

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

**March 7, 2019**

The Board of Commissioners for the Town of Cramerton met in a workshop session on Tuesday, March 7, 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 Koutsoupas (arrived at 6:03 p.m.). Commissioners Dixie Abernathy; Donald Rice; and Susan Neeley were present. Commissioner Houston Helms was absent.

**Staff Present:** David Pugh, Town Manager; Attorney Kevin Bringewatt; Chief Adams, Police Department; Josh Watkins, Planning Director; and Wilene Cunningham, Town Clerk.

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

**Work Session Items:**

**Town Website. Review and Discussion of final vendors for the Town's Website.** Three vendors were chosen and have provided their presentation. Municode and Revize are the two vendors to be considered at tonight's meeting. The Board discussed the various options that both vendors would be able to provide. Staff stated ease of use is important and Revize seemed to be best suited for day to day manipulation of data. The Board stated the website vendor needs to create a site that is user-friendly and easily navigable. The Police Department would be added to the Town's website and it will take two to three months before the new website would be ready for use. The Board discussed incorporation of wayfinding information during development of the website.

Mayor Pro Tem Koutsoupas spoke regarding the workshop meeting time starting at 6:00 p.m. He stated that at the last Board meeting there were people who arrived at the 6:00 p.m. meeting but the item they were here for was on the 7:00 p.m. agenda. Attorney Bringewatt advised that the Board can rearrange the meeting.

The Town Manager recommended the 2019 Goals and Objectives agenda item be discussed. The Board asked that the Goals and Objectives be condensed to a one-page document and to adjust the format. The Board asked for follow up concerning the citizen's academy. Mayor Pro Tem Koutsoupas recommended having four main points and then list several items under each heading. Commissioner Abernathy stated the mission statement as a graphic organizer could be integrated into the guiding principles.

A motion was made by Commissioner Neeley to recess the 6:00 p.m. workshop meeting. Commissioner Abernathy seconded the motion and it passed unanimously.

**7:00 p.m. meeting:**

A motion was made by Commissioner Rice to reconvene the meeting. The motion was seconded by Commissioner Neeley and approved by all.

Mayor Cauthen called the 7:00 p.m. meeting to order.

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

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

### **Agenda Items Requiring a Public Hearing:**

**A public hearing for the purposes of considering text amendments to revise Section 5.18 of the Land Development Code to update the Commercial Design Standards, as well as eliminate Section 7.2.35 and Section 7.4 of the Land Development code, which includes language that conflicts with both the current and proposed language in Section 5.18.**

- i. 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.
- ii. Staff Comments/BOC Questions and Answers:** The Planning Director stated consideration of a text amendment was due to a business owner regarding an ordinance that contained conflicting information. The Planning and Zoning Board has held several meetings and discussed this proposed text amendment. Mr. Watkins thanked Richard Atkinson for his assistance. Mayor Pro Tem Koutsoupas asked about the sidewalk requirement. The eight-foot sidewalk was recommended as part of the Build A Better Boulevard.
- iii. Public Comments:** No one signed up to speak.
- iv. Close Public Hearing:** Mayor Pro Tem Koutsoupas made a motion to close the public hearing. The motion was seconded by Commissioner Rice and approved by all.
- v. Action Item: Consider approval of the text amendment to revise Section 5.18 of the Land Development Code to update the Commercial Design Standards, as well as eliminate Section 7.2.35 and Section 7.4 of the Land Development code, which includes language that conflicts with both the current and proposed language in Section 5.18.** A motion was made by Mayor Pro Tem Koutsoupas to approve the text amendment to revise Section 5.18 of the Land Development Code to update the Commercial Design Standards, as well as eliminate Section 7.2.35 and Section 7.4 of the Land Development code, which includes language that conflicts with both the current and proposed language in Section 5.18. The motion was seconded by Commissioner Abernathy and approved by all.

**A public hearing for the purposes of considering adding Chapter 16 to the Land Development Code establishing a Traffic Impact Analysis (TIA) Ordinance.**

- i. Open Public Hearing:** A motion was made by Commissioner Neeley to open the public hearing. The motion was seconded by Commissioner Rice and approved by all.
- ii. Staff Comments/BOC Questions and Answers:** Staff has been working on developing a Traffic Impact Analysis ordinance. The proposed ordinance that staff used was the Town of Mount Holly's ordinance and is similar to the one being used by the City of Belmont which was developed by Kimley-Horn and Associates. The Planning and Zoning Board unanimously recommended approval of this request to the Board. Mayor Pro Tem Koutsoupas asked if conditional zoning was allowed if a request was made for less than 40,000 square feet. Mr. Watkins stated yes.
- vi. Public Comments:** No one signed up to speak.
- iii. Close Public Hearing:** A motion was made by Mayor Pro Tem Koutsoupas to close the public hearing. The motion was seconded by Commissioner Abernathy and approved by all.
- iv. Action Item: Consider approval of adding Chapter 16 to the Land Development Code establishing a Traffic Impact Analysis (TIA) Ordinance.** A motion was made by Commissioner Rice to approve adding Chapter 16 to the

Land Development Code establishing a Traffic Impact Analysis (TIA) Ordinance. The motion was seconded by Commissioner Neeley and approved by all.

**A public hearing to consider amending Section 7.3.1 of the Land Development Code to change the minimum lot size for lots zoned R-1 to 40,000 square feet.**

- i. **Open Public Hearing:** A motion was made by Commissioner Neeley to open the public hearing. The motion was seconded by Commissioner Rice and approved by all.
- ii. **Staff Comments/BOC Questions and Answers:** Staff drafted a text amendment to Chapter 7 of the Land Development Code addressing the small lot sizes that are allowed in the lowest density residential district R-1. Under the current standards a development could be approved as a “by right” use for a large subdivision with lots as small as 12,000 square feet when water and sewer utilities are provided. If only one utility (water or sewer) is provided, the lots may only be 15,000 square feet. If no utilities are available, then the minimum lot size is 30,000 square feet. This proposal would eliminate the sliding scale of lot sizes based on utilities and institute a minimum lot size of 40,000 square feet. This added language would protect the existing R-1 developments and avoid creating any non-conformity with any lot that is zoned R-1 that is not 40,000 square feet. Staff took this request to the Planning and Zoning Board for their review at their February 19<sup>th</sup> meeting and it was unanimously approved for recommendation to the Board.
- iii. **Public Comments:** Richard Atkinson stated he enjoys working with the Planning Director and appreciates all the hard work that the staff along with the Planning and Zoning Board has done.
- iv. **Close Public Hearing:** A motion was made by Commissioner Neeley to close the public hearing. The motion was seconded by Commissioner Abernathy and approved by all.
- v. **Action Item: Consider approval to amend Section 7.3.1 of the Land Development Code to change the minimum lot size for lots zoned R-1 to 40,000 square feet.** A motion was made by Commissioner Rice to approve amendment of Section 7.3.1 of the Land Development Code to change the minimum lot size for lots zoned R-1 to 40,000 square feet.

**Agenda Items Not Requiring a Public Hearing:**

**Consent Agenda: Consider approval of the consent agenda.**

- a. **January 26, 2019 BOC meeting minutes.**
- b. **February 5, 2019 BOC meeting minutes.**

A motion was made by Mayor Pro Tem Koutsoupas to approve the proposed consent agenda. The motion was seconded by Commissioner Abernathy and approved by all.

- a. **Planning and Zoning**
  - i. **North Carolina Department of Transportation (NCDOT) Projects upgrades and local match within NCDOT projects.** Staff received a request from NCDOT regarding pedestrian improvements and bridge beautification for the Wilkinson Boulevard Widening and Bridge Replacement project. NCDOT will be holding a Public Informational Meeting regarding this project during the first week of April. Per NCDOT standards the state will look to the local municipalities to participate in the increased cost of the project stemming from the sidewalks, multiple-use paths, and beautification elements on the bridge. NCDOT is requesting confirmation from the local jurisdictions that they are on board with participating in cost sharing of improvements before the plans are released to the public showing those improvements. Mr. Watkins advised that NCDOT pays eighty percent with the Town paying twenty percent of five-foot sidewalks. Any additional sidewalk footage would be paid by the Town at one-hundred percent.

Mayor Pro Tem Koutsoupas stated that he has attended several MPO meetings and the Build A Better Boulevard is well liked as a regional project. He stated connectivity and regionalism should be considered during tonight's decision making as part of the guiding principles. He asked about the tie-in with the trail at the apartments at South Fork on Wilkinson Boulevard. Mr. Watkins said the proposed widening should not affect the trail. He stated there would be a tie-in to the sidewalk and would be part of this project. The developers on the other side of Wilkinson Boulevard would be responsible for putting their portion of the sidewalks in when they develop the property. Mayor Pro Tem Koutsoupas mentioned the connection of the Silver Lynx light rail transit system that is being considered to provide light rail service from Matthews to Belmont along Highway 29/74. Plans for future expansion of the light rail service to Gastonia through Cramerton will also need to be considered. Mr. Watkins stated a fairly large median is being considered. Mayor Pro Tem Koutsoupas commented on the importance of beautification for the bridge. Mr. Watkins stated costs for black metal railing and lighting for the bridge is considered as beautification by NCDOT. A motion was made by Commissioner Abernathy to approve in a non-binding way to the upgrades and local match with the NCDOT projects. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

**b. Public Works**

**i. Sanitation**

- a. Action Item: Consider approval of the final draft of the Cramerton Sanitation Bidding Document.** Discussion was held regarding the length of time that would be needed for changeout of the carts. Rodney Baker, Public Works Director, stated he has been working with Waste Management for about twenty years. Waste Management works well with the Town's staff and citizens and offers professional customer service. Mayor Pro Tem Koutsoupas asked about how much staff time is involved in garbage pickup for the park areas, greenway areas, and Town Hall. Eric Smallwood said most of the garbage from the parks is emptied into the dumpster at the Parks and Recreation and then picked up by Waste Management. Commissioner Abernathy asked the budget amount for this service. Mr. Pugh said it was about \$200,000. Commissioner Abernathy asked when was the last time the sanitation contract was considered for rebid. Staff advised there was a renegotiation in the past. Commissioner Abernathy thanked staff for their input and stated going through the bidding process was not because something was broken but something you owe as a responsibility to the taxpaying citizens in your municipality.

Commissioner Rice stated he agreed with Commissioner Abernathy regarding being good financial stewards for value and also providing a quality service to the citizens. He stated there was importance in maintaining a good relationship with one company if they are doing a good job. He stated he was in favor of renewing the sanitation contract with Waste Management. Mayor Cauthen stated if glass was taken out of the recyclable stream then the price would remain the same.

Mayor Cauthen asked Attorney Bringewatt if the request for proposal was sent out and someone responded with a lower amount does the Town become obligated to take their bid. Attorney Bringewatt said no as this is a service agreement and negotiations are allowed through this document for best value procurement.

Commissioner Neeley made a motion to approve and proceed with the request for proposal. The motion was seconded by Commissioner Abernathy. Commissioner Neeley rescinded her motion. Attorney Bringewatt provided a brief summary of the process regarding the bidding process. Mayor Pro Tem Koutsoupas asked about the timeline that was provided. The Town Manager explained how the two options would work with the change out of the sanitation process and possibly receiving additional bids from other contractors.

Commissioner Neeley withdrew her original motion to proceed with the request for proposal.

Commissioner Abernathy asked if the Board was following procedure since a decision had been made by the Board at the February 21<sup>st</sup> meeting to issue a request for proposal for sanitation services and now the Board is considering approval of a standing contract. Attorney Bringewatt advised that the Board can use their discretion and change procedure and this is allowable. Commissioner Rice stated he thought the Board directed staff to draft the RFP for review and then decide if the bidding process would occur at tonight's meeting. The Town Manager stated staff was directed to move forward with the bidding process and preparation of an RFP for review. Attorney Bringewatt advised this action to go forward with the RFP can be revised and changed by the Board as a policy matter.

Commissioner Abernathy made a motion to approve the final draft of the bidding document. Mayor Pro Tem Koutsoupas seconded the motion. The vote was 2 to 3 with Commissioners Neeley and Rice voting nay. Mayor Cauthen voted nay to this motion.

Commissioner Rice made a motion to direct staff to enter into negotiations with Waste Management for renewal of their contract. The motion was seconded by Commissioner Neeley. Attorney Bringewatt said a contract amendment would need to be prepared. Commissioner Abernathy asked about the information that was in the prior minutes about the Board directing staff to bid the sanitation contract and this information is recorded in the minutes. Attorney Bringewatt said this information would remain in the minutes as stated at that Board meeting. The vote was 2 to 2 with Commissioner Abernathy and Mayor Pro Tem Koutsoupas voting nay.

Mayor Cauthen voted in favor of bid renegotiation with Waste Management. The motion passed with a vote of 3 to 2.

## **Board of Commissioners Business**

- i. Town Website**
  - a. Action Item: Consider Approval for website contractor and direct legal and administrative staff to move forward with final draft of the contract for signature.** A motion was made by Mayor Pro Tem Koutsoupas to direct legal and administrative staff to move forward with the final draft of the contract with Revize for signature. The motion was seconded by Commissioner Abernathy and approved by all.
- ii. BOC 2019 Goals and Objectives.**
  - a. Action Item: Consider Approval of Cramerton 2019 Goals and Objectives.** The Board consented to delaying approval of the 2019 Goals and Objectives until the next meeting. No action was taken by the Board.
- iii. Cramerton Historical Society (CHS)**
  - a. Verbal discussion regarding CHS museum.** Richard Atkinson presented information to the Board regarding updating the lower level of the Community Center. He advised that a meeting was held last Saturday and various updates to the Community Center were discussed. The proposed cost for updates is approximately \$26,000 with a contingency of \$1,000. Placement of a foyer at the front of the building with the use of tempered glass for the doors, installation of a new ceiling, LED lighting, new carpeting, and paint were discussed. Replacement of the outside awning was discussed. Commissioner Neeley asked about fundraising. Mr. Atkinson stated there are several events being considered. The first event for this year is the recognition of the Mayworth School. Commissioner Abernathy thanked their group for their enthusiasm and stated her appreciation for their efforts to save the Town's history. Mayor Cauthen stated the bathroom space would need to be evaluated as it needs to be

updated. Mayor Pro Tem Koutsoupas stated the artifacts need to be displayed for everyone to see. Commissioner Rice stated he likes the idea of using an existing Town asset for this project. Commissioner Neeley stated she likes this idea and is excited about this project. Mr. Atkinson stated a homecoming event is scheduled for June 29<sup>th</sup> for the Mayworth School and they will be setting up a display in the gym. Commissioner Abernathy made a motion to support and endorse the vision set forth by the CHS in regard to the future historical museum. Mayor Pro Tem Koutsoupas seconded the motion and it was approved by all. A consensus was given by the Board to direct staff to move forward to investigate what repairs are needed to the building. Jeff Ramsey thanked staff for the post to social media regarding Katharine Cramer Angell in recognition of International Women's Day.

**BIG BOARD:** Talley and Smith will have bid documents ready to release in March 2019. No information has been received from the Masonic Lodge at this time. The Board discussed the benches and fountain as being possibly given to the Cramerton Historical Society to be used as part of the museum. Mayor Cauthen stated three (3) days of warm dry weather is needed in order for the mural to be placed on the BB&T building. A meeting was held regarding wayfinding with a follow up meeting scheduled for late March. Josh Watkins stated he met with Gary Fankhauser regarding pocket parks for the True Homes project. He advised there has been very limited activity on the Goat Island Greenway. A meeting is scheduled for next week to discuss timeframes for this project.

**Manager's Report:** The CCOG conference will be held tomorrow at the UNCC Campus.

#### **General Staff Reports:**

**Update from Two Rivers Utilities:** Mike Bynum with Two Rivers Utilities stated TRU completed twenty-nine (29) weekly lift station checks, responded to twenty (20) water meter related service requests, repaired two (2) water leaks, and one (1) sewer service installation. TRU collected and tested water samples at three locations and all were in compliance with State Drinking Water Quality Standards. Biosolids pressing operations continue with increased truck traffic during this process. Rushton Tree Service is scheduled to begin Phase 3 of the clearing project next Thursday for the Cramer Mountain sewer easement clearing. Utility construction continues at the Courtyards at Cramerton project. Installation of the sewer lines and testing has been completed for this project. Sewer construction has begun at the Village at South Fork Phase 2. Upgrade to the Baltimore Pump Station has been completed. The contractor is installing some storm drainage at the Groves and the Haven Apartments. Water line installation has begun at the Haven Apartments.

**Town Clerk:** A luncheon is scheduled for March 20<sup>th</sup> by the Gaston County DHHS to provide information regarding "Tobacco Free Gaston".

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

Commissioner Neeley had nothing to report.

Commissioner Rice complimented the fire department for their leadership in the region for training and the excellence of the leaders.

Commissioner Abernathy had nothing to report.

Mayor Pro Tem Koutsoupas distributed to the Board an article about "Life on a Microgrid" and how this article described options that the Villages at Cramerton Mills project had proposed originally for that development. Mayor Pro Tem Koutsoupas stated he spoke to Walker Reid, Mayor of Gastonia, about the Silver Lynx transit system connection to the City of Gastonia. He asked staff if anyone had spoken to Fred Godley regarding the water plant. The Town Manager stated he called Mr. Godley but has not received a return phone call to date. He reminded the Board that the water plant property has a 99-year lease. Mayor Pro Tem Koutsoupas asked who

is responsible for the damaged guard rail on Lakewood Road. The Town Manager stated NCDOT would clear up the debris from the tree that fell and replace the damaged guard rail.

Mayor Cauthen stated a meeting was held at Town Hall regarding the Villages at Cramerton Mills with representatives from several contractors along with the developer. It was a productive and positive meeting and expectations regarding this project were discussed. The Town Manager stated once the permitting process is completed and reviewed by the Planning and Zoning Committee the conditional rezoning should be brought before this Board sometime in August.

**Adjournment:** A motion was made by Commissioner Neeley to adjourn at 9:32 p.m. The motion was seconded by Commissioner Abernathy and passed by unanimous vote.

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Mayor Will Cauthen

**ATTEST:**

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Wilene Cunningham, Town Clerk