

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

**January 9, 2020**

The Board of Commissioners for the Town of Cramerton met on Thursday, January 9, 2020 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; Commissioners Donald Rice, Susan Neeley, Dixie Abernathy, and Richard Atkinson 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 meeting to order and determined there was a quorum.

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

**Adoption of Agenda for this meeting:** A motion was made by Commissioner Neeley to adopt the proposed agenda. The motion was seconded by Commissioner Atkinson and approved by all.

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

**Work Session Topic Items:**

**a. Closed Session**

- i. NCGS 143-318.11(a)(3) Consult with the attorney to protect the attorney-client privilege.** A motion was made by Commissioner Neeley to enter into closed session. The motion was seconded by Commissioner Rice and approved by all.

Upon return to open session, a motion was made by Commissioner Abernathy to amend the agenda to return to closed session after “General Staff Reports”. The motion was seconded by Commissioner Rice and approved by all.

**Proclamation**

- a. Proclamation to honor the life of Dr. Martin Luther King, Jr. and recognize Martin Luther King, Jr. Day on January 20, 2020.** A signed copy of the proclamation will be placed in the minutes book.

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

**a. Minutes**

- i. December 12, 2019 meeting minutes.** A motion was made by Commissioner Neeley to approve the December 12, 2019 minutes. The motion was seconded by Commissioner Rice and approved by all.

### **Agenda Items requiring a Public Hearing**

- a. **A public hearing for the purposes of considering rezoning a portion of the previously approved Phases C and D for the Villages at Cramerton Mills (VCM).**
  - i. **Action Item: Open Public Hearing.** A motion was made by Mayor Pro Tempore Koutsoupas to open the public hearing. The motion was seconded by Commissioner Rice and approved by all.
  - ii. **Staff Comments / BOC Questions and Answers.** The Planning Director advised that the applicant has requested the public hearing be tabled until the next Board of Commissioners meeting scheduled for January 23, 2020. A motion was made by Mayor Pro Tempore Koutsoupas to continue the public hearing until the next Board meeting to be held on January 23, 2020. The motion was seconded by Commissioner Atkinson and approved by all.

### **Agenda Items not requiring a Public Hearing**

- a. **Cramerton Board of Commissioners**
  - i. **Community Center Lease with Cramerton Historical Society (CHS)**
    1. **Action Item: Review and consider CHS requested draft lease edits for final document approval.** The Town Manager stated that the following changes were requested by the Cramerton Historical Society to the museum lease agreement to waive the three (3) year common area maintenance fee and for a grant from the Town of Cramerton to the Cramerton Historical Society. Discussion was held regarding different models of support from other municipalities. Emily Leazer, 600 Maymont Drive, stated that receiving a grant from the town would be more beneficial than waiving the fees as monies are needed for setting up the museum. Chris Leazer, 600 Maymont Drive, stated that the historical society has about \$4,000.00 in their account presently. He stated artifacts for the museum are currently being stored at Ted Reece's house. A request for \$6,000.00 for a grant amount from the town was suggested to assist the historical society with the initial setup which would bring the balance for the CHS up to \$10,000.00. Mr. Leazer stated the historical society would pay the town \$2,000.00 for the common area maintenance fee and insurance leaving them with a balance of about \$8,000.00 which they would use to purchase displays, TV monitors, and signage. Commissioner Abernathy thanked the Leazers and the Cramerton Historical Society for the volunteering of everyone's personal time to make our town better and archive the town's artifacts. She asked for confirmation that the historical society was asking for \$6,000.00 as a startup grant for the museum and CHS would be paying \$2,200.00 per year for insurance and \$1,200.00 per year for the common maintenance area fee with an annual \$5,000.00 grant/budget line item set up which would cover reoccurring annual expenses. This line item would be similar to Mount Holly's grant amount of \$5,000.00. Mr. Leazer stated that was correct and the CHS would continue fundraising. He advised the Board that the historical society will be meeting this weekend at the Community Center to log in data and all labor would be free. Commissioner Rice asked what the historical society thought the annual fees would be once the museum is fully functional. Mrs. Leazer stated about

\$2,200.00. She advised that the museum would not be open daily but would be open mainly on weekends and when school groups asked to visit. Mr. Leazer stated the historical society is working on increasing their membership. Mrs. Leazer stated discussion is being held holding a fundraising event in the building prior to the room being fully stocked with artifacts. They are looking for private sponsors and fundraising will continue prior to the museum being opened. Mr. Atkinson stated renderings would be shown to provide information to possible sponsors. Mayor Pro Tempore Koutsoupas asked how soon the space will be ready and available. The Town Manager stated that most of the construction has been completed. The Board was advised that the historical society would be on site this upcoming Saturday. Attorney Wolter stated the CHS needed to get their certificate of insurance as this cannot be waived. Discussion was held regarding future events at the museum, access to the town's wi-fi, hours of operation, and availability to citizens. Attorney Wolter stated these items could be addressed in a separate agreement from the lease. Mrs. Leazer stated the museum should be open within six (6) months. Commissioner Rice asked if providing a grant to the museum sets a precedence. Attorney Wolter advised the grant to the museum by the town would be allowed by state statute. A motion was made by Mayor Pro Tempore Koutsoupas to waive the common area maintenance (CAM) fee for one year during the first year of occupancy. The historical society would need to notify Eric Smallwood when the facility is being used in order for him to schedule any cleaning that needs to be done. The motion was seconded by Commissioner Atkinson. Commissioner Abernathy stated the original request for waiver of the common area maintenance fee had been for a longer period of time because that was the CHS's request and would want them to have annual funding. The motion passed by unanimous vote. Mrs. Leazer asked if the common area fee would be up for renegotiation in a year and Attorney Wolter said yes. Discussion was held regarding empowering staff to speak to the historical society about the date. Attorney Wolter stated the trigger date would begin with proof of insurance.

**b. Fire Department**

**i. NC Office of State Fire Marshal (NCOSFM) Grant**

- 1. Grant Award Memo.** Chief Foulk stated this is a 50/50 matching grant for \$14,450.00 for the 2019 Volunteer Rescue/EMS Fund grant. The Town would be responsible for \$7,225.00.
- 2. Action Item: Budget Amendment #2020-04 to recognize required expenditure for fifty (50) percent NCOSFM Grant Award and grant reimbursement.** A motion was made by Commissioner Rice to approve Budget Amendment #2020-04 to recognize required expenditure for fifty (50) percent NCOSFM Grant Award and grant reimbursement. The motion was seconded by Commissioner Neeley and approved by all.

**c. Planning and Zoning**

**i. Villages at Cramerton Mills (VCM)**

- 1. Action Item: Consider approval of VCM Final Plat for Phase 1B.** The Planning Director stated the VCM final plat for Phase 1B has been received.

The original plat was for eighteen (18) residential lots and is now fifteen (15) lots. The plat does comply with the preliminary plat that was approved. Staff is recommending approval of this request. A motion was made by Commissioner Rice to approve the VCM final plat for Phase 1B. The motion was seconded by Commissioner Rice and approved by all.

**BIG BOARD:** The Town Manager stated he had made some modifications to the current Big Board sheets. Work continues with the rehab of the Town Hall building. Work is being completed on the exterior windows and the interior plastering of the walls in various staff offices will begin soon. An update on the Helix R artwork will be provided at the January 23<sup>rd</sup> meeting. The date for the new website to go live should be sometime in early February. The Planning Director stated he will check on the status of the Lakewood pedestrian bridge and update the Board on January 23<sup>rd</sup>. The Eighth Avenue railroad underpass did not score well as a street project. Randi Gates with the MPO will follow up on this item. This item will be added to the Big Board. Mayor Cauthen asked about grant opportunities for the River Link Greenway and the Town of McAdenville. The Town Manager stated the grant opportunities will be released at the first of January. The temporary greenway connector scheduled to be placed under Highway 29/74 has been halted. The town would need to adhere to original guidelines and go back through the process regarding placement of a temporary greenway connector. Public input regarding Central Park will be received on January 30<sup>th</sup> at the Community Center Open House. This will also be same day of the open house for the Community Center. Signage and doorknockers will be distributed. MJC Contractors will be available to begin work on the Central Park bathroom sometime in March for a cost of \$15,500.00. Mayor Pro Tempore Koutsoupas asked that the scope of work for this project be emailed to the Board. A public hearing will be held at the next Board meeting on January 23<sup>rd</sup> regarding the designation of the Baltimore School. Mr. Bizzell will be contacted regarding the status of the bidding for the wayfinding signage. No update has been received from True Homes regarding the pocket park. Commissioner Abernathy asked how much longer before the wayfinding signage will be placed. The Town Manager stated the timeline would be based on the number of bids received from contractors. The timeframe for placement of the signs could be March or April based on the construction season.

**Manager's Report:** The ribbon cutting for CaroMont will be held on Monday, February 10<sup>th</sup>, at 10:00 a.m.

### **General Staff Reports:**

**Two Rivers Utilities:** Mike Bynum distributed his report. A purchase order has been issued for the clearing of the easements in Phase 5 of the Cramer Mountain Sewer Easement project. Notices will be sent to the Cramer Mountain HOA and affected property owners once the start date is scheduled. Construction is mostly complete except for some punch list items for the Village at Cramerton Mills Phase 1E. The water meter has been placed for the CaroMont building. The final plat has been approved for Phase 1B Map 1 for the Village at Cramerton Mills Phase 1B. A meeting was held with the utility contractor to discuss the installation of the system pressure reducing valve vault for the Village at South Fork system. This work is being delayed due to the weather and will be rescheduled. Water and sewer construction are complete at The Haven. Sewer construction is complete

at the Riverside Drive Development. Sewer testing is underway. TRU is currently reviewing the water and sewer plans for Phase 3 of the Village at South Fork single family development. All right of ways have been acquired for Phase 1 of the Southeast Sewer Project. Easements have been acquired from forty-one (41) property owners in Phase 2.

**Police Department:** Nothing to report.

**Town Clerk:** Nothing to report.

**Planning and Zoning:** Mr. Watkins stated a list of names has been approved by the county for consideration of the renaming of the street in Riverside. A public input meeting is scheduled for Monday, January 20<sup>th</sup> from 4 to 7 p.m. at the picnic shelter in Riverside Park. Information will be brought back to the Board at the January 23<sup>rd</sup> meeting. Notifications have been mailed to the Riverside residents.

**Topics of Discussion for Each Commissioner:**

Commissioner Neeley stated her thanks to the police department in recognition of National Law Enforcement Day.

Commissioner Rice thanked the police department. He stated he attended the Polar Plunge held this past weekend. He stated the recent meeting with representatives from the Mason Lodge went well. He asked when the boards on the Goat Island Bridge on the Lakewood side are scheduled to be replaced. The Town Manager stated he would ask Mr. Smallwood. Commissioner Rice stated the annual Montcross banquet dinner is scheduled for Thursday, January 23<sup>rd</sup>. He stated he would like to attend. Commissioner Neeley stated she would also like to attend. The reception starts at 5:15 p.m. with dinner served at 6:30 p.m. Commissioner Atkinson stated he would like for the town to sponsor a table. A motion was made by Commissioner Rice to move the next Board's meeting start time from 6:00 to 7:00 p.m. The motion was seconded by Commissioner Neeley and approved by all. The Board will notify the clerk regarding attendance.

Commissioner Abernathy stated that Carillon Assisted Living is now Elmcroft. She stated she attended her first meeting as the liaison to the Parks and Recreation Advisory Board. She asked about the status of the Brownfield Grant. The Town Manager stated information should be received sometime in March from W.R. Martin. She advised the Board members that she would need to leave early on Saturday during the Goals and Objectives meeting as she has a mandated work session. She stated she would continue as part of the meeting via phone.

Mayor Pro Tempore Koutsoupas recognized the police department as part of National Law Enforcement Day. He wished everyone a happy 2020.

Commissioner Atkinson stated the Cramerton Historical Society will be meeting at the Community Center on Saturday for a work session. He invited everyone to drop by between 9:00 a.m. and noon. He asked if the Veterans Memorial could be waterproofed

while the contractor is on site at Town Hall. An application of clear sealant would help with the white streaks on the memorial.

Mayor Cauthen advised the Board of classes that are being offered by CCOG. He asked if signage could be considered for placement at the bridge on the Lakewood side of Goat Island regarding the board placement repair project. Signage could also be placed at Central Park providing updates.

**Adjournment:** A motion was made by Commissioner Rice to adjourn the meeting at 9:01 p.m. The motion was seconded by Commissioner Abernathy and approved by all.

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Mayor William Cauthen

**ATTEST:**

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Wilene Cunningham, Town Clerk