TOWN OF CRAMERTON
BOARD OF COMMISSIONERS

Mayor Nelson Wills
Mayor Pro Tempore Richard Atkinson
Commissioner Dixie Abernathy
Commissioner Jennifer Ramsey
Commissioner Ronnie Worley
Commissioner Rhett Cozart

BOARD OF COMMISSIONERS
Tuesday, November 17, 2026 at 6:00 pm
G.M. Michael Commission Chamber, Cramerton Town Hall

AGENDA

1. **Call to Order and Determination of Quorum**
2. **Invocation and Pledge of Allegiance**
3. **Adoption of Agenda for this meeting**
4. **Public Comment**
5. **Proclamations and Presentations**
   a. A Proclamation Recognizing Kim Saucier as Cramerton's 2026 Citizen of the Year.
   b. A Proclamation Recognizing Susan Neeley as Cramerton's 2026 Lifetime Achievement Award
6. **Consent Agenda**
   a. Board of Commissioners Meeting Minutes October 6, 2026
   b. Board of Commissioners Closed Session Meeting Minutes October 6, 2026, To Prevent the Premature Disclosure of an Honorary Degree, Scholarship, Prize, or Similar Award
   c. Board of Commissioners Meeting Minutes October 20, 2026
   d. Police Interlocal Agreement Amendment
   e. Cramerton Economic Development Advisory Committee Reappointments
   f. Community Development Block Grant Policies and Procedures Packet
7. **Agenda Items Requiring a Public Hearing**
8. **Agenda Items NOT Requiring a Public Hearing**
   a. Board Vacancy Discussion and Potential Appointment
   b. Appointment of Interim Town Clerk
   c. FY 27 Paving Discussion
   d. Brooklyn Avenue Speed Study
   e. Eighth Avenue Speed Study
9. **Committee Report**
   a. ABC Board Monthly Report
   b. Cramerton Community Committee Monthly Report
   c. Parks and Recreation Advisory Board
10. **General Staff Reports**
    a. Parks & Recreation, Finance, Public Works, Stormwater, Planning & Zoning, and Code Enforcement
    b. Fire Department Monthly Report

c. Police Department Monthly Report
d. Two Rivers Utilities (TRU) Monthly Report

11. **Manager's Report**
12. **Topics of Discussion for Each Commissioner**
13. **Adjournment**

UPCOMING BOC MEETINGS

Tuesday, December 8, 2026 @ 6pm - Regular Board Meeting
Tuesday, January 5, 2027 @ 6pm - Workshop Board Meeting

AGENDA ITEM NO. 5.a

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Missy Melton
ITEM TYPE:	Proclamations
AGENDA SECTION:	Proclamations and Presentations
SUBJECT:	A Proclamation Recognizing Kim Saucier as Cramerton's 2026 Citizen of the Year.

SUGGESTED ACTION:

ATTACHMENTS:

AGENDA ITEM NO. 5.b

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Missy Melton
ITEM TYPE:	Proclamations
AGENDA SECTION:	Proclamations and Presentations
SUBJECT:	A Proclamation Recognizing Susan Neeley as Cramerton's 2026 Lifetime Achievement Award
SUGGESTED ACTION:	
ATTACHMENTS:	

AGENDA ITEM NO. 6.a

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: November 17, 2026

SUBMITTED BY: Missy Melton

ITEM TYPE: Minutes

AGENDA SECTION: Consent Agenda

SUBJECT: Board of Commissioners Meeting Minutes October 6, 2026

SUGGESTED ACTION:

ATTACHMENTS:
10-06-2026 Board of Commissioners Minutes

Town of Cramerton Board of Commissioners Workshop Meeting

October 6, 2026 – 6:00 p.m.

G. M. Michael Commission Chamber – Town Hall, Cramerton, NC

Mayor Pro Tempore Atkinson called the meeting to order at 6:00 p.m. on October 6, 2026, in the G. M. Michael Commission Chamber, Town Hall, Cramerton, North Carolina, and determined there was a quorum. Sharon Simpson presented the Invocation and led the audience in the Pledge of Allegiance.

PRESENT:

Elected Officials:	Mayor Pro Tempore Richard Atkinson Dixie Abernathy Rhett Cozart Ronnie Worley
Staff:	Town Manager Josh Watkins Assistant Town Manager Chase Sturgis Town Attorney Karen Wolter Town Clerk Missy Melton
ABSENT:	Mayor Nelson Wills Jennifer Ramsey

ITEM 3: Adoption of Agenda

A motion was made by Commissioner Cozart to approve the agenda as presented. The motion was seconded by Commissioner Worley. The motion was approved unanimously.

ITEM 4: Public Comment

No public comment.

ITEM 5: Proclamations and Presentations

5a: Proclamation Celebrating Cramerton Christian Academy 50 Years

Commissioner Worley read the proclamation into the record. He presented a copy to the school representatives. A copy of the proclamation is attached to these minutes.

5b: Proclamation Honoring Kenneth Dillard

Commissioner Worley read the proclamation honoring Kenneth Dillard into the record. He presented a copy to Mr. Dillard. A copy of the proclamation is attached to these minutes.

5c: Proclamation Recognizing Customer Service Appreciation Week October 5-9, 2026

Mayor Pro Tempore Atkinson read the proclamation into the record. A copy of the proclamation is attached to these minutes.

ITEM 6: Consent Agenda

6a: ABC Board Chair Appointment

6b: Budget Amendment #4

6c: Budget Amendment #5

6d: Budget Amendment #6

6e: Board of Commissioners Meeting Minutes September 15, 2026

6f: Board of Commissioners Closed Session Meeting Minutes

September 15, 2026, Acquisition of Real Property

6g: Board of Commissioners Closed Session Meeting Minutes

September 15, 2026, Consider the Performance of an Individual

Public Officer or Employee

A motion was made by Commissioner Abernathy to approve the Consent Agenda as presented. The motion was seconded by Commissioner Cozart. The motion was approved unanimously.

ITEM 7: Agenda Items NOT Requiring a Public Hearing

7a: Contract for CDBG Grant Administration Services

Town Manager Josh Watkins presented the proposed contract for grant administration services for the Town's current Community Development Block Grant. He noted that the Town's previous contract with Steve Austin, executed in 2021, was $88,500. The proposed contract of $90,000 was considered reasonable given inflation and the increased cost of services. Staff recommended approval of the contract.

Commissioner Abernathy asked whether the grant funds would be distributed based on specific milestones. Manager Watkins explained that the State establishes the requirements and that payments are requested as each milestone is achieved, rather than being paid in a lump sum upfront. In response to a question regarding the previous contract associated with the Baltimore project, Manager Watkins stated that the full amount had not yet been paid.

Manager Watkins clarified that the Town is currently administering two Community Development Block Grants concurrently, which is unusual but permitted due to the area's inclusion in the Hurricane Helene recovery designation. He reported that all homes associated with the Baltimore project had been completed. However, the schoolhouse project remained ongoing because only one bid was received, which was deemed excessively high, even after the project was rebid. The Town received approval from the State to seek a contractor directly and was nearing completion of a proposal to bring back to the Board. Manager Watkins noted that delays were primarily related to the architect and expressed optimism that the project was nearing completion.

A motion was made by Commissioner Cozart to approve the Contract for the CDBG Grant Administrative Services. Commissioner Worley seconded the motion. The motion was approved unanimously.

7b: Resolution Requesting a Local Act to Amend the Town Charter

Town Manager Watkins presented Resolution No. 014-2026, which requests that the North Carolina General Assembly adopt a local act amending Section 3.7 of the Town Charter to remove language requiring vacancies on the Board of Commissioners to be filled for the remainder of the unexpired term, allowing vacancies to be filled in accordance with general state law.

Manager Watkins explained that the issue was identified following former Commissioner Kathy Ramsey's resignation and the subsequent appointment of Commissioner Cozart. Under the Town's current Charter, an appointee serves the remainder of the unexpired term, whereas general state law provides for an election to fill the seat under applicable circumstances. He noted that, after consulting with legal counsel and the UNC School of Government, staff determined that the proposed change would require a local bill adopted by the General Assembly. Manager Watkins advised that he had contacted Representative Donnie Loftis regarding sponsorship of the proposed legislation.

Commissioner Worley recommended reviewing the Town Charter in its entirety to identify any additional provisions that may need clarification or amendment before proceeding with a local bill. Commissioner Abernathy also requested clarification regarding the 90-day provision referenced in the staff report. Town Attorney Wolter explained that appointments made more than 90 days before an election allow time for the appointee to go through the election process, while appointments made within the 90-day period would not require an election to fill the remainder of the term.

Board members discussed the potential for the current Charter provision to be problematic in the future and agreed that additional review would be beneficial. Manager Watkins offered to work with legal counsel to conduct a comprehensive review of the Charter and identify any provisions that may warrant further consideration.

Consensus: The Board agreed to defer further consideration of Resolution No. 014-2026 until staff and legal counsel could complete the additional review and present their findings at a future meeting.

7c: Downtown Cameras and Budget Amendment #7

Town Manager Watkins provided an update on the proposed downtown camera system, which was ranked eighth among approximately 36 or 37 capital projects during the budget prioritization process. He explained that the original Design Tech proposal was approximately $105,000 for downtown cameras and the supporting wireless network. After further review and value engineering, Design Tech was able to reduce the number of cameras needed through advancements in technology while expanding downtown coverage. At the Police Chief's request, the proposal was also revised to include upgrades to the existing Town Hall camera system. The revised proposal totaled $35,000, representing savings of approximately $70,000 from the original quote.

Manager Watkins stated that the updated system would allow officers to access camera footage through their cell phones, locate and save relevant videos, and share footage with other officers. He noted that the existing Town Hall system was installed in 2012 and required officers to access the recording equipment and search through hours of footage manually. The new system would improve efficiency and response capabilities.

Manager Watkins emphasized that the proposed cameras would function as a traditional closed-circuit television (CCTV) system and would not include Flock cameras or artificial intelligence-driven technology. The cameras would be available for law enforcement use when needed.

In response to a question regarding video storage, Manager Watkins stated that footage would be retained for approximately 30 days.

Commissioner Worley made a motion to approve the Design Tech quote of $35,000 for the installation of security cameras in downtown Cramerton and the upgrade of the existing security cameras at Town Hall, along with Budget Amendment #7 to fund the improvements. Commissioner Cozart seconded the motion. The motion was approved unanimously.

7d: Citizen Survey

Town Manager Watkins presented the draft citizen survey, noting that Commissioner Abernathy had devoted considerable effort to developing the original questions. The questions were entered into Microsoft Forms to facilitate online distribution and collection of responses. Manager Watkins explained that the Board had postponed further discussion until the vacant Board seat was filled and requested feedback on the survey questions and proposed distribution methods.

Manager Watkins presented three distribution options:

Option 1. Digital distribution: Share the survey through the Town's website, Facebook, Instagram, and Town app, with results anticipated by mid-November.

Option 2. Digital distribution and utility bill insert: Share the survey through all digital platforms and include a flyer with a QR code or link in Two Rivers Utilities bills, with results anticipated by mid- to late December.

Option 3. Digital distribution, utility bill inserts, and newsletter: Include all digital platforms and utility bill inserts, along with the Town newsletter scheduled for January, with results anticipated by mid-February.

Manager Watkins recommended Option 2 to maximize public participation while ensuring results would be available in time to inform the upcoming budget discussions in January.

Commissioner Abernathy expressed support for the survey's format and discussed whether residents enrolled in online billing might miss the utility bill insert. Manager Watkins noted that those residents could access the survey through the Town's digital platforms. Commissioner Abernathy also emphasized the value of having the survey results available for the Town's upcoming strategic planning session, tentatively anticipated for mid- to late January. Manager Watkins confirmed that he intended to have the results available for that meeting and advised that he would be meeting with the Centralina Regional Council to discuss assistance with the strategic planning process.

Mayor Pro Tempore Atkinson suggested having Steve D'Avria of the Gaston Business Association review the survey and provide feedback based on his experience working with other municipalities. Manager Watkins agreed that the survey could be shared for review without delaying the proposed distribution schedule.

Commissioner Abernathy made a motion to approve the draft citizen survey and Option 2 as the distribution method. Commissioner Cozart seconded the motion. The motion was approved unanimously.

7e: Contract for CDBG Housing Rehabilitation Specialist

Town Manager Watkins explained that Mr. Hefner, who provided inspection services for the previous Baltimore Community Development Block Grant project, submitted a proposal using the same rates as the prior contract. He noted that the State establishes the program's allowable costs, including a maximum of 8% of each home's rehabilitation cost, not to exceed $16,000 per home.

Commissioner Abernathy expressed concerns regarding the proposed cost. Manager Watkins clarified that Mr. Hefner would not perform the repairs but would conduct initial inspections to identify code deficiencies, oversee the rehabilitation work, conduct follow-up inspections, and certify that the homes met applicable building codes upon completion. He emphasized that the role involves ongoing oversight throughout the rehabilitation process, which could extend over several months.

In response to questions, Manager Watkins confirmed that the $16,000 amount was the State-mandated maximum allowable cap, not a required payment. He also noted that the Town received two responses to its request for services. Board members discussed the cost in comparison with a standard home inspection and acknowledged the additional responsibilities associated with monitoring rehabilitation work and ensuring compliance with building codes.

Commissioner Cozart made a motion to approve the contract for inspection and rehabilitation oversight services. Commissioner Worley seconded the motion. Approved by a vote of 3-1, with Mayor Pro Tempore Atkinson, Commissioner Cozart, and Commissioner Worley voting in favor and Commissioner Abernathy voting against.

ITEM 8: Items for Discussion

No items for discussion.

ITEM 9: Manager's Report

Town Manager Watkins provided updates on several ongoing Town projects, including the following:

- Underpass Traffic Signal: Manager Watkins reported that NCDOT approved the signal warrant analysis for the proposed underpass traffic signal. He noted that this was a significant step forward, with the project still requiring additional approvals. The next steps include obtaining a proposal for the signal design, submitting the design to NCDOT for approval, and then working with NCDOT to approach the railroad.
- Armstrong Ford Road and Cimarron Boulevard Traffic Signal: Manager Watkins reported that the traffic signal at the entrance to the Del Webb and Timberlake communities had been installed. NCDOT typically allows two weeks for testing and to familiarize motorists with the new signal. The signal was expected to become operational within that timeframe, and Manager Watkins stated he would provide the Board with a more specific date when available.
- Street Paving Priorities: In response to Commissioner Abernathy's question, Manager Watkins reported that staff had begun identifying the next priority area for street paving following completion of the Town's highest priority project. He planned to meet with the Finance Director to review available fund balance and determine the amount available for the next phase.

  Manager Watkins explained that the Town was considering a paving project estimated at approximately $400,000 to $450,000, funded through the available fund balance. With one year remaining on the current paving loan, the Town anticipated having additional financing options once that obligation was paid off, potentially allowing for a larger project in the future.

  Board members discussed the prioritization of neighborhoods, including Lakewood, and acknowledged that project timing would depend on available funding, road conditions, and coordination with other infrastructure projects. Manager Watkins noted that paving in the Brooklyn neighborhood would need to be coordinated with Two Rivers Utilities' planned waterline replacement to avoid repaving streets before utility work was completed.

  Manager Watkins stated that staff hoped to identify the paving areas, estimate costs, and obtain quotes by January, with the goal of bringing the information to the Board for consideration as soon as possible. In response to a question regarding the status of Two Rivers Utilities' project, he agreed to seek additional information.

ITEM 10: Topics of Discussion for Each Commissioner

Commissioner Abernathy expressed appreciation to the current and previous Boards of Commissioners for approximately ten years of grant funding and support for the Cramerton Historical Society. She noted the Society's contributions to the Town, particularly during the nation's 250th anniversary celebrations, including the Legacy Arch, Patriot Alley, and the upcoming Veterans Day luncheon. She stated that the Historical Society would be applying for its $5,000 grant for the current fiscal year and thanked the Board and Town for their continued support.

In recognition of Customer Service Appreciation Week, Commissioner Abernathy commended Town staff for their outstanding customer service. She specifically recognized Assistant Town Manager Chase Sturgis for responding after hours to a reported water issue at Centennial Park and Town Manager Watkins for promptly addressing concerns raised by citizens. She emphasized the importance of leadership by example and praised both employees, along with the entire Town staff, for their commitment to serving the community.

Commissioner Abernathy also thanked the Board and Town staff for installing the covering on the Lakewood Bridge connecting Goat Island to Lakewood. She noted that she first raised the issue in 2017 and expressed appreciation that it had been addressed. She shared positive feedback from residents who use the bridge and observed that pedestrians, cyclists, and families with strollers were using the covered section because it was more comfortable and safer.

Finally, Commissioner Abernathy recognized each citizen as both her customer and her boss and expressed gratitude for the honor of serving as a Town Commissioner.

Commissioner Cozart echoed Commissioner Abernathy's comments and commended Town staff, specifically Town Manager Josh Watkins and Town Clerk Missy Melton, for their support. He thanked Manager Watkins for taking the time, at Commissioner Cozart's request, to provide a tour of the Town's ongoing building projects shortly after he was sworn in, helping him better understand the scope of the projects. He also expressed appreciation to the Town Clerk for keeping him informed of requirements and ensuring that important details and responsibilities were not overlooked.

Commissioner Worley agreed with Commissioner Abernathy's remarks and commended Town staff, including Public Works, Police, and Fire personnel, for their service to the community. He thanked staff for their efforts in making Cramerton a great place to live and serve.

Commissioner Worley acknowledged the Town's continued growth and stated that staff was doing a good job managing new neighborhoods and the demands that come with growth. He noted that parking concerns often reflect the popularity of a community, with residents and visitors wanting to enjoy local businesses and events.

He also highlighted the success of recent community events, including Coming Up Brass, and expressed enthusiasm for the events planned for the remainder of the year. Commissioner Worley stated that he was grateful for the opportunity to serve and recognized residents such as

Kenneth Dillard, who have dedicated their lives to serving the community through churches, scouting, and other organizations. He thanked those in attendance.

Mayor Pro Tempore Atkinson recognized Customer Service Appreciation Week and encouraged everyone to take the opportunity to express their appreciation to Town staff. He emphasized the importance of acknowledging staff for their service and contributions to the community.

ITEM 11: Closed Session

11a: Closed Session Pursuant to N.C.G.S. § 143-318.11(a)(2) To Prevent the Premature Disclosure of an Honorary Degree, Scholarship, Prize, or Similar Award

A motion was made by Commissioner Abernathy to go into closed session. Commissioner Worley seconded the motion. The motion was approved unanimously.

A motion was made by Commissioner Cozart to come out of the closed session. Commissioner Worley seconded the motion. The motion was approved unanimously.

ITEM 12: Adjournment

A motion was made by Commissioner Cozart to adjourn, and Commissioner Abernathy seconded the motion. The motion was approved unanimously. The meeting was adjourned at 7:17 p.m.

_____
Nelson Wills, Mayor

ATTEST:

_____
Missy Melton, Town Clerk

AGENDA ITEM NO. 6.b

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Missy Melton
ITEM TYPE:	Minutes
AGENDA SECTION:	Consent Agenda
SUBJECT:	Board of Commissioners Closed Session Meeting Minutes October 6, 2026, To Prevent the Premature Disclosure of an Honorary Degree, Scholarship, Prize, or Similar Award
SUGGESTED ACTION:	
ATTACHMENTS:	

AGENDA ITEM NO. 6.c

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Josh Watkins
ITEM TYPE:	Minutes
AGENDA SECTION:	Consent Agenda
SUBJECT:	Board of Commissioners Meeting Minutes October 20, 2026
SUGGESTED ACTION:	

ATTACHMENTS:
10-20-2026 Draft Minutes

Town of Cramerton Board of Commissioners Regular Meeting

October 20, 2026 – 6:00 p.m.

G. M. Michael Commission Chamber – Town Hall, Cramerton, NC

Mayor Wills welcomed everyone to the October 20, 2026, Town of Cramerton Board of Commissioners meeting and called the meeting to order at 6:00 p.m. in the G. M. Michael Commission Chamber, Town Hall, Cramerton, North Carolina, noting that a quorum was present. Chuck Brimer presented the Invocation and led the audience in the Pledge of Allegiance.

PRESENT:

Elected Officials:	Mayor Nelson Wills
	Mayor Pro Tempore Richard Atkinson
	Rhett Cozart
	Jennifer Ramsey
	Ronnie Worley
Staff:	Town Manager Josh Watkins
	Assistant Town Manager Chase Sturgis
	Town Attorney Karen Wolter
	Town Clerk Missy Melton
ABSENT:	Commissioner Dixie Abernathy

ITEM 3: Adoption of Agenda

Town Manager Watkins requested to have item 8e, a Budget Ordinance for the 2021 CDBG Neighborhood Revitalization Grant added to the agenda.

A motion was made by Commissioner Worley to approve the agenda as amended. The motion was seconded by Mayor Pro Tempore Atkinson. The vote was all in favor.

ITEM 4: Public Comment

No Public Comment

ITEM 5: Proclamations and Presentations

5a: Presentation of Check to the Town of Cramerton by NC Representative Donnie Loftis

Representative Donnie Loftis presented a ceremonial $250,000 check to the Town of Cramerton, authorized through the 2026 State Budget. The funding would support safety improvements to address the bottleneck near the bridge, in coordination with the North Carolina Department of Transportation (NCDOT).

The presentation recognized the Town's continued efforts to improve safety and traffic flow in the area.

5b: Mayoral Proclamation Community Planning Month – October 2026

Mayor Wills presented a proclamation declaring October 2026 as Community Planning Month in the Town of Cramerton. The proclamation recognized the importance of thoughtful growth, sustainable development, public participation, and preserving Cramerton's unique Mill Village character, natural resources, and small-town charm. It also acknowledged the contributions of planning staff, advisory board members, and community partners in shaping a vibrant and resilient community.

ITEM 6: Consent Agenda

6a: Budget Amendment #8

6b: Budget Amendment #9

6c: Project Budget Ordinance for CDBG 24-C-4221

6d: Project Budget Ordinance for Underpass Signalization

6e: Project Budget Ordinance for Downtown Amphitheater

6f: Planning Board and Zoning Board of Adjustment Appointment

A motion was made by Mayor Pro Tempore Atkinson to approve the Consent Agenda as presented. The motion was seconded by Commissioner Cozart. The vote was all in favor.

ITEM 7: Agenda Items Requiring a Public Hearing

7a: AN26-02 Redhawk Amenity Annexation Request

A motion was made by Commissioner Ramsey to open the public hearing for AN26-02 Redhawk Amenity Annexation Request. The motion was seconded by Commissioner Worley. The vote was all in favor.

Town Planner Avery Grice presented Annexation Request 26-02, the Redhawk Amenity Annexation, submitted by Lennar Carolinas for approximately 1.3 acres at 235 Lake Wylie Road (Parcel ID 191729). The property was contiguous to the Town limits and located within Redhawk Phase 2, where the future community amenity center was planned. Staff explained that the applicant had also initiated a rezoning petition, which would be considered as the next agenda item, as the Town is required to assign zoning within 60 days of annexation. The annexation request was limited to bringing the parcel, previously known as the existing convenience site, into the Town limits.

There were no public comments.

A motion was made by Commissioner Worley to close the public hearing. Mayor Pro Tempore Atkinson seconded the motion. The vote was all in favor.

A motion was made by Commissioner Ramsey to approve the Annexation case number AN26-02 Redhawk Amenity Annexation Request. Commissioner Worley seconded the motion. The vote was all in favor.

7b: RZ26-04 Redhawk Amenity Conditional Rezoning

A motion was made by Commissioner Worley to open the public hearing for RZ26-04 Redhawk Amenity Conditional Rezoning. Mayor Pro Tempore Atkinson seconded the motion. The vote was all in favor.

Town Planner Avery Grice presented Conditional Rezoning Request RZ26-04 for the Redhawk Amenity Center. The application, submitted by Redhawk Owner LPV, involves approximately 10 acres encompassing Gaston County Parcel IDs 191729 and 314043.

The property was intended to accommodate the community's primary amenity area, including a clubhouse, recreation, open space, and related residential amenity uses. The rezoning would establish consistent zoning across both parcels, align the property with the proposed amenity center use, and allow the parcels to be recombined.

The property was previously a Gaston County convenience site, which has since been demolished and relocated. The proposed rezoning would also vest the project under the current Land Development Code, which includes stricter buffer requirements but removes minimum parking standards for the site.

A neighborhood meeting was held on August 6, 2026. The Planning Board unanimously recommended approval of the petition at its August 3, 2026, meeting, and staff also recommended approval.

Bridget Grant, Land Use Consultant, addressed the Board on behalf of the Redhawk development team, explaining that the proposed conditional rezoning was primarily a technical alignment to establish consistent zoning across the amenity site and incorporate the previously excluded parcel. She emphasized that the request would not change development entitlements, density, or the overall development plan.

Chris DeBerry, representing Redhawk ownership, thanked the Mayor, Board, and staff for their continued cooperation and assistance with the project.

In response to questions from the Board, the development team provided the following updates:

- The residential development is progressing on schedule, with work moving into Phase 2.
- The former convenience site has been cleared, and an environmental site assessment found no environmental concerns.
- The amenity center plans have been reviewed and approved by the Town and applicable utility and environmental agencies.
- Construction of the amenity center was expected to begin shortly, pending approval of the rezoning request.

The Board expressed support for the amenity center and acknowledged the positive working relationship with the development team.

There were no public comments.

A motion was made by Commissioner Cozart to close the public hearing. Commissioner Ramsey seconded the motion. The vote was all in favor.

A motion was made by Commissioner Worley to approve the rezoning of RZ26-04, the Redhawk Amenity Conditional Rezoning, and find the request consistent with the land use plan and in the public interest. Commissioner Cozart seconded the motion. The vote was all in favor.

ITEM 8: Agenda Items NOT Requiring a Public Hearing

8a: RZ26-04 Statement of Consistency

A motion was made by Commissioner Ramsey to approve the draft statement of consistency for rezoning case number RZ26-04 as presented. Commissioner Worley seconded the motion. The vote was all in favor.

8b: Engineering & Planning On-Call Contracts

Planning Director Nolan Groce presented the proposed on-call professional services contracts following the Town's Request for Qualifications (RFQ), released on April 20, 2026. Of the 17 statements of qualifications received, seven firms were selected to provide services in various categories, including planning, transportation, parks and recreation, stormwater, and funding assistance.

Mr. Groce explained that the proposed master contracts would establish a three-year on-call list but would not authorize work or require retainer fees. Services would only be initiated through individual task orders issued by the Town as needed.

In response to questions from the Board, Mr. Groce clarified the following:

- The seven firms were selected to provide a variety of expertise and ensure coverage across the six service categories.
- No retainer fees were required, and payment would only occur when authorized work was performed.

- The contracts include established hourly rates to provide cost transparency throughout the contract term.
- Each firm is subject to a $200,000 annual not-to-exceed amount. Any work exceeding that amount would require a contract amendment.
- The Town incurred approximately $350,000 in pass-through professional service fees during the previous year, which were subsequently reimbursed by developers.
- Adding additional firms would help distribute the workload and provide the Town with a broader range of professional resources rather than relying heavily on a single firm.

The Board discussed the benefits of having additional firms available to assist with the Town's projects and services.

A motion was made by Mayor Pro Tempore Atkinson to approve the contracts for On-Call Engineering & Planning. Commissioner Cozart seconded the motion. The vote was all in favor.

8c: Project Priority List Status Updates

Town Manager Josh Watkins provided an update on the Board of Commissioners' identified priorities, including progress on capital and non-capital projects. He reported that one capital project and three non-capital priorities had been completed, with the remaining priorities either underway or in progress.

Capital Projects

Manager Watkins provided the following updates on capital priorities:

- **Goat Island Construction Bridge:** Surface improvements have been completed to provide a safer and smoother experience for users.
- **Street Paving: Approximately $500,000 was anticipated to be available from fund balance for street paving. Staff was evaluating a pay-as-you-go approach and expect to provide an update and street prioritization in November.**
- **Underpass Signalization:** NCDOT has approved the signal warrant analysis, and the project has received $250,000 in state funding. The next steps include design, obtaining railroad and NCDOT approvals, and proceeding to bid.
- **Sidewalk Plan and Repairs: Staff was developing an in-house evaluation tool to assess sidewalk conditions and map neighborhood needs, similar to the Town's pavement assessment process.**
- **New Public Works Facility:** Redhawk has provided approximately two acres off South New Hope Road, adjacent to the new convenience site. The site will be considered during the Capital Improvement Plan process, including potential planning and renderings. Long-term space needs may include Public Works, police storage, and potentially fire and EMS services.
- **C.B. Huss Baseball Complex:** The project budget increased from $82,000 to $100,000 due to increased tap fees. Irrigation work was anticipated in the fall, with field repairs planned for the spring. Improvements include laser grading the infield, installing new sod, making dugout improvements, and removing the concession building.
- **Downtown Cameras:** Through value engineering, the estimated cost was reduced from approximately $105,000 to $35,000. Work had begun on replacing cameras at Town Hall and addressing downtown camera locations.

- **Timberlake to Stuart W. Cramer High School Sidewalk/Trail: The Town was not awarded additional MPO funding, and the existing approximately $500,000 in state funding was insufficient to complete the original project. Staff was evaluating an alternative route connecting to Eagle Road and the Rocky Branch Park trail network while continuing to seek additional funding.**
- **Flood Mitigation and Dredging: Staff was working with Gaston County Natural Resources and the Lakewood community to pursue stream stabilization funding and discuss potential dredging in the cove.**
- **Commission Chamber Audio/Visual Upgrades: Quotes received for the upgrades were approximately $90,000. Staff was continuing to explore options to reduce costs.**
- **Fire Service in the Southern Area: Staff was evaluating short-term and long-term fire service options with the Fire Chief as development continues to expand southward.**
- **Downtown Storyboards and Kiosks: Staff was working with the Cramerton Historical Society to develop historical content for Main Street and the Depot. The initial design and image are under review.**

Non-Capital Priorities

Manager Watkins reported that three non-capital priorities had been completed:

- **Employee Evaluation and Merit Pay System:** The new employee evaluation and merit pay system was fully implemented over the summer.
- **Expand the Concert Series: Additional funding has been allocated to support expanded programming. Staff planned to use the funds to add concerts to the upcoming spring, summer, and fall concert series.**
- **Repair Historic Stuart Cramer Marker:** Repairs to the historic marker on Wilkinson Boulevard were completed toward the end of the summer.

Manager Watkins also provided updates on non-capital priorities currently underway:

- **Capital Improvement Plan (CIP): Staff was beginning the development process, with a kickoff meeting planned. The goal is to present the CIP for adoption alongside the FY 2028 budget.**
- **Strategic Plan:** Staff are refining proposals with Centralina Regional Council. Given the timing, the Town may postpone development of the full strategic plan until next year and instead conduct an update of the planning session held in January.
- **Downtown Banners:** Staff are working with Go Gaston, which is developing a standardized banner template that municipalities can customize with their town seal or logo to provide consistency throughout the region.
- **Support Downtown Businesses and Increase Merchants:** The Town's partnership with the Gaston Business Association to provide economic development services is underway and progressing well. Staff anticipated providing the Board with a mid-year update on the program and business engagement.
- **Downtown Master Plan Update:** Staff was evaluating whether to use one of the recently selected on-call professional services firms or issue a separate request for proposals.

- **Promote the Shortest Main Street:** Staff are exploring ways to provide additional information about the Shortest Main Street through the Town's website and connect the information to the planned downtown kiosks using QR codes.
- **Staffing Analysis: As part of the CIP process, staff was developing a personnel improvement plan with benchmarks to help determine staffing needs as the Town grows. The goal is to establish staffing levels necessary to maintain service levels across departments.**
- **Expand U.S. Flags Throughout Town:** Several aging flags and poles have been replaced. Additional replacements, including in the Eastwood area following utility work, remain under consideration, along with opportunities to expand the program.

Board Discussion

During discussion of the underpass signalization project, Board members expressed interest in receiving periodic updates and having opportunities to provide input as the design progresses. Manager Watkins stated that staff intended to provide updates to the Board and relevant subcommittees and would like the consultant to present the proposed design and explain the recommendations. He noted that comments from CEDAC had been shared with the consultant for consideration and emphasized the importance of receiving input and suggestions throughout the process.

A Board member also asked about a traffic mirror that had previously been installed near the underpass and was subsequently removed. Discussion included whether the mirror could be reinstalled to improve visibility for motorists. Staff noted that mounting the mirror on the concrete structure could present challenges and that the matter had previously been discussed with NCDOT, although a definitive explanation for its removal was not recalled.

8d: Discussion of Fund Balance and Upcoming Projects

Town Manager Josh Watkins provided an update on the Town's estimated unaudited fund balance, reporting approximately $1,277,043 above the Town's self-imposed 40% fund balance requirement. He emphasized that the final amount would be determined once the annual audit is completed.

Manager Watkins reviewed the Town's anticipated expenditures, including $139,475 in prior budget amendments, $500,000 for future paving, $300,000 for property acquisition, and approximately $100,000 for additional waste collection costs associated with the accelerated development of Redhawk.

He explained that approximately 81% of the available fund balance was committed, leaving an estimated $237,000 cushion for future budget amendments and unforeseen expenses. The Town would continue moving forward with existing priority projects, particularly budgeted and grant-funded projects, while postponing consideration of new projects until the next project prioritization process.

Manager Watkins concluded that the Town remained in a strong financial position but should maintain its current course and preserve available funds for contingencies. He noted that the estimates were conservative and would be updated following completion of the audit. The Board

discussed the importance of monitoring the fund balance and maintaining sufficient reserves for unexpected expenses.

8e: Budget Ordinance for the 2021 CDBG Neighborhood Revitalization Grant

Town Manager Josh Watkins presented a revised budget ordinance for the Town's existing Community Development Block Grant (CDBG) project. He explained that the revision recommended by grant administrator Steve Austin would reallocate funds from the rehabilitation program to the neighborhood facility project, specifically the Baltimore School Project, without changing the total grant amount.

Manager Watkins noted that the Town was originally awarded $950,000 and subsequently received additional funding from the state, bringing the total grant award to $1,044,000. The Board discussed the additional funding and the proposed reallocation.

A motion was made by Mayor Pro Tempore Atkinson to approve the Budget Ordinance for the 2021 CDBG Neighborhood Revitalization Grant. Commissioner Cozart seconded the motion. The vote was all in favor.

ITEM 9: Committee Reports

No additional comments or updates to report.

ITEM 10: General Staff Reports

Assistant Town Manager Chase Sturgis announced that leaf collection season would begin this week. He reported that the equipment was in good condition and that staff were prepared for a smooth season. Residents with questions were encouraged to contact him directly.

Mr. Sturgis also recognized the Parks and Recreation Department for its efforts to accommodate the Town's continued growth and increasing demand for recreational programs. He highlighted the department's implementation of a resident-only registration period during the first week of winter sports registration, providing Cramerton residents with priority access to programs.

Legal had nothing additional to report.

Town Planner Avery Grice reported that construction on the River Link Extension Greenway was continuing to progress, with significant construction activity underway. She noted that several changes had been made to the boardwalk plans and that staff were continuing to monitor the project.

Ms. Grice also announced that she and Planning Director Nolan Groce would be attending the American Planning Association Conference for most of the week and looked forward to bringing back new ideas for the Town.

Stormwater had nothing additional to report.

Police had nothing additional to report.

Parks and Recreation had nothing additional to report.

Finance Director Jessica Sawyers provided an overview of the Town's financial report for the current fiscal year. She noted that, as it was still early in the fiscal year, the Town had received approximately 12% of its budgeted revenues and expended approximately 27% of its budgeted expenditures.

Ms. Sawyers explained that revenue collections were expected to increase as the fiscal year progressed, particularly as the Town approached December. She advised that the financial reports would be provided to the Board monthly and noted that she had included additional explanatory notes to assist with questions.

Ms. Sawyers invited the Board to provide feedback on the report format and offered to answer any questions regarding the financial information presented.

Fire had nothing additional to report.

Town Clerk had nothing additional to report.

ITEM 11: Manager's Report

Town Manager Josh Watkins reminded the Board of upcoming meeting dates. He noted that the regularly scheduled work session fell on Election Day and that the Town would not hold a meeting that day. The next regular Board of Commissioners meeting is scheduled for November 17, with a joint meeting with the City of Belmont scheduled for November 16.

Manager Watkins encouraged Board members to let him know if they would like any additional information or changes to the format of the Town Manager's Roundup.

He also provided positive feedback regarding the recent Fall Festival, noting that the event was well received and attendees had a great time. Parks and Recreation Director Brandon Free stated that approximately 460 wristbands were distributed to children participating in the games, not including parents and grandparents. Manager Watkins also mentioned the upcoming Flannel Fest scheduled for November 21.

ITEM 12: Topics of Discussion for Each Commissioner

Commissioner Ramsey expressed her appreciation to Chief Adams and Chief Foulk for coordinating the recent department visit, noting that she learned something new each time and found the experience very informative. She thanked both of them for their daily hard work and dedication.

She also commended staff on the paving project presentation, stating that it was helpful to see the projects presented in that format and that she looked forward to seeing additional paving improvements in the future.

Commissioner Ramsey further reflected on the recent visits to the Fire and Police Departments, highlighting the pride and credibility demonstrated throughout the Town's departments. She noted that Public Works is frequently recognized for the pride its employees take in the Town and extended her appreciation to all Town committees, staff, and the Board for their dedication and commitment to Cramerton.

Mayor Pro Tempore Atkinson encouraged residents to support the Historical Society and highlighted the upcoming fourth-grade field trips scheduled for Wednesday and Thursday from 9:00 a.m. until noon. He explained that the Historical Society has four different educational modules prepared for the students and encouraged anyone interested in visiting the museum to observe the activities, noting that it is a wonderful experience.

Commissioner Cozart reflected on his previous involvement with the Board in the early 1990s and commented on how much the Town has changed since that time. He noted that the changes have been remarkable and, for the most part, positive.

Commissioner Worley thanked Chief Foulk for coordinating the evening's tour of the Fire Department. He commented on the department's professional appearance and recognized the strength and capabilities of its staff. He also noted that having the Fire Department located downtown is an asset to the community, with residents and visitors frequently stopping by, particularly on weekends and during pleasant weather. He expressed appreciation to staff for accommodating visitors and providing tours when possible, noting that children especially enjoy the opportunity to see the department and its equipment.

Commissioner Worley also recognized Public Works staff for their continued efforts to maintain Cramerton Mountain Road, particularly their ongoing work to remove litter and keep the area clean. He acknowledged that maintaining the area is an ongoing challenge and thanked staff for their efforts.

He concluded by expressing appreciation to all Town employees for their hard work and dedication, stating that he was as proud of the Town as he had ever been and was glad to be part of the community.

Mayor Wills thanked staff for providing the project updates, project priority list, and fund balance presentation. He stated that it was helpful to see the progress being made and have a clear picture of where the Town stands financially.

Mayor Wills also addressed a citizen concern regarding speeding on Eighth Avenue. He noted that Town Manager Josh Watkins had shared the previous speed study, which was conducted in 2021, prior to the intersection's traffic signal being replaced with a stop sign. Mayor Wills

indicated that he would submit the necessary request to have a new speed study conducted to determine whether traffic conditions have improved.

Additionally, Mayor Wills mentioned the recent social media attention regarding the proposed new runway at Charlotte Douglas International Airport and noted that the potential impacts would be a topic of discussion during the upcoming joint meeting with Belmont. He stated that the Town would continue gathering information before determining the potential impact on the community.

Town Manager Josh Watkins reminded the Board of several vacancies on the Town's advisory boards and committees, including Parks and Recreation, Planning Board, CEDAC, and the Cramerton Community Committee. He noted that the Town was still awaiting additional applications for some positions.

Manager Watkins encouraged Board members to help spread the word and recommend qualified individuals who may be interested in serving. He emphasized the importance of keeping the boards and committees fully staffed so they can continue their work without interruption. The Board briefly discussed the number of vacancies on the various boards and committees.

ITEM 13: Closed Session

13a: Closed Session Pursuant to N.C.G.S. 143-318.11(a)(2) To Prevent the Premature Disclosure of an Honorary Degree, Scholarship, Prize, or Similar Award

A motion was made by Commissioner Cozart to go into closed session. The motion was seconded by Commissioner Ramsey. The vote was all in favor.

A motion was made by Commissioner Worley to come out of the closed session. The motion was seconded by Commissioner Ramsey. The vote was all in favor.

ITEM 14: Adjournment

A motion was made by Mayor Pro Tempore Atkinson to adjourn, and Commissioner Cozart seconded the motion. The vote was all in favor.

_____
Nelson Wills, Mayor

ATTEST:

_____
Town Clerk

AGENDA ITEM NO. 6.d

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Josh Watkins ,Police
ITEM TYPE:	Contract/Agreement
AGENDA SECTION:	Consent Agenda
SUBJECT:	Police Interlocal Agreement Amendment
SUGGESTED ACTION:	Staff recommends that the Board of Commissioners approve the Police Interlocal Agreement Amendment as presented.

ATTACHMENTS:
Request for Action
Existing Agreement from 2019
Police Interlocal Amendment adding Ranlo

Town of Cramerton Board of Commissioners
Request for Action

Meeting Date: 11/17/26	**Agenda Item Number:**
Submitted By: Brad Adams	**Department:** Police
Attachments: Draft Police Interlocal Agreement Amendment, Existing Interlocal Agreement	

Topic: Police Interlocal Agreement Amendment

Staff Summary: Gaston County is proposing an amendment to the Police Interlocal Agreement that would add Ranlo into the interlocal agreement. The Town has been party to this agreement since 2019. Adding Ranlo to this agreement will be beneficial as it will provide another party to share the costs of the shared dispatch, communications, and IT/Technology services.

Staff Recommendation: Staff recommends that the Board of Commissioners approve the Police Interlocal Agreement Amendment as presented.

Examples of Possible Motions:

Motion to Approve: I make a motion to approve the Police Interlocal Agreement Amendment as presented.

Motion to Deny: I make a motion to deny the Police Interlocal Agreement Amendment as presented.

STATE OF NORTH CAROLINA

COUNTY OF GASTON

INTERLOCAL AGREEMENT PROVIDING FOR TELECOMMUNICATIONS DISPATCH AND PUBLIC SAFETY COMPUTER SUPPORT TOWN OF CRAMERTON

THIS AGREEMENT, made and entered into this the 3rd day of June, 2019, by and between the CITY OF GASTONA, a municipal corporation organized under the laws of North Carolina, ("City"), the COUNTY OF GASTON, a body politic organized under the laws of North Carolina ("County"), the CITY OF BELMONT, a municipal corporation organized under the laws of North Carolina, ("Belmont") and the TOWN OF CRAMERTON, a municipal corporation organized under the laws of North Carolina, ("Cramerton").

WITNESSETH

WHEREAS, City and County have previously entered into an agreement dated April 26, 2012, ("Master Agreement"), a copy of which is attached hereto as Exhibit "A-1" and incorporated by reference as though fully set forth herein, concerning the responsibilities of the City and County regarding the operation and maintenance of a combined telecommunications center, and of computer support for public safety systems within Gaston County; and

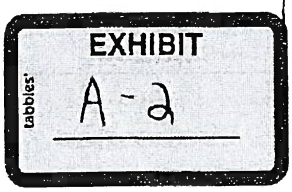
WHEREAS, the Master Agreement provided that additional public safety organizations located within or serving a portion of Gaston County may, in the future join the systems which are the subject of the Master Agreement and that the method by which, and when such agencies come into the system would be agreed upon in writing by the City and County and the public safety organization to be added; and

WHEREAS, the Master Agreement was amended when Belmont entered into said agreement by written instrument dated July 5, 2016; and

WHEREAS, Cramerton has requested that its police department be added to the combined system and be provided certain services which are the subject of the Master Agreement; and

WHEREAS, the parties hereto are authorized to enter into this agreement by virtue of N.C.G.S. §160A-461.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, the parties agree as follows:



2019-239

1 Participating Jurisdiction. The purpose of this agreement is to add the Police Department of Cramerton as a Participating Jurisdiction to the Master Agreement and to set forth the terms and conditions by which it will be added. Cramerton shall be subject to and bound by the terms and conditions of the Master Agreement.

2 Information Technology Services Provided. Cramerton shall be entitled to receive services as a Full User of the New World system to the same extent that other current and future participating jurisdictions receive those services. No radio maintenance will be provided to Cramerton under this agreement.

3 Service Level Agreement: City shall provide services as defined in Exhibit "B-1"

4. Cost Sharing Methodologies and Percentages. The costs allocable to Cramerton for services provided in this agreement shall be determined as set forth in Paragraph 8 of the Master Agreement and the reference exhibit. The costs allocable to the parties for the first year of this agreement are as set forth in the Excel spreadsheet attached hereto as Exhibit "B" and incorporated herein by reference. Costs allocable to the parties shall be reviewed and adjusted on an annual basis

5 Term. The term of this agreement shall begin on the date of execution hereof by all parties and shall extend until June 30th, 2022 ("Initial Term") It is the intent of the parties that the term of this agreement shall run concurrently with the Master Agreement. The parties further agree that this agreement shall be automatically extended at the end of the Initial Term for a five year period, provided, however, that any party may withdraw at the end of the initial Term by giving written notice to all participating jurisdictions not less than *twenty-four (24) months prior to the end of the initial term.* Withdrawal from this agreement shall constitute withdrawal from the Master Agreement, and withdrawal from the Master Agreement shall constitute withdrawal from this agreement.

6 Invoices for Services Rendered. For the fiscal year ending June 30, 2020, City and County shall invoice Cramerton on a quarterly basis for all services provided to Cramerton hereunder in the amount equal to Cramerton's percent of supported devices and users subject to the Master Agreement and such invoices shall be paid within 30 days of receipt. Amounts to be billed for future years shall be determined as set forth in the Master Agreement and shall be billed on a quarterly basis Unbilled items from the previous quarter should be included in the next quarterly billing and should any additional appropriations be needed, Cramerton is expected to seek any additional appropriations from its governing body in order to ensure that payments of invoices will not be delayed.

7 PSSSC. Cramerton shall appoint two members to the Public Safety Systems Steering Committee ("PSSSC") The appointees shall be those persons holding the positions set forth in the Master Agreement.

8 Deficiencies in Service and Dispute Resolution. Any claims or disputes arising between the parties shall be resolved as set forth in Paragraph 17 of the Master Agreement. To the extent that such claims or disputes involve Cramerton, and a panel is appointed to engage in nonbinding mediation pursuant to the terms of Paragraph 17, Cramerton shall be entitled to appoint one member to the panel in addition to the members appointed by the City and the County.

9 Notice. Any written notice to be given hereunder by any party to any other party shall be affected by certified mail, return receipt requested. Notice to the City shall be sufficient if addressed to the City Manager, P O Box 1748, Gastonia, North Carolina, 28053. Notice to the County shall be sufficient if addressed to the County Manager, P O. Box 1578, Gastonia, NC 28053. Notice to Belmont shall be sufficient if address to the City Manager, 115 N Main St, Belmont, NC 28012. Notice to Cramorton shall be sufficient if address to the Town Manager, 155 North Main St, Cramerton, NC 28032.

10 Entire Agreement. This agreement including the attached Exhibits constitutes the entire agreement between the parties, and no party shall be bound by any requirement which is not specifically stated herein

11 Waiver of Immunity/Third Party Liability: No portion of this Agreement shall be deemed to constitute a waiver of any immunities which any party or its officers or employees may possess, nor shall any portion of this Agreement be deemed to have created a duty of care on the part of either part to any persons not a party to this Agreement

12 Severability: If any section, subsection, paragraph, sentence, clause or phrase of this Agreement is for any reason held or decided to be invalid or unconstitutional, such a decision shall not affect the validity of the remaining portions. The parties hereto declare that they would have entered into this Agreement and each and every section, subsection, paragraph, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses, or phrases might be declared to be unconstitutional or invalid.

13. Applicable Law: This Agreement shall be interpreted, construed, and government by the State of North Carolina

14 Amendments. Amendments which are consistent with the purposes of this Agreement may be made in writing duly executed by the parties hereto

15 E-Verify Requirements: Each party certifies that it is in compliance with all applicable provisions of Article 2, Chapter 64 of North Carolina General Statues, which generally provides that each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into

Each party agrees that during the term of this Agreement it shall comply and shall require all subcontractors to comply with any and all applicable provisions of Article 2, Chapter 64 of the North Carolina General Statutes, and Contractor agrees to incorporate in all further contracts or subcontracts for the Project a provision requiring compliance with Article 2, Chapter 64 of the North Carolina General Statutes.

IN WITNESS WHEREOF, City, County, Belmont and Cramerton have signed and sealed this Agreement this 3rd day of July, 2019

GASTON COUNTY

By: _____
Tracy Philbeck, Chairman

ATTEST:

_____ 7/9/19
County Clerk

APPROVED AS TO FORM.

_____
County Attorney

This document has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Asst.) _____
County Finance Director

STATE OF NORTH CAROLINA
COUNTY OF GASTON

I, Shawna Shane Notary Public of the aforesaid County and State, do hereby certify that Donna S Buff personally appeared before me this date and acknowledged that she is the Gaston County Clerk and that by authority duly given and as the act of the municipal corporation, the Foregoing instrument was signed in its name by its Chairman of its County Board of Commissioners, sealed with its corporate seal and attested by her as its County Clerk.

WITNESS my hand a Notarial Seal, this the 9th day of July, 2019

_____
Notary Public

My Commission expires 9-17-2023

SHAWNA SHANE
Notary Public
GASTON COUNTY, NC
My Commission Expires 9-17-2023

CITY OF GASTONIA

By: Walker E. Reid III
Walker E. Reid, III, Mayor

ATTEST:

Sherry W. Dunaway
City Clerk

APPROVED AS TO FORM

City Attorney

This document has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act

STATE OF NORTH CAROLINA
COUNTY OF GASTON

I, Denise L. Johnson Notary Public of the aforesaid County and State, do hereby certify that Sherry H. Dunaway personally appeared before me this day and acknowledged that she is the City Clerk of the City of Gastonia and that by authority duly given and as the act of the municipal corporation, the foregoing instrument was signed in its name by its Mayor, sealed with its corporate seal and attested by her as its City Clerk.

WITNESS my hand a Notarial Seal, this the 20th day of May, 2019

Denise L. Johnson
Notary Public

My Commission expires: 10-30-2021

CITY OF BELMONT

By: _____
Charlie Martin, Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

This document has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

_____
City Finance Director

STATE OF NORTH CAROLINA
COUNTY OF GASTON

I, Elizabeth Bell Notary Public of the aforesaid County and State, do hereby certify that Debra Brown personally appeared before me this day and acknowledged that she is the City Clerk of the City of Belmont City and that by authority duly given and as the act of the municipal corporation, the foregoing instrument was signed in its name by its Mayor, sealed with its corporate seal and attested by her as its City Clerk.

WITNESS my hand a Notarial Seal, this the 3rd day of June, 2019

_____
Notary Public

My Commission expires 2/12/23

Elizabeth Bell
Notary Public
Gaston County
North Carolina
My Commission Expires 2/12/23

TOWN OF CRAMERTON

By: _____
Will Cauthen, Mayor

ATTEST:

_____
Town Clerk

SEAL

APPROVED AS TO FORM.

_____
Town Attorney

This document has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

_____
Town Finance Director

STATE OF NORTH CAROLINA
COUNTY OF GASTON

I, Belinda B. Robinson, Notary Public of the aforesaid County and State, do hereby certify that Hilleal Cunningham personally appeared before me this day and acknowledged that she is the Town Clerk of the Town of Cramerton and that by authority duly given and as the act of the municipal corporation, the foregoing instrument was signed in its name by its Mayor, sealed with its corporate seal and attested by her as its Town Clerk.

WITNESS my hand a Notarial Seal, this the 23rd day of April, 2019.

_____
Notary Public

My Commission expires May 15, 2021

Belinda B Robinson Notary Public Gaston County North Carolina

STATE OF NORTH CAROLINA

COUNTY OF GASTON

INTERLOCAL AGREEMENT PROVIDING FOR TELECOMMUNICATIONS DISPATCH AND PUBLIC SAFETY COMPUTER SUPPORT

THE TOWN OF RANLO

THIS AGREEMENT, made and entered into this the ____ day of _____, 2026, by and between the CITY OF GASTONIA, a municipal corporation organized under the laws of North Carolina, ("City"), the COUNTY OF GASTON, a body politic organized under the laws of North Carolina ("County"), the CITY OF BELMONT, a municipal corporation organized under the laws of North Carolina, ("Belmont"), the TOWN OF CRAMERTON, a municipal corporation organized under the laws of North Carolina, ("Cramerton"), the CITY OF CHERRYVILLE, a municipal corporation organized under the laws of North Carolina, ("Cherryville"), the CITY OF MOUNT HOLLY, a municipal corporation organized under the laws of North Carolina, ("Mount Holly"), the CITY OF LOWELL, a municipal corporation organized under the laws of North Carolina, ("Lowell"), the TOWN OF DALLAS, a municipal corporation organized under the laws of North Carolina, ("Dallas"), and the TOWN OF RANLO a municipal corporation organized under the laws of North Carolina, ("RANLO").

WITNESSETH

WHEREAS, City and County have previously entered into an agreement dated April 26, 2012, ("Master Agreement"), a copy of which is attached hereto as Exhibit "A-1" and incorporated by reference as though fully set forth herein, concerning the responsibilities of the City and County regarding the operation and maintenance of a combined telecommunications center, and of computer support for public safety systems within Gaston County; and

WHEREAS, the Master Agreement provided that additional public safety organizations located within or serving a portion of Gaston County may, in the future join the systems which are the subject of the Master Agreement and that the method by which, and when such agencies come into the system would be agreed upon in writing by the City and County and the public safety organization to be added; and

WHEREAS, the Master Agreement was amended when Belmont entered into said agreement by written instrument dated July 5, 2016; and

WHEREAS, on or about May 2019 the City and County entered into an amendment to the Master Agreement ("2019 Amended Master"), a copy of which is attached hereto as Exhibit "C-1", to better define the City's and the County's rights, responsibilities and duties with regard to certain communications shared facilities that are governed by the Master Agreement; and,

WHEREAS, the Master Agreement was amended when Cramerton entered into said agreement by written instrument dated June 3, 2019 (a copy of which is attached as "A-2"); and

WHEREAS, the Cherryville Fire Department, the Mount Holly Fire Department, and the Lowell Police Department were added to the combined system by written instrument dated August 23, 2023 (a copy of which is attached as "A-3"); and

WHEREAS, the Town of Dallas Police Department was added to the combined system on or about March 18, 2025 (a copy of which is attached as "A-4"); and

WHEREAS, the TOWN OF RANLO Police Department has requested that its respective agency be added to the combined system and be provided certain services which are the subject of the Master Agreement and 2019 Amended Master; and

WHEREAS, the parties hereto desire to continue their intergovernmental relationship under the Master Agreement and 2019 Amended Master,

WHEREAS, the parties hereto are authorized to enter into this agreement by virtue of N.C.G.S. §160A-461.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Participating Jurisdiction. The purpose of this agreement is to add the Ranlo Police Department as a participating jurisdiction to the Master Agreement and 2019 Amended Master and to set forth the terms and conditions by which it will be added. The Ranlo Police Department shall be subject to and bound by the terms and conditions of the Master Agreement and the 2019 Amended Master.

2. Information Technology Services Provided. Ranlo Police Department shall be entitled to receive services as a Full User of the New World system to the same extent that other current and future participating jurisdictions receive those services. No radio maintenance will be provided to Ranlo PD under this agreement.

3. Service Level Agreement: City shall provide services as defined in "Consolidated Public Safety Interlocal Agreement Exhibit B-1 Service Level Agreement (SLA) Additional Terms and Conditions."

4. Cost Sharing Methodologies and Percentages. The costs allocable to Ranlo Police Department for services provided in this agreement shall be determined as set forth in Paragraph 8 of the Master Agreement and the referenced exhibit, "Exhibit C Cost Sharing for Public Safety Systems and Radio Systems Support." The costs allocable to the parties for the first year of this agreement are as set forth in the Excel spreadsheet attached hereto

as Exhibit "B" and incorporated herein by reference. Costs allocable to the parties shall be reviewed and adjusted on an annual basis.

5. Term. The term of this Agreement shall begin on the date of execution by all parties and shall extend until June 30, 2027 ("Initial Term"). It is the intent of the parties that the term of this Agreement shall run concurrently with the Master Agreement. Unless a party provides written notice of its intent not to renew to all participating jurisdictions at least ninety (90) days prior to the expiration of the Initial Term, this Agreement shall automatically renew for an additional five-year term ("Renewal Term"). Following commencement of the Renewal Term, any party may withdraw from this Agreement upon not less than one (1) year's prior written notice to all participating jurisdictions. Withdrawal from this Agreement shall constitute withdrawal from the Master Agreement, and withdrawal from the Master Agreement shall constitute withdrawal from this Agreement.

6. Invoices for Services Rendered. For the fiscal year ending June 30, 2027, City and County shall invoice the Town of Ranlo on a quarterly basis for all services provided hereunder in the amount equal to Ranlo's percent of supported devices and users subject to the Master Agreement and such invoices shall be paid within 30 days of receipt. Amounts to be billed for future years shall be determined as set forth in the Master Agreement and shall be billed on a quarterly basis. Unbilled items from the previous quarter should be included in the next quarterly billing and should any additional appropriations be needed, the Town of Ranlo is expected to seek any additional appropriations from its governing body in order to ensure that payments of invoices will not be delayed.

7. PSSSC. Ranlo PD shall appoint two members to the Public Safety Systems Steering Committee ("PSSSC"). The appointees shall be those persons holding the positions set forth in the Master Agreement.

8. Deficiencies in Service and Dispute Resolution. Any claims or disputes arising between the parties shall be resolved as set forth in Paragraph 17 of the Master Agreement. To the extent that such claims or disputes involve Ranlo a panel is appointed to engage in nonbinding mediation pursuant to the terms of Paragraph 17, Ranlo shall be entitled to appoint one member to the panel in addition to the members appointed by the City and the County.

9. Notice. Any written notice to be given hereunder by any party to any other party shall be affected by certified mail, return receipt requested. Notice to the City shall be sufficient if addressed to the City Manager, P.O. Box 1748, Gastonia, North Carolina, 28053. Notice to the County shall be sufficient if addressed to the County Manager, P.O. Box 1578, Gastonia, NC 28053. Notice to Belmont shall be sufficient if addressed to the City Manager, P.O. Box 431, Belmont, NC 28012. Notice to Cramerton shall be sufficient if addressed to the Town Manager, 155 North Main St, Cramerton, NC 28032. Notice to Lowell shall be sufficient if addressed to the City Manager, 101 W 1st Street, Lowell, NC 28098. Notice to Cherryville shall be sufficient if addressed to the City Manager, 116 S. Mountain Street, Cherryville, NC 28021. Notice to Mount Holly shall be sufficient if addressed to the City Manager, 400 E. Central Avenue, Mount Holly, NC 28120, Notice

to Dallas shall be sufficient if addressed to the Mayor, 210 N. Holland St, Dallas NC 28034. Notice to Ranlo shall be sufficient if addressed to the Mayor, 1624 Spencer Mountain Rd, Gastonia NC 28054.

10. Entire Agreement. This agreement including the attached Exhibits constitutes the entire agreement between the parties, and no party shall be bound by any requirement which is not specifically stated herein.

11. Waiver of Immunity/Third Party Liability: No portion of this Agreement shall be deemed to constitute a waiver of any immunities which any party or its officers or employees may possess, nor shall any portion of this Agreement be deemed to have created a duty of care on the part of either part to any persons not a party to this Agreement.

12. Severability: If any section, subsection, paragraph, sentence, clause or phrase of this Agreement is for any reason held or decided to be invalid or unconstitutional, such a decision shall not affect the validity of the remaining portions. The parties hereto declare that they would have entered into this Agreement and each and every section, subsection, paragraph, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses, or phrases might be declared to be unconstitutional or invalid.

13. Applicable Law: This Agreement shall be interpreted, construed, and governed by the State of North Carolina.

14. Amendments: Amendments which are consistent with the purposes of this Agreement may be made in writing duly executed by the parties hereto.

15. E-Verify Requirements: Each party certifies that it is in compliance with all applicable provisions of Article 2, Chapter 64 of North Carolina General Statues, which generally provides that each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.
Each party agrees that during the term of this Agreement it shall comply and shall require all subcontractors to comply with any and all applicable provisions of Article 2, Chapter 64 of the North Carolina General Statutes, and Contractor agrees to incorporate in all further contracts or subcontracts for the Project a provision requiring compliance with Article 2, Chapter 64 of the North Carolina General Statutes.

IN WITNESS WHEREOF, City of Gastonia, Gaston County, Belmont, Cramerton, Cherryville, Mount Holly, Lowell, Dallas, and Ranlo have signed and sealed this Agreement this ____ day of_____, 2026.

GASTON COUNTY

By: _____
Chad Brown, Chairman

ATTEST:

_____
County Clerk

APPROVED AS TO FORM:

_____
County Attorney

This document has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

_____
County Finance Director

STATE OF NORTH CAROLINA
COUNTY OF GASTON

I, _____ Notary Public of the aforesaid County and State, do hereby certify that _____ personally appeared before me this date and acknowledged that she is the Gaston County Clerk and that by authority duly given and as the act of the municipal corporation, the Foregoing instrument was signed in its name by its Chairman of its County Board of Commissioners, sealed with its corporate seal and attested by her as its County Clerk.

WITNESS my hand a Notarial Seal, this the _____ day of _____, 2026.

.

_____
Notary Public

My Commission expires: _____

TOWN OF CRAMERTON

By: _____
Nelson Wills, Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

This document has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

_____
City Finance Director

STATE OF NORTH CAROLINA
COUNTY OF GASTON

I, _____ Notary Public of the aforesaid County and State, do hereby certify that _____ personally appeared before me this day and acknowledged that he or she is the City Clerk of the Town of Cramerton and that by authority duly given and as the act of the municipal corporation, the foregoing instrument was signed in its name by its Mayor, sealed with its corporate seal and attested by her as its City Clerk.

WITNESS my hand a Notarial Seal, this the _____ day of _____, 2026.

_____
Notary Public

My Commission expires: _____

AGENDA ITEM NO. 6.e

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Josh Watkins ,Administration
ITEM TYPE:	Board/Committee Item
AGENDA SECTION:	Consent Agenda
SUBJECT:	Cramerton Economic Development Advisory Committee Reappointments
SUGGESTED ACTION:	Staff recommends that the Board of Commissioners reappoint Chris Poore and Sam Walters for 3 year terms ending on December 31, 2029.

ATTACHMENTS:

CEDAC Appointments Request for Action
Chris Poore Application
Sam Walters Application

Town of Cramerton Board of Commissioners
Request for Action

Meeting Date: 11/17/26	**Agenda Item Number:**
Submitted By: Josh Watkins	**Department:** Administration
Attachments: Committee Applications for Chris Poore and Sam Walters	

Topic: CEDAC Reappointments

Staff Summary: The appointment terms for Chris Poore and Sam Walters will both expire on December 31, 2026. Both members have expressed interest in serving again on the Cramerton Economic Development Advisory Committee and have submitted their applications, which are attached.

Staff Recommendation: Staff recommends that the Board of Commissioners reappoint Chris Poore and Sam Walters for 3 year terms ending on December 31, 2029.

Examples of Possible Motions:

Motion to Approve: I make a motion to approve the reappointment of Chris Poore and Sam Walters for 3-year terms ending on December 31, 2029.

Motion to Deny: I make a motion to deny the reappointment of Chris Poore and Sam Walters for 3-year terms ending on December 31, 2029.

Town of Cramerton
Board and Committee Application

Application Information and Instructions

The Town of Cramerton appreciates your interest in serving on a board/committee and requests that you complete the following application for appointment or reappointment. Completed applications can be submitted at Town Hall (155 N. Main Street) or emailed to mmelton@cramerton.org.

You may submit a resume/CV to be considered with your application by attaching it to your printed application or email.

You will be required to submit information for a background check if your application is selected.

For more information about the boards and committees and the days in which meetings are held, please visit www.cramerton.org

Boards and Committees

If you would like to be considered for more than one board/committee, please indicate your preference by number (first choice being "1")

ABC Board _____

Community Committee _____

Cramerton Economic Development Advisory Committee X

Planning and Zoning Board _____

Parks and Recreation Board _____

Potential Future Boards, Committees or Clubs

Please indicate if you are interested in being notified about a future board, committee or club

Garden Club ☐

Center Street Committee ☐

Public Art Committee ☐

Write in your interest (s):

_____

_____

_____

Applicant Information

Applicant Name: Chris Poore Date of Application: 9/4/26

Home Address: 172 8th Ave. Cramerton, NC 28032
Street Address, Town, Zip Code

Mailing Address (if different than above): _____

Phone Number: 704.836.6970 Email Address: cppoor@yahoo.com

The information below is requested voluntarily to provide balance & diversity to boards/committees.

Date of Birth: 04/25/1977 Gender: Male

Do you reside within the Town Limits of Cramerton: Yes ☑ No ☐

Do you reside within the Cramerton Extraterritorial Jurisdiction: Yes ☑ No ☐
If needed, click here to view the ETJ map

In which community within Cramerton do you reside? Downtown

Length of residence in Cramerton: 13 Years 5 Months

Prior Public Service Information

Board/Committee/Civic	From:	To:
Cramerton Economic Development Advisory Committee	9/22	present

Questions for New Applicants

If needed, you may use additional paper to answer the questions below

1. Why do you want to serve on this board/committee?

2. Why do you think you would be an asset to this board/committee?

3. What do you feel are your qualifications for serving on the board/committee requested?

4. What areas of concern would you like to see the board/committee address?

Questions for Those Applying for Reappointment

If needed, you may use additional paper to answer the questions below

5. Why do you want to continue to serve on this board/committee?

   We are starting to build real momentum from our discussions and I want to ensure those continue.

6. What has the board/committee accomplished while you have served?

   We have established productive working relationships with the business owners, gained valuable feedback and worked to make sure the concerns of the business owners are taken into consideration.

7. If reappointed, what goals do you have for the board/committee in your next term?

   As a public relations professional by trade, I want to help make sure all of the great things happening in this Town are communicated properly, especially with the Social District. I will keep banging that drum because it is unacceptable to me that Centennial Center is practically empty, mainly because nobody knows what is going on here.

8. Are there any updates regarding your qualifications that you would like to share?

   I am a trusted public relations professional with the city of Charlotte and have the credentials to help spread the word about this Town and all that is happening here.

Town of Cramerton
Board and Committee Application

Application Information and Instructions

The Town of Cramerton appreciates your interest in serving on a board/committee and requests that you complete the following application for appointment or reappointment. Completed applications can be submitted at Town Hall (155 N. Main Street) or emailed to mmelton@cramerton.org.

You may submit a resume/CV to be considered with your application by attaching it to your printed application or email.

You will be required to submit information for a background check if your application is selected.

For more information about the boards and committees and the days in which meetings are held, please visit www.cramerton.org

Boards and Committees

If you would like to be considered for more than one board/committee, please indicate your preference by number (first choice being "1")

ABC Board _____

Community Committee _____

Cramerton Economic Development Advisory Committee X

Planning and Zoning Board _____

Parks and Recreation Board _____

Potential Future Boards, Committees or Clubs

Please indicate if you are interested in being notified about a future board, committee or club

Garden Club ☐

Center Street Committee ☐

Public Art Committee ☐

Write in your interest (s):

_____

_____

_____

Applicant Information

Applicant Name: Sam Walters Date of Application: 10.14.26

Home Address: 575 High St Cramerton
Street Address, Town, Zip Code

Mailing Address (if different than above): _____

Phone Number: 704 472 1332 Email Address: Samwltrs@gmail

The information below is requested voluntarily to provide balance & diversity to boards/committees.

Date of Birth: 11.10.93 Gender: M

Do you reside within the Town Limits of Cramerton: Yes ☒ No ☐

Do you reside within the Cramerton Extraterritorial Jurisdiction: Yes ☐ No ☐
If needed, click here to view the ETJ map

In which community within Cramerton do you reside? Brooklyn Heights?

Length of residence in Cramerton: 7 Years _____ Months

Prior Public Service Information

Board/Committee/Civic	From:	To:
CEDAC	2024	Current

Questions for New Applicants

If needed, you may use additional paper to answer the questions below

1. Why do you want to serve on this board/committee?
Existing Board Member & want to continue serving

2. Why do you think you would be an asset to this board/committee?

3. What do you feel are your qualifications for serving on the board/committee requested?

4. What areas of concern would you like to see the board/committee address?

Questions for Those Applying for Reappointment

If needed, you may use additional paper to answer the questions below

5. Why do you want to continue to serve on this board/committee?
I enjoy helping develop long term strategy for driving economic impact in Cramerton. I enjoy staying plugged in w/ the community in this way.

6. What has the board/committee accomplished while you have served?
We have [redacted] started a partnership w/ GBA, launched this committee/board as an official town board, served as a think tank for long term strategy, aligning business owners to the boards strategy.

7. If reappointed, what goals do you have for the board/committee in your next term?
Driving more activities in the town that get citizens engaged with showing up and participating in town events; driving more innovative ideas that are attractive to both businesses & consumers to spend money & engage w/ the town

8. Are there any updates regarding your qualifications that you would like to share?

AGENDA ITEM NO. 6.f

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Josh Watkins ,Administration
ITEM TYPE:	Resolution
AGENDA SECTION:	Consent Agenda
SUBJECT:	Community Development Block Grant Policies and Procedures Packet
SUGGESTED ACTION:	Staff recommends that the Board of Commissioners approve the CDBG Policies and procedures packet as presented.

ATTACHMENTS:
CDBG Policy Request for Action
2024 CDBG Policies and Procedures Packet

Town of Cramerton Board of Commissioners
Request for Action

Meeting Date: 11/17/2026	**Agenda Item Number:**
Submitted By: Josh Watkins	**Department:** Administration
Attachments: CDBG Policies and Procedures Packet	

Topic: CDBG Policies and Procedures Packet

Staff Summary: The Town needs to adopt updated CDBG policies and procedures in order to receive the $950,000 rehabilitation grant. The Town has adopted a version of these policies and procedures when we received the last CDBG grant, but there have been minor updates to comply with updates in state and federal requirements.

Staff Recommendation: Staff recommends that the Board of Commissioners approve the CDBG Policies and procedures packet as presented.

Examples of Possible Motions:

Motion to Appoint: I make a motion to approve the CDBG Policies and procedures packet as presented.

Motion to Table: I make a motion to deny the CDBG Policies and procedures packet as presented.

November 13, 2026

MEMORANDUM

TO: Nelson Wills, Mayor
Town Board of Commissioners
Josh Watkins, Town Manager

FROM: Steve Austin, CDBG Administrator

RE: Required Policies, Procedures, Plans, Resolutions and Ordinances for the 2024 Town of Cramerton Neighborhood Revitalization CDBG project, CDBG #24-C-4221

Please find attached the various policies, procedures, plans, resolutions and ordinances necessary for adoption by the Town Board of Commissioners for the 2024 Neighborhood Revitalization CDBG Project. These items are broken down into three sections, 1) Policies, Plans and Procedures, 2) a Fair Housing Resolution, and 3) ~~a Project Budget Ordinance:~~

1) Policies, Plans and Procedures: a brief explanation of each of the items is as follows:

1. Recipient's Plan to Affirmatively Further Fair Housing - This plan states that the Town will implement activities to affirmatively further fair housing and comply with Title VIII, Civil Rights Act of 1968. This plan outlines the quarterly activities the Town will undertake during the life of the grant to promote fair housing.

2. Fair Housing Complaint Procedure - This procedure states how the Town will handle complaints of housing discrimination and what steps that will be taken for complaints.

3. Equal Employment Opportunity and Procurement Plan - This plan certifies that the Town will comply with all nondiscrimination laws and regulations in employment, and will take action in the areas of enforcement, education and removal of barriers and impediments that affirmatively further equal access in procurement.

4. Procurement Policy – This policy outlines the three methods of procurement to be used within this project for the award of contracts and for purchases made.

5. Section 3-Local Economic Benefit for Low and Very Low Income Persons Plan - This plan explains the Town 's strategy for identifying opportunities in employment arising out of a CDBG assisted project and for making these jobs available for low-income residents in the project area and utilizing local suppliers.

6. Residential Anti-Displacement and Relocation Plan - This plan states how the Town will replace all occupied and vacant occupiable low/moderate income dwelling units

demolished or converted to a use other than low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974 and what steps the Town will take to replace these units.

7. Citizens Participation Plan - This plan states that the Town will provide for and encourage citizen participation and will provide technical assistance to groups representative of persons of low and moderate income who request such assistance.

8. Citizens Participation Procedure for Complaints - This plan states the procedures developed by the Town to handle complaints received involving the Community Development Block Grant or any HUD-funded programs.

9. Code of Conduct - This policy states that no public official, employee, officer or agent of the Town shall participate in the selection, the award or the administration of a contract supported by federal funds if a conflict of interest, real or apparent, is involved.

10. 504 Grievance Procedure – This procedure allows for a process for which citizens can file a grievance concerning Section 504.

11. Language Access Plan – This plan details the procedures to follow to assist persons/beneficiaries who do not speak English.

2) Secondly, there is a resolution to be adopted that supports Fair Housing practices within the Town of Cramerton. Fair Housing law prohibits the denial of housing choice because of race, religion, age, color, sex, familial status (presence of children in the household), handicap status, or national origin. The law includes both rental housing and homes for sale. By adopting this resolution, the Town is pledging that no one in the project area will be denied the benefits of the CDBG program because of their race, religion, color sex, familial status, handicap status, or national origin. Please also note that the Town is only responsible for Fair Housing practices directly connected to its CDBG project. Fair Housing enforcement in North Carolina is the responsibility of the North Carolina Human Relations Commission in Raleigh, and any Fair Housing complaints not in the CDBG project are forwarded to that agency.

3) Finally, attached is a project budget ordinance. In order to begin expenditures of the 2024 grant the Town must adopt a Project Budget Ordinance as required by North Carolina law for projects that operate for more than one fiscal year. This budget ordinance will govern the setting up of the accounting system for the project.

TOWN OF CRAMERTON

COMMUNITY DEVELOPMENT BLOCK GRANT

POLICIES, PROCEDURES, PLANS, RESOLUTIONS AND ORDINANCES

2024 NEIGHBORHOOD REVITALIZATION PROJECT

TABLE OF CONTENTS

I. Resolution to Adopt the following Policies, Procedures, and Plans

1. Fair Housing Plan
2. Fair Housing Complaint Procedure
3. Equal Employment Opportunity Plan
4. Procurement Policy
5. Section 3 Plan (Local Economic Benefit for Low and Very Low Income Persons)
6. Residential Anti-Displacement and Relocation Assistance Plan
7. Citizens Participation Plan
8. Citizens Participation Procedure for Complaints
9. Code of Conduct
10. 504 Grievance Procedure
11. Language Access Plan

II. Fair Housing Resolution

III. Project Budget Ordinance

TOWN OF CRAMERTON
POLICIES AND PROCEDURES
FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG #24-C-4221

WHEREAS, the Town of Cramerton has been awarded a 2024 Community Development Block Grant by the North Carolina Department of Commerce in the amount of $1,000,000; and

WHEREAS, the Town of Cramerton desires to adopt and maintain current Community Development Program Policies, Procedures, and Plans; and

WHEREAS, the Town has created Community Development Program Policies, Procedures, and Plans;

NOW, THEREFORE, BE IT RESOLVED, the Town of Cramerton hereby adopts Community Development Program Policies, Procedures, and Plans as herein contained for the 2024 Neighborhood Revitalization CDBG Project, CDBG #24-C-4221.

BE IT FURTHER RESOLVED that the Town Manager is hereby authorized to execute all future administrative documents as representative of the Town on behalf of the Town of Cramerton Neighborhood Revitalization Community Development Block Grant project.

Adopted this the _____ day of _____, 2026.

_____
Mayor

ATTEST:

_____
Clerk

RECIPIENT'S PLAN TO FURTHER FAIR HOUSING

Grantee: Town of Cramerton	
Recipient's Address: 155 North Main Street	**155 North Main Street Cramerton, NC 28032**
Contact Person: Josh Watkins, Manager	**Contact Phone #: (704) 824-4337**
Contact Email: jwatkins@cramerton.org	**TDD #:1-800-735-2962 (TTY)**

I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.

First Time_____ Past Activities___X____

II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient's community. (Use additional pages as necessary)

The basic obstacle is a lack of knowledge among housing agencies and individuals in the community concerning Title VIII requirements.

III. Will the above activities apply to the total municipality or county?

Yes__X__ No_____ **If no, provide an explanation.**
(Use additional pages as necessary)

IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. ***Activities must be scheduled for implementation at least on a quarterly basis.*** (Use attached table)

Grantee Name: Town of Cramerton

Quarterly Fair Housing Activity	Months	Year	Estimated Cost	Actual Cost
Example: Establish FH policy, Complaint Procedure	*Jan-Mar.*	*20xx*	*$xxxx*	*$xxxx*
The Town will adopt a Fair Housing Resolution to reaffirm the Town's commitment to Fair Housing within the Town of Cramerton. The Fair Housing Plan and the Complaint Procedure will be adopted. The Town will publish its FH Resolution and Complaint Procedure in the local newspaper.	Oct-Dec	2026	$0 $600	
Town to provide FH PSA's to area radio stations in English and Spanish	Jan-Mar	2027	$25	
The Town will adopt a Fair Housing Resolution to reaffirm the Town's commitment to Fair and to recognize April as Fair Housing Month.	Apr-Jun	2027	$0	
The Town will prepare and distribute Fair Housing brochures and pamphlets to housing mortgage lenders throughout the Town in July 2027.	Jul-Sep	2027	$15	
Town to contact the NC HRC to request information regarding FH complaints received from within the Town	Oct-Dec	2027	$0.74	
The Town will maintain a current list of local realtors who are available to assist in locating housing for anyone needing assistance and distribute Fair Housing brochures and pamphlets to local real estate agencies**.**	Jan-Mar	2028	$15	
The Town will adopt a Fair Housing Resolution to reaffirm the Town's commitment to Fair and to recognize April as Fair Housing Month	Apr-Jun	2028	$0	
Town to provide brochures to county agencies that advocate for LMI housing, housing for persons with disabilities, and minority advocacy groups, Town-wide non-profits, churches, community groups.	Jul-Sep	2028	$25	
The Town will distribute Fair Housing Pamphlets to citizen and civic organizations and churches throughout the Town.	Oct-Dec	2028	$15	
The Town will distribute Fair Housing pamphlets to multifamily rental property owners and managers.	Jan-Mar	2029	$15	

V. Describe recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures. (Use additional pages as necessary)

1) Any person or persons wishing to file a complaint of housing discrimination in the Town may do so by informing the Manager of the facts and circumstance of the alleged discriminatory acts or practice.

2) Upon receiving a housing discrimination complaint, the Manager shall acknowledge the complaint within 10 days in writing and inform the Rural Economic Development Division and the North Carolina Human Relations Commission about the complaint.

3) The Manager shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the Town.

4) The Manager shall publicize in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

Adopted this _____ day of _____, 2026.

_____ (*Chief Elected Official*)

ATTEST: _____ (*Clerk*)

TOWN OF CRAMERTON
FAIR HOUSING COMPLAINT PROCEDURE

Housing discrimination is prohibited by Title VIII of the Civil Rights Act of 1968 and by the North Carolina State Fair Housing Act. In an effort to promote fair housing and to ensure that the rights of housing discrimination victims are protected, the Town of Cramerton has developed the following procedures for receiving and resolving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in the Town of Cramerton may do so by informing the Manager of the facts and circumstances of the alleged discriminatory acts or practice.

2. Upon receiving a housing discrimination complaint, the Manager shall acknowledge the complaint within 10 days in writing and inform the North Carolina Human Relations Commission about the complaint.

3. When a housing complaint cannot be resolved at the local level, the Manager shall offer assistance to the North Carolina Human Relations Commission in the investigation and reconciliation of all housing discrimination complaints, which are based on events occurring in the Town of Cramerton.

4. The Town shall publicize in the local paper that the Manager is the local official to contact with housing discrimination complaints.

TOWN OF CRAMERTON
EQUAL EMPLOYMENT AND PROCUREMENT PLAN

The Town of Cramerton maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy the Town prohibits any retaliatory action of any kind taken by any employee of the Town against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The Town shall strive for greater utilization of all persons by identifying previously under-utilized groups in the work force, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development, and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and Affirmative Action measures is hereby assigned to the Town's Human Resource Director and/or other persons designated by the Manager or the Town Board of Commissioners to assist in the implementation of this policy statement.

The Town shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of Equal Employment opportunity and the Manager will present Affirmative Action progress to the Town Board of Commissioners.

The Town is committed to this policy and is aware that with its implementation, the Town will receive positive benefits through the greater utilization and development of all its human resources.

TOWN CRAMERTON
PROCUREMENT POLICY FOR
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

In the procurement of supplies, equipment or services in the Cramerton Community Development Block Grant Program the following policies shall apply:

1) Small purchase procedures. Theses are relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies, or other property, costing in the aggregate not more that $90,000. Under this procurement method price or rate quotations shall be obtained from an adequate number of qualified sources. Office supplies and equipment may be secured by this method.

2) In competitive sealed bids (formal advertising) sealed bids shall be publicly solicited and a firm, fixed, price contract shall be awarded to the lowest responsible bidder whose bid, conforming with all of the material terms and conditions of the invitation for bids, is most advantageous to the Town and the project.

3) In competitive negotiations proposals shall be requested from a number of sources and the Request for Proposals shall be publicized. All aspects of the competitive negotiations shall be carried out in conformance with 24 CFR Part 85. The general administrative contract, appraisal contract, engineering contract, surveying contract and all other required services related to the program implementation shall be awarded utilizing this method. Under this method special consideration shall be given to experience, technical abilities, and familiarity with the services to be provided. Price shall not be the sole consideration for award of contract.

On all procurement efforts shall be made to solicit bids from qualified small, female-owned, and minority-owned business firms.

In all cases procurement under this Policy must conform to the requirements for procurement set forth in 24 CFR Part 85.

An adequate record of procurement must be maintained to ensure that these policies and the requirements of 24 CFR Part 85 have been followed in their entirety.

TOWN OF CRAMERTON
LOCAL ECONOMIC BENEFIT FOR LOW-AND VERY LOW-INCOME PERSONS PLAN
SECTION 3 PLAN

I. APPLICATION AND COVERAGE OF POLICY

The Town is committed to the policy that, to the greatest extent possible, opportunities for training and employment be given to lower income residents of the community development project area and contracts for work in connection with the federally assisted community development project be awarded to business concerns located or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, the Town of Cramerton has developed and hereby adopts the following Plan:

The Town will comply with all applicable provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended (24 C.R.F. Part 135), all regulations issued pursuant thereto by the Secretary of Housing and Urban Development, and all applicable rules and orders of the Department issued thereunder

This Section 3 covered project area for the purposes of this grant program shall include the Town and portions of the immediately adjacent area.

The Town will be responsible for implementation and administration of the Section 3 plan. In order to implement the Town's policy of encouraging local residents and local businesses participation in undertaking community development activities, the Town will follow this Section 3 plan which describes the steps to be taken to provide increased opportunities for local residents and businesses

This Section 3 Plan shall apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

When in need of a service, the Town will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Administration, local directories and Small Business Administration local offices. Word of mouth recommendation shall also be used as a source.

The Town will include the Section 3 clause and this plan in all contracts executed under this Community Development Block Grant (CDBG) Program. Where necessary, listings from any agency noted above deemed shall be included as well as sources of subcontractors and suppliers. The Section 3 Plan and the Section 3 minimum numerical goals shall be mentioned in the pre bid meetings and the preconstruction meetings.

The Section 3 minimum numerical goals shall be met by the Town, if the minimum numerical goals are not met, an explanation and the efforts taken by Town to meet the goals shall be described in the Annual Section 3 report. The report must be submitted along with the Annual Performance Report (APR) during the life of the grant.

Section 3 minimum numerical goals (the Section 3 regulations established thresholds and goals at 24 CFR 135.30):

Goals

- 30 % of the aggregate number of new hires shall be Section 3 residents
- 10 % of the total dollar amount of all covered construction shall be awarded to Section 3 business concerns.
- 3 % of the total dollar amount of all covered non-construction contracts shall be awarded to Section 3 business concerns.

A Section 3 business concern is defined as a business where

- 51% or more of the business is owned by Section 3 residents or
- 30% or more employed staff are Section 3 residents; or
- 25% of subcontracts are committed to Section 3 businesses.

Any prime contractor selected for major public works facility or public construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the project. Should a need exist to hire any additional personnel, the Gaston County NCWorks agency (https://www.ncworks.gov/vosnet/Default.aspx) shall be notified and referred to the contractor.

Each contract for rehabilitation, replacement or new construction under the program, as applicable, for jobs having contracts in excess of $100,000 shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

Early in the project, prior to any contracting, major purchases or hiring, we will develop a listing of jobs, supplies and contracts likely to be utilized during the project. We will then advertise the pertinent information regarding the project including all Section 3 required information. Rural Economic Development (REDD) should be contacted with the Bid Materials to distribute the information throughout their list serve to reach out the communities.

II. AFFIRMATIVE ACTIONS FOR RESIDENT AND BUSINESS PARTICIPATION

The Town will take the following steps to assure that low income residents and businesses within the community development project area and within the Town are used whenever possible:

The Town will place qualified residents and businesses on solicitation lists, assure that residents and businesses are solicited whenever they are potential sources of contracts, services or supplies; divide total requirements, when economically feasible, into smaller tasks or quantities

to permit maximum participation by residents and businesses; establish delivery schedule, where the requirements permit, which encourages participation by area for residents and businesses.

Please check the methods to be used for the Section 3 program in your community:

X The Town will place a display advertisement in the local newspaper containing the following information:

i. A brief description of the project
ii. A listing of jobs, contracts and supplies likely to be utilized in carrying out the project.
iii. An acknowledgement that under Section 3 of the Housing and Community Development Act, local residents and businesses will be utilized for jobs, contracts and supplies in carrying out the project to the greatest extent feasible.
iv. A location where individuals interested in jobs or contracts can register for consideration
v. A statement that all jobs will be listed through and hiring will be done through the local office of the NCWorks agency (https://www.ncworks.gov/vosnet/Default.aspx); a statement that all contracts will be listed with the North Carolina Division of Purchase and Contracts; and a statement that potential employees and businesses may seek development and training assistance through various state and local agencies, of which the Town will maintain a list for individuals and business concerns inquiring information.

( ) Training and technical assistance will be provided by the local community college for low income residents requiring skills to participate in community development project activities. Referrals will be made to the community college, local Private Industry Councils, Job Training Partnership Act (29 U.S.C. 1579 (a)) (JTPA) Programs, and job training programs provided by local community action agencies as appropriate. Residents and businesses will be encouraged to participate in state and/or federal job training programs that may be offered in the area.

( ) Low income residents and businesses will be informed and educated regarding employment and procurement opportunities in the following ways:

i. Advertisement in the local newspaper
ii. Posting of Section 3 Plan at the County Courthouse
iii. County Board meeting when project activities and schedules are discussed
iv. Open meetings of Project Advisory Committee when everyone in neighborhood is invited
v. Notification to other agencies that provide services to low-income people.

( ) Other (describe):

The Town will, to the greatest extent feasible, utilize lower income area residents as trainees and employees:

1. Encourage rehabilitation contractors to hire local area residents
2. Encourage public works contractors to hire local area residents

The Town will, to the greatest extent feasible, utilize businesses located in or owned in substantial part by persons residing in the area

1. Contract with local contractors to perform demolition activities, and housing rehabilitation activities.
2. Encourage public improvement contractors to hire local residents for site clearance work, hauling materials, and performing other site improvements.
3. Encourage all contractors to purchase supplies and materials from the local hardware and supply stores

III. RECORDS AND REPORTS

The Town will maintain such records and accounts and furnish such information and reports as are required under the Section 3 regulations, and permit authorized representatives of REDD, and federal agencies access to books, records, and premises for purposes of investigation in connection with a grievance or to ascertain compliance with this Section 3 Plan.

The Town shall report annually the Section 3 numbers using the form HUD 60002 to REDD at the end of the calendar year as part of the Annual Performance Report (APR).

IV. MONITORING COMPLIANCE

The Town may require each applicable contractor to provide a copy of the Section 3 Plan and will monitor compliance during the performance of the contract. Copies of all advertisements, notice, and published information will be kept to document the implementation of the plan.

V. SECTION 3 COORDINATOR CONTACT INFORMATION

Please provide the main contact in case that any complaint is received or general information is requested by the general public on Section 3 compliance:

Mr. Josh Watkins, Manager
155 North Main Street
Cramerton, NC 28032
(704) 824-4337
jwatkins@cramerton.org

TOWN OF CRAMERTON
RESIDENTIAL ANTI-DISPLACEMENT
AND
RELOCATION ASSISTANCE PLAN

This Residential Anti-displacement and Relocation Assistance Plan is prepared by the Town of Cramerton in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG[1] projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the Town of Cramerton will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.

- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.

- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.

- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.

- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.

- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units" (as defined in 24 CFR 42.305).

- Target only those properties deemed essential to the need or success of the project.

A. Relocation Assistance to Displaced Persons

The Town of Cramerton will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program[s], move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

B. One-for-One Replacement of Lower-Income Dwelling Units

The Town of Cramerton will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program[s] in accordance with 24 CFR 42.375.

Before entering into a contract committing Town of Cramerton to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the Town of Cramerton will make public by publishing in the Gaston Gazette and submit to State CDBG Program(s) North Carolina Department of Commerce, Rural Economic Development Division (REDD) the following information in writing:

1. A description of the proposed assisted project;

2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower- income dwelling units as a result of an assisted project;

3. A time schedule for the commencement and completion of the demolition or conversion;

4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. *NOTE: See also 24 CFR 42.375(d).*

5. The source of funding and a time schedule for the provision of the replacement dwelling units;

6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and

7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the Town of Cramerton will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

C. Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the Town of Cramerton may submit a request to the State (REDD) for a determination that the one-for-one replacement requirement does not apply based on objective

data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

D. Contacts

The Cramerton Town Manager is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.

The Cramerton Town Hall Manager is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

TOWN OF CRAMERTON
CITIZENS PARTICIPATION PLAN

This plan describes how the Town of Cramerton will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. The funds must be used for projects which benefit low and moderate-income persons and aids in the elimination and prevention of slums and blight. The program is intended to assist governments in understanding neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance and design of changes in the Citizen Participation Plan. There will be three (3) general mechanisms for their involvement:

1. To serve as an advisory committee to the project;
2. To attend or hold public hearings or community meetings; and
3. To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated Town official.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the Town of Cramerton. The Town will be asked to review and comment on specific guidelines for approved projects. They will also meet to review any program amendments, budget revisions and program modifications. All such changes will be discussed with the Town and their comments considered prior to taking action. If program amendments require approval from the North Carolina Department of Commerce, a public hearing shall be held specifically on the amendment. Citizens may also be involved in implementation of projects specifically requiring citizen participation, such as self-help projects. Their roles will be defined as the project develops. Technical assistance will be available as needed.

PROGRAM ASSESSMENT

Program assessment activities by citizens will occur in a variety of ways. A performance hearing will be held thirty to sixty (30 to 60) days prior to the start of planning for the next program year. The Program Amendment will be asked to provide citizen commentary for the Grantee Performance Report.

As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Comments should be submitted in writing to the office of the Cramerton Manager. The Town will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to Manager, who shall respond within ten (10) days.

If the citizen is still dissatisfied, he/she should write to the NC Department of Commerce, Rural Economic Development Department, 4346 Mail Service Center, Raleigh, NC 27699-4346, Attention: Citizen Participation Matter. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at 919-814-4679.

The Citizen Participation Plan will be subject to annual review and proposed revision, to occur in the period between the performance hearing and the public hearing on the subsequent year's application.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to citizen organizations and groups of low/moderate income persons or target area residents upon request to Town of Cramerton. Such assistance will support citizen efforts to develop proposals, define policy and organize for the implementation of the program. It is expected that such assistance will be provided directly to the Town in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue or other short-term efforts.

PUBLIC INFORMATION

The Town of Cramerton will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location and topics to be considered. These notices will also be made available in the form of press releases, as a public service announcement to local radio stations and will be provided to churches within the target area of distribution.
2. Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for award; (b) the range of eligible activities; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions and contracting procedures.
3. A Public File containing program documentation will be available for review at the Cramerton Town Hall during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan and the Annual Performance Report. Other program documents are also available for citizen review on request at the Town Hall consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality.
4. Public Hearings an interpreter will be provided for all non-English speaking individuals and/or deaf individuals.

TOWN OF CRAMERTON
CITIZEN PARTICIPATION
PROCEDURE FOR COMPLAINTS

The Town of Cramerton has developed a procedure to process complaints, which may be received involving the CDBG Project or any other HUD-funded program. There are two basic forms of complaint procedures: 1) verbal complaints which will be dealt with informally by the Town's designated Community Development Administrator (CDA), and 2) written complaints which will be dealt with formally with a set of procedures including appeals.

All written complaints received by Congressional staff, local elected officials, the Manager, and the CDA will be logged in as received by the CDA. Within a ten calendar days period following the receipt of this complaint, a response will be developed by the CDA, reviewed by the Manager, and mailed to the party who wrote the complaint. This response will include property documentation and background of the case in question, the proposed action, if any, and the time frame in which the complaint will be addressed. If the response is unsatisfactory, the complainant should write directly to Manager, who shall respond within ten (10) days. Complaints regarding housing rehabilitation and/or construction must be received within one calendar year date of the original homeowner acceptance of the work, and/or during the initial one-year warranty period. After the one-year acceptance and warranty period, the Town will not accept complaints. Further, complaints received after program close-out paperwork has been submitted to the NC Department of Commerce – Rural Economic Development Division, excepting when still within eligible homeowner rehabilitation and/or construction warranty periods, will not be considered by the Town.

In the event this response is unsatisfactory to the person making the complaint, that party will be referred to the North Carolina Department of Commerce (REDD), 4346 Mail Service Center, Raleigh, NC 27699 and the REDD Compliance Representative serving the Town of Cramerton. REDD will respond in writing to the complainant and the Town with a decision or recommendation(s) for resolution. The written recommendation made by REDD staff will be final in all cases.

It is the responsibility of the person making the complaint to furnish documents, provide documentation to support allegations, provide counsel if desired, inform in writing to the CDA if they are represented by a third party, and attend any meetings involving a review of their complaint.

TOWN OF CRAMERTON
COMMUNITY DEVELOPMENT CODE OF CONDUCT/HATCH ACT POLICY

HATCH ACT

No employee or agent of the Town may perform any function during work hours that is considered political activity. This includes soliciting votes, transporting voters, distributing campaign materials, working on or developing campaign materials, etc.

DISCRIMINATION

No person shall, on the grounds of race, color, religion, national origin, age, handicap status, familial status, Vietnam Era Veteran status or sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity funded in whole or in part with federal funds.

ENGAGEMENT IN PROCUREMENT

No employee, officer or agent of the Town shall participate in the selection or award of administration of a contract supported by federal funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when:

a) The employee, officer, or agent;
b) Any member of his immediate family;
c) His or her business partner; or
d) An organization which employs or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

The grantee's officers, employees, or agent shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

CONFLICT OF INTEREST

No employee or agent shall influence or attempt to influence the outcome of any case or matter in which he has a direct interest either personally or in the person of any relative by blood or marriage. Employees or agents so involved shall abstain from dealing with such matters; they may provide information at the request of the Town Board of Commissioners but shall not attempt to influence the decisions of the Town Board of Commissioners.

TOWN OF CRAMERTON
SECTION 504
COMPLIANCE OFFICER/GRIEVANCE PROCEDURE

Cramerton, North Carolina, hereby designates the Manager to serve as the Section 504 Compliance Officer throughout the implementation of the Town of Cramerton Neighborhood Revitalization CDBG Project.

Citizens with Section 504 grievances may do so at any point in the program. The Town will respond in writing to written citizen grievances. Citizen grievances should be mailed to the Manager, 155 North Main Street, Cramerton, NC 28032. The Town will respond to all written citizen grievances within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a grievance concerning any action prohibited under Section 504, a meeting with the compliance officer to discuss the grievance will be scheduled. The meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the grievance, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may write to the NC Department of Commerce REDD, 4346 Mail Service Center, Raleigh, NC 27699. The Department of Commerce will respond only to written comments within ten (10) calendar days of the receipt of the comments.

LANGUAGE ACCESS PLAN
TOWN OF CRAMERTON

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

In order to avoid discrimination on the grounds of national origin, all programs or activities administered by the **Town of Cramerton** must take adequate steps to ensure that their policies and procedures do not deny or have the effect of denying LEP individuals with equal access to benefits and services for which such persons qualify. This Policy defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.

This policy and plan are effective November 10, 2026 and shall expire November 10, 2029.

Scope of Policy

These requirements will apply to the **Town of Cramerton** (**herein referred to as "the agency**") including subcontractors, vendors, and sub recipients.

The agency will ensure that LEP individuals are provided meaningful access to benefits and services provided through contractors or service providers receiving subgrants from the agency.

Definitions

A. Limited English Proficient (LEP) individual – Any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.

B. Vital Documents – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen participation plans, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance, and other outreach materials.

C. Title VI Compliance Officer: The person or persons responsible for compliance with the Title VI LEP policies.

D. Substantial number of LEP: 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

Providing Notice to LEP Individuals

A. The agency will take appropriate steps to inform all applicants, recipients, community organizations, and other interested persons, including those whose primary language is other than English, of the provisions address of the Title VI compliance officer(s of this policy. Such notification will also identify the name, office telephone number, and office).

List the current name, office telephone number and office address of the Title VI compliance officer(s):

Josh Watkins, Manager
155 North Main Street
Cramerton, NC 28032
(704) 824-4337

(Note: The agency must notify the REDD compliance office immediately of changes in name or contact information for the Title VI compliance officer.)

B. The agency will post and maintain signs in regularly encountered languages other than English in waiting rooms, reception areas and other initial points of contact. These signs will inform applicants and beneficiaries of their right to free language assistance services and invite them to identify themselves as persons needing such services.

Identify areas within the agency where these signs will be posted:

Cramerton Town Hall Lobby – 155 North Main Street, Cramerton, NC 28032;

C. The agency will include statements of the right to free language assistance in Spanish and other significant languages in all outreach material that is routinely disseminated to the public (including electronic text).

D. The agency will also disseminate information in the following manner:
1) Pamphlets will be made available at agency owned buildings that explain the rights provided by this policy.
2) PSA's will be periodically placed in The Gaston Gazette explaining the rights provided by this policy.

Provision of Services to LEP Applicants/Recipients

A. Assessing Linguistic Needs of Potential Applicants and Recipients

1. The agency will assess the language needs of the population to be served, by identifying:

   a. the language needs of each LEP applicant/recipient;
   b. the points of contact where language assistance is needed; and
   c. the resources needed to provide effective language assistance, including location, availability and arrangements necessary for timely use.

2. Determining the Language Needs of the Population to be Served

   The agency is responsible for assessing the needs of the population to be served. Such assessment will include, but not be limited to the following:

   a. The non-English languages that are likely to be encountered in its program will be identified.

   b. An estimate of the number of people in the community for whom English is not the primary language used for communication will be completed and updated annually. To identify the languages and number of LEP individuals local entities should review:

   i. census data
   ii. school system data
   iii. reports from federal, state, and local governments
   iv. community agencies' information, and
   v. data from client files

   c. The points of contact in the program or activity where language assistance is likely to be needed will be identified.

3. Determining the Language Needs of Each Applicant/Recipient

   The agency will determine the language needs of each applicant/recipient. Such assessment will include, but not be limited to the following:

   a. At the first point of contact, each applicant/recipient will be assessed to determine the individual's primary language.

The following methods will be used:

X Multi-language identification cards, a poster-size language list, or the use of "I speak" peel-off language identification cards for indicating preferred languages

❑ English proficiency assessment tools, provided they can be administered in a manner that is sensitive to and respectful of individual dignity and privacy

❑ Other (*describe*):

b. If the LEP person does not speak or read any of these languages, the agency will use a telephone interpreting service to identify the client's primary language.

c. Staff will not solely rely on their own assessment of the applicant or recipient's English proficiency in determining the need for an interpreter. If an individual requests an interpreter, an interpreter will be provided free of charge. A declaration of the client will be used to establish the client's primary language.

d. When staff place or receive a telephone call and cannot determine what language the other person on the line is speaking, a telephone interpreting service will be utilized in making the determination.

e. If any applicant/recipient is assessed as LEP, they will be informed of interpreter availability and their right to have a language interpreter at no cost to them with a notice in writing in the languages identified in Section C. Provisions of Written Translations.

B. Provision of Bilingual/Interpretive Services

1. The agency will ensure that effective bilingual/interpretive services are provided to serve the needs of the non-English speaking population. The provision of bilingual/interpretive services will be prompt without undue delays. In most circumstances, this requires language services to be available during all operating hours.

This requirement will be met by: 1) The bilingual staff person from the Gaston County Public Health Department will be the primary source of translation services. 2) Telephone interpreter services will be utilized as needed.

2. The agency will provide language assistance at all levels of interaction with LEP individuals, including telephone interactions.

3. Describe how this requirement will be met:
1) At the initial point of contact, it will be determined by agency staff if the LEP individual is proficient enough in English to request that translation services be provided.
2) If the individual is able to request translation services, their contact information will be taken. Agency staff will notify the Gaston County Public Health Department that translation services are needed. If the bilingual Health Department staff person is not available in a reasonable time, then telephone translation services will be provided.
3) If at the initial point of contact it is determined that the LEP individual does not understand enough English to request translation services, and bilingual staff is not available, then telephone translation services will be provided.

4. Interpreter Standards

a. Those providing bilingual/interpretive services will meet the linguistic and cultural competency standards set forth below. The agency will ensure that interpreters and self-identified bilingual staff, have first been screened to ensure that the following standards are met before being used for interpreter services:

i. Can fluently and effectively communicate in both English and the primary language of the LEP individual
ii. Can accurately and impartially interpret to and from such languages and English
iii. Has a basic knowledge of specialized terms and concepts used frequently in the provision of the agency's services
iv. Demonstrates cultural competency
v. Understands the obligation to maintain confidently
vi. Understands the roles of interpreters and the ethics associated with being an interpreter

Describe how the agency ensures the competency of bilingual staff and interpreters:

a. The agency will provide staff development training to new bilingual staff concerning the services and requirements of the CDBG program, cultural awareness and the need for confidentiality to effectively perform items i through vi as detailed above.

b. When staff members have reason to believe that an interpreter is not qualified or properly trained to serve as an interpreter, the staff member will request another interpreter.

5. Using Family Members or Friends as Interpreters

a. Applicants/recipients may provide their own interpreter; however the agency will not require them to do so.

b. The agency will first inform an LEP person, in the primary language of the LEP person, of the right to free interpreter services and the potential problems for ineffective communication. If the LEP person declines such services and requests the use of a family member or friend, the agency may utilize the family member or friend to interpret only if the use of such person would not compromise the effectiveness or services or violate the LEP person's confidentiality. The agency will monitor these interactions and again offer interpreter services, if it appears there are problems with this arrangement.

c. The agency will indicate in the LEP individual's file that an offer of interpreter services was made and rejected; that the individual was informed of potential problems associated with using friends or family members and the name of the person serving as an interpreter at the LEP individual's request.

d. Only under extenuating circumstances shall the agency allow a minor (under the age of 18 years) to temporarily act as an interpreter. The agency will keep a written record of when it has used a minor as an interpreter, and this information will be shared with the REDD upon request.

6. The agency will ***not*** require the applicant/recipient to pay for bilingual/interpretive services.

C. Provision of Written Translations

1. The agency must provide written materials in languages other than English where a substantial number or percentage of the population eligible to be served or likely to be directly affected by the program needs services or information in a language other than English to communicate effectively.

2. Translation of Vital Documents

a. The agency will ensure that vital documents for locally designed programs are translated into Spanish.

b. When REDD forms and other written material contain spaces in which the local entity is to insert information, this inserted information will also be in the individual's primary language. When such forms are completed by applicants/recipients in their primary language, the information must be accepted.

c. If, as a result of the local language assessment, it appears there are a substantial number of potential applicants or recipients of the agency (defined as 5% or 1,000 people whichever is less) who are LEP and speak a language other than Spanish, the agency will translate and provide vital documents in the appropriate language.

d. The agency will keep a record of all vital documents translated, and will submit this information to REDD at their request.

3. If the primary language of an LEP applicant or recipient is a language other than Spanish AND the language does not meet the threshold for translation as defined in the preceding paragraph, the LEP individual will be informed in their own language of the right to oral translation of written notices. The notification will include, in the primary language of the applicant/recipient, the following language: IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.

D. Documentation of Applicant/Recipient Case Records

1. The agency will maintain case record documentation in sufficient detail to permit a reviewer to determine the agency's compliance with this policy.

2. The agency will ensure that case record documentation, including computerized records if appropriate, identifies the applicants/recipient's ethnic origin and primary language. In those cases where the applicant/recipient is non-English speaking, the agency will:

a. Document the individual's acceptance or refusal of forms or other written materials offered in the individual's primary language.

b. Document the method used to provide bilingual services, e.g., assigned worker is bilingual, other bilingual employee acted as interpreter, volunteer interpreter was used, or client provided interpreter. When a minor is used as interpreter, the agency will document the circumstances requiring temporary use of a minor and will provide this information to REDD upon request.

3. Consent for the release of information will be obtained from applicants/recipients when individuals other than agency employees are used as interpreters and the case record will be so documented.

E. Staff Development and Training

1. The agency will provide staff training at new employee orientation and continuing training programs. The training will include, but not be limited to:

   a. Language assistance policies and procedures, resources available to support such procedures, methods of effective use of interpreters, and familiarization with the discrimination complaint process.

   b. Cultural awareness information, including specific cultural characteristics of the groups served by the agency to provide a better understanding of, and sensitivity to, the various cultural groups to ensure equal delivery of services.

2. The agency will provide or ensure training is provided for bilingual staff and interpreters employed or utilized by the agency. This includes the ethics of interpreting, including confidentiality; methods of interpreting; orientation to the organization; specialized terminology used by the agency; and cultural competency.

   The agency will ensure that applicable grantees, contractors, cooperative agreement recipients and other entities receiving state and federal funds are trained in the requirements of this policy.

   1) Consultants hired by the agency to provide CDBG grant administration will be made aware of, and required to attend any training required by REDD concerning this policy. Consultants will then be required to ensure compliance with this policy with any engineers or contractors procured to complete CDBG activities.

   2) The agency will rely on REDD to provide required Davis-Bacon information in Spanish for posting at construction sites. If for any reason REDD is not able to provide the information in Spanish, the agency will have the information translated.

3. The agency will collect and maintain the following information about training provided to staff: the date(s) of such training, the content of such training, the number and types of credit hours awarded; and the names and

identifying information of each attendee at the training. The agency will ensure that grantees, contractors, cooperative agreement recipients and other applicable funded entities collect and maintain such information as well.

Compliance Procedures, Reporting and Monitoring

A. Reporting

1. The agency will complete an annual compliance report and send this report to REDD.
(Format will be supplied by REDD)

B. Monitoring

1. The agency will complete a self-monitoring report on a quarterly basis, using a standardized reporting system providing by the REDD. These reports will be maintained and stored by the Title VI compliance officer and will be provided to the REDD upon request.

2. The agency will cooperate, when requested, with special review by the REDD.

Applicant/Recipient Complaints of Discriminatory Treatment

A. Complaints

1. The agency will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy.

2. The agency will maintain records of any complaints filed, the date of filing, actions taken and resolution.

3. The agency will notify the appropriate agency or Division within REDD of complaints filed the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

B. Investigation

1. The REDD Compliance Office will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

2. The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

C. Resolution of Matters

1. If the investigation indicates a failure to comply with the Act, the local unit of government, agency Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days.

2. If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency.

3. If not resolved by REDD, then complaint will be forwarded to DOJ, HUD Field Office.

Adopted this the _____ day of _____, 2026

_____
Mayor

ATTEST:

_____
Town Clerk

TOWN OF CRAMERTON
FAIR HOUSING RESOLUTION

WHEREAS, the Town of Cramerton seeks to protect the health, safety and welfare of its residents; and

WHEREAS, citizens seek safe, sanitary, and habitable dwellings in all areas of the Town; and

WHEREAS, the Town of Cramerton finds the denial of equal housing opportunities because of religion, race, age, color, sex, familial or handicap status, or national origin legally wrong and socially unjust; and

WHEREAS, the denial of equal housing opportunities in housing accommodations is detrimental to public welfare and public order; and

WHEREAS, the Town of Cramerton finds the practice of discrimination against a citizen in housing a denial of equal rights and equal opportunity to seek a better living and develop community pride;

NOW THEREFORE, BE IT RESOLVED, by the Town Board of Commissioners of the Town of Cramerton, North Carolina, that

Section 1. The Town of Cramerton has declared it an official policy of the Town that there shall be no discrimination in the terms, conditions or choices for buying or renting housing within the Town.

Section 2. All business groups and individual citizens of the Town are urged to respect and implement this policy.

Section 3. The Manager is the official authorized by the Town to (1) receive and document complaints regarding housing discrimination in the Town; and (2) refer such complaints to the North Carolina Human Relations Board of Commission for investigation, conciliation and resolution.

Adopted this the _____ day of _____, 2026.

_____
Mayor

_____

AGENDA ITEM NO. 8.a

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Josh Watkins ,Administration
ITEM TYPE:	Discussion Item
AGENDA SECTION:	Agenda Items NOT Requiring a Public Hearing
SUBJECT:	Board Vacancy Discussion and Potential Appointment
SUGGESTED ACTION:	Staff recommends that the Board of Commissioners discuss the next steps for filling the vacancy created by Commissioner Abernathy's resignation and consider making an appointment to the Board of Commissioners to fill the vacant seat.

ATTACHMENTS:
Request for Action

Town of Cramerton Board of Commissioners
Request for Action

Meeting Date: 11/17/2026	**Agenda Item Number:**
Submitted By: Josh Watkins	**Department:** Administration
Attachments: None	

Topic: Board Vacancy Discussion and Potential Appointment

Staff Summary: Commissioner Dixie Abernathy resigned from the Board of Commissioners effective October 28, 2026. This leaves the Board with the need to fill the vacancy. Commissioner Abernathy's term expires in 2027, so this appointment will be for approximately 1 year. One thing to consider is that we just went through this process very recently with the resignation of Kathy Ramsey. There were several contenders for this position but only one selection could be made at that time. I have discussed this with Legal, and the Board could revisit the candidates from that process and make a selection from that pool of applicants. The applications for that process were due on August 19, so the process was less than 3 months ago. The choice is up to the Board; we do not have a policy for filling vacant Board seats, but with the last process being so recently held, staff felt that going back to the most recent applicants for filling the vacancy could be a viable option for consideration by the Board.

Staff Recommendation: Staff recommends that the Board of Commissioners discuss the next steps for filling the vacancy created by Commissioner Abernathy's resignation and consider making an appointment to the Board of Commissioners to fill the vacant seat.

Examples of Possible Motions:

Motion to Appoint: I make a motion to appoint (applicant name) to fill the remaining term of the current Board vacancy created by the resignation of Commissioner Dixie Abernathy.

Motion to Table: I make a motion to table this decision to another date (specify meeting date).

AGENDA ITEM NO. 8.b

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Josh Watkins ,Administration
ITEM TYPE:	Discussion Item
AGENDA SECTION:	Agenda Items NOT Requiring a Public Hearing
SUBJECT:	Appointment of Interim Town Clerk
SUGGESTED ACTION:	Staff recommends that the Board vote to appoint Wilene Cunningham as Interim Town Clerk.

ATTACHMENTS:
Interim Town Clerk Request for Action

Town of Cramerton Board of Commissioners
Request for Action

Meeting Date: 11/17/2026	**Agenda Item Number:**
Submitted By: Josh Watkins	**Department:** Administration
Attachments: None	

Topic: Interim Town Clerk Appointment

Staff Summary: The Town of Cramerton needs to appoint an Interim Town Clerk while we search for an individual to fill the role full-time. Our former long-time Town Clerk Wilene Cunningham has agreed to assist us through this transition period as interim Town Clerk.

Staff Recommendation: Staff recommends that the Board vote to appoint Wilene Cunningham as Interim Town Clerk.

Examples of Possible Motions:

Motion to Appoint: I make a motion to appoint Wilene Cunningham as Interim Town Clerk for the Town of Cramerton.

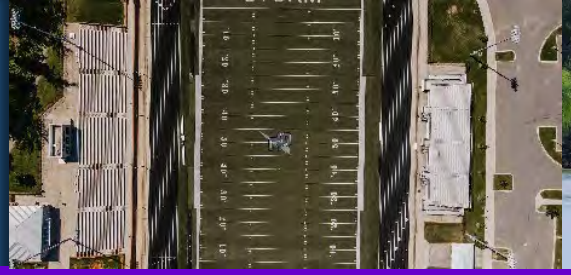
AGENDA ITEM NO. 8.c

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Josh Watkins ,Administration
ITEM TYPE:	Discussion Item
AGENDA SECTION:	Agenda Items NOT Requiring a Public Hearing
SUBJECT:	FY 27 Paving Discussion
SUGGESTED ACTION:	Receive a presentation from staff regarding the FY 27 Paving Project and provide guidance on next steps.

ATTACHMENTS:
Paving Plan Discussion Presentation






FY 27 Paving Discussion

November 17, 2026

Board of Commissioners Meeting





Opening



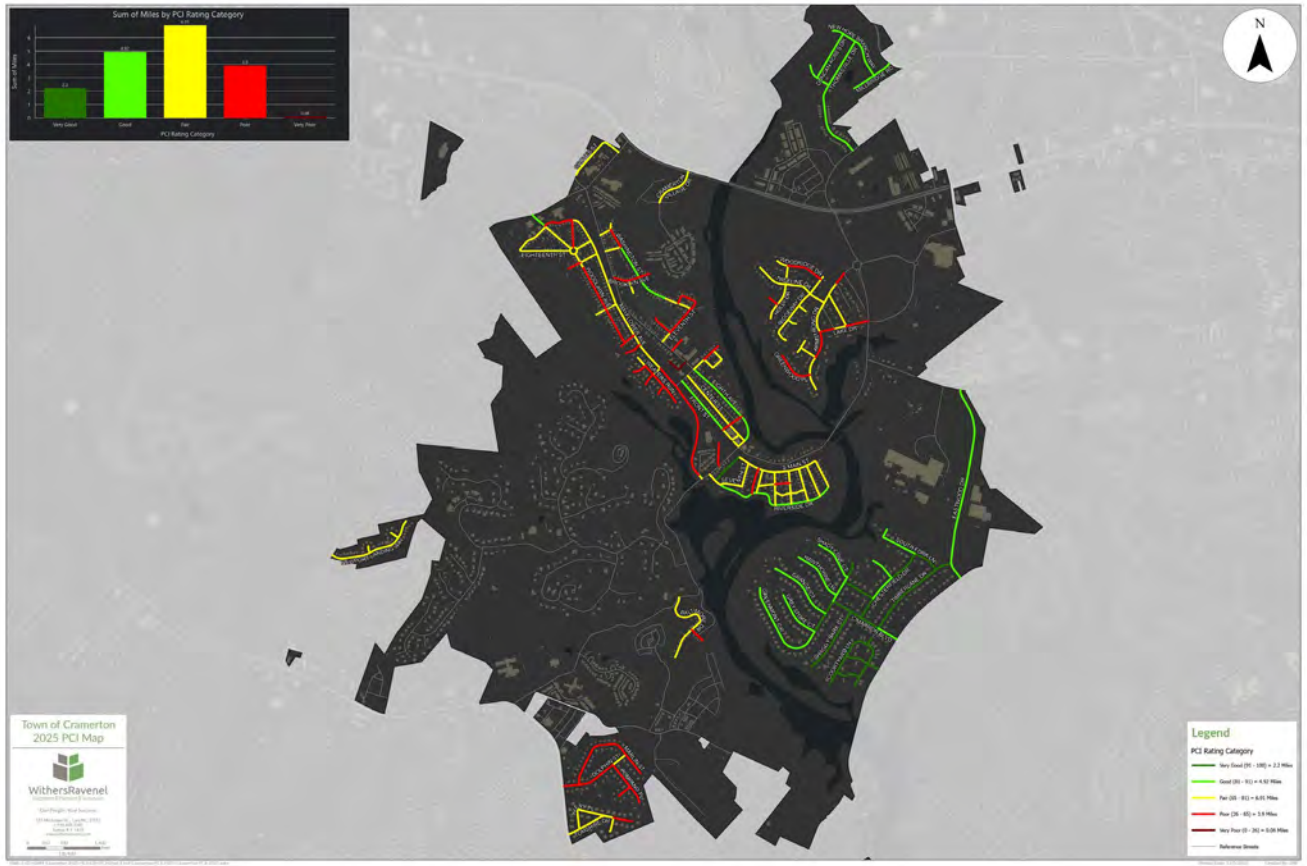
- Pavement Condition Survey
  - Completed in January 2026
- Phase 1 of Paving Project
  - Tomshir Estates and Lineberger Place
  - Completed in June 2026
- Learned a Lot, but was a success



FY 26 Project



- Paved 2 communities
  - 1.33 Miles
  - 7012 Linear Feet
- Cost
  - Initial Contract: $238,143
  - Amendment: $68,679
  - Total: $306,823
- Cost per Mile: $231,036
- Cost per LF: $44



Grouping



- Grouping
  - Costs can be contained by limiting mobilization
    - Keep projects in the same area and limit need to pack up and move equipment
    - Break Town into segments
      - Did this with Lineberger and Tomshir



Ranking



- Ranking
  - 10 pages of street rankings from worst shape to best shape
    - Page 1 = very bad condition
    - Page 10 = very good condition
- 2 step process
  - Group into manageable geographic areas
  - Rank priority by where streets are on the priority list
    - Average ranking for the geographic region



STREET	MILEAGE	LF	COST	PAGE
DOLPHIN ST	0.26	1383.4	$60,532.75	1
MARLIN ST	0.37	1945.7	$85,139.03	1
POMPANO PL	0.17	893.8	$39,111.25	1
WAHOO CT	0.05	275.6	$12,059.14	1
AVERY PL	0.17	918.3	$40,180.27	5
LAURIE CT	0.05	276.3	$12,088.09	3
TOMSHIRE DR	0.25	1318.9	$57,712.56	3
TOTAL	1.33	7012.0	$306,823.09	2.142857

FY 26 Results



- Ranking
  - Worst Streets: 1
  - Best Streets: 5
  - Average: 2.14 out of 10

STREET	MILEAGE	LF	COST	PAGE
DOLPHIN ST	0.26	1383.4	$60,532.75	1
MARLIN ST	0.37	1945.7	$85,139.03	1
POMPANO PL	0.17	893.8	$39,111.25	1
WAHOO CT	0.05	275.6	$12,059.14	1
AVERY PL	0.17	918.3	$40,180.27	5
LAURIE CT	0.05	276.3	$12,088.09	3
TOMSHIRE DR	0.25	1318.9	$57,712.56	3
TOTAL	1.33	7012.0	$306,823.09	2.142857

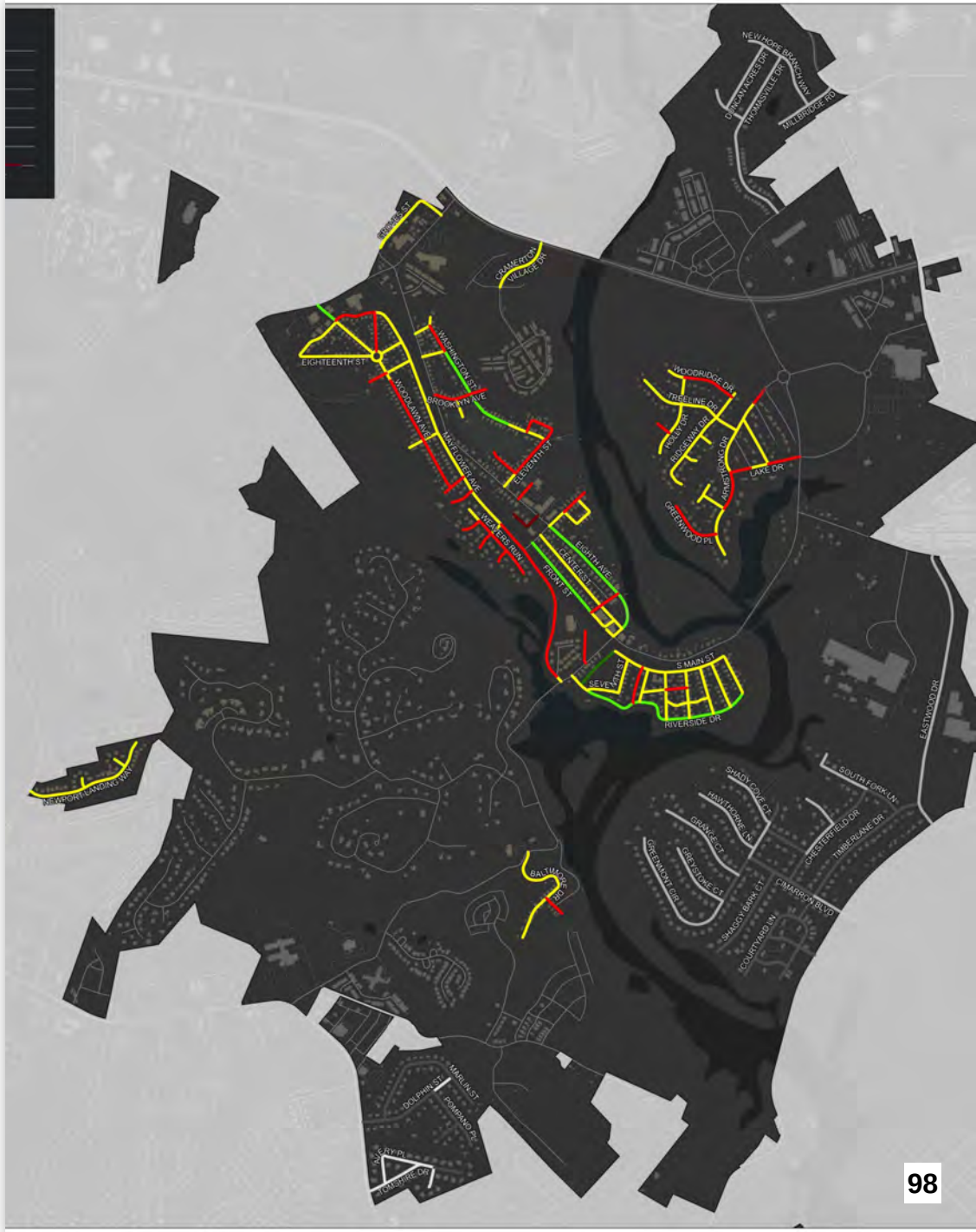
Next Steps

- Narrow to Focus Areas
- Geographic Groupings
- Apply Ranking System with Costs learned from FY 26 project



Next Steps

- Narrow to focus areas
  - Start by removing the page 10 street areas
    - Timberlake, Villages at South Fork, etc.
    - Streets are “green” and won’t need attention for some time.
  - Next, remove the FY 26 projects
    - Tomshir Estates and Lineberger Place



Geographic Area 1

- Newtown South

STREET	MILEAGE	LF	COST	PAGE
HAMPTON CT	0.08	437.6	$19,253.86	1
MAYFLOWER AVE S	0.56	2956.8	$130,099.20	2
GINGHAM DR	0.08	422.5	$18,591.93	1
WEAVERS RUN	0.21	1126.3	$49,556.22	2
GABERDINE CT	0.03	181.4	$7,982.65	2
PINFEATHER CIR	0.05	257.4	$11,327.75	1
TWELFTH ST	0.06	316.8	$13,940.84	2
THIRTEENTH ST	0.06	326.1	$14,347.57	2
FOURTEENTH ST	0.08	428.0	$18,832.18	4
WOODLAWN AVE S	0.14	739.2	$32,524.80	2
TOTAL	1.36	7192.20	$316,456.99	1.9



Geographic Area 2

- Newtown North

STREET	MILEAGE	LF	COST	PAGE
MAYFLOWER AVE N	0.77	4065.6	$178,886.40	2
FIFTEENTH ST	0.12	614.5	$27,040.19	1
SIXTEENTH ST	0.06	319.7	$14,068.34	7
SEVENTEENTH ST	0.10	520.1	$22,883.27	2
EIGHTEENTH ST	0.18	965.7	$42,488.78	4
WOODLAWN AVE N	0.50	2640.0	$116,160.00	2
TOTAL	1.73	9123.0	$401,527.00	2.288235



Geographic Area 3

- Lakewood

STREET	MILEAGE	LF	COST	PAGE
LAKE DR	0.18	959.6	$42,223.70	2
OAK DR	0.13	690.3	$30,371.76	4
ARMSTRONG DR	0.47	2473.7	$108,843.78	2
DAVIS LN	0.11	598.6	$26,336.28	4
GREENWOOD PL	0.14	727.4	$32,005.22	1
TREELINE DR	0.28	1467.1	$64,550.64	3
RIDGEWAY DR	0.30	1587.1	$69,833.40	3
WOODRIDGE DR	0.18	943.2	$41,502.70	1
HOLLY DR	0.21	1096.1	$48,227.50	5
BERRY CT	0.04	198.4	$8,731.37	2
BENTLEY CT	0.03	176.0	$7,745.98	3
ROGERS CT	0.03	173.2	$7,621.72	3
TOTAL	2.10	11090.8	$487,994.04	2.75



Geographic Area 4

- Brooklyn/Washington

STREET	MILEAGE	LF	COST	PAGE
TENTH ST	0.12	648.6	$28,540.49	1
DAWSON ST	0.04	229.5	$10,097.95	6
POPLAR ST	0.04	230.8	$10,155.19	7
WILLOW ST	0.04	233.7	$10,283.64	6
JULIAN ST	0.05	274.3	$12,070.22	2
ELEVENTH ST	0.19	1009.9	$44,436.90	2
HIGH ST	0.08	407.9	$17,947.00	1
LINCOLN ST	0.06	294.2	$12,946.85	2
HICKORY ST	0.03	158.0	$6,951.05	2
WASHINGTON ST	0.45	2387.2	$105,037.53	2
BROOKLYN AVE	0.14	716.0	$31,503.18	1
VICTORY LN	0.05	259.3	$11,410.55	4
SCOGGINS ST	0.06	307.6	$13,536.13	4
PARK ST	0.04	223.0	$9,813.50	6
TOTAL	1.40	7380.2	$324,730.17	3.285714



Geographic Area 5

- Oldtown/Riverside

STREET	MILEAGE	LF	COST	PAGE
RIVERSIDE DR	0.51	2697.2	$118,677.61	6
FIRST ST	0.11	554.6	$24,401.89	6
SECOND ST	0.12	639.4	$28,135.31	5
THIRD ST	0.12	646.0	$28,421.94	5
FOURTH ST	0.12	635.7	$27,971.96	7
FIFTH ST	0.12	635.0	$27,938.79	4
SIXTH ST	0.09	450.4	$19,815.55	4
SEVENTH ST	0.17	890.0	$39,159.64	3
MAPLE ST	0.05	283.7	$12,483.95	3
MYRTLE ST	0.06	316.9	$13,941.83	3
CHERRY ST	0.05	286.9	$12,625.15	1
DOGWOOD ST	0.09	499.5	$21,978.08	1
ELM ST	0.06	320.6	$14,105.10	5
S MAIN ST	0.30	1565.6	$68,887.72	5
TOTAL	1.97	10421.5	$458,544.51	4.1428



Geographic Area 6

- Downtown

STREET	MILEAGE	LF	COST	PAGE
EIGHTH AVE	0.37	1974.2	$86,865.99	7
CENTER ST	0.32	1669.4	$73,452.75	3
FRONT ST	0.31	1643.7	$72,321.12	8
NINTH ST	0.08	438.6	$19,296.69	2
MAIN ST	0.02	131.8	$5,799.43	5
TOTAL	1.11	5857.6	$257,735.97	5



Geographic Area 7

- Outliers
  - Baltimore, Newport Landing, Cramerton Village Dr and Groves St.

STREET	MILEAGE	LF	COST	PAGE
BALTIMORE DR	0.33	1767.6	$77,772.40	3
PATTERSON ST	0.06	295.5	$13,000.94	2
NEWPORT LANDING WAY	0.33	1742.4258	$76,666.74	5
CARSON SPRINGS CT	0.02	131.97263	$5,806.80	3
COPPER RIDGE CT	0.03	170.68619	$7,510.19	7
CRAMERTON VILLAGE DR	0.15	792	$34,848	3
GROVES ST	0.22	1161.6	$51,110	7
TOTAL	1.15	6061.72	$266,715.47	4.285714



Breakdown



Area Number	Geographic Area Name	Mileage	LF	Cost	Page	% of Street Network
Area 1	Newtown South	1.73	137068.80	$316,456.99	1.9	9.89
Area 2	Newtown North	1.73	23510	$401,527.00	2.28	9.89
Area 3	Lakewood	2.1	11090.8	$487,994.04	2.75	12.01
Area 4	Brooklyn/Washington	1.4	7380.2	$324,730.17	3.29	8.00
Area 5	Oldtown/Riverside	1.97	10421.5	$458,544.51	4.14	11.26
Area 6	Downtown	1.11	5857.6	$257,735.97	5	6.35
Area 7	Outlier Areas	1.15	6061.72	$266,715.47	4.29	6.58
TOTALS	-	11.19	201390.62	$2,513,704.15	-	63.98

What are we missing



- Riverside Park Greenway
  - First mention of need: 2018
  - Included as part of Priority 1 for this FY

Score		Project Title	Description	Estimate	Status	Next Steps
2.333	1	Paving Streets (include Greenway at Riverside Park)	Implement the recommendations of the Pavement Condition Survey	$ 3,000,000	Late Summer bid documents for fall bid	Put in Budget/CIP/Financing
3.667	2	Underpass Signalization	Traffic Signals at Eighth Avenue and N. Main Street to regulate traffic flow	$15,000	Working with Freese and Nichols to put together a feasbility study; estimate is $15k for study	Budget/CIP
8.167	3	Repairing Goat Island Construction Bridge	Repairing of wooden boards starting to crack and lose shape	$5,000	Staff is investigating a short term fix to extend life of bridge decking	Initiate Staff pilot project
9.333	4	Sidewalk Plan and Repair	Find areas where sidewalks can be extended and where repairs need to be made	-	Staff can evalute extension and repair areas	Put in CIP
10.33	5	Phases 5 and 6 of Centennial Park	Paving of Eighth, Ninth, and Center and consideration of sidewalk widening on Center (5); beautification efforts on Front St including common dumpster areas	$500,000 to $2,000,000	Cost depending on extent of improvements, Front St and dumpster areas will need RR approval	Put in CIP
11.5	6	New Public Works Facility	New Public Works at Redhawk	$7,000,000	Redhawk has land, need a site plan and architectural plan	CIP
12	7	CB Huss baseball complex/ Improvements for restrooms/ Move field house	Reimagine space at the ball park. (Re)moving field house for view. Setting field up for more events/ ball games. Improve restrooms.	$82,000	P&R has scoped the project and given an estimated cost	Budget/CIP
12.67	8	Downtown Cameras	Add cameras downtown for safety	$105,00	Includes cameras, downtown WIFI, and software	Budget/CIP
13.83	9	Sidewalk/trail to Timberlake/SCHS	Connection from Timberlake to SCHS per the Parks and Recreation Master Plan	$1,000,000+	Change scope of current feasibility study to look at both	
14	10	Flood Mitigation and Dredging	Explore options for curbing flood damage to downtown and Goat Island including potential for dredging	$60,000	Initiate a study to determine best option for flood reduction	Put in Budget/CIP
14.83	11	AV Upgrades in Commission Chambers	New a/v for staff, citizens, commissioners. Better presentation and professional display.	$25k-$75k depending on options	Staff getting quotes, low end is just new screens, mics, etc. High end includes video cameras and backend upgrades	Put in CIP
16.17	12	Downtown Illumination Project - Center Street Improvements	Illuminate both sides of Center Street around Centennial Park - create light corridor	$25,000 to $40,000	Depending on options	Get quotes
16.5	13	Fire Service in south of Town	Investigate ways to serve future growth areas in the southern portions of town	-	Working with Fire Dept to bring options to the board	CIP



Greenway Costs



- Using methodology from street paving…

PROJECT	MILEAGE	LF	COST	PAGE
RIVERSIDE TRAIL	0.50	2640.0	$58,080.00	NA

- This project needs to be part of a larger paving project
  - Mobilization alone would exceed the cost to pave project
    - Above figure does not capture mobilization for trail only

Recommendation



- Put out an RFP for paving services to include Area 1 (Newtown South) and the Riverside Greenway resurfacing.
  - Area 1 is the highest priority in the ranking scheme, and greenway has been a known issue for 8 years.
- Using last year's numbers:
  - 374,537 to pave Area 1 and Riverside Park Trail
- Add in 15% for inflation and asphalt Costs
  - $430,718
    - Leaves ~$70k for unknowns in $500k budget

STREET	MILEAGE	LF	COST	PAGE
HAMPTON CT	0.08	437.6	$19,253.86	1
MAYFLOWER AVE S	0.56	2956.8	$130,099.20	2
GINGHAM DR	0.08	422.5	$18,591.93	1
WEAVERS RUN	0.21	1126.3	$49,556.22	2
GABERDINE CT	0.03	181.4	$7,982.65	2
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FOURTEENTH ST	0.08	428.0	$18,832.18	4
WOODLAWN AVE s	0.14	739.2	$32,524.80	2
SUBTOTAL	1.36	7192.20	$316,456.99	1.9
RIVERSIDE TRAIL	0.50	2640.0	$58,080.00	NA
TOTAL			$374,536.99	
TOTAL + 15%			$430,717.54	

Timeline



- November/December
  - Prepare RFP for Area 1 and Riverside Park Trail
  - Release RFP for 6 weeks
- January
  - Review RFP submissions
  - Bring Board a Recommendation
- February
  - Put together schedule and begin notification process

AGENDA ITEM NO. 8.d

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Nolan Groce ,Planning & Zoning
ITEM TYPE:	Traffic Calming Study Request
AGENDA SECTION:	Agenda Items NOT Requiring a Public Hearing
SUBJECT:	Brooklyn Avenue Speed Study
SUGGESTED ACTION:	Town Staff have completed a speed study on Brooklyn Avenue. Results of the study are attached. Based on the posted speed limit of 20 MPH and average speed of 15MPH, this is classified as a Class Z issue. In accordance with the Town's adopted Traffic Calming Policy, no additional enforcement or traffic calming measures are recommended at this time.

ATTACHMENTS:
Traffic Calming Study Request
Brooklyn Avenue Speed Study Analysis
Traffic Calming Policy

Town of Cramerton Traffic Calming Study Request

Date: 9/24/26 Person Requesting: Kim Oxendine

Specific Location of Traffic Concern: Brooklyn Ave.

Nature of the concern (cut-through traffic, speeding, etc.) : _____

Nearest intersection(s) of concern: 8th

Suggestions for best traffic measure placement: Road bumps needed

Summary of Traffic Concern:
People are speeding down Brooklyn Ave. My concern is there are children playing in the park and someone is going to get hurt.

Are you aware of any other issues that impact the traffic such as missing/dirty traffic signs, potholes, or sight line issues? : No

Does this neighborhood have a Home Owner's Association (HOA) or similar neighborhood association? (please circle): (yes) (no)

HOA representative supporting this request (optional): Signature _____ Date: _____

Other neighborhood residents supporting this request (optional):

	Email:	Signature:	Address:
1.	huttotodd@yahoo.com	Mike Hutto	537 Brooklyn Ave
2.			
3.			
4.			
5.			

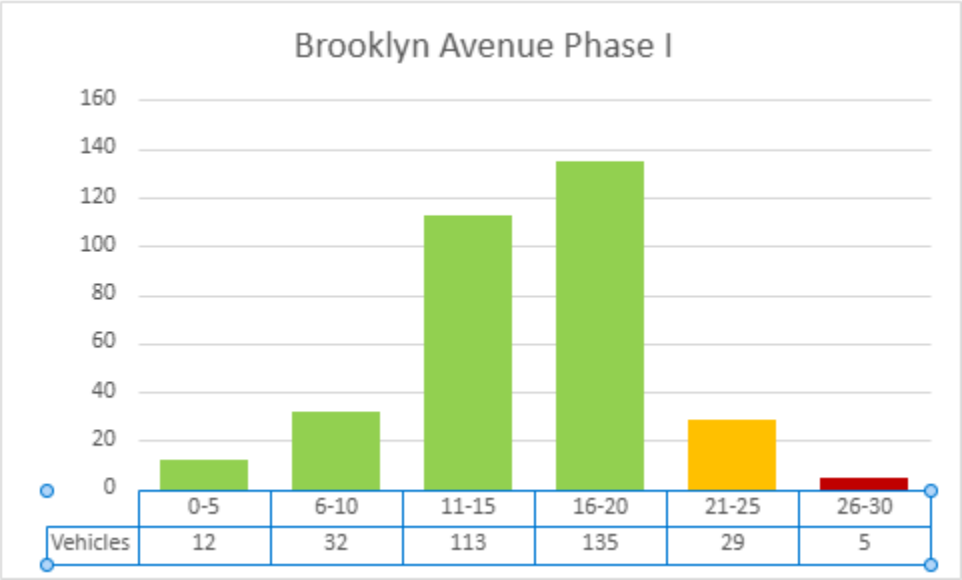
TO: Town of Cramerton Board of Commissioners
FROM: Nolan Groce; Planning and Zoning Director
DATE: 11/17/2026
RE: Traffic Study on Brooklyn Avenue – 2026

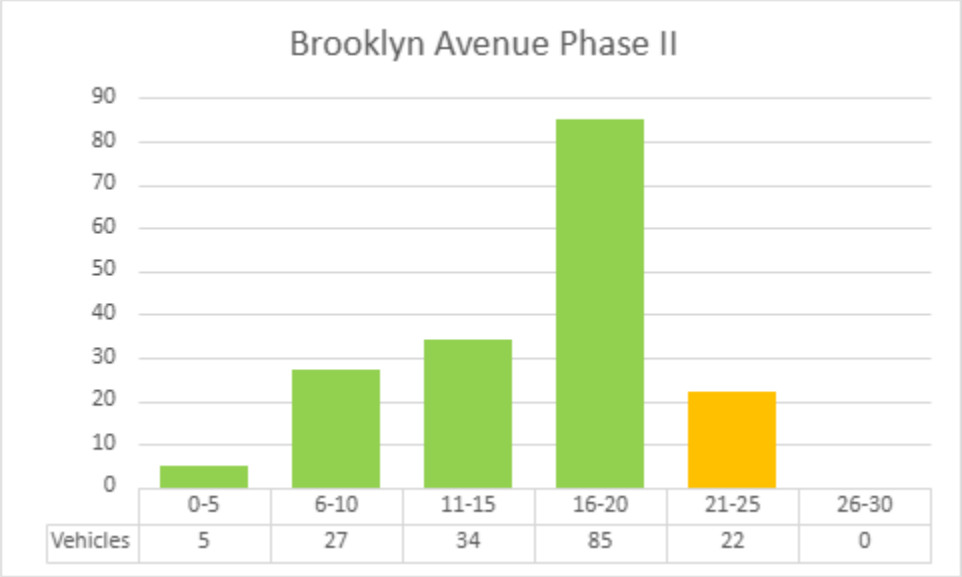
The Town of Cramerton Police Department (CPD) has recently conducted a speed study on Brooklyn Avenue. The speed study has been evaluated under the adopted Traffic Calming Policy, and staff would like to provide the following summary.

Eighth Avenue – posted speed limit 20 MPH

- Study conducted in two phases
  - Phase I – 9/30 - 10/2/2026
  - Phase II – 10/10 - 10/12/2026
- **Initiation of Request**
  - Kim Oxendine
- **Analysis (Phase I) – 9/30 - 10/2/2026**
  - 326 total vehicles evaluated
  - Average speed - 15 MPH
  - Highest speed - 27 MPH
  - 34 vehicles traveling above the posted speed limit (~10.43%)
- **Analysis (Phase II) – 10/10 - 10/12/2026**
  - 173 total vehicles evaluated
  - Average speed - 15 MPH
  - Highest speed - 25 MPH
  - 22 vehicles traveling above the posted speed limit (~12.72%)

- **Findings**
  - Results of Phase I and Phase II produced an average speed of 15 MPH, indicating a **Class Z** traffic issue.
    - Average speeds are at or below the post speed limit
  - There have been 0 reported traffic collisions related to speeding in the study area within the last 12 months.





155 North Main St., Cramerton, North Carolina 28032
Phone: 704-824-4337 Fax: 704-824-8943

TOWN OF CRAMERTON
Traffic Calming Policy Overview Flow Chart

Initiation

Requesting party submits traffic calming request to Planning Director

Analysis

Police Department staff to conduct "Traffic Analysis"

Findings

Analysis of findings to determine 'Class Z, A, or B' results as defined in the policy

'Class Z' - No increased enforcement or traffic calming measures to be implemented at this time.

'Class A' - Police Department to increase enforcement on random basis. No additional traffic calming measures to be implemented at this time.

'Class B' – Staff to coordinate with members of the affected community on which traffic calming measure best addresses public safety, and fits the community.

Actions

Staff to make recommendation to the BOC on the type of traffic calming measure to be implemented

BOC to make final approval on traffic calming measure to be implemented.

Public Works, and Town staff to coordinate on any needed installation of traffic calming measures.

Traffic Calming Policy

Mission Statement
The Town of Cramerton wishes to have a procedure whereby the Town can incorporate traffic calming devices and systems in order to alleviate speeding, excessive traffic volume, dangerous intersections or other conditions that are of a public safety nature.

Purpose
The purpose of this policy is to present ways in which the Town of Cramerton can find solutions to residential traffic problems as approved by the Cramerton Board of Commissioners. Consideration is given to a variety of residential traffic concerns on a case-by-case basis. Each situation is reviewed with respect to the available traffic control measures that have been, or could be, found effective to alleviate the traffic concern. The ability to provide traffic control measures is always subject to the availability of Town funding.

Traffic calming initiatives may include police enforcement, lower speed limit, parking controls, traffic circles, chicanes, street narrowing, turn restrictions, one-way streets, changed street patterns or design, multi-way stop intersections, speed humps, and/or other traffic calming measures deemed appropriate by the Town. The Town will exhaust all other initiatives to calm traffic prior to the installation of speed humps.

The following outlines the procedures which can be used to develop the optimum solution or solutions to each particular situation. There are many factors taken into consideration when reviewing residential traffic concerns to determine the most feasible traffic control measure. These factors include; the surrounding roadway network, resident access, speeds and/or volume of traffic, accident history, provision of emergency services, and budget considerations.

Initiation of Request

1. Any citizen, Town staff, or Commissioner can make a request for potential traffic calming. This request shall be in writing, and addressed to the Planning Director.
2. The written request should outline the nature of the traffic/public safety concern the requestor would like the Town to investigate. The request shall also indicate the street(s) the issue is being observed on, and any other relevant specifics of the perceived problem (time of day, day(s) of week, etc.)
3. Once the written request is received, the process of analysis of the concern begins.

Analysis

1. Once the request is received by the Planning Director, the information will be provided to the Town of Cramerton Police Dept. (CPD) to begin the analysis process.
2. Traffic information will be collected according to the protocol of the CPD. This will include the use of traffic monitoring devices to collect information such as speed, and volume on the street(s) in question. Additional information such as incident history, and other relevant traffic/safety data may be included in the analysis as well.
3. Analysis shall begin within 15 business days of the written request being received by the Planning Director.

Findings

1. Police Department will provide all findings of the traffic analysis to the Planning Director.

2. Planning Director determines if issue is Class Z, Class A or Class B

    a. Class Z is average speed of at or below posted speed limit
    b. Class A is average speed of 1-9 MPH over posted speed limit
    c. Class B is average speed of 10+ MPH over posted speed limit
    d. Must have at least 50 cars in a 24 HR period
    e. If 50 car threshold is not met, Planning Director will coordinate additionally with Police Department and use discretion to determine the severity of traffic concerns.

3. If the data indicates a Class Z issue, there is no recommended action to be taken.

4. If the data indicates a Class A issue, the action to be taken is increased random enforcement by the Police Department, or such other measures as deemed appropriate by the Board of Commissioners in its discretion.

5. If the data indicates a Class B issue, Town staff will coordinate with the affected community to assess the type of traffic calming measures that would best address public safety and the nature of the issue.

Actions

1. The Planning Director will provide the findings of the study to the Board of Commissioners.

2. If it is determined the problem falls into Class B, the Planning Director will make a recommendation to the Board of Commissioners on the type of traffic calming measure would best address public safety. This recommendation will be made based on analysis by Town staff, in coordination with the residents of the affected community.

3. Board of Commissioners will provide the final approval of the type of traffic calming measure to be implemented.

    a. Decisions to be made will take into account availability of funds to implement traffic calming on Town roads.

4. Public works, and Town staff will work to install traffic calming measures on the Town maintained streets as approved by the Board of Commissioners.
    a. Based on the type of traffic calming measure being taken, outside contracting may be necessary to complete the work.

AGENDA ITEM NO. 8.e

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Nolan Groce ,Planning & Zoning
ITEM TYPE:	Traffic Calming Study Request
AGENDA SECTION:	Agenda Items NOT Requiring a Public Hearing
SUBJECT:	Eighth Avenue Speed Study
SUGGESTED ACTION:	Town Staff have completed a speed study on Eighth Avenue. Results of the study are attached. Based on the posted speed limits of 20 MPH and 35 MPH, with average speeds at or below the respective limits, this is classified as a Class Z issue. In accordance with the Town's adopted Traffic Calming Policy, no additional enforcement or traffic calming measures are recommended at this time.

ATTACHMENTS:
Traffic Calming Study Request
Eighth Avenue Speed Study Analysis
Traffic Calming Policy

Town of Cramerton Traffic Calming Study Request

Date: 10/20/2026 Requested By: Nelson Wills

Specific Location of Traffic Concern: Eighth Avenue

Nature of the concern (cut-through traffic, speeding, etc.): Speeding

Nearest intersection(s) of concern: TWO STUDIES REQUESTED:

1 - Eighth Ave coming down the hill towards downtown (1 direction)

2 - Near Julian Street (both directions)

Suggestions for best traffic measure placement:

1 - 165 Eighth Avenue but will leave it to CPD discretion on exact placement but where vehicles would travel at the highest speed coming down the hill but before applying breaks approaching the speed bumps.

2 – Near Julian Street in both directions – heading towards downtown and heading towards Market St.

Summary of Traffic Concern: Eighth Avenue is our most traveled thoroughfare through the center of Cramerton. Speeding is a topic that we hear about frequently on Eighth. The previous speed study was conducted in late 2021 – while the stop light at Eighth and Tenth was operational. I request an updated speed study be to compare against the 2021 data and determine if there have been improvements due to the installation of the four-way stop sign AND/OR if new speeding conditions are present.

Are you aware of any other issues that impact the traffic such as missing/dirty traffic signs, potholes, or sight line issues? : No

Does this neighborhood have a Homeowner's Association (HOA) or similar neighborhood association? (please circle): NO

HOA representative supporting this request (optional): Signature _____ Date: _____

Other neighborhood residents supporting this request (optional):

Email: Signature: Address:

TO: Town of Cramerton Board of Commissioners
FROM: Nolan Groce; Planning and Zoning Director
DATE: 11/17/2026
RE: Traffic Study on Eighth Avenue – 2026

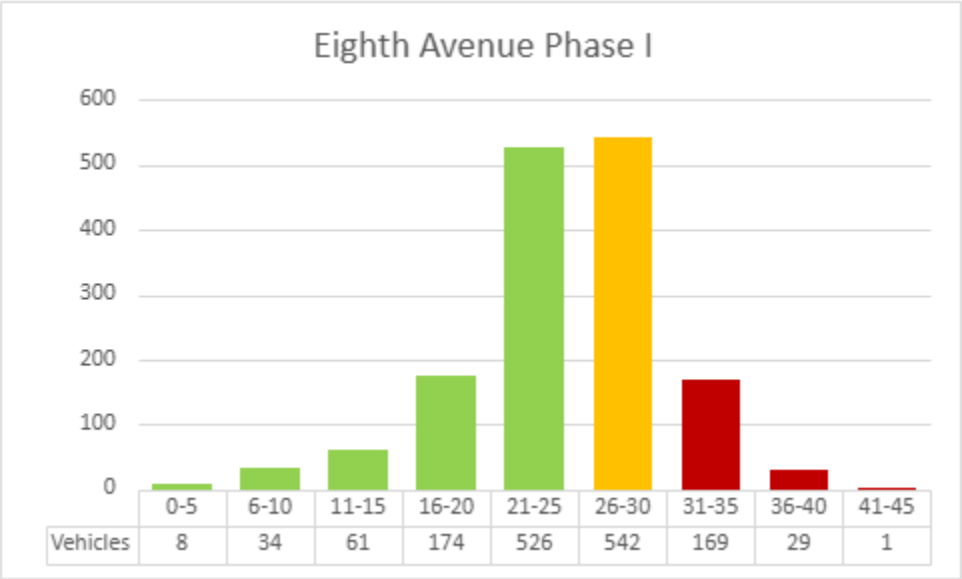
The Town of Cramerton Police Department (CPD) has recently conducted a speed study on Eighth Avenue. The speed study has been evaluated under the adopted Traffic Calming Policy, and staff would like to provide the following summary.

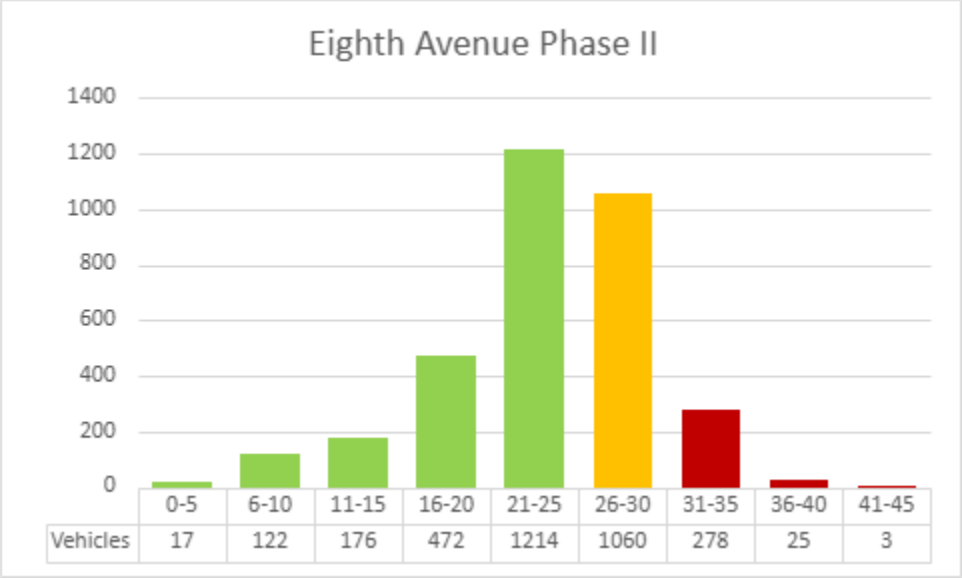
Eighth Avenue – posted speed limit 20 MPH & 35 MPH

- Study conducted in Six phases
  - Phase I – 10/24 - 10/26/2026 (25 MPH Zone)
  - Phase II – 10/26 - 10/28/2026 (25 MPH Zone)
  - Phase III – 10/31 - 11/2/2026 (35 MPH Zone)
  - Phase IV – 11/2 - 11/4/2026 (35 MPH Zone)
  - Phase V – 11/7 - 11/9/2026 (35 MPH Zone)
  - Phase VI – 11/9 - 11/11/2026 (35 MPH Zone)
- **Initiation of Request**
  - Mayor Nelson Wills
- **Analysis (Phase I) – 10/24 - 10/26/2026**
  - 1544 total vehicles evaluated
  - Average speed - 24 MPH
  - Highest speed - 41 MPH
  - 741 vehicles traveling above the posted speed limit (~47.99%)
- **Analysis (Phase II) – 10/26 - 10/28/2026**
  - 3367 total vehicles evaluated
  - Average speed - 23 MPH
  - Highest speed - 43 MPH
  - 1363 vehicles traveling above the posted speed limit (~40.48%)
- **Analysis (Phase III) – 10/31 - 11/2/2026**
  - 1818 total vehicles evaluated
  - Average speed - 31 MPH
  - Highest speed - 44 MPH
  - 569 vehicles traveling above the posted speed limit (~31.30%)

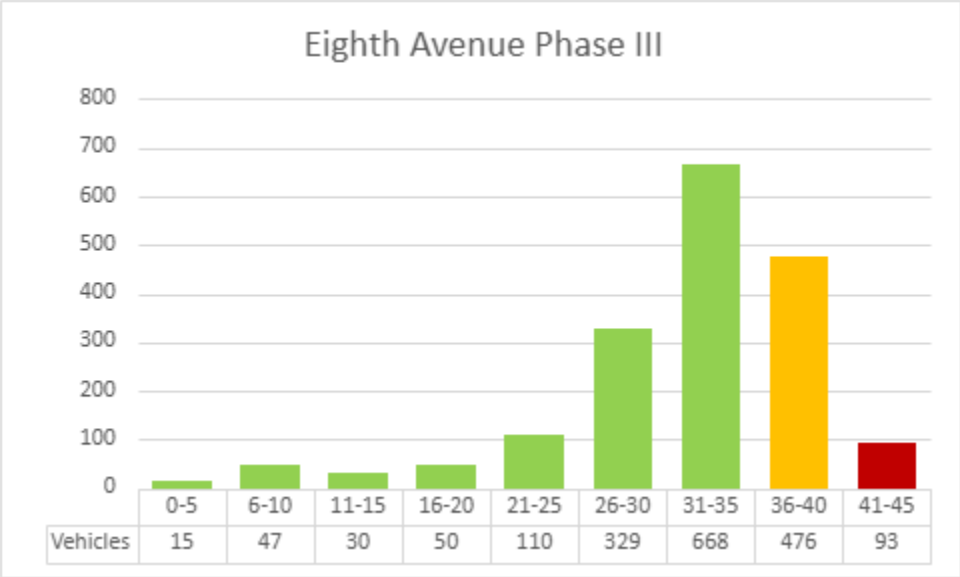
- **Analysis (Phase IV) – 11/2 - 11/4/2026**
  - 4912 total vehicles evaluated
  - Average speed - 31 MPH
  - Highest speed - 44 MPH
  - 1494 vehicles traveling above the posted speed limit (~30.42%)
- **Analysis (Phase V) – 11/7 - 11/9/2026**
  - 2411 total vehicles evaluated
  - Average speed - 29 MPH
  - Highest speed - 44 MPH
  - 478 vehicles traveling above the posted speed limit (~19.83%)
- **Analysis (Phase VI) – 11/9 - 11/11/2026**
  - 4669 total vehicles evaluated
  - Average speed - 30 MPH
  - Highest speed - 44 MPH
  - 1255 vehicles traveling above the posted speed limit (~26.88%)

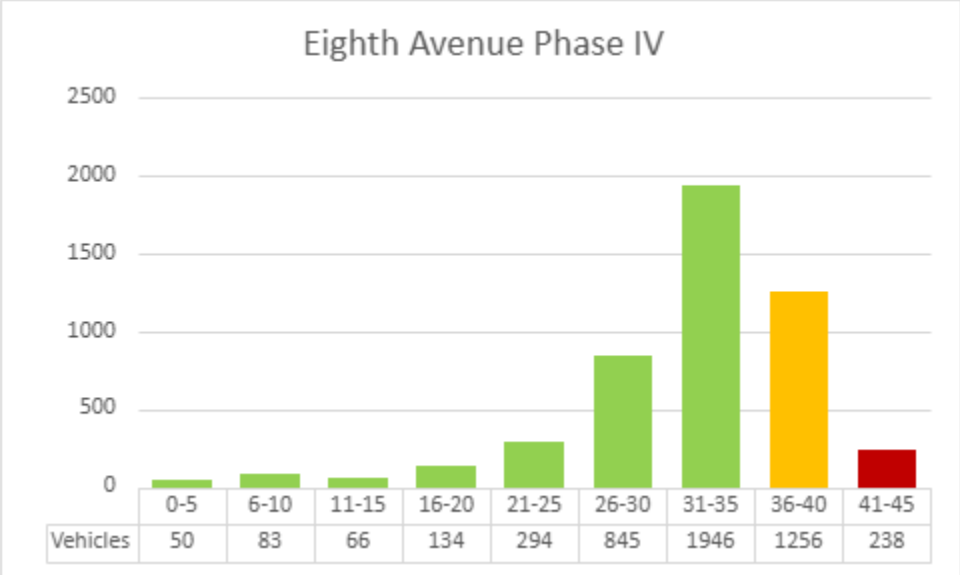
- **Findings**
  - Results of Phase I and Phase II produced an average speed of 24 MPH, indicating a **Class Z** traffic issue.
  - Results of Phase III and Phase IV produced an average speed of 34 MPH, indicating a **Class Z** traffic issue.
  - Results of Phase V and Phase VI produced an average speed of 30 MPH, indicating a **Class Z** Traffic Issue
    - Average speeds are at or below the posted speed limit
  - There have been 0 reported traffic collisions related to speeding in the study area within the last 12 months.



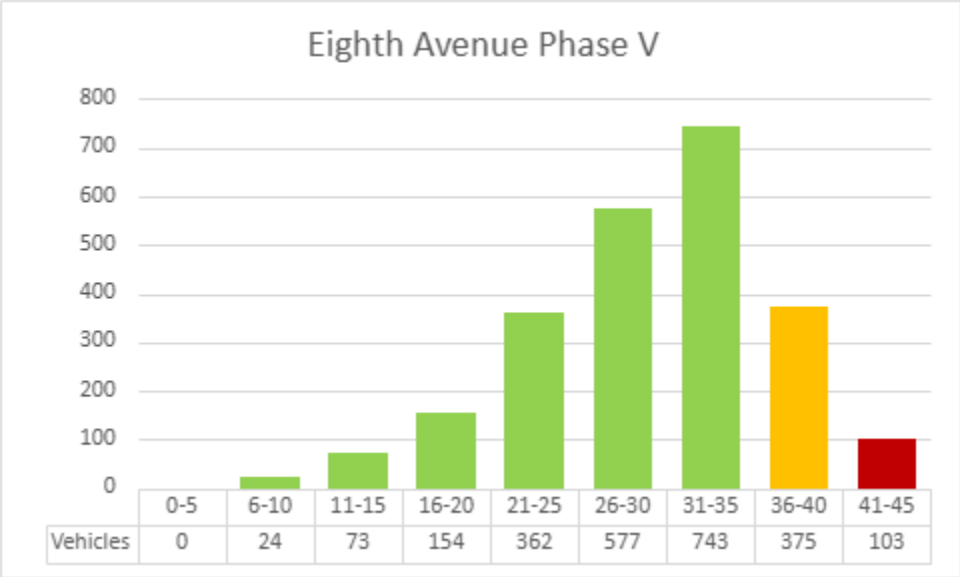


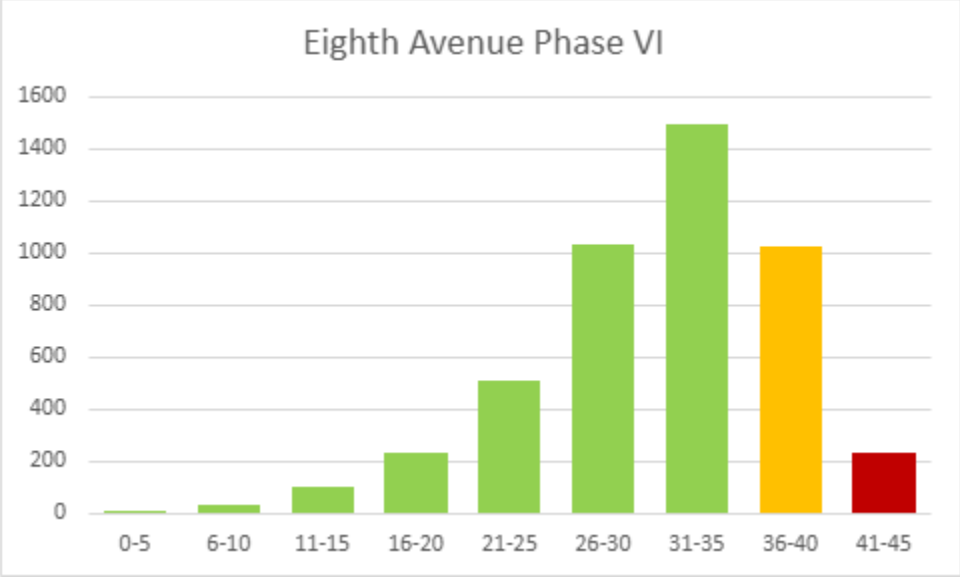
155 North Main St., Cramerton, North Carolina 28032
Phone: 704-824-4337 Fax: 704-824-8943





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TOWN OF CRAMERTON
Traffic Calming Policy Overview Flow Chart

Initiation

Requesting party submits traffic calming request to Planning Director

Analysis

Police Department staff to conduct "Traffic Analysis"

Findings

Analysis of findings to determine 'Class Z, A, or B' results as defined in the policy

'Class Z' - No increased enforcement or traffic calming measures to be implemented at this time.

'Class A' - Police Department to increase enforcement on random basis. No additional traffic calming measures to be implemented at this time.

'Class B' – Staff to coordinate with members of the affected community on which traffic calming measure best addresses public safety, and fits the community.

Actions

Staff to make recommendation to the BOC on the type of traffic calming measure to be implemented

BOC to make final approval on traffic calming measure to be implemented.

Public Works, and Town staff to coordinate on any needed installation of traffic calming measures.



Traffic Calming Policy

Mission Statement
The Town of Cramerton wishes to have a procedure whereby the Town can incorporate traffic calming devices and systems in order to alleviate speeding, excessive traffic volume, dangerous intersections or other conditions that are of a public safety nature.

Purpose
The purpose of this policy is to present ways in which the Town of Cramerton can find solutions to residential traffic problems as approved by the Cramerton Board of Commissioners. Consideration is given to a variety of residential traffic concerns on a case-by-case basis. Each situation is reviewed with respect to the available traffic control measures that have been, or could be, found effective to alleviate the traffic concern. The ability to provide traffic control measures is always subject to the availability of Town funding.

Traffic calming initiatives may include police enforcement, lower speed limit, parking controls, traffic circles, chicanes, street narrowing, turn restrictions, one-way streets, changed street patterns or design, multi-way stop intersections, speed humps, and/or other traffic calming measures deemed appropriate by the Town. The Town will exhaust all other initiatives to calm traffic prior to the installation of speed humps.

The following outlines the procedures which can be used to develop the optimum solution or solutions to each particular situation. There are many factors taken into consideration when reviewing residential traffic concerns to determine the most feasible traffic control measure. These factors include; the surrounding roadway network, resident access, speeds and/or volume of traffic, accident history, provision of emergency services, and budget considerations.

Initiation of Request

1. Any citizen, Town staff, or Commissioner can make a request for potential traffic calming. This request shall be in writing, and addressed to the Planning Director.
2. The written request should outline the nature of the traffic/public safety concern the requestor would like the Town to investigate. The request shall also indicate the street(s) the issue is being observed on, and any other relevant specifics of the perceived problem (time of day, day(s) of week, etc.)
3. Once the written request is received, the process of analysis of the concern begins.

Analysis

1. Once the request is received by the Planning Director, the information will be provided to the Town of Cramerton Police Dept. (CPD) to begin the analysis process.
2. Traffic information will be collected according to the protocol of the CPD. This will include the use of traffic monitoring devices to collect information such as speed, and volume on the street(s) in question. Additional information such as incident history, and other relevant traffic/safety data may be included in the analysis as well.
3. Analysis shall begin within 15 business days of the written request being received by the Planning Director.

Findings

1. Police Department will provide all findings of the traffic analysis to the Planning Director.

2. Planning Director determines if issue is Class Z, Class A or Class B

    a. Class Z is average speed of at or below posted speed limit
    b. Class A is average speed of 1-9 MPH over posted speed limit
    c. Class B is average speed of 10+ MPH over posted speed limit
    d. Must have at least 50 cars in a 24 HR period
    e. If 50 car threshold is not met, Planning Director will coordinate additionally with Police Department and use discretion to determine the severity of traffic concerns.

3. If the data indicates a Class Z issue, there is no recommended action to be taken.

4. If the data indicates a Class A issue, the action to be taken is increased random enforcement by the Police Department, or such other measures as deemed appropriate by the Board of Commissioners in its discretion.

5. If the data indicates a Class B issue, Town staff will coordinate with the affected community to assess the type of traffic calming measures that would best address public safety and the nature of the issue.

Actions

1. The Planning Director will provide the findings of the study to the Board of Commissioners.

2. If it is determined the problem falls into Class B, the Planning Director will make a recommendation to the Board of Commissioners on the type of traffic calming measure would best address public safety. This recommendation will be made based on analysis by Town staff, in coordination with the residents of the affected community.

3. Board of Commissioners will provide the final approval of the type of traffic calming measure to be implemented.

    a. Decisions to be made will take into account availability of funds to implement traffic calming on Town roads.

4. Public works, and Town staff will work to install traffic calming measures on the Town maintained streets as approved by the Board of Commissioners.
    a. Based on the type of traffic calming measure being taken, outside contracting may be necessary to complete the work.

AGENDA ITEM NO. 9.a

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Josh Watkins
ITEM TYPE:	Reports
AGENDA SECTION:	Committee Report
SUBJECT:	ABC Board Monthly Report
SUGGESTED ACTION:	No Action Required Information Only

ATTACHMENTS:
ABC Board Minutes from September 2026

Town of Cramerton ABC Board Minutes

4701 S. New Hope Rd.

Cramerton NC 28232

Date: September 16, 2026, 1pm

Members present: Morgen Houchard, Lee Neisler (call in), Greg Matthews, Cindy Goins, Karen Walker MRD & Associates.

Morgen Houchard called meeting to order after the determination of a Quorum and ask that 4-19-4 of the State Operations Manual be read which ask all members to make known any conflicts of interest. There were none.

Lee Neisler made the motion to approve September agenda; Morgen Houchard seconded the motion.

Morgen Houchard made motion to approve July minutes, Lee Neisler seconded the motion.

Karen Walker presented the audit for fiscal year 2025-2026. She discussed and answered questions on several aspects of the audit including pensions, assets, liabilities and net position of the Cramerton ABC Board. Bottle sales for 2026 were 377,522, year 2025 were 371,751 which shows an increase in bottle sales of 5,771 in 2026. The ABC Board distributed $194,927.00 to the Town of Cramerton, to Law Enforcement $33,209.00, and Alcohol Education $46,492.00. This resulted total distributions being $274,628.00.

Motion to approved audit was made by Morgen Houchard, seconded by Lee Neisler.

Greg Matthews presented an update to the capitalization policy. This updates our previous policy on capital assets and depreciation. Morgen Houchard made a motion to accept the policy, Lee Neisler seconded.

After re-opening Store #1 on August 22,2026, sales have trended upward compared to 2025.

There being no more business before the Board, Morgen Houchard made a motion to adjourn the meeting, Lee Neisler seconded the motion. All were in favor.

AGENDA ITEM NO. 9.b

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Missy Melton
ITEM TYPE:	Reports
AGENDA SECTION:	Committee Report
SUBJECT:	Cramerton Community Committee Monthly Report
SUGGESTED ACTION:	No Action Required Information Only

ATTACHMENTS:
CCC Minutes October 2026

Cramerton Community Committee

Meeting Minutes – October 13, 2026

Attendees: Martha, McKenzie, Nicole, Kim, Steve D'Avria, Aaron, Kayla (via Zoom), Dana, Lori, Stephanie

Call to Order: Kayla called the meeting to order.

Budget Update

- Purchases for the Fall Festival have been made. Kayla is getting the invoice for the T-shirts.
- The budget remains in good shape.

Fall Festival (Saturday, 10/17)

- Martha, Kim, and Lori are able to work the Fall Festival.
- Football theme: football toss.
- Lori will bring tables.
- Setup at 2:00 PM: Lori, Stephanie, and Kayla.

Veterans Luncheon (11/11)

- Amberjacks will cater.
- Nicole will get decorations from Kayla, along with flyers to put up around town.
- Committee is waiting to hear back from CFA and F&B.
- Kayla will get the invoice for Amberjacks; Missy will get the check prior to the event.
- Pies will be purchased from Sam's Club.
- Committee will meet to decorate the evening before.

Christmas Parade (12/3)

- The committee has a float, a goat, and a canoe.

Holiday Bazaar (12/5)

- The committee will run a wrapping station.

Citizen of the Year Nominations

- No nominations received as of yet.

Lifetime Achievement Nominations

- Nominations must be submitted by Friday, 10/16.
- Susan Neely was suggested as a nominee.

Announcements and Reminders

- Members should text Kayla to let her know which events they can attend.
- **November meeting:** Meet at Presbyterian Church at 6:00 PM to set up.
- **Grant deadline:** Grant deadline for home upgrades is at the end of the month (Aaron).

Guest Update – Steve (GBA): Caffeine & Conversation

- Looking for businesses that want to host future events.
- Wandering Cup hosting.
- Positive growth for the Cramerton Facebook group.
- Sharing CCC posts on the Facebook group.
- Stuart Cramer college board partnership; community challenge: changing the postal code.

Adjournment

The meeting ended at 6:50 PM.

Minutes prepared from handwritten notes. Items to confirm: Fall Festival setup time (read as 2:00 PM), and "F&B" (written as in the notes).

AGENDA ITEM NO. 9.c

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Josh Watkins
ITEM TYPE:	Reports
AGENDA SECTION:	Committee Report
SUBJECT:	Parks and Recreation Advisory Board
SUGGESTED ACTION:	No Action Required Information Only

ATTACHMENTS:
October 2026 Parks and Rec Advisory Minutes

Parks & Recreation Advisory Board Meeting Minutes

Monday, October 5, 2026

Meeting began at 6:30pm at Cramerton Town Hall

Board Members Present: Emily Leazer, Nancy Daniels, Kim Saucier, and Spencer Schaible

Parks and Rec Staff: Brandon Free

BOC Liaison: Not in Attendance

I. Consent Agenda:

a. Approval of previous meeting minutes
- September minutes were approved

II. Public Comment:

- No comments

III. Old Business:

a. Park Assessment: Historic Baltimore Pier and River Access
- Brandon F: We have on our list to have the pier repaired. We are in the process of getting quotes for the repairs.
- Nancy D: Yes, the pier is looking pretty rough. I didn't realize how much that area gets used. There were a handful of people enjoying fishing and the scenery when I was there.
- Spencer S: Yes, we need to keep that area looking good. It is a great area to fish and enjoy.

IV. New Business:

a. Department Updates – presented at meeting

i. Athletics

● Adult Volleyball – Brandon F: The season is going great so far and will conclude on October 18th.

● Pickleball Tournament Completion – Brandon F: Tournament went great! We did men's doubles and mixed doubles brackets. We had a total of 16 teams this time around. We look forward to doing more.
Kim S: It is eye opening how much that sport has grown over the years!

● Winter Basketball Registration– Brandon F: We have started basketball registration on October 1st and it will wrap up on November 1st for youth and adult leagues.

ii. Special Events

● Fall Festival– Brandon F: Our annual Fall Festival will be on Saturday, October 17th. Keep
Your fingers crossed for good weather.
Emily L: I always love this event for our community. It always seems to get bigger and bigger.
Spencer S: Yes, it is always a good turnout for this event.

Kim S: I can't wait to help out wherever that you need me!

- Turkey Shoot – Brandon F: Our Turkey Shoot event will be on Saturday, November 7th. I will be there, but this will be Rebecca's first event that I'm taking the training wheels off and letting her run everything. She has been a great addition!
  Kim S: She will do a great job!
  Nacy D: Yes, I'm sure that she will. I may try to bring my family out to this one as well.

b. Park Assessment:

Next Park Assessment- C.B. Huss Recreation Complex Indoor Facilities to be discussed at the November meeting

Adjournment Next Meeting: November 2, 2026 – 6:30 pm

AGENDA ITEM NO. 10.a

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Missy Melton
ITEM TYPE:	Reports
AGENDA SECTION:	General Staff Reports
SUBJECT:	Parks & Recreation, Finance, Public Works, Stormwater, Planning & Zoning, and Code Enforcement
SUGGESTED ACTION:	No Action Required Information Only

ATTACHMENTS:
Department Reports October 2026

Department Reports

Introduction

The information below is for November 2026 Cramerton Department Reports. This represents department information for the month of October 2026.

Parks and Recreation

Shelter Rentals: Goat Island Large – 8 Goat Island Small – 4 CB Huss Shelter –2 Central Park Shelter – 1 Centennial Center – 2 Riverside Shelter – 2	**Indoor Rentals**: Community Center – 26 CB Huss Gym – 28
Upcoming Events: Flannel Fest on Saturday, November 21st.	**Programs**:
Events: Fall Festival – 700 participants	**Youth Sports:** **Basketball Registration from October 1st – November 1st** 3-4 Co-Ed: 47 Registered *Full* 5-6 Co-Ed: 79 Registered *Full* 7-8 Boys: 60 Registered *Full* 7-9 Girls: 27 Registered *Full* 9-10 Boys: 72 Registered *Full* 10-12 Girls: 11 Registered *Full* 11-12 Boys: 54 Registered *Full* 13-15 Boys: 56 Registered *Full* 3-12 Cheerleading: 95 Registered *Full*

Additional information:

Recreation Center attendance for programming and weightroom: 1,022 participants

Public Works

- Leaf collection operations are underway throughout Town. Public Works staff are working diligently to stay on schedule.
- The Town's biannual fall pine needle installation has been completed. Staff received the seasonal delivery and have finished distributing pine needles throughout designated Town-maintained areas.
- Cramer Mountain Road Trail Project: The project was released for bidding, with the original bid opening scheduled for October 26. Due to receiving only two bids, the Town extended the bidding period by one week in an effort to encourage additional participation. However, only two bids were received after the extended deadline. Staff is currently evaluating both bids and anticipates bringing the project to the Board for consideration within the next month.
- FY 2027 Paving Project: Staff is working through the FY 2027 paving project and will be bringing recommendations to the Board for consideration.
- Public Works is currently addressing a hydraulic issue with the Town's bulk truck. Staff is working to get the issue resolved and hopes to have the truck repaired and back in service within the next couple of weeks.
- Work on the downtown tree replacement project has been delayed due to an issue with the Town's stump grinder. Staff is working to get the equipment repaired and operational, with hopes of having it back up and running this week so the project can move forward.
- Public Works staff continue preparing for the upcoming winter season. The purchase of the Town's winter salt supply has been completed, and staff are continuing preparations to ensure equipment, materials, and personnel are ready to respond to potential winter weather events.

Stormwater

- On October 3, staff served as the Cramerton Site Captain for the annual Catawba Riversweep. 32 volunteers successfully removed over 400 pounds of debris from our waterways.
- A Community Clean Up was held along Peach Orchard Rd on October 8th. Town staff were able to collect 160 pounds of debris from the road right-of-way.
- Staff attended the Surface Water Identification and Training Certification (SWITC) course hosted by NC DEQ and NC State University October 12-16. Staff successfully completed the exams associated with the course.
- On October 17, staff hosted a booth and educational fishing game at the Town’s Fall Festival. Nearly 200 educational items were distributed to participants.
- Staff began the process of conducting municipal facility inspections (state permit requirement).

Planning and Zoning

Total Permits Issued October 2026: 10
Residential Permits:

*New Home Permits: 5 *Home Additions: 1 *Other: 1
*Residential Interior Upfits: 0 *Residential Accessory Structures: 3
*Residential Demolition: 0
*Driveway Permits: 0
*Zoning Use Permits: 0

*Residential Mechanical/Electric: 0

Nonresidential Permits: 0

Pending Permits: 6

Development Updates:

Redhawk
In October, five (5) new home construction zoning permits were issued for the Redhawk Subdivision. Redhawk Phase 1 & 2 site construction continues. Redhawk Phase 2 Map 2 – Final Plat (2nd submittal) was entered into the review cycle beginning October 13th. Comments were returned on October 27th. Redhawk Phase 2 Map 2 – Final Plat (3rd Submittal) was received and will be entered into the review cycle beginning November 10th. Comments are expected to be returned on November 24th. Redhawk Phase 2 Map 3 – Final Plat (1st Submittal) was received and will be entered into the review cycle beginning November 10th. Comments are expected to be returned on November 24th. Redhawk Phase 3 – RTAP – was received and will be entered into the review cycle beginning November 10th; comments are expected to be returned on November 24th. Phase 4 Construction Documents – 2nd submittal – were entered into the review cycle beginning September 29th; comments were returned on October 27th.

Redhawk Commercial
Redhawk Pointe Construction Documents – 6th submittal – were entered into the review cycle beginning September 1st; comments were returned on September 15th.

Redhawk Amenity
Redhawk Amenity Center Site Plan – 3rd submittal – entered into the review cycle beginning October 27th. Comments are expected to be returned on November 10th.

Riverbend
Riverbend Construction Documents – 4th submittal – was entered into the review cycle beginning October 13th; comments are expected to be returned on November 10th. Tates Trail Extension Construction Documents – 4th submittal – was entered into the review cycle beginning October 13th; comments are expected to be returned on November 10th.

VCM 1D (The Terraces at Cramerton Mills)
In October, zero (0) new home construction permits were issued.

VCM Phase 2E (The Crossing at Cramerton Mills)
In October, zero (0) new home construction zoning permits were issued for VCM Phase 2E.

VCM Phase 1F (The Bend at Cramerton Mills)
Final plat was signed by Staff in September. In October, (0) new home construction zoning permits were issued for VCM Phase 1F.

Millstone Phase 2
In October, zero (0) new home construction zoning permits were issued.

Riverloom on the Southfork
Staff met on site with the construction team and Gaston County Natural Resources on September 1st for the pre-construction meeting. Grading and grubbing have begun on site.

Foxcroft Ridge
Foxcroft Ridge Construction Document comments sent to the applicant on October 7th, 2025; awaiting resubmittal.

Vistas at Cramerton
Vitas – RTAP (2nd Submittal) - was entered into the review cycle beginning October 13th. Comments were returned on October 27th. Vistas – Final Plat (3rd Submittal) - was entered into the review cycle beginning October 27th. Comments are expected to be returned on November 10th.

As shown in the permit counts for October, ten (10) residential permits were issued. Staff expect continued growth in permitting requests for Fall 2026 as Redhawk, Riverloom on the Southfork, Vistas at Cramerton, Millstone, and Riverbend construction proceeds.

Total active cases: 34
Resolved Cases: 28
Signs collected from ROW: 12
Golf Cart/UTV Inspections: 02

Highlights:

- **201 Timberlane Dr:** On 09/23/2026, I noticed that the property had junk and debris being stored on the property.

  Action: On 10/20/2026, Sent a fine of **$100** On 10/29/2026 sent a fine of **$250** to the property owner. Will re-inspect the property on 11/06/2026.
  Update: Staff will monitor the situation

- **7205 Pinfeather Cir**: On 10/27/2026, I sent the resident a friendly reminder about the Trash can placement
  Update: RESOLVED

- **418 Woodlawn Ave**: On 10/27/2026, I sent the resident a friendly reminder about the Trash can placement. **Update: RESOLVED**

- **228 Dawson St:** On 10/27/2026, I sent the resident a friendly reminder about the Trash can placement. **Update: RESOLVED (Second Violation)**

- **332 Mayflower Ave:** On 10/27/2026, I sent the resident a friendly reminder about the Trash can placement. **Update: RESOLVED**

- **580 High St:** On 09/22/2026, I sent the resident a friendly reminder about the Trash can placement. **Update: RESOLVED (Second Violation)**

- **309 Mayflower Ave:** On 10/27/2026, I sent the resident a friendly reminder about the Trash can placement. **Update: RESOLVED**

- **575 High St:** On 10/27/2026, I sent the resident a friendly reminder about the Trash can placement. **Update: RESOLVED**

- **508 Washington St:** On 10/27/2026, I sent the resident a friendly reminder about the Trash can placement. **Update: RESOLVED**

- **276 Eighth Ave:** On 10/08/2026, I noticed that the property had junk and debris being stored on the property. **Action:** On 10/13/2026, Sent a violation to the property owner. Will re-inspect the property on 10/23/2026. **Update: RESOLVED.**

- **602 Ridgeway Dr:** On 10/27/2026, I noticed that the property had junk and debris being stored on the property. **Action:** On 10/30/2026, Sent a violation to the property owner. Will re-inspect the property on 11/09/2026. **Update: RESOLVED.**

- **353 Mayflower Ave:** On 10/01/2026, I noticed that the property was overgrown and out of compliance. **Action:** On 10/12/2026 Re-inspected the property, and the overgrown grass has been cut. **Update: RESOLVED**

- **263 Eighth Ave:** On 10/01/2026, I noticed that the property was overgrown and out of compliance. **Action:** On 10/12/2026 Re-inspected the property, and the overgrown grass has been cut. **Update: RESOLVED**

- **259 Eighth Ave:** On 10/01/2026, I noticed that the property was overgrown and out of compliance. **Action:** On 10/12/2026 Re-inspected the property, and the overgrown grass has been cut. **Update: RESOLVED**

- **250 Eighth Ave:** On 10/01/2026, I noticed that the property was overgrown and out of compliance. **Action:** On 10/12/2026 Re-inspected the property, and the overgrown grass has been cut. **Update: RESOLVED (Third Violation)**

- **27 Second St:** On 10/01/2026, I noticed that the property was overgrown and out of compliance. **Action:** On 10/12/2026 Re-inspected the property, and the overgrown grass has been cut. **Update: RESOLVED (Second Violation)**

- **276 Eighth Ave:** On 10/13/2026, I noticed that the property was overgrown and out of compliance. **Action:** On 10/23/2026 Re-inspected the property, and the overgrown grass has been cut. **Update: RESOLVED (Third Violation)**

- **283 Eighth Ave:** On 10/13/2026, I noticed that the property was overgrown and out of compliance. **Action:** On 10/23/2026 Re-inspected the property, and the overgrown grass has been cut. **Update: RESOLVED (Fifth Violation) This property will be a Chronic Violator in 2027**

- **450 Eighteenth St:** On 10/22/2026, I noticed that the property was overgrown and out of compliance. **Action:** On 11/02/2026 Re-inspected the property, and the overgrown grass has been cut. **Update: RESOLVED (Sixth Violation) This property will be a Chronic Violator in 2027**

- **S. New Hope Rd:** On 09/25/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 09/28/2026, Sent a violation to the property owner. Will re-inspect the property on 10/09/2026. **Update: RESOLVED**

- **371 Woodlawn Ave:** On 09/25/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 09/28/2026, Sent a violation to the property owner. Will re-inspect the property on 10/09/2026. **(Fifth Violation) This property will be a Chronic Violator in 2027 Update: RESOLVED**

- **538 Brooklyn St:** On 09/25/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 09/28/2026, Sent a violation to the property owner. Will re-inspect the property on 10/09/2026 **(Second Violation) Update: RESOLVED**

- **99 Sixth St:** On 09/25/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 09/28/2026, Sent a violation to the property owner. Will re-inspect the property on 10/09/2026 **(Second Violation) Update: RESOLVED**

- **538 Brooklyn St:** On 09/25/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 09/28/2026, Sent a violation to the property owner. Will re-inspect the property on 10/09/2026 **(Second Violation) Update: RESOLVED**

- **100 Sixth St:** On 09/25/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 09/28/2026, Sent a violation to the property owner. Will re-inspect the property on 10/09/2026 **(Third Violation) Update: RESOLVED**

- **604 Washington St:** On 09/25/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 09/29/2026, Sent a violation to the property owner. Will re-inspect the property on 10/09/2026 **Update: RESOLVED**

- **10 First St:** On 09/30/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 09/29/2026, Sent a violation to the property owner. Will re-inspect the property on 10/10/2026 **Update: RESOLVED**

- **29 Second St:** On 09/30/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 09/29/2026, Sent a violation to the property owner. Will re-inspect the property on 10/10/2026 **(Second Violation) Update: RESOLVED**

- **19 Second St:** On 09/30/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 09/29/2026, Sent a violation to the property owner. Will re-inspect the property on 10/10/2026 **Update:** **RESOLVED**

- **353 Mayflower Ave:** On 10/26/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 10/27/2026, Sent a violation to the property owner. Will re-inspect the property on 11/06/2026 **(Second Violation)** **Update:** Staff will monitor the situation

- **580 High St:** On 10/26/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 10/27/2026, Sent a violation to the property owner. Will re-inspect the property on 11/06/2026 **(Second Violation)** **Update:** Staff will monitor the situation

- **538 Brooklyn St:** On 10/26/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 10/27/2026, Sent a violation to the property owner. Will re-inspect the property on 11/06/2026 **(Third Violation)** **Update:** Staff will monitor the situation

- **602 Ridgeway Dr:** On 10/26/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 10/27/2026, Sent a violation to the property owner. Will re-inspect the property on 11/06/2026 **(Third Violation)** **Update:** Staff will monitor the situation

- **397 Woodlawn Ave:** On 10/26/2026 I noticed that the property was overgrown and out of compliance. **Action:** On 10/27/2026, Sent a violation to the property owner. Will re-inspect the property on 11/06/2026 **(Third Violation)** **Update:** Staff will monitor the situation

Budget Financial Dash Board *unaudited*

Revenues

Fund Type	Account	FY 26-27 Adopted Budget	10.31.2026	% of Budget
General	10			
	Ad Valorem	$ 4,986,377	$ 723,408	15%
	Sales Tax	$ 2,274,485	$ 187,749	8%
	McAdenville Fire	$ 72,000	$ 30,000	42%
	Zoning Fees	$ 125,000	$ 53,522	43%
	Eng. Reimbursement	$ 350,000	$ 115,744	33%
	Athletic Programs	$ 180,000	$ 97,534	54%
	Swimming Pool	$ 7,000	$ 4,696	67%
	Recreation Concessions	$ 7,500	$ 2,332	31%
	Other Recreation	$ 20,000	$ 7,259	36%
	Merchandise Revenue	$ 8,000	$ 465	6%
	Interest Earned	$ 106,200	$ 62,104	58%
	Tag and Tax	$ 407,500	$ 122,608	30%
	Municipal Tag Fees	$ 78,000	$ 21,570	28%
	Public Donation	$ -	$ 1,100	#DIV/0!
	Insurance Proceeds	$ -	$ 1,204	#DIV/0!
	ABC Profit Dist.	$ 144,000	$ 30,802	21%
	ABC law Enforcement	$ 18,600	$ 13,084	70%
	Gastonia PW Lease	$ 28,452	$ -	0%
	Gaston County SRO	$ 58,080	$ 11,520	20%
	Solid Waste Tax	$ 4,370	$ -	0%
	Beer & Wine Tax	$ 23,000	$ -	0%
	Code Enforcement Fees	$ 500	$ -	0%
	Golf Cart Registration	$ 1,200	$ 75	6%
	Flood Development Permitting	$ -	$ 515	#DIV/0!
	Police Grant - Uniform	$ 2,500	$ -	0%
	Capital Asset Sales	$ -	$ 2,705	#DIV/0!
	Miscellaneous Revenue	$ -	$ 380	#DIV/0!
	Law Enforcement Bonus Revenue	$ 32,026	$ 32,026	100%
	Powell Bill	$ 181,685	$ -	0%
	Fire Dept Grant Revenue	$ 95,888	$ -	0%
		$ 9,881,722	$ 1,522,401	15%
Fund Type	**Account**	**FY 26-27 Adopted Budget**	**10.31.2026**	**% of Budget**
Stormwater	63 - Stormwater Fees	$ 434,000	$ 157,030	36%

Expenditures

Fund Type	Department	FY 26-27 Adopted Budget	10.31.2026	% of Budget
General	10			
	Elected Officials	$ 210,022	$ 56,368	27%
	Administration	$ 701,393	$ 234,613	33%
	Finance	$ 583,412	$ 229,620	39%
	Police	$ 2,821,542	$ 981,036	35%
	Fire	$ 731,962	$ 276,807	38%
	Public Works	$ 1,536,451	$ 338,030	22%
	Planning	$ 801,193	$ 156,638	20%
	Parks & Rec	$ 1,341,864	$ 472,392	35%
	Debt Service	$ 311,995	$ 137,953	44%
	Capital Outlay	$ 841,888	$ 335,977	40%
		$ 9,881,722	$ 3,219,433	33%
Fund Type	**Account**	**FY 26-27 Adopted Budget**	**10.31.2026**	**% of Budget**
Stormwater	63	$ 434,000	$ 123,679	28%

Notes

Financial information is reported as of October 31, 2026, representing 33.33% of the year.
Sales tax revenue is typically received three months after it is collected.
Property tax revenue is received mostly in November, December, and January.
Staff will continue to provide updates to the Board to reflect these revenue trends and collections.

AGENDA ITEM NO. 10.b

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Missy Melton
ITEM TYPE:	Reports
AGENDA SECTION:	General Staff Reports
SUBJECT:	Fire Department Monthly Report
SUGGESTED ACTION:	No Action Required Information Only

ATTACHMENTS:
Fire Department Monthly Report

Cramerton Fire Department

141 8th Avenue, Cramerton, NC 28032

Phone: 704-879-4231

Cramerton FD monthly incidents report

Filter: Incident.Basic Details Incident Date within last month

Incident Date	Incident Number	Incident Address	Incident Type Code	Incident Type Name	Total Number of Apparatuses	Total Number of Personnel
10/30/2026	26000452	208 MAIN ST McAdenville	UUU		1	0
10/30/2026	26000454	119 WIMMER CIR Belmont	UUU		16	3
10/30/2026	26000453	100 MAIN ST McAdenville	UUU		1	0
10/29/2026	26000451	4203 HICKORY GROVE RD GASTONIA	611	Cancelled	17	2
10/28/2026	26000449	3845 S New Hope Rd / NEWSTYLE WAY GASTONIA	651	Smoke From Nonhostile Source (Smoke Scare)	22	15
10/28/2026	26000450	WILKINSON BLVD / MARKET ST Cramerton	322	Motor Vehicle Collision	17	3
10/27/2026	26000447	612 LAKEVIEW Dr McAdenville	730	Malfunctioning Alarm	1	2
10/27/2026	26000448	236 EIGHTH AVE Cramerton	300	Illness	4	2
10/27/2026	26000446	287 KEENER BLVD Belmont	111	Structural Involvement	11	8
10/25/2026	26000445	Market St / WILKINSON BLVD Cramerton	322	Motor Vehicle Collision	10	3
10/25/2026	26000444	1025 ORCHARD GROVES CT Belmont	500	Citizen Assist / Service Call	1	2
10/24/2026	26000443	131 FOREST HEIGHTS Dr McAdenville	500	Citizen Assist / Service Call	2	2
10/24/2026	26000442	EIGHTH AVE / HAMPTON CT Cramerton	321	Fall	5	3
10/24/2026	26000441	190 WRIGHT ST GASTONIA	500	Lift Assist	2	2
10/23/2026	26000440	794 EAGLE Rd Belmont	320	Overdose / Poisoning	7	2
10/23/2026	26000439	601 CRAMER MOUNTAIN RD GASTONIA	320	Psychological Behavior Issues	3	2
10/22/2026	26000438	202 Market St Cramerton	320	Sick Case	3	4

Cramerton Fire Department

141 8th Avenue, Cramerton, NC 28032

Phone: 704-879-4231

Incident Date	Incident Number	Incident Address	Incident Type Code	Incident Type Name	Total Number of Apparatuses	Total Number of Personnel
10/22/2026	26000437	601 CRAMER MOUNTAIN RD GASTONIA	321	Hemorrhage / Laceration	6	4
10/21/2026	26000436	5907 WILKINSON Blvd Belmont	160	Other Outside Fire	3	2
10/20/2026	26000435	268 EIGHTH AVE A Cramerton	320	Nausea / Vomiting	2	4
10/19/2026	26000434	512 STUART RIDGE Cramerton	740	Accidental Alarm	2	3
10/17/2026	26000431	101 LAKEWOOD RD Belmont	321	Other Traumatic Injury	4	3
10/17/2026	26000432	101 LAKEWOOD RD Belmont	300	Injury	3	2
10/17/2026	26000433	5026 WILKINSON BLVD GASTONIA	622	No Incident Found Upon Arrival / Location Error	11	5
10/16/2026	26000430	320 MCAULEY CIR Belmont	611	Cancelled	9	2
10/16/2026	26000429	4606 S NEW HOPE RD Belmont	611	Cancelled	10	8
10/15/2026	26000428	Cramer Mountain Rd / MAYMONT DR Cramerton	500	Citizen Assist / Service Call	9	4
10/14/2026	26000427	55 MYRTLE ST Belmont	571	Standby	16	9
10/13/2026	26000426	304 ROSEMONT ROW Belmont	611	Cancelled	4	1
10/13/2026	26000425	537 BROOKLYN AVE Cramerton	444	Electrical Power Line Down / Arcing / Malfunction	2	3
10/12/2026	26000424	315 Wesleyan Dr McAdenville	500	Citizen Assist / Service Call	1	1
10/09/2026	26000423	114 SEVENTH ST Cramerton	320	Unconscious Victim	3	2
10/09/2026	26000422	Cramer Mountain Rd / OLD COURSE DR Cramerton	322	Motor Vehicle Collision	6	2
10/09/2026	26000421	1619 ARMSTRONG FORD Rd Belmont	611	Cancelled	2	5

Cramerton Fire Department

141 8th Avenue, Cramerton, NC 28032

Phone: 704-879-4231

Incident Date	Incident Number	Incident Address	Incident Type Code	Incident Type Name	Total Number of Apparatuses	Total Number of Personnel
10/08/2026	26000420	2400 N I 85 McAdenville	551	Law Enforcement Support	4	2
10/08/2026	26000419	VICTORIA BLAKE LN / BAILEY KENDALL WAY Belmont	611	Cancelled	10	1
10/06/2026	26000417	1925 CHESTERFIELD Dr Belmont	500	Citizen Assist / Service Call	2	3
10/06/2026	26000416	5308 Old Course Dr Cramerton	740	Accidental Alarm	1	2
10/06/2026	26000414	LOWELL BETHESDA RD / KING HENRY LN GASTONIA	611	Cancelled	7	2
10/06/2026	26000415	35 RIVERSIDE Dr Cramerton	500	Citizen Assist / Service Call	4	2
10/06/2026	26000418	426 WOODLAWN Ave Cramerton	322	Motor Vehicle Collision	4	3
10/05/2026	26000413	2064 PIN OAK Pl Cramerton	500	Citizen Assist / Service Call	1	1
10/01/2026	26000412	325 PEACH ORCHARD RD Belmont	641	Fire / Smoke Alarm	1	3

Printed on: 11/01/2026

AGENDA ITEM NO. 10.c

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Missy Melton
ITEM TYPE:	Reports
AGENDA SECTION:	General Staff Reports
SUBJECT:	Police Department Monthly Report
SUGGESTED ACTION:	No Action Required Information Only

ATTACHMENTS:
Police Monthly Report - October 2026



CRAMERTON POLICE DEPARTMENT

MONTHLY REPORT: October, 2026

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
ARREST TOTALS	5	2	5	2	9	9	6	6	10	6			60
DWI ARRESTS	0	0	2	1	1	3	1	1	0	2			11
CALLS FOR SERVICE	1370	1222	1234	1116	1138	987	993	1165	1063	1064			11352
CASE TOTALS	21	16	16	16	15	21	16	18	20	18			177
Larceny	9	7	8	1	7	9	7	3	3	5			59
Breaking & Entering	2	1	0	0	0	0	1	0	2	2			8
Drug Offenses	1	0	2	0	3	1	1	0	1	1			10
Assaults	1	3	2	2	1	1	2	8	1	2			23
Fraud	1	0	3	4	2	4	0	4	5	0			23
TRAFFIC CITATIONS	62	41	80	27	66	87	96	100	122	122			803
License Vios.	8	4	8	6	10	7	8	18	12	16			97
Registration Vios.	16	6	12	7	24	31	32	39	45	55			267
Restraint Vios.	1	1	0	0	0	0	1	0	2	0			5
Speeding Vios.	26	25	50	11	25	36	40	28	42	30			313
Unsafe Movement	6	1	2	0	0	1	1	1	2	5			19
Other Traffic	5	4	8	3	7	12	14	14	19	16			102
TRAFFIC CRASHES	12	14	12	10	15	14	14	20	14	23			148

AGENDA ITEM NO. 10.d

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	November 17, 2026
SUBMITTED BY:	Missy Melton
ITEM TYPE:	Reports
AGENDA SECTION:	General Staff Reports
SUBJECT:	Two Rivers Utilities (TRU) Monthly Report
SUGGESTED ACTION:	No Action Required Information Only

ATTACHMENTS:
2026-11-17 TRU Update

Cramerton Board Meeting
November 17, 2026

Two Rivers Utilities Activity Report

Kyle Butler – Utilities Engineer

Two Rivers Utilities is pleased to be the water and sewer provider for the Town of Cramerton. The following table details some of the services performed by Two Rivers Utilities since the last update on 10/20/26:

Town of Cramerton Service Accomplishments 10/14/26 – 10/31/26*	
Water Meter Related Service Calls	0
Water Meter Placements	0
Water Service Installations	0
Repaired Water Leaks	1
Miscellaneous Water Calls	7
Irrigation Service Installations	0
Sewer Related Calls	1
Sewer Service Installations	0
Miscellaneous Sewer Calls	2
Water Quality Samples Taken / Water Quality Samples in Compliance with NC Drinking Water Quality Standards	6/6

* Two Rivers Utilities is currently transitioning to a new Work Order Management System. This data may be temporarily unavailable for future updates while we build the reports to summarize this data in the new system. We will resume sharing Cramerton service accomplishments as soon as the reporting capabilities are re-established.

TRU Project Updates

TRU is continuously looking for ways to provide the best service for all TRU customers. We are working on the following projects to help us better serve the residents of Cramerton.

Big Lakewood Pump Station Hazard Mitigation Grant

The construction of the new pump station is complete. Closeout is finalized. A TRU survey will deploy to the site to collect mapping data for a recordable plat that will transfer the lot where the old pump station sat back to Cramerton. The plat will also establish easements for the

underground piping to and from the new pump station. City of Gastonia staff have surveyed the site and are reviewing the construction as-built drawings in advance of drafting a recordable plat.

Advanced Metering Infrastructure (AMI)

The AMI project has moved into full deployment phase of water meter changeouts. The Data Collection Unit (DCU) network has been installed, and software integrations are nearing completion. Water meter changeouts will be installed based on billing route cycles. It is possible that meter changeouts may begin in Cramerton between this monthly update and the next, although it is not definite. Please see the attached billing mailer that includes information about the meter changeouts.

Brooklyn Neighborhood Water Relocation

The project will replace existing undersized water mains on private property with appropriately sized water mains to be placed in the public right-of-way where possible. The work will include switching 60 services from the old lines to the new lines. Bids were opened 8/4/26, Two Brothers Utilities is the contractor. Pre-construction meeting held November 12, 2026, work to begin on November 16, 2026.

Southeast Utility Project

The 16" waterline connection between S New Hope Road and Union-New Hope Road has been installed and construction is complete. As-builts for 16-inch waterline completed. Final acceptance of waterline to be issued next week.

Development Projects (as of 11/12/2026)

Foxcroft Ridge Subdivision
Water and sewer plans have been returned to the engineer for revisions (September 2025). According to the Engineer, it has been difficult to get property owners to agree to the necessary easements for the force main.

Millstone Subdivision
Phase 2 warranty period concluded in September. (September 2026).

Redhawk - On-site water/sewer Phase 1
Working on 1-year warranty punchlist for Map 2. (October 2026)

Redhawk - On-site water/sewer Phase 2
Gravity sewer is installed and tested. Sewer forcemain has been installed but has not been tested. Pump Station is under construction. Water is under construction. (October 2026)

Redhawk Amenity
Water and sewer plans have been returned to the Engineer for revisions. (May 2026)

Redhawk - On-site water/sewer Phase 3
Revision to Approved Plans (RTAP) has been submitted by the engineer proposing adjustments to the location of water and sewer services as the result of widened driveways. RTAP is currently under review (November 2026)

Redhawk - On-site water/sewer Phase 4
Water and sewer plans have been returned for revisions. (October 2026)

Redhawk - Off-site water Phase 2
Construction is complete. Project is waiting on City of Gastonia water main to be accepted for maintenance before this water main can be accepted for maintenance. (August 2026)

Redhawk Pointe Grocery/Shopping Center Water & Sewer
Water and sewer plan review is complete. Construction may not begin until Redhawk On-site Phase 2 water and sewer has been accepted by the City of Gastonia for maintenance. The water and sewer for On-site Phase 2 is still under construction. (July 2026)

Riverbend at Cramerton
Water and sewer plans are currently in for review. (November 2026)

Riverloom on the South Fork Subdivision Water & Sewer
Water and sewer plan reviews are complete. Plans are approvable. Waiting for fee payments. (July 2026)

Village at Cramerton Mills Phase 1F
Working on the 1-year warranty punchlist for Phase 2 (October 2026)

Vistas at Cramerton
Under construction. A separate sewer plan has been approved to eliminate the pump station and extend gravity sewer from Vistas through the Riverbend property. The Pre-Construction Meeting for this extension was held 10/12/2026 and the sub-project is now under construction. (October 2026)

GASTONIA NC

Please Read This Important Message About Your Utility Service

Dear Customer,

We are excited to inform you that the City of Gastonia Electric and Two Rivers Utilities has contracted Utility Service Co. (USG), and the installation subcontractor, Keystone Utilities (KUS), to upgrade your meter to a new Advanced Metering Infrastructure (AMI) meter. This upgrade is part of our ongoing project to enhance the City's utilities and improve customer service.

TWO RIVERS UTILITIES

We are TRU to our customers!

GASTONIA NC

Great Place. Great People. Great Promise.

What You Need to Know

- **Meter Upgrade:** The work in your area is scheduled to begin soon. This upgrade will allow you to monitor your daily usage and consumption.
- **Installers:** You will see USG and KUS installers in your area. They will have proper identification and marked service vehicles with the City's branding. Technicians will not ask you for any money.
- **Preparation:** Please remove any obstructions around the meter to avoid delays.
- **Service Interruption:** Your service may be disrupted for approximately 10-15 minutes during the meter upgrade. Installers will attempt to contact you in person before the upgrade.
- **Work Schedule:** Installers will perform work Monday through Friday, 8:00 a.m. to 5:00 p.m.
- **Stay Informed:** For more details and updates, scan the QR code, or visit **GastoniaNC.gov/AMI**

Questions? Please Contact Keystone Utility Services at (877) 587-2279

To find more information, visit our project website.

Para obtener más información, visite el sitio web de nuestro proyecto.