terms as a congressman, and gave this fountain to the Cramer's as a gift in the 1940's. The fountain

may be possible carved limestone and was used as a wellhead and rope marks are still visible where water was being pulled out of the well. The fountain was in the Cramer's garden for about sixty years. Mr. Cramer stated his family would be honored for the town to use it.

### **AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:**

**Minutes for BOC:** Consider approval of the November 15, 2018 and December 3, 2018 BOC meeting minutes. Mayor Pro Tem Koutsoupas recommended several amendments to the minutes. The clerk stated she would make the recommended changes. A motion was made by Mayor Pro Tem Koutsoupas to approve the November 15, 2018 and December 3, 2018 BOC meeting minutes with the proposed changes. The motion was seconded by Commissioner Neeley and approved by all.

### **Finance:**

- **Consider approval of the FYE 6/30/18 Audit Contract Extension.** The Town Manager stated this was a housekeeping item due to delayed receipt of third-party actuarial reporting by Cavanaugh and McDonald needed to complete a significant portion of the Notes to Financial Statements and the full accrual financial statements. A motion was made by Commissioner Rice to approve the audit contract extension. The motion was seconded by Commissioner Neeley and approved by all.

### **Planning:**

- **Brownfields Grant.** Site presentation and public discussion on Brownfields Grant. Mr. Watkins stated he has been working with Withers Ravenal since November regarding sites that may have been developed or used for dry cleaning or a water treatment plant. Two sites have been identified. A request has been made via social media requesting input regarding any sites that would meet the criteria. Mr. Watkins stated that the EPA is currently shut down and this is limiting resources to investigate sites and gather data. Mayor Cauthen asked that the former Lakewood golf course be included as a possible site.
- **Traffic Calming.** Further discussion of traffic calming study results on Cimarron Boulevard. No further updates.
- **Villages at Cramerton Mills (VCM).** Resolution #2019-01 – to close (unused) Public right-of-way Catfish Lane by request of VCM Developers. Mr. Watkins stated this portion of the property where this right-of-way is located is no longer needed by the developer. One home will need to maintain access. A motion was made by Mayor Pro Tem Koutsoupas to approve Resolution #2019-01 and to schedule a public hearing for February 21<sup>st</sup>. The motion was seconded by Commissioner Helms and approved by all.

### **Fire Department:**

- **2018 NC Office of State Fire Marshal Rescue Grant Update.** Chief Foulk stated the fire department pursued a grant for an FC470 inflatable boat that complements their existing fleet. This is a 50/50 matching grant for a total of \$40,000. The grant would include the purchase of a trailer, boat, and motor. The deadline for the grant application is April 30, 2019.

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

- **BOC Rules of Procedure. Consider adopting BOC Rules of Procedure based on 6:00 p.m. work session discussions.** Attorney Wolter stated the current ordinance would need to be repealed. Different state statutes apply for emergency and special called meetings. A quorum of three board members will be required to be in physical attendance at the time of a regular scheduled board meeting.
- **Resolution 2019-02 – Resolution adopting policy and procedure for personal attendance at BOC Meetings.** No action was taken at this time. Additional feedback

from the Board will be provided to the attorney and this item will be brought back at a later date.

- **Cramerton Post Office Verbal Update (from Commissioner Helms).** Commissioner Helms stated he met with Billy Pruitt at the Belmont Post Office to discuss the cleanliness of the Cramerton Post Office. Mr. Pruitt stated a formal request would be needed from the town regarding cleaning up the post office along with an upfit of the locking mechanisms on the postal boxes. A motion was made by Commissioner Helms requesting the Board take action to provide a letter to the Belmont Postmaster requesting clean up the post office and upfit the locking mechanisms on the postal boxes. Commissioner Rice seconded the request. Commissioner Helms stated that the postal carriers are also having issues with the Waste Management carts being placed too close to the mail boxes. The motion passed by unanimous vote.
- **Cramerton High School Championship Banners (1944 and 1945).** Commissioner Helms requested that the Board consider updating the current championship banner and to add an information plaque. The Board consented to the purchase of an updated banner and an informational plaque.
- **Board Appointments:**

**Planning and Zoning.** Consider approval of Planning and Zoning Board appointments. Consider reappointing Brad Milton to a full voting member. A motion was made by Commissioner Neeley to reappoint Brad Milton for a three-year term ending February 21, 2022 to serve as a full voting member. The motion was seconded by Commissioner Rice and approved by all.

**Community Committee:** Consider approval of Community Committee Board Appointments.

- **Consider appointing Zachary Hooper from an alternate member to a full voting member.** A motion was made by Commissioner Rice to appoint Zachary Hooper from an alternate member to a full voting member for a three-year term ending November 30, 2021. The motion was seconded by Commissioner Neeley and approved by all.
- **Consider appointing Marcia Grant from an alternate member to a full voting member.** A motion was made by Commissioner Rice to appoint Marcia Grant from an alternate member to a full voting member for a three-year term ending November 30, 2019. The motion was seconded by Commissioner Neeley and approved by all.

**Cramerton BOC 2019 Goals and Objectives Meeting Reminder. Saturday, January 22<sup>nd</sup>.** Discussion of possible BOC site visits from 8:00 a.m. to 9:00 a.m.: The proposed site visits by the Board would be the model home for True Homes, a visit to the Villages at Cramerton Mills, and a walk through of Central Park. Commissioner Helms stated the Board might also want to visit some of the neighborhoods along the way. The Board agreed to meet at 8:00 a.m. and conclude the site visits by 10:00 a.m.

**Manager's Report:** The Town Manager stated a joint meeting regarding the MT Land rezoning approval is scheduled for Tuesday January 22<sup>nd</sup> at the Gaston County Courthouse. The meeting starts at 6:00 p.m. and it was recommended that anyone planning to be in attendance should arrive early.

Mr. Pugh stated he has spoken with Marilyn Wells with Waste Management and a seventh amendment to the original contract is being prepared. Discussion continues with Talley and Smith Architects regarding repairs to the parks and recreation structure along with Town Hall with construction possibly beginning in the summer. NCDOT has reported to Rodney Baker that the fog line for North Main Street is on their project list. Commissioner Abernathy advised that the speed bumps in Lakewood were damaged during the recent snow storm cleanup and need to be replaced. Chief Adams stated the replacement speed bumps have been ordered per Rodney Baker. The replacements are not covered by insurance and it has not been determined who damaged them during the storm cleanup.

Mayor Pro Tem Koutsoupias requested that NCDOT be contacted requesting that the lane be striped near Burger King. Mayor Pro Tem Koutsoupias asked that information be provided to the residents of Cramerton Village to assist with the water issue and to set up a meeting to include the homeowner's association, Two Rivers Utilities, and the property management company. Commissioner Abernathy stated she had received a phone call from an individual who was frustrated and asking for information regarding how to contact Two Rivers Utilities. Attorney Wolter stated the Two Rivers Utilities master account number for Cramerton Village has been provided to the residents.

### **GENERAL STAFF REPORTS:**

**Town Attorney:** Attorney Wolter advised that the median located on Cimarron Boulevard does belong to the town. She stated a draft document has been completed for the Masonic Lodge parking lot providing the design, cost, and easements. Attorney Wolter stated local approval along with approval from the Masonic Lodge in Raleigh will be needed. Commissioner Rice stated he would be glad to serve as the liaison.

**Town Clerk:** Nothing to report.

**Police Department:** Chief Adams stated firearms simulator training will be held on January 17<sup>th</sup> and 24<sup>th</sup>. He stated Officer Corum was sworn in this past week and all new officers will be sworn in sometime in March or April. An audit regarding training standards will be held on January 23<sup>rd</sup>.

**Fire Department:** Nothing else to report.

**Planning:** Mr. Watkins stated the Planning and Zoning Board met on Tuesday, December 18<sup>th</sup>, and at that time delayed any recommendations regarding the MT Land Project until after the joint meeting by Gaston County to be held on January 22<sup>nd</sup>. An update will be given later regarding a firm to be chosen for the traffic impact analysis request. Information was received from the North Carolina Department of Public Safety regarding several ongoing issues and these have been corrected and finalized at this time. Mr. Watkins is working on an additional grant for the Goat Island Greenway from the Carolina Thread Trail. He is looking for letters of support from businesses.

**Finance:** Mr. Lineberger was absent.

**Parks and Recreation:** Mr. Smallwood stated pool plastering should be finished next week. The pool will then need to be filled with water to allow time for the plaster to cure. Goat Island Park will be open tomorrow but the playground is still closed for repairs. The playground pillars are being replaced. An update on the boardwalk project will be given later as this project has been delayed due to inclement weather.

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

Commissioner Abernathy stated part of the recent Santa Hustle Race was through Cramerton and she commented on how pretty the town looked. She commended the police on their presence during the race and that they did a great job.

Mayor Pro Tem Koutsoupias congratulated the fire department on meeting the high standards for receiving the OSFM grant. He commended all the town's staff for the grant funding research that is required. Mayor Pro Tem Koutsoupias asked about the pre-development meeting for the school property that was discussed at the January meeting. The Town Manager stated no response has been received. Mayor Pro Tem Koutsoupias asked that staff follow up with the Grange Court property.

Commissioner Helms also asked that staff follow up on the Grange Court property. He thanked County Commissioner Jack Brown for being in attendance at tonight's meeting. He thanked staff for a job well done with the Town of McAdenville Christmas lights.

Commissioner Rice stated the Community Committee met on Tuesday. Jessica Quinlan is now the chairperson. He stated \$1,000 was raised for the polar plunge for the fire department and the Santa Ride was fun. Commissioner Rice stated a presentation was given at the Rotary Club

meeting by the Gaston County Health Department about tobacco use and JUUL vape cigarettes. Cherryville and Bessemer City are leading in the state as tobacco free communities. He stated he would like to see Cramerton to be the next municipality recognized and to serve as a role model for other towns. He asked the Town Manager to pursue this and the Board agreed to this request.

Commissioner Neeley stated a study is being done within the schools regarding JUUL vape cigarettes. She thanked County Commissioner Brown for being in attendance at tonight's meeting. She stated she has been working with the residents on Grange Court for the last year. Commissioner Neeley asked about the landscaping firm on South New Hope Road next to the landscaping company as there is a lot of debris in the front yard. Mr. Watkins stated he would have code enforcement follow up at this address. Mayor Cauthen stated additional code enforcement may be needed as Mr. Bailey is only in the office one day a week. Commissioner Helms asked that this be addressed at the Goals and Objectives meeting.

Mayor Cauthen asked that the Board members compile a list of items such as a tobacco free town, lighting on the new Veterans Memorial sculpture, trash carts for businesses, and the plaques for the bike repair station and water fountain. Mr. Bizzell is working on gathering information for the quotes for the mural.

**NCGS 143-381.11(a)(6) to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee; and NCGS 143-318.11(a)(3) consult with the attorney to protect the attorney-client privilege.**

A motion was made by Commissioner Rice to enter into closed session to discuss NCGS 143-381.11(a)(6) to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee; and NCGS 143-318.11(a)(3) consult with the attorney to protect the attorney-client privilege. The motion was seconded by Commissioner Neeley and approved by all.

A motion was made to return to open session by Mayor Pro Tem Koutsoupas and seconded by Commissioner Helms and approved by all.

Upon returning to open session, a motion was made by Commissioner Neeley to approve a 2.5 percent pay increase for the clerk and the pay out of 240.05 compensation hours. The motion was seconded by Mayor Pro Tem Koutsoupas. The vote was 4 to 1 with Commissioner Abernathy voting nay.

A motion was made by Commissioner Helms to change the status of the Town Clerk to report to the Town Manager. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

**Adjournment:** A motion was made by Commissioner Helms to adjourn at 10:05 p.m. The motion was seconded by Commissioner Rice and passed by unanimous vote.

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Mayor Will Cauthen

**ATTEST:**

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Wilene Cunningham, Town Clerk