



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING
Monday, March 13, 2023
6:00 p.m.**

Call to Order **Mayor Barnhardt**

Moment of Silence

Pledge of Allegiance

Awarding Proclamations **Eagle Scouts**

1. Approval of Agenda

2. Approval of Consent Agenda

A. Approval of the Minutes

- 1) Special Meeting February 13, 2023
- 2) Regular Meeting February 13, 2023
- 3) Planning Retreat February 23, 2023

B. Departmental Reports *(Reports in Board packet)*

C. Financial Reports *(Reports in Board packet)*

3. Citizen Comments

(All comments are limited to 6 minutes. No sharing of minutes with other citizens.)

4. Town Manager Update *(Report in Board packet)*

Old Business

5. Discussion and Possible Action **Rules of Procedure**

6. Discussion and Possible Action **Sponsorship Guidelines**

ACTION REQUESTED: Discussion and adoption by consensus.

7. Discussion **Committee Updates**

New Business

8. Budget Amendment **BA #7 Shop Air Compressor**
ACTION REQUESTED: Motion to approve Budget Amendment #7 as presented.

9. Capital Project Ordinance Amendment **CPO 2023-01 Transformational Projects**
ACTION REQUESTED: Motion to approve CPO 2023-01 as amended.

10. Capital Project Ordinance Adoption **CPO 2023-03 TAP Project**
ACTION REQUESTED: Motion to adopt CPO 2023-03 as presented.

11. Discussion and Possible Action **Drug & Alcohol-Free Workplace Policy**
ACTION REQUESTED: Motion to adopt Resolution 2023-02 to adopt the Drug and Alcohol-Free Workplace policy as presented.

12. Discussion **MPO p7.0 Projects List**
ACTION REQUESTED: Board discussion and direction on what projects to submit or resubmit.

13. Discussion **Transformational Projects Update**

14. Discussion **Town Manager Evaluation Process**

15. Board Comments

16. Announcements and Date Reminders

A.	Thursday	March 16	7:30 a.m.	Power in Partnership Breakfast
B.	Thursday	March 16	5:30 p.m.	Events Committee Meeting
C.	Saturday	March 18	9:00 a.m.	Mulch Giveaway
D.	Monday	March 20	6:00 p.m.	Zoning Board of Adjustment
E.	Tuesday	March 21	9:00 a.m.	Coffee with a Cop – Cagney’s
F.	Tuesday	March 21	3:30 p.m.	Revitalization Team
G.	Wednesday	March 22	5:30 p.m.	CRMPO TAC
H.	Thursday	March 30	9:00 a.m.	BOA Special Meeting <i>if needed</i>
I.	Monday	April 3	6:00 p.m.	Planning Board
J.	Friday	April 7		Good Friday – Town Hall Closed
K.	Saturday	April 29	11:00 a.m.	Staff & Volunteer Appreciation Event

Adjourn

Town of Granite Quarry
Office of the Mayor

Proclamation

"IN CELEBRATION OF DANIEL FRICK"

Whereas: Daniel is a 14-year-old freshman at East Rowan High School and is a member of Boy Scout Troop 324; and

Whereas: Daniel began scouting in second grade and has earned 36 merit badges and 3 religious awards; and

Whereas: Daniel has earned numerous awards in scouting such as Messenger of Peace and the 50th Anniversary EPA award and has completed National Youth Leadership Training; and

Whereas: Daniel has participated in many community and conservation service projects such as Scouting for Food and The Clean Sweep; and

Whereas: Daniel enjoys collecting and playing with model trains, drawing, and traveling with his family; and

Whereas: For his Eagle Scout Project, Daniel made information boards about the aviation and railroading merit badges for the North Carolina Transportation Museum; and

Whereas: On January 24, 2023 Daniel Frick earned his Eagle Scout rank.

NOW, THEREFORE, I, BRITTANY H. BARNHARDT, MAYOR OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, DO HEREBY RECOGNIZE AND CONGRATULATE:

Daniel Frick, Eagle Scout

For this outstanding accomplishment and extend to him our deepest appreciation for all of his dedicated work and wish him the best in all of his future endeavors.

Brittany H. Barnhardt, Mayor

ATTEST:

Aubrey Smith, Town Clerk

Town of Granite Quarry
Office of the Mayor

Proclamation

"IN CELEBRATION OF LEVI FRICK"

Whereas: Levi is a 12-year-old seventh grader at Erwin Middle School and is a member of Boy Scout Troop 324; and

Whereas: Levi began scouting in first grade and has earned 31 merit badges and 3 religious awards; and

Whereas: Levi has earned numerous awards in scouting such as the 50th Anniversary EPA award and the Paul Bunyan award; and

Whereas: Levi has participated in many community and conservation service projects such as Scouting for Food and The Clean Sweep and was recently elected by his troop to join the Order of the Arrow; and

Whereas: Levi enjoys traveling, building Legos, and sports, and his nickname on and off the football field is "Big Cat"; and

Whereas: For his Eagle Scout Project, Levi and many members of his troop built picnic tables for Shive Elementary School to give the students an opportunity for outdoor eating and learning; and

Whereas: On January 24, 2023 Levi Frick earned his Eagle Scout rank.

NOW, THEREFORE, I, BRITTANY H. BARNHARDT, MAYOR OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, DO HEREBY RECOGNIZE AND CONGRATULATE:

Levi Frick, Eagle Scout

For this outstanding accomplishment and extend to him our deepest appreciation for all of his dedicated work and wish him the best in all of his future endeavors.

Brittany H. Barnhardt, Mayor

ATTEST:

Aubrey Smith, Town Clerk

Agenda Item Summary

Regular Meeting

March 13, 2023

Agenda Item 1

Summary:

The Board may discuss, add, or delete items from the Regular Meeting agenda.

Action Requested:

Motion to adopt the March 13, 2023 Board of Aldermen Meeting Agenda (as presented / as amended).

Approval of Agenda

Motion Made By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Second By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

For:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Against:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

For
Against

Agenda Item Summary

Regular Meeting

March 13, 2023

Agenda Item 2

Summary:

The Board may discuss, add, or delete items from the Consent Agenda.

A. Approval of the Minutes

- 1) Special Meeting February 13, 2023
- 2) Regular Meeting February 13, 2023
- 3) Planning Retreat February 23, 2023

B. Departmental Reports (Reports in Board packet)

C. Financial Reports (Reports in Board packet)

Action Requested:

Motion to approve the consent agenda (as presented / as amended).

Approval of Consent Agenda

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
SPECIAL MEETING
MEETING MINUTES
Monday, February 13, 2023
5:00 p.m.**

Present: Mayor Brittany Barnhardt, Mayor Pro Tem John Linker, Alderman Jim Costantino, Alderman Doug Shelton, Alderman Jeff Cannon

Staff: Town Manager Larry Smith, Town Attorney Chip Short

Call to Order: Mayor Barnhardt called the meeting to order at 5:00 p.m.

1. Discussion

Rules of Procedure

Mayor Barnhardt opened the discussion on the Rules of Procedure and reminded the Board that this was just a work session without pressure to achieve a final product today.

Part III, Rule 6

Alderman Shelton shared that he believed the Board should have a clear understanding of what needed to be included in the minutes. He stated a desire that all direction to staff and consensus of the Board be captured in the minutes. Manager Smith provided background information on recent conversations with Alderman Shelton and Mayor Barnhardt regarding confusion over a Board member's statement versus Board direction and what consensus entailed. Mayor Pro Tem Linker suggested restating a consensus or conclusion during the meeting to ensure that it was captured in the minutes. Mayor Barnhardt stated that she had started doing that in recent meetings and asked Attorney Short if the Rules of Procedure needed to be updated to reflect the practice. Attorney Short stated there were many directions to staff that didn't necessarily need to be captured in the minutes and it depended upon how specific the Board wanted the minutes to be. Alderman Shelton suggested a comment be added after 6(a), "They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion" to state "or request for consensus". Manager Smith recommended the Board consider defining consensus by actual vote moving forward. Board members voiced their agreement. No changes were made to the drafted Rules of Procedure.

Part III, Rule 7

There was discussion regarding 7(b). No changes were proposed.

Part IV, Rule 8

Mayor Barnhardt suggested adding a section (d) requiring the Board to review these ROP at each organizational meeting of the BOA. Attorney Short questioned adding that into the ROP, but ultimately

deferred to the Board. Board members voiced opinions on when would be the best time for review. After discussion, Manager Smith offered for staff to draft a potential section (d) for Board review.

Part V, Rule 10(c)(1)

There was discussion about “written notice of the meeting...being delivered to the mayor and each board member”. Attorney Short confirmed that email to board members is included under the existing verbiage.

Part V, Rule 10

Attorney Short pointed out a necessary change on (d) “only if the board first unanimously determines...”

Part VI, Rule 13(a)(4)

Mayor Barnhardt pointed out staff recommendations and markups for Rule 13. There was discussion regarding the deadline to send agenda items to the manager or clerk at least twelve days before the date of the meeting, which reflects the current practice. It was pointed out that the Board can amend the agenda to add items during the meeting. Alderman Shelton was in favor of the twelve-day deadline for everyone else but felt Board members should be able to add items for discussion up to a week before the meeting. He also requested updated verbiage in 13(a)(1) to reflect that the mayor approves the draft agenda before it is sent out. Manager Smith replied that updates in 13(a)(2) were made to reflect the mayor’s review. Mayor Barnhardt asked if it would be possible for the mayor to review the draft agenda when items are received at the twelve-day mark. Manager Smith responded that between the twelve-day deadline and the time the agenda packet is delivered to the mayor for review, materials are still being gathered and vetted to determine if they are ready for review, but the clerk can provide a draft agenda at any time with an idea of the status of different items. Mayor Barnhardt asked if the Board wanted to change “twelve” to “five” on 13(a)(2). Alderman Costantino stated that as long as the Board could add items to the agenda the day of, he had no problem with the way it is. Alderman Shelton stated he liked seven days but could live with twelve. No change was made. Mayor Pro Tem Linker pointed out the error on 13(a)(4); “twelve days” should be “five days”.

Part VI, Rule 22

There was discussion on the requirement of a second for motions. Mayor Barnhardt polled the Board for opinions on whether a second should be required and Alderman Costantino, Mayor Pro Tem Linker, and Alderman Cannon were in favor of requiring a second on motions. The wording will remain as written in the draft.

Mayor Barnhardt stated discussion would pick back up next time at end of Rule 13.

Adjourn

ACTION: Alderman Costantino made a motion to adjourn. Alderman Shelton seconded the motion. The motion passed 4-0. The meeting ended at 5:59 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, February 13, 2023
6:00 p.m.**

Present: Mayor Brittany Barnhardt, Mayor Pro Tem John Linker, Alderman Jim Costantino, Alderman Doug Shelton, Alderman Jeff Cannon

Staff: Town Manager Larry Smith, Fire Chief / Public Works Director Jason Hord, Police Chief Mark Cook, Finance Officer Shelly Shockley, Town Planner E. Schwartz-Laubhann

Call to Order: Mayor Barnhardt called the meeting to order at 6:05 p.m.

Moment of Silence: Mayor Barnhardt led a moment of silence.

Pledge of Allegiance: The Pledge of Allegiance was led by Mayor Barnhardt.

1. Approval of the Agenda

ACTION: Mayor Pro Tem Linker made a motion to approve the agenda with former item 9 (Discussion and Possible Action of Stewart Civic Park Master Plan Proposal) and former item 10 (Discussion of Stewart Feasibility Study Update) moved before former item 6 (Public Hearing for Rezoning of 649 102, 385 Railroad St, from CB to RL). Alderman Costantino seconded the motion. The motion passed 4-0.

2. Approval of the Consent Agenda

A. Approval of the Minutes

- 1) Regular Meeting January 9, 2022
- 2) Special Meeting January 12, 2023
- 3) Planning Retreat January 26, 2023

B. Departmental Reports (*Reports in Board packet*)

C. Financial Reports (*Reports in Board packet*)

ACTION: Alderman Costantino made a motion to approve the consent agenda as presented. Alderman Shelton seconded the motion. The motion passed 4-0.

3. Citizen Comments – There were no citizen comments.

4. Guest Presentation

Rowan County Tax Assessor’s Office

Rowan County Assessor Wendell R. Main II was unable to attend the meeting, but Chief Appraiser Wes Thompson made a presentation to the Board regarding the 2023 Revaluation process. The presentation was provided for the record.

5. Town Manager’s Update

Manager Smith reviewed items from his report and commended staff and the Police Department specifically for the community outreach meeting. Manager Smith pointed out that Chief Cook broke out some of the information in his report that was requested at the last regular meeting and invited Chief Cook to clarify some of the figures. Mayor Barnhardt stated she liked the breakdown of calls for service and asked if there was a Board consensus. There was consensus to continue to show information with the breakdown on the report for the next few months.

Manager Smith shared that Finance Officer Shockley was asked to break down the unassigned fund balance and included that as the last page of the Finance Report in the packet. Manager Smith asked for feedback on the Capital Project Ordinance examples shown for the Transformational Projects.

ACTION: Alderman Shelton made a motion to proceed with example 3 (TAP CPO). Alderman Costantino seconded the motion. The motion passed 4-0.

New Business

6. Discussion and Possible Action

Stewart Civic Park Master Plan Proposal

At its special meeting on January 12, 2023, the Board of Aldermen asked Stewart Consultants to provide a proposal for the Civic Park Master Plan. Stewart consultant Emily Blackwell Hsiao reviewed an updated version of the GQ Transformation Projects presentation showing expanded information on the cost estimates and timelines. The updated presentation also showed only the Board’s preference for the Town Square project instead of the two options shown in the initial presentation.

Ms. Hsiao discussed with the Board the specifics of each of the projects. She stated public engagement would be an important part of the process. There was discussion on the grant application process and sources for funding. Board members asked whether working on some of the smaller projects now would hurt a grant application. Ms. Hsiao responded that taking care of safety issues like repaving could help with a grant application by showing the Town was serious.

Mayor Barnhardt asked what the consultants would need to move forward. Ms. Hsiao stated that based on what they were hearing from the Board, the Town Square was the highest priority. She hoped to know more about funding after meeting with Duke later in the week. Ms. Hsiao confirmed there likely wouldn’t be any funding opportunities to help with the Phase I improvements for the Civic Park. Items 3A-3E on the presentation could be completed at any time. Alderman Shelton stated he would personally put the Civic Park projects ahead of the streetscape. Ms. Hsiao responded they were hearing that from him, but not from any other Board members.

Mayor Barnhardt suggested that the next steps would include the Board sitting down and identifying priorities in the design, survey, and feasibility based on the numbers for the projects and asked that the Stewart consultants bring back as many options for funding as possible and show where they would fall on the timelines. Ms. Hsiao stated that if the Board wanted to let Stewart know how much they had to spend to get started, Stewart could advise how they would approach the projects.

7. Discussion

Stewart Feasibility Study Update

The Board combined this discussion with the previous item.

- 8. Public Hearing** **Rezoning of 649 102, 385 Railroad St, from CB to RL**
- A. Staff Presentation** **Planner Schwartz-Laubhann**
Planner Schwartz-Laubhann provided an overview of the rezoning application and the staff report and recommendation from the agenda packet.
- B. Applicant Presentation** **Emilie and Brian Scharf**
The applicants were present and available for questions from the Board.
- C. Public Hearing**
- 1) Opened: Mayor Barnhardt opened the public hearing at 7:33 p.m.
 - There were no comments from the public.
 - 2) Closed: Mayor Barnhardt closed the public hearing at 7:33 p.m.
- D. Board Discussion and Decision**
Mayor Pro Tem Linker stated that the staff report mentioned that the Central Business allowed for mixed-use and that there was residential across the street. He also stated that the Planning Board recommended the rezoning. He stated he was in favor of the rezoning based on those things. Alderman Shelton asked about the zoning of the adjacent properties and Planner Schwartz-Laubhann stated there were mostly CB and LI and stated that there were other RL properties in the downtown. Alderman Costantino asked for and received confirmation that the plans for the property were for a single-family home. It was determined that the property has access to the road as well as to water and sewer and that it has already been subdivided.
- ACTION:** Alderman Costantino made a motion to approve the rezoning of parcel 649 102 from Central Business to Residential Low Density and adopt the Statement of Consistency as presented. Alderman Shelton seconded the motion. The motion passed 4-0.

Old Business

Mayor Barnhardt asked if there was consensus to table items 9 (Discussion and Possible Action on Fund Balance Policy Amendment) and 10 (Discussion and Possible Action on Sponsorship Guidelines) to another meeting due to time. There was consensus.

- 9. Discussion and Possible Action** **Fund Balance Policy Amendment**
After the Fund Balance Policy was adopted at the December 12, 2022 meeting, Finance Officer Shockley became aware of new information and recommended that the Board adopt amendments to the policy to remove the range of the unassigned fund balance and replace it with a minimum.
- ACTION:** The item was continued by consensus.

- 10. Discussion and Possible Action** **Sponsorship Guidelines**
The Board discussed the guidelines at the January 9, 2023 Regular Meeting, but decided not to take action before receiving legal opinions on different aspects.
- ACTION:** The item was continued by consensus.

New Business (Continued)

11. Discussion

Committee Updates

At its January 26, 2023 meeting the Board gave staff direction to develop a schedule and proposal for how often advisory boards and committees should report to the Board. This item was added to the agenda as a placeholder for those updates. Mayor Barnhardt asked if the Board would like to continue the item due to time. No Board members voiced any issues with continuing the item.

12. Discussion

Board Room Technology Upgrades

Individual Board members asked that this be placed on the agenda for discussion and Board direction after the January 12, 2023 special meeting. Mayor Barnhardt stated that she would like the Board to support purchasing new equipment or giving direction to staff as a consensus for cosmetic upgrades of the Board Room. Manager Smith asked the Board to work the upgrades into the upcoming budget. Mayor Barnhardt asked if there was currently funding for new laptops and Manager Smith stated that he would look into the request along with pending staff requests for new equipment. Mayor Barnhardt asked if there could be a presentation at the February 23, 2023 Planning Retreat on equipment upgrades and Manager Smith responded that he would try to have it ready.

13. Proclamation

Black History Month

Mayor Barnhardt shared that the Board had a proclamation recognizing February Black History Month.

14. Board Comments

- Alderman Cannon asked if adding items to the agenda and then tabling them because of time was routine.
 - Mayor Barnhardt responded that historically it was. She shared that items are added to the agenda as placeholders so they don't get lost but stated that she was willing to go back and revisit some of the items that were tabled.
 - Alderman Shelton proposed taking a five-minute recess and coming back to revisit the Fund Balance Policy Amendment.

ACTION: Alderman Shelton made a motion to recess for five minutes. Alderman Costantino seconded the motion. The motion passed 4-0.

The Board recessed at 7:54 p.m.

Mayor Barnhardt called the meeting back into session at 8:02 p.m.

Revisited Item 9. Discussion and Possible Action

Fund Balance Policy Amendment

After the Fund Balance Policy was adopted at the December 12, 2022 meeting, Finance Officer Shockley became aware of new information and recommended that the Board adopt amendments to the policy to remove the range of the unassigned fund balance and replace it with a minimum. Finance Officer Shockley reviewed the recommended amendments and the reasoning for the updated recommendations with the Board.

ACTION: Alderman Cannon made a motion to adopt Resolution 2023-01 to adopt the amended Town Fund Balance Policy. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

Revisited Item 10. Discussion and Possible Action

Sponsorship Guidelines

The Board discussed the guidelines at the January 9, 2023 Regular Meeting, but decided not to take action before receiving legal opinions on different aspects. Mayor Barnhardt shared a handout of sample sponsorship guidelines she found and liked. She stated she didn't agree with everything in the example policy she provided but was especially in favor of replacing the specific statements in the

drafted GQ policy with a statement of appropriateness such as shown in the sample, “the Town reserves the right, in its sole discretion, and without explanation to reject any offer of sponsorship.” Alderman Shelton stated that the only issue he had with the GQ drafted policy was that it lacked definitions. There was discussion on who would be making the decisions on approving sponsors. Alderman Cannon stated the Board didn’t have time to review every application. There were questions on what would be acceptable and legally defensible. Mayor Barnhardt asked if the Town could ask Attorney Short to write the policy.

ACTION: Alderman Shelton made a motion to table the item until the next called meeting. Alderman Costantino seconded the motion. After discussion on when Attorney Short would be available, Aldermen Shelton and Costantino withdrew the motion and second.

ACTION: Mayor Pro Tem Linker made a motion to table the event sponsorship guidelines discussion until the March Regular Board of Aldermen meeting. Alderman Costantino seconded the motion. The motion passed 4-0.

15. Announcements and Date Reminders

A.	Thursday	February 16	7:30 a.m.	Power in Partnership Breakfast
B.	Monday	February 20	6:00 p.m.	Zoning Board of Adjustment
C.	Tuesday	February 21	3:30 p.m.	Revitalization Team
D.	Wednesday	February 22	5:30 p.m.	CRMPO TAC
E.	Thursday	February 23	9:00 a.m.	Planning Retreat
F.	Thursday	February 23	11:00 a.m.	EDC Annual Meeting
G.	Monday	March 6	6:00 p.m.	Planning Board
H.	Wednesday	March 8	5:00 p.m.	Centralina Executive Board Meeting
I.	Thursday	March 9	6:00 p.m.	Community Appearance Commission
J.	Monday	March 13	5:00 p.m.	Budget Workshop
K.	Saturday	April 29	TBD	Staff & Volunteer Appreciation Event

Adjournment

ACTION: Alderman Costantino made a motion to adjourn. Alderman Cannon seconded the motion. The motion passed 4-0.

The meeting ended at 8:28 p.m.

Respectfully Submitted,
Aubrey Smith
Town Clerk



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
PLANNING RETREAT
MEETING MINUTES
Thursday, February 23, 2023, 9:00 a.m.**

Present: Mayor Brittany Barnhardt, Mayor Pro Tem John Linker, Alderman Jim Costantino, Alderman Doug Shelton, Alderman Jeff Cannon

Staff: Town Manager Larry Smith, Town Clerk Aubrey Smith, Police Chief Mark Cook, Fire Chief / Public Works Director Jason Hord, Town Planner Schwartz-Laubhann

Call to Order: Mayor Barnhardt called the meeting to order at 9:01 a.m.

1. Approval of Agenda

ACTION: Mayor Pro Tem Linker made a motion to approve the agenda. Alderman Costantino seconded the motion. The motion passed 4-0.

2. Review and Agreement on Ground Rules for the Day

Manager Smith pointed out the posted ground rules. He shared they were standard for retreats and asked if there were any questions or changes after he reviewed them with the Board. There were no changes.

3. Review and Agreement on Objectives for the Day

Manager Smith reviewed the posted objectives with the Board.

4. Town Manager Operations and Major Items Overview

Manager Smith presented a PowerPoint on Operations and Major Items Overview. The presentation was provided to the Board as a handout and will be available electronically after the meeting.

Manager Smith began by reviewing successful and unsuccessful characteristics of planning and budgeting cycles in local government. He commended the Board on setting strategic goals, undertaking the redesign of the CLUP, and completing master plans. Manager Smith reviewed the planning and budgeting process from identification to project work planning and on through completion. Manager Smith shared Governing Body and Admin accomplishments from the past year including staffing, strategic planning, annexation/growth planning, the CLUP/UDO rewrite, enhanced levels of service such as the recent community policing, the audit's removal of the "inherent limitations to segregation of duties" deficiency, and tackling Transformational Projects that have previously been "untackle-able".

Manager Smith shared some of the major goals for the upcoming year that included staffing, continued progress with Transformational Projects, the TAP parks connectivity project, and continued Strategic

Plan and Master Parks plan implementation. Manager Smith also reviewed the Finance and Planning accomplishments and goals from the presentation. There was discussion on code enforcement and how issues were being reported. Mayor Pro Tem Linker stated the priority for him was that quality-of-life issues were being addressed. Alderman Shelton stated he liked the complaint-driven approach and agreed that grievous issues should be addressed first. Manager Smith asked that the Board continue to provide feedback moving forward.

Manager Smith reviewed updates related to the Downtown Master Plan including the Town Square project, branding, and wayfinding signs. The wayfinding signs and locations will come before the Board for feedback.

5. Department Head Presentations

A. Police

Chief Cook presented to the Board the Police Department's newly rewritten mission and core values. He updated the Board on the accomplishments and goals of the Police Department that were included in the presentation. Accomplishments included unfreezing and filling the sixth full-time officer position, beginning more proactive community policing initiatives, increasing the number of community activities, increasing involvement in community events, enhancing DEI goals in department staffing, equipping officers with new 9mm pistols, obtaining a GCC grant for new tasers, and purchasing a new speed sign for traffic data collection to monitor traffic safety issues. 2023-2024 goals include building trust within the community, cultivating a safer and more inclusive community, reducing the current case log by 30%, and increasing department training hours.

There was discussion on the types of community engagement activities that the Police Department would be holding including Coffee with a Cop and Pizza with Police to be held in the parks. Mayor Pro Tem Linker shared a recent positive experience when an officer stopped in his neighborhood and spoke to several residents. He stated he would like to see more of this type of engagement and increased visibility. He suggested more community meetings for the larger subdivisions in the area.

There was discussion on retention and recruitment. The Police Department's benefits package and equipment are very competitive with the Sheriff's Office. Specifically, pay is similar, but deputies are required to pay towards their medical insurance, Colonial accident insurance, and must pay their own PBA dues. They also have to purchase their own boots, gun lights, and rifle sights.

B. Fire

Chief Hord presented to the Board the Fire Department's mission statement and goals included in the presentation. He shared the accomplishments from the past year including the number of calls responded to, the restart of the Safe Kids program, the ISO 1 rating, relationships with mutual aid partners, and obtaining the medium rescue certification. He shared what the Fire Department was seeking for the new year including the promotion of Lieutenants to Captains, the addition of three engineers, continued utilization of part-time firefighters 24 hours a day, moving current volunteer Captains to Lieutenants, and moving the Assistant Chief to a part-time hourly position.

C. Public Works

Chief Hord shared Public Works' objectives for the next year and the measurements for each. One of the objectives is purchasing a work order system that would include an option for someone to enter a work order from the website. He reviewed accomplishments including the purchase of a new backhoe loader, the addition of another truck, a new flail mower, and in-house training for the maintenance and repair of items that may have been contracted out before. The key initiatives for

the next year in addition to the new work order system include adding weekend personnel, replacing the 1994 dump truck, training on sidewalk demolition, and continued priority on training and safety.

D. Parks and Recreation

Chief Hord shared the Parks and Recreation Department's goals and accomplishments for the year. The key initiatives for the year include the completion of several Civic Park projects including the Civic Park Master Plan. Alderman Shelton asked if the Board came up with a substantial amount of money, what would Chief Hord do with it? Chief Hord responded that he would address safety issues at the Civic Park. Mayor Barnhardt suggested removing the asphalt on the Civic Park trails and leaving the trails natural until the master plan is completed.

6. Board Comments

- Mayor Pro Tem Linker asked if there were any updates from the Planner.
 - Planner Schwartz-Laubhann replied that having an updated UDO will be very helpful.
- Alderman Costantino asked for an update on the Stoneglenn development.
 - Chief Hord responded that the former contractor didn't have a license so the town issued a stop-work order. The project will be going back up for bid.
- Alderman Shelton stated the Board needed to provide direction on communication to citizens and having a digital presence in the new fiscal year.
- Alderman Costantino asked about using ARPA funds for Transformational Projects at the Civic Park.
 - Manager Smith replied that the discussions on Transformational Projects with Stewart and the Board would address how some of the "low-hanging fruit" could be tackled and how the upcoming budget could be adjusted accordingly.

Adjourn

ACTION: Alderman Shelton made a motion to adjourn. Alderman Costantino seconded the motion. The meeting ended at 11:05 a.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk



Town of Granite Quarry Fire Department

Established May 15th, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



Board Report March 2023 Chief Hord

Emergency Calls for Service February 2023

26 calls in district

- 17 - EMS (including strokes, falls, diabetic, CPR and other medical needs)
- 3 - public service
- 1 - Fire Alarms
- 4 - Assist invalid
- 1 - Electrical problem

3 calls to Salisbury

- 1 - Alarm/Structure, EMS calls canceled en-route
- 2 - Structure fires

9 calls to Rockwell Rural

- 4 - EMS
- 2 - Structure fires
- 2 - Motor Vehicle Accidents
- 1 - Cancelled en route

2 calls to Union

- 1 - EMS
- 1 - Cancelled en route

1 call to Rockwell City Cancelled en route

1 call to South Salisbury cancelled en route

2 calls to Spencer

- 1 - Structure fire
- 1 - Cancelled en route

2 calls to Faith

- 1 - EMS
- 1 - Structure fire

2 calls to East Spencer

- 1 - Cancelled en route
- 1 - Structure fire

TOTAL – 48

ACTIVITIES

- Daily activities include apparatus & equipment checks, training, station maintenance, pre-plan development, hose and hydrant maintenance, water points, emergency response, public education, inspections, and the assistance of other divisions within the Town of GQ.
- Monthly training included E.M.T continuing education and Joint Training with Faith F.D.
- Multiple days of ladder training, water point training, hose evolutions, extrication tool familiarization, and district familiarization. Weekly shift training/ officer's choice.
- Car Seat Check Station on Thursday from 1 p.m. to 4 p.m. – 4 seats installed/checked.
- Grounds care on Thursdays
- Communities in school visits on Thursdays.
- Career day at Granite Elementary School

E-571

- Mileage – 20363
- Hours – 1815

E-572

- Mileage – 40671.0
- Hours – 3292.0

R-57

- Mileage – 37954.3
- Hours – 3480.5

SQ-57

- Mileage – 5681
- Hours – 746



February Work 2023 Public Works Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- PM check on generator
- Leaf pickup bi-weekly
- Nature trail maintenance weekly
- Filled various potholes
- Updated 3 stop signs.
- Pressure washed tennis and basketball courts.
- Pressure washed all “granite” tables at parks.
- Installed grill at Legion.
- Opened restrooms at Civic Park for the season.
- Lake Park shelter rewired

2007 Ford Truck	Mileage – 64,105	+48 miles
1995 Ford Dump Truck	Mileage – 44,320	+220 miles
2009 Ford Truck	Mileage – 93,339	+181 miles
2019 Ford Truck F350	Mileage – 18,750	+303 miles
2022 Chevy Silverado	Mileage – 10,655	+1127 miles

Planning Monthly Report

February 2023



Permits

- 8 Permit Applications
- 8 Permits approved
- 0 Permits denied

Date	Address	Permit/Subdivision	Status
3-Feb-23	1008 Loganberry Ln	Driveway	Approved
3-Feb-23	1020 Loganberry Ln	Driveway	Approved
3-Feb-23	780 Stone Rd	New Single Family Dwelling	Approved
3-Feb-23	3285 Stokes Ferry Rd	Addition	Approved
6-Feb-23	144 S. Salisbury Ave	Sign	Approved
13-Feb-23	403 Elm Str	Accessory Building/Storage Building	Approved
20-Feb-23	111 Crook St	Driveway	Approved
23-Feb-23	226 S. Cleo Ave	Addition	Approved

Planning/Zoning Review

Inquiry	Zoning	Comments
623 299	RL	New Single Family House
356 346	RL	Stone Road Future Recombination
066B003	HB	Possible Self Storage Unit with CD-zoning
623 299	RL	Additions: Garage, porch, mud room
650A029,650019, 650A032, 654A040, 650A039, 650A039, 650A031, 650A036	RL	Phase III Granite Commons preliminary plat received
609 135	RL,LI,RH	Future rezoning & subdivision

Planning Board. Met 6/Feb/2023 – Continued Granite Quarry Development Ordinance Project with N-Focus.

Zoning Board of Adjustment. Reviewed training material for Quasi-Judicial boards.



PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Granite Quarry

Updated
March 3, 2022

MH - Minimum Housing / OL - Overgrown Lot / JV - Junk Vehicle / JP - Junk Pile (open storage) / AC - Animal Control / ZV - Zoning Violation / Open Red - Open Active Case / Open Yellow - Open Inactive Case / Abated Green - Case Closed & Cleared / Unfounded Blue - No Violation Found, Case Closed / NOV - Notice of Violation / NOH - Notice of Hearing / FOF - Finding of Fact		
ADDRESS	VIOLATION	STATUS
308 Legion St	JP	NOH
518 Railroad St	MH	FOF
518 S Main St	JP/JV	FOF
111 W Lyerly St	MH	FOF
504 S Salisbury Ave	MH	Owner states will be cleaned up in March
1280 Dunns Mtn Rd	ZV	NOH
1190 Summer Ln	MH/JP/JV	NOH
315 N Oak St	MH/OL	12/16
344 Brookwood Dr	MH/OL	12/16
720 S Main St	ZV	FOF
302 W Peeler St	JV	11/30
341 Brookwood Dr	JP/OL	NOH
221 S Oak St	MH	NOH
604 N Salisbury	JV	ABATED
106 E Church St	JP	NOH
702 W Campbell Ave	JP	NOH
150 Queeners Ct	JP/JV	Property in ETJ but working to get it abated
411 S Main St	JV	ABATED
303 S Oak St	JP/OL	NOH
507 Troutman Rd	JP	New Case burned house remains 01/19
Norfolk Southern	OL	NOH
1103 Crestview	JP	Significant Progress
313 Yost Farm Rd	JP/JV	2/24
1304 Stonewyck Dr	JV/ZV	NOH
818 N Salisbury Ave	JP	2/24
810 N Salisbury Ave	JP	Significant Progress
806 N Salisbury Ave	JP	2/24
412 Lake Dr	JP	2/24



PROTECTING QUALITY OF LIFE

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Town of Granite Quarry

Updated
March 3, 2022

616 S Salisbury	JP	3/20
618 N Salisbury	JP/JV	3/30
410 S Main St	ZV	3/15
504 S Main St	JP/JV	3/20
119 Yost Farm Rd	JP	3/30
730 White Rock Ave	JP	3/30
303 Legion St	JP	3/30
215 Park Ave	JP/JV	3/20
265 Dunns Mtn Ch Rd	MH	3/30
720 S Salisbury	ZV	3/15
410 S Main St	ZV	3/15
455 Stone Rd	ZV	3/15
626 S Main St	ZV	3/15
123 N Main St	JV	3/20
207 Balfour Quarry Rd	JV	3/20
706 S Salisbury	JP/OL	3/20
316 Kluttz St	JP/JV	3/30

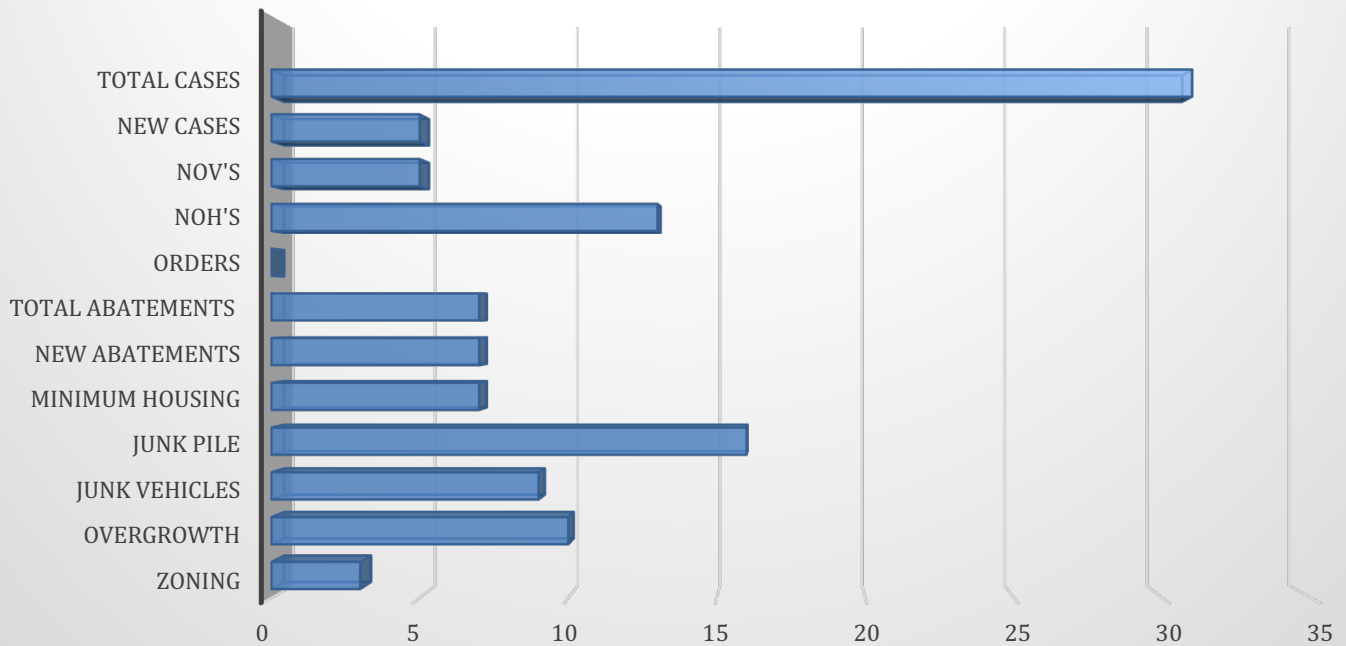


Alliance Code
Enforcement LLC

PROTECTING QUALITY OF LIFE
Monthly Report
Town of Granite Quarry

Updated
March 3, 2022

By the Numbers



	Zoning	Overgro wth	Junk Vehicles	Junk Pile	Minimu m Housing	New Abateme nts	Total Abateme nts	Orders	NOH's	NOV's	New Cases	Total Cases	
■ Amounts	3	10	9	16	7	7	7	0	13	5	5	31	



Granite Quarry-Faith Joint Police Authority

P.O. Box 351 • 143 North Salisbury Ave, Granite Quarry, NC 28072
Office: (704)279-2952 • Fax: (704)279-6648



Police Department Report

March 2023

- Call volume report for the month of February 2023:
- See Attached for Total Calls for Service.
- Date of Report: 03/06/2023

- Total calls for service/activities – 1151
 - 1063 Officer Generated Calls
 - 207 Dispatched Calls for Service
- Calls for service/activities Granite Quarry:
- Calls for service/activities Faith:
 - Incident Reports- 10
 - Arrest Reports- 13
 - Crash Reports- 4
 - Traffic Citations- 36

- The following is the ending and average mileage for each vehicle by month:

131 Chevy Impala-	End-	78,085
141 Ford Taurus-	End-	87,921
161 Ford Utility-	End-	78,344
171 Ford Utility -	End-	59,943
172 Ford Utility -	End-	96,448
173 Ford Utility -	End-	47,924
181 Ford F150 -	End-	87,575
191 Dodge Durango -	End-	48,034
201 Ford Utility-	End-	29,869
211 Ford Utility-	End-	17,631
212 Ford Utility-	End-	42,898

- Other Information:
 - Drug Collection Box. February 2023: 24.11 pounds collected.
 - February CID Report. 8 Cases assigned; 9 Cases cleared; 56 follow-ups conducted; 108 open assigned cases.
 - Officers completed 63 hours of in-service or continuing education training in February.

GQPD

Number of Events by Nature

CFS Feb 2023 Granite Quarry

Nature	# Events
103A4 ADMIN (OTHER)	1
104B01 ATM ALARM	1
104C2 COMMERCIAL BURG (INTRUSI	8
104C3 RESIDENTIAL BURG (INTRUSI	4
104D3 RESIDENTIAL HOLDUP/PANIC	1
104O1 ADMIN-REFERAL	1
110D2 RESIDENTIAL B&E	1
112D2 DECEASED (SUDDEN)	1
113D1 DISTURBANCE / PHYSICAL	1
113D2 DISTURBANCE / VERBAL	1
114D2 VERBAL DOMESTIC	1
115D1 DRIVING UNDER INFLUENCE	3
118B2 FRAUD-PAST FORGERY	1
118D2 FRAUD-FORGERY	1
119D2 THREAT	1
121O2 MENTAL COMMITMENT	1
123D1 MISSING PERSON (AT RISK)	1
125B1 CHECK WELFARE - ROUTINE	2
125B2 LOCKOUT - ROUTINE	5
125D1 CHECK WELFARE-URGENT	2
129B2 SUSPICIOUS VEH (PAST)	1
129B3 SUSPICIOUS CIRCUM (PAST)	1
129C1 SUSPICIOUS PERSON	4
129C3 SUSPICIOUS VEHICLE	4
129C5 SUSPICIOUS CIRCUMSTANCE	4
130B1 LARCENY (ALREADY OCC)	1
130D1 LARCENY	3
131O2 TRAFFIC - INFORMATION	2
132A1 ABANDONED VEHICLE	2

Nature	# Events
132C1 SEVERE TRAFFIC VIOLATION	1
133D1 TRESPASSING	3
911 HANG UP	13
ASSIST FIRE DEPT	1
ASSIST MOTORIST	2
BUSINESS OR HOUSE CHECK	797
COMMUNITY PROGRAM	8
DELIVER MESSAGE	9
FOLLOWUP	38
GENERAL INFORMATION	6
MISDIAL	11
OPEN DOOR	1
PARK CHECK	1
REPOSSESSION	1
SCHOOL SECURITY CHECK	4
SEARCH WARRANT	1
SUBPOENA SERVICE	4
TRAFFIC CHECK	7
TRAFFIC CONTROL	2
TRAFFIC STOP	28
VEHICLE ACCIDENT PROP DAMAGE	3
WATER PROBLEM	1
Total	1002

GQPD

Number of Events by Nature

CFS Feb 2023 Faith

Nature	# Events
101C5 CUSTODY ISSUE	1
104C2 COMMERCIAL BURG (INTRUSI	5
104C3 RESIDENTAL BURG (INTRUSI	1
112D2 DECEASED (SUDDEN)	1
115D1 DRIVING UNDER INFLUENCE	2
119D3 HARASSMENT	1
120D1 INDECENCY/LEWDNESS	1
129C1 SUSPICIOUS PERSON	2
129C3 SUSPICIOUS VEHICLE	1
130D1 LARCENY	1
131A1 TRAFFIC ACCIDENT - PAST	1
133D1 TRESPASSING	1
911 HANG UP	6
ASSIST FIRE DEPT	1
BUSINESS OR HOUSE CHECK	102
DELIVER MESSAGE	2
FOLLOWUP	4
GENERAL INFORMATION	1
MISDIAL	3
TRAFFIC STOP	8
WARRANT SERVICE	1
Total	146



Finance Department

Breakdown by Department:
As of February 28, 2023

Department	Budgeted	Encumbered	YTD	
Revenues:	<u>4,010,280</u>		<u>2,828,860</u>	<u>71%</u>
Total Revenues:	\$ 4,010,280		\$ 2,828,860	71%
Expenses:				
Governing Body	1,131,744	32,750	87,269	11%
Administration	621,023	500	340,892	55%
Public Works	341,475	360	218,737	64%
Police	938,996	15,788	548,443	60%
Fire	598,990	16,975	383,593	67%
Streets	126,102	-	67,870	54%
Sanitation	175,000	-	116,578	67%
Parks & Recreation	<u>76,950</u>	<u>3,750</u>	<u>44,126</u>	<u>62%</u>
Total Expenses:	\$ 4,010,280	\$ 70,123	\$ 1,807,508	47%
Expense to Revenue:				64%

Please see the Budget Vs. Actual Report attached for individual line items

Revenues:					
Account	Budget	YTD	Variance	%	Notes
01-3100-12 Taxes - Budget Year	1,121,777	1,096,281	(25,496)	98%	1
01-3100-17 Tax Penalties & Interest	3,700	3,578	(122)	97%	1
01-3101-12 Taxes - Prior Years	7,000	9,477	2,477	135%	1
01-3102-12 Vehicle Tax	142,823	102,626	(40,197)	72%	
01-3230-31 Local Option Sales Tax	963,578	695,460	(268,118)	72%	
01-3231-31 Solid Waste Disposal Tax	2,374	1,807	(567)	76%	
01-3300-36 Grants	24,480	-	(24,480)	0%	
01-3316-32 Powell Pave & Patch Funds	89,302	92,003	2,701	103%	2
01-3322-31 Beer & Wine - State	12,762	-	(12,762)	0%	
01-3324-31 Utilities Franchise Tax	137,447	70,105	(67,342)	51%	
01-3330-84 County First Responders	4,020	2,680	(1,340)	67%	
01-3413-89 Miscellaneous Revenue	2,900	1,828	(1,072)	63%	
01-3431-41 Police Authority Revenue_Faith	146,000	73,000	(73,000)	50%	
01-3431-45 Police Report Revenue	100	90	(10)	90%	
01-3431-89 Police Miscellaneous	1,100	676	(424)	61%	
01-3451-85 Property Damage Claims	-	2,700	2,700	100%	3
01-3471-51 Environmental Fee Collection	178,500	104,697	(73,803)	59%	
01-3491-41 Subdivision & Zoning Fees	5,500	6,917	1,417	126%	
01-3613-41 Parks Miscellaneous	21,000	11,440	(9,560)	54%	
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	-	(50,000)	0%	
01-3831-89 Interest on Investments	3,000	50,511	47,511	1684%	4
01-3834-41 Park Shelter Rentals (Maint)	3,750	5,290	1,540	141%	5
01-3835-80 Police Surplus Items Sold	1,350	2,580	1,230	191%	6
01-3835-81 Surplus items Sold	1,000	3,477	2,477	348%	7
01-3837-31 ABC Net Revenue-Co.	11,400	11,678	278	102%	
01-3982-96 Transfer In - ARPA Fund	-	479,958	479,958	100%	
01-3991-99 Fund Balance Appropriated	1,075,417	-	(1,075,417)	0%	8
	4,010,280	2,828,860	(1,181,420)	71%	

Notes:

- 1 A majority of Ad Valorem Taxes are received in the first few months of the fiscal year
- 2 Received both Powell Bill allocations for the Fiscal Year
- 3 Storm damage to Lake Park fence covered by insurance
- 4 Invested a large amount in the NC Capital Management Trust (see details on Interest on Investments page)
- 5 Includes GQ Civitans annual rental fee of \$1,200
- 6 Includes sale of surplus pistols
- 7 Includes sale of sickle bar and multiple other items
- 8 Fund Balance Appropriated = Budget as Adopted + Budget Amendments as follows:

Budget As Adopted (Fire Stipend)	50,000.00
#1 CLUP/UDO	65,500.00
Transformational Project CPO	959,916.71
Total Fund Balance Appropriated	1,075,416.71

Governing Body:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4110-02 Mayor/Aldermen Salary	18,745	-	8,934	9,811	48%	
01-4110-09 FICA Expense	1,434	-	683	-	48%	
01-4110-14 Insurance - Workers Comp	50	-	36	14	72%	9
01-4110-18 Professional Services	85,500	32,750	45,485	7,265	92%	10
01-4110-26 Office Expense	900	-	307	593	34%	
01-4110-31 Training & Schools	900	-	210	690	23%	
01-4110-40 Dues & Subscriptions	13,565	-	12,462	1,103	92%	
01-4110-45 Insurance & Bonds	1,814	-	1,814	-	100%	9
01-4110-60 Special Projects	24,438	-	1,443	22,995	6%	
01-4110-61 Grants - Nonprofit Grant Program	350	-	100	250	29%	
01-4110-96 Interfund Transfer	959,917	-	15,795	944,122	2%	
01-4110-97 General Fund Contingency	24,131	-	-	24,131	0%	
	1,131,744	32,750	87,269	1,011,724	11%	

Notes:

- 9 Paid once annually at the beginning of the Fiscal Year
- 10 Annual audit complete, CLUP/UDO encumbered

Administration:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4120-00 Salaries - Regular	292,500	-	176,459	116,041	60%	
01-4120-03 Salaries - Longevity	850	-	850	-	100%	
01-4120-07 401K Expense	14,625	-	8,823	5,802	60%	
01-4120-09 FICA Expense	22,442	-	13,304	9,138	59%	
01-4120-10 Retirement Expense	35,584	-	21,404	14,180	60%	
01-4120-11 Group Insurance	37,000	-	24,109	12,891	65%	
01-4120-14 Insurance - Workers Comp	500	-	435	65	87%	11
01-4120-17 Insurance – HRA/Admin Cost	1,200	-	800	400	67%	
01-4120-18 Professional Services	81,500	-	44,104	37,396	54%	
01-4120-22 Banquet Expense	1,700	-	-	1,700	0%	
01-4120-26 Office Expense	9,500	-	5,346	4,154	56%	
01-4120-31 Training & Schools	7,000	-	5,579	1,422	80%	
01-4120-32 Telephone/Communications	4,500	-	2,052	2,448	46%	
01-4120-33 Utilities	4,800	-	3,283	1,517	68%	
01-4120-34 Printing	6,000	-	3,500	2,500	58%	
01-4120-37 Advertising	3,000	-	458	2,542	15%	
01-4120-40 Dues & Subscriptions	3,300	-	775	2,525	23%	
01-4120-44 Contracted Services	19,500	500	12,291	6,709	66%	
01-4120-45 Insurance & Bonds	5,200	-	5,177	23	100%	11
01-4120-62 Committees - CAC	700	-	56	644	8%	
01-4120-68 Tax Collection	16,775	-	11,144	5,631	66%	
01-4120-71 Water Line - Principal	51,536	-	-	51,536	0%	
01-4120-72 Water Line - Interest	1,311	-	942	369	72%	
	621,023	500	340,892	279,631	55%	

Notes:

11 Paid once annually at the beginning of the Fiscal Year

Public Works:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4190-00 Salaries - Regular	134,500	-	82,079	52,421	61%	
01-4190-02 Salaries - Part-Time	45,000	-	31,277	13,723	70%	
01-4190-03 Salaries - Longevity	1,150	-	933	217	81%	
01-4190-07 401K Expense	6,725	-	4,104	2,621	61%	
01-4190-09 FICA Expense	13,820	-	8,743	5,077	63%	
01-4190-10 Retirement Expense	16,455	-	9,935	6,520	60%	
01-4190-11 Group Insurance	25,500	-	15,387	10,113	60%	
01-4190-14 Insurance - Workers Comp	6,500	-	6,444	56	99%	12
01-4190-20 Motor Fuel	16,500	-	9,492	7,008	58%	
01-4190-21 Uniforms	1,600	-	680	920	43%	
01-4190-24 Maint & Repair - Bldgs/Grounds	23,300	-	19,824	3,477	85%	13
01-4190-25 Maint & Repair - Vehicles	5,400	-	5,019	381	93%	14
01-4190-29 Supplies & Equipment	12,500	-	11,022	1,478	88%	15
01-4190-31 Training & Schools	250	-	-	250	0%	
01-4190-32 Telephone/Communications	850	-	457	393	54%	
01-4190-33 Utilities	3,500	-	2,318	1,182	66%	
01-4190-34 Printing	25	-	8	17	31%	
01-4190-35 Maint & Repairs - Equipment	6,100	-	3,782	2,318	62%	
01-4190-40 Dues & Subscriptions	200	-	143	57	71%	
01-4190-44 Contracted Services	17,000	360	2,529	14,112	17%	
01-4190-45 Insurance & Bonds	4,600	-	4,563	37	99%	12
	341,475	360	218,737	122,378	64%	

Notes:

- 12 Paid once annually at the beginning of the Fiscal Year
- 13 Storm damage to Lake Park fence reimbursed by insurance, Board Room and Town Hall front doors
- 14 Includes dump truck tires and other maintenance/repair
- 15 Flail mower purchased

Police:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4310-00 Salaries - Regular	494,750	-	310,212	184,538	63%	
01-4310-02 Salaries - Part-Time	5,000	-	1,403	3,598	28%	
01-4310-03 Salaries - Longevity	2,550	-	2,500	50	98%	
01-4310-07 401K Expense	24,738	-	15,511	9,227	63%	
01-4310-09 FICA Expense	38,426	-	24,374	14,052	63%	
01-4310-10 Retirement Expense	64,848	-	40,452	24,396	62%	
01-4310-11 Group Insurance	91,111	-	55,091	36,020	60%	
01-4310-14 Insurance - Workers Comp	10,614	-	10,613	1	100%	16
01-4310-20 Motor Fuel	36,000	-	18,575	17,425	52%	
01-4310-21 Uniforms	4,400	388	2,772	1,240	72%	
01-4310-25 Maint & Repair - Vehicles	12,400	-	10,673	1,727	86%	17
01-4310-26 Office Expense	1,000	-	259	741	26%	
01-4310-29 Supplies & Equipment	16,390	-	12,200	4,190	74%	
01-4310-31 Training & Schools	4,500	-	2,439	2,061	54%	
01-4310-32 Telephone/Communications	8,000	-	4,624	3,376	58%	
01-4310-33 Utilities	1,725	-	1,168	557	68%	
01-4310-34 Printing	1,000	-	436	564	44%	
01-4310-35 Maint & Repair - Equipment	1,164	400	505	259	78%	
01-4310-40 Dues & Subscriptions	3,650	-	2,047	1,603	56%	
01-4310-44 Contracted Services	23,250	-	18,591	4,659	80%	
01-4310-45 Insurance & Bonds	14,000	-	14,000	-	100%	16
01-4310-54 Cap Outlay - Vehicles	50,000	15,000	-	35,000	30%	18
01-4310-55 Cap Outlay - Equipment	29,480	-	-	29,480	0%	19
	938,996	15,788	548,443	374,765	60%	

Notes:

- 16 Paid once annually at the beginning of the Fiscal Year
- 17 Multiple unanticipated costly repairs to vehicles that would have been surplused if new vehicle were available
- 18 Vehicle upfit encumbered
- 19 Governor's Crime Commission Grant for Tasers

Fire:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4340-00 Salaries - Regular	133,000	-	82,940	50,060	62%	
01-4340-02 Salaries - Part-Time	225,000	-	151,376	73,624	67%	
01-4340-03 Salaries - Longevity	2,200	-	1,946	254	88%	
01-4340-07 401K Expense	7,645	-	4,748	2,897	62%	
01-4340-09 FICA Expense	27,632	-	17,912	9,720	65%	
01-4340-10 Retirement Expense	18,813	-	11,540	7,273	61%	
01-4340-11 Group Insurance	28,000	-	16,669	11,331	60%	
01-4340-14 Insurance - Workers Comp	10,198	-	10,197	1	100%	20
01-4340-17 Firemen's Pension Fund	1,800	-	1,600	200	89%	
01-4340-20 Motor Fuel	8,000	-	5,206	2,794	65%	
01-4340-21 Uniforms	3,000	-	1,971	1,029	66%	
01-4340-25 Maint & Repair - Vehicles	19,500	-	19,113	387	98%	21
01-4340-26 Office Expense	150	-	126	24	84%	
01-4340-29 Supplies & Equipment	70,500	16,975	31,779	21,746	69%	22
01-4340-31 Training & Schools	2,500	-	1,294	1,206	52%	
01-4340-32 Telephone/Communications	4,500	-	2,661	1,839	59%	
01-4340-33 Utilities	6,300	-	4,351	1,949	69%	
01-4340-34 Printing	275	-	170	105	62%	
01-4340-35 Maint & Repair - Equipment	6,500	-	850	5,650	13%	
01-4340-40 Dues & Subscriptions	3,675	-	1,850	1,826	50%	
01-4340-44 Contracted Services	10,000	-	5,762	4,238	58%	
01-4340-45 Insurance & Bonds	9,802	-	9,532	270	97%	20
	598,990	16,975	383,593	198,422	67%	

Notes:

- 20 Paid once annually at the beginning of the Fiscal Year
- 21 Intake relief valves on E571, R57 valves and A/C Repair, Preventative Maintenance
- 22 Rowan County Fire Stipend, Turn Out Gear encumbered

Streets:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4510-18 Professional Services	2,425	-	2,422	3	100%	23
01-4510-29 Supplies & Equipment	975	-	220	755	23%	
01-4510-39 Maint & Repair	10,000	-	5,500	4,500	55%	24
01-4510-55 Cap Outlay - Equipment	9,000	-	7,160	1,840	80%	25
01-4510-71 Debt Service - Principal	50,000	-	25,000	25,000	50%	
01-4510-72 Debt Services - Interest	7,225	-	3,802	3,423	53%	
01-4510-99 Unappropriated Fund Balance	9,677	-	-	9,677	0%	
01-4511-33 Utilities - Street Lights	36,500	-	23,766	12,734	65%	
01-4511-58 Cap Outlay - Bldg/Infrastructure	300	-	-	300	0%	
	126,102	-	67,870	58,232	54%	

Notes:

- 23 Powell Bill maps paid for once annually
- 24 Timber Run sink hole repair
- 25 Snow Plow

Sanitation:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4710-44 Contracted Services	175,000	-	116,578	58,422	67%	
	175,000	-	116,578	58,422	67%	

Notes:

Parks & Rec:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-6130-24 Maint & Repair - Bldgs/Grounds	26,000	3,500	17,529	4,971	81%	26
01-6130-29 Supplies & Equipment	8,400	250	2,959	5,191	38%	
01-6130-32 Telephone/Communications	1,650	-	501	1,149	30%	
01-6130-33 Utilities	16,900	-	9,838	7,062	58%	
01-6130-44 Contracted Services	1,500	-	-	1,500	0%	
01-6130-62 Committees - PERC	22,500	-	13,298	9,202	59%	
	76,950	3,750	44,126	29,074	62%	

Notes:

- 26 Lake Park pole lighting repairs and Lake Park shelter wiring repairs, Playground mulch is encumbered

FEMA Granite Lake Project						
Account	Budget	Encum.	YTD	Variance	%	Notes
<u>Revenues:</u>						
04-3613-26 FEMA Grant	576,286	-	502,170	74,116	87%	
04-3613-36 NC DEM Grant	192,095	-	167,390	24,705	87%	
Total Revenues:	768,381	-	669,560	(98,821)	87%	
<u>Expenses:</u>						
04-6130-18 Professional Services	174,250	8,213	166,037	-	100%	27
04-6130-69 Cap Outlay - Construction	547,619	-	503,524	44,095	92%	28
04-6130-97 Contingency	46,512	-	-	46,512	0%	
Total Expenses:	768,381	8,213	669,560	90,607	88%	

Notes:

- 27 Awaiting final engineering invoices, entire engineering services contract encumbered
- 28 Final amounts for construction

Transformational Project						
Account	Budget	Encum.	YTD	Variance	%	Notes
<u>Revenues:</u>						
08-3981-96 Transfer from General Fund	959,917	-	15,795	944,122	2%	
Total Revenues:	959,917	-	15,795	-	2%	
<u>Expenses:</u>						
08-4930-18 Professional Services	50,000	23,305	15,795	10,900	78%	29
08-4930-58 Cap Outlay - Construction	864,417	-	-	864,417	0%	
08-4930-97 Contingency	45,500	-	-	45,500	0%	
Total Expenses:	959,917	23,305	15,795	920,817	4%	

Notes:

- 29 Stewart contract encumbered

Interest on Investments by Month														
FY 2022-2023														
Acct#	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Interest YTD	Invested Balance
Certificates of Deposits:														
XX7779	418.18	432.13	432.13	-	-	-	-	-	-	-	-	-	1,282.44	Matured
	418.18	432.13	432.13	-	-	-	-	-	-	-	-	-	\$ 1,282.44	\$ -
Money Market Accounts:														
XX9011	126.75	124.59	49.98	38.52	56.62	58.53	66.11	70.54	-	-	-	-	591.64	153,305.28
XX1186	5.32	5.32	5.49	11.51	18.03	18.64	18.64	16.85	-	-	-	-	99.80	62,745.20
ARPA	19.23	28.76	-	-	-	-	-	-	-	-	-	-	47.99	Closed
	151.30	158.67	55.47	50.03	74.65	77.17	84.75	87.39	-	-	-	-	\$ 739.43	\$ 216,050.48
NC Capital Management Trust:														
XX4319	65.72	396.81	4,372.14	6,738.04	8,006.15	9,206.53	9,965.33	9,738.47	-	-	-	-	48,489.19	2,899,534.09
	65.72	396.81	4,372.14	6,738.04	8,006.15	9,206.53	9,965.33	9,738.47	-	-	-	-	\$ 48,489.19	\$ 2,899,534.09
Totals													\$ 50,511.06	\$ 3,115,585

Total Invested Balance	\$ 3,115,585
Cash Balance (As of 2/28/23)	\$ 384,948
Minus Outstanding Transactions (As of 2/28/23)	\$ (28,660)
Total Reconciled Cash Balance	\$ 356,288
Total Available Funds	\$ 3,471,873

Unassigned Fund Balance:

**These amounts are estimates only and intended to give an indication of the fiscal health of Unassigned Fund Balance.*

Unassigned Fund Balance as of July 1, 2022	2,332,082
Revenues as of 2/28/23	2,828,860
Expenses as of 2/28/23	(1,807,508)
Revenues over Expense	1,021,353
Less Encumbered	(70,123)
Less Restricted:	
Powell Bill	(47,900)
Reserved by State Statute	(346,710)
Total Restricted	(394,610)
Less Committed:	
Transformational Project CPO	(944,122)
Governors Crime Commission Grant	(24,480)
TAP Outlay (excluding GQ match)	(440,000)
Total Committed	(1,408,602)
Unassigned Fund Balance as of 2/28/23	\$ 1,480,100

Town of Granite Quarry
Town Manager's Report
March 2023



1. **Meetings.** Literally most of the month since last regular meeting was spent following up on items and preparing for additional meetings. Especially trying to work on upcoming budget and operational planning every chance in between.
2. **Town Hall operating hours / staff flex time.** Staff studied other towns' practices and ultimately concluded that what's working here is working well and remains best practice for us. Closing to the public or working fewer hours would not decrease anyone's workload, so administratively allowing flexibility as we currently do as long as there is coverage remains recommended as-is.
3. **Transformational Projects.** Stewart's organization is not immune to the workforce crisis either. We did debrief from last month's meeting and our team was working on revising their presentation based on Board members' input. Our lead advised this week that they'd lost several team members which impacted getting revised information completed for this meeting; estimated delay of a week.
4. **Growth Agreements discussion.** Salisbury's manager updated that he is still getting feedback from his council members about the feedback from the January 30th meeting here with GQ's mayor & mayor pro-tem. There has been some additional rural FD agreement discussions from an impending annexation matter with another municipality; we'll keep an eye on where that goes as it could potentially impact those future discussions countywide also.
5. **Committee / Group Reports.**
 - A. **Community Appearance Commission.** No quorum February 9; rescheduled but no quorum again February 21; rescheduled and met February 28.
 - **Events.** Manager discussed CAC question from January about combining Halloween & Christmas decorating contests under "Events". Intention remains to continue building volunteer base which in turn might help identify reliable & effective member potentials for CAC, etc. Staff will simply encourage any interested volunteers in the decorating contests specifically to attend CAC mtgs.
 - **Mulch Giveaway.** CAC discussed the PWD mulch giveaway Saturday, March 18 from 9am-12pm. Only one member available to help, but she will try to recruit additional help personally.
 - **Master Gardeners.** Staff had talked with Rowan Master Gardeners, who would be interested in holding some instructional classes in GQ (e.g., trimming Crepe Myrtles, advising on planters).
 - **NCDOT Spring Litter Sweep.** Members expressed interest in participating in the event, scheduled for April 21 from 1pm – 3pm.
 - **CAC FY24 plans, budget.** Members reviewed and agreed with the breakdown of CAC's proposed budget. Manager will work into budget draft and discussions.
 - **Meeting time change.** CAC decided to change its regular meeting time from 6pm to 5:30pm.

B. Rowan EDC.

- EDC's regularly scheduled meeting was canceled in lieu of the Annual EDC Meeting February 23. Didi Caldwell with Global Location Strategies was keynote speaker. Tammy Whaley with Duke Energy received the annual Rowan Rock Star award. Greg Anderson, Denise Hallett, and Luke Fisher were recognized for their time serving on the EDC Board of Directors.

C. MPO Technical Coordinating Committee (TCC - Professional Staff). February 15 meeting canceled.

D. Centralina Regional Managers Meeting.

- The regular meeting was substituted with a session on affordable housing. I had a conflicting training webinar already scheduled.

E. Events (Ad Hoc). Met February 15.

- **Arts in the Park.** Last year's vendors will invited back. Volunteers are reaching out to schools to see about chorus, music, dance, and art for the event.

The group asked to have a craft beer vendor and a local winery vendor at the event. Since the BOA is currently debating sponsorship guidelines and not given clear direction about that particular issue yet, I'll ask for BOA input on this specifically at the Board meeting.

- The group set a tentative date of Thursday, March 16 at 5:30 for the next meeting.

F. Revitalization Team. No meeting in February.

Agenda Item Summary

Regular Meeting

March 13, 2023

Agenda Item 5

Rules of Procedure

Summary:

The drafted Rules of Procedure were presented at the Board’s December 12, 2022 meeting and discussed at the January 9, 2023 meeting. After discussion and consensus, amendments were made to the following sections:

Rule 16: The “committee reports” bullet will remain in the list.

Rule 20: “[may] [~~must~~]”

Staff’s suggested wording was added to Rule 13, page 6.

The updated draft of the Rules of Procedure were reviewed during the Board’s Special Meeting on February 13, 2023. After discussion and consensus, amendments were made to the following sections:

Rule 8: Staff drafted a potential section (d) for consideration.

Rule 10: the word “unanimously” was added to section (d) per Attorney Short’s request.

Rule 13: In section (a)(4) “twelve days” was corrected to “five days” to correct an error.

Attachments:

- Updated Drafted Rules of Procedure
- Alderman Shelton’s 1/9/23 Handout

Action Requested:

Discussion

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

For

Against

Rules of Procedure for the Board of Aldermen of the Town of Granite Quarry

Part I. Applicability

Rule 1. Applicability of Rules

These rules apply to all meetings of the Town of Granite Quarry's Board of Aldermen. For purposes of these rules, a meeting of the board occurs whenever a majority of the board's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the board's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

Part II. Quorum

Rule 2. Quorum

The presence of a quorum is necessary for the board to conduct business. A majority of the board's actual membership plus the mayor, excluding vacant seats, constitutes a quorum. A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

Part III. Open Meetings

Rule 3. Remote Participation in Board Meetings

No member who is not physically present for a board meeting may participate in the meeting by electronic means except in accordance with a policy adopted by the board.

(See Attachment A: Remote Participation Policy 2020-01 adopted 4/3/2020)

Rule 4. Meetings to Be Open to the Public

Except as permitted by Rule 5, all meetings of the board shall be open to the public, and any person may attend its meetings.

Rule 5. Closed Sessions

(a) Motion to Enter Closed Session. The town board may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session listed in paragraph (b) of this rule. A motion to enter closed session under subparagraph (b)(1) or (b)(2) must contain the additional information specified in those provisions.

(b) Bases for Closed Session. A closed session is permissible under the following circumstances and no others:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.
- (2) To consult with the town attorney or another attorney employed or retained by the town in order to preserve the attorney–client privilege. If the board expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.
- (3) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the town or (b) the closure or realignment of a military installation. The board may reach agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.
- (4) To establish or instruct staff or agents concerning the town’s position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease.
- (5) To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective public officer or employee, except when the individual in question is a member of the town board or other public body or is being considered to fill a vacancy on the town board or other public body. Final action to appoint or employ a public officer or employee must take place in open session.
- (7) To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.
- (8) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (9) To view a law enforcement recording released pursuant to G.S. 132-1.4A.
- (10) On any other basis permitted by law.

(c) Closed Session Participants. Unless the board directs otherwise, the town manager, town attorney, and town clerk may attend closed sessions of the board. No other person may attend a closed session unless invited by majority vote of the board.

(d) Motion to Return to Open Session. Upon completing its closed session business, the board shall end the closed session by adopting a duly made motion to return to open session.

Rule 6. Meeting Minutes

(a) Minutes Required for All Meetings. The board must keep full and accurate minutes of all of its meetings, including closed sessions. To be “full and accurate,” minutes must record all actions taken by the board. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the board,

though the board in its discretion may decide to incorporate such details into the minutes.

(b) Record of “Ayes” and “Noes.” At the request of any member of the board, the minutes shall list each member by name and record how each member voted on a particular matter.

(c) General Accounts of Closed Sessions. In addition to minutes, the board must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The board may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.

(d) Sealing Closed Session Records. Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the board or, if the board delegates the authority to unseal to one or more staff members, in accordance with guidelines adopted by the board. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

Rule 7. Broadcasting and Recording Meetings

(a) Right to Broadcast and Record. Any person may photograph, film, tape-record, or otherwise reproduce any part of a board meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a board meeting.

(b) Advance Notice. Any radio or television station that plans to broadcast any portion of a board meeting shall so notify the town clerk or town manager/ no later than twenty-four hours before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a board meeting.

(c) Equipment Placement. The town manager may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a board meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the town manager determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the town manager may require the pooling of the equipment and the personnel operating it.

(d) Alternative Meeting Site. If the news media request an alternative meeting site to accommodate news coverage, and the board grants the request, the news media making the request shall pay the costs incurred by the town in securing an alternative meeting site.

Part IV. Organization of the Board

Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore

(a) Scheduling Organizational Meeting. The board must hold an organizational meeting following each general election in which board members are elected. The organizational meeting must be held either (1) on the date and at the time of the board’s first regular meeting in December following the election or (2) at an earlier date, if any, set by the incumbent board. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.

(b) Oath of Office. As the first order of business at the organizational meeting, all newly elected mem-

bers of the board must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the town clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.

(c) Selection of Mayor Pro Tempore. As the second order of business at the organizational meeting, the board shall elect from among its members a mayor pro tempore using the procedures specified in Rule 38. The mayor pro tempore shall serve at the board's pleasure.

(d) Rules of Procedure. At the next regularly scheduled monthly meeting following the organizational meeting the Board shall review these Rules of Procedure and decide if any revisions are necessary.

Commented [A1]: We can add to each January agenda on odd years and the Board can review or table until the February meeting?

Part V. Types of Meetings

Rule 9. Regular Meetings

(a) Regular Meeting Schedule. The board shall hold a regular meeting on the second Monday of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at 143 N. Salisbury Ave. in downtown Granite Quarry and begin at 6:00 p.m. The board shall adopt a meeting schedule each year consistent with this rule. A copy of the board's current meeting schedule shall be filed with the town clerk and posted on the town's website.

(b) Change to Meeting Schedule. Notwithstanding paragraph (a) of this rule, the board may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the town clerk at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the town's website.

Rule 10. Special Meetings

(a) Calling Special Meetings. A special meeting of the board may be called by the mayor, the mayor pro tempore, or any two board members. A special meeting may also be called by vote of the board in open session during a regular meeting or another duly called special meeting.

(b) Notice to the Public. At least forty-eight hours before a special meeting of the board, notice of the date, time, place, and purpose of the meeting shall be (1) posted on the board's principal bulletin board or, if the board has no such board, at the door of the board's usual meeting room and (2) delivered, e-mailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the town clerk. Furthermore, if the board has a website maintained by at least one town employee, notice of the special meeting's date, time, place, and purpose shall be posted on the website in advance of the meeting.

(c) Notice to Members.

(1) *Meeting called by the mayor, the mayor pro tempore, or any two board members.* At least forty-eight hours before a special meeting called by the mayor, the mayor pro tempore, or any two board members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the mayor and each board member or left at his or her usual dwelling place.

(2) *Meeting called by vote of the board in open session.* When a special meeting is called by vote of the board in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and purpose. Written notice of the special meeting's date, time, place, and purpose shall be mailed or delivered at least forty-eight hours before the meeting to each board member not present for the meeting at which the special meeting was called, and to the mayor if he or she was not present at that meeting.

(d) Transacting Other Business. Even when all members are present or any absent member has signed a waiver, the board may take up an item of business not covered by the notice only if the board first unanimously determines in good faith that the item must be discussed or acted upon immediately.

Rule 11. Emergency Meetings

(a) Grounds for Emergency Meeting. Emergency meetings of the town board may be called only to address generally unexpected circumstances demanding the board's immediate attention.

(b) Calling Emergency Meetings. There are two methods by which an emergency meeting of the board may be called.

(1) The mayor, the mayor pro tempore, or any two members of the board may at any time call an emergency board meeting by signing a written notice stating the date, time, and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each board member or left at his or her usual dwelling place at least six hours before the meeting.

(2) An emergency meeting may be held when the mayor and all members of the board are present and consent thereto, or when any absent member has signed a written waiver of notice.

(c) Notice to Media of Emergency Meetings. Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the town clerk for notice of emergency meetings. To be valid, the request must include the newspaper's, wire service's, or station's telephone number. Notice may be given by telephone, e-mail, or the same method used to notify board members. Notice must be provided immediately after board members have been notified and at the expense of the party notified.

(d) Transaction of Other Business Prohibited. Only business connected with the emergency may be considered at an emergency meeting.

Rule 12. Recessed Meetings

(a) Calling Recessed Meetings. When conducting a properly called regular, special, or emergency meeting, the board may recess the meeting to another date, time, or place by a procedural motion made and adopted, as provided in Rule 31, Motion 3, in open session. The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.

(b) Notice of Recessed Meetings. If the board has a website maintained by one or more town employee, notice of the recessed meeting's date, time, and place must appear on the webpage prior to the meeting. No further notice of a properly called recessed meeting is required.

Part VI. Agenda

Rule 13. Agenda

(a) Draft Agenda.

- (1) *Preparation.* The town manager and/or the town clerk shall prepare a draft agenda in advance of each meeting of the town board.
- (2) ~~*Requesting placement of items on draft agenda.* For a regular meeting, a request to have an item of business placed on the draft agenda must be received by the town manager or the town clerk at least twelve days before the date of the meeting. The town manager and/or town clerk must place an item on the draft agenda in response to a board member's timely request.~~

Draft recommended rewording to follow current practices the Board has developed specifically here in GO:

Requesting placement of items on draft agenda. For a regular meeting, any board member's request to have an item of business placed on the draft agenda must be received by the town manager or the town clerk at least twelve days before the date of the meeting. The manager and/or clerk will consult with the mayor for any direction the mayor may have based on feedback from the board. The mayor is not obligated to direct placing an item on the agenda merely because such a request has been received, since any member may seek board consensus on individual issues during "Board Comments" or request that the Board formally consider adding the item to the agenda during discussion on "Approval of Agenda".

- (3) *Supplemental information/materials.* If the council is expected to consider a proposed ordinance or ordinance amendment, a copy of the proposed ordinance or amendment shall be attached to the draft agenda. An agenda package shall be prepared that includes, for each item of business listed on the draft agenda, as much background information on the topic as is available and feasible to provide.
- (4) *Delivery to board members.* Each board member shall receive a hard or electronic copy of the draft agenda and the agenda package. ~~Except in the case of an emergency meeting, the~~ In all times possible, regular monthly meeting agendas and agenda packages shall be furnished to each member at least twenty four hours ~~twelve~~ five days before the meeting. In cases of emergency or other called meetings, agendas and any potential packages shall be furnished to each member as soon as possible beforehand, but no later than twenty four hours prior to such meetings.
- (5) *Public inspection.* The draft agenda and agenda package shall be available to the public when the documents are ready to be, or have been, circulated.

(b) Adoption of the Agenda.

- (1) *Adoption.* As its first order of business at each meeting, the board shall review the draft agenda, make whatever revisions it deems appropriate, and adopt a formal agenda for the meeting.
- (2) *Amending the agenda.* Both before and after it adopts the agenda, the board may add or subtract agenda items by majority vote of the members present and voting, except that the board may not add to the items stated in the notice of a special meeting unless the requirements in Rule 10(d) are satisfied and only business connected with the emergency may be considered at an emergency meeting.
- (3) *Designation of items for "Discussion" or "For Discussion and Possible Action."* The board may designate an agenda item "for discussion and possible action." The designation signifies that the board intends to discuss the item and may, if it so chooses, take action on the item following the discussion.

(c) **Consent Agenda.** The board may designate part of an agenda for a regular meeting as the *consent agenda*. Items may be placed on the consent agenda by the person(s) charged with preparing the draft agenda if the items are judged to be noncontroversial and routine. Prior to the board's adoption of the meeting agenda under subparagraph (b)(1) of this rule, the request of any member to have an item moved from the consent agenda **to unfinished business** must be honored by the board. All items on the consent agenda must be voted on and adopted by a single motion, with the minutes reflecting the motion and vote for each item.

(d) **Informal Discussion of Agenda Items.** The board may informally discuss an agenda item even when no motion regarding that item is pending.

Rule 14. Acting by Reference to Agenda or Other Document

The board shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document with the intention of preventing persons in attendance from understanding what action is being considered or undertaken. The board may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, provided copies of the agenda are available for public inspection at the meeting and are sufficiently worded to enable the public to understand what is being deliberated or acted upon.

Rule 15. Agenda Items from Members of the Public

If a member of the public wishes to request that the board include an item on its regular meeting agenda, he or she must submit the request to the town clerk and/or town manager by the deadline specified in Rule 13(a)(2). The board is not obligated to place an item on the agenda merely because such a request has been received.

Rule 16. Order of Business

Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

- adoption of the agenda,
- approval of the consent agenda,
- approval of the previous meeting minutes,
- administrative reports,
- committee reports,
- public comments,
- public hearings,
- **unfinished old** business, and
- new business.

Without objection, the mayor may call agenda items in any order most convenient for the dispatch of business.

Part VII. Role of the Presiding Officer

Rule 17. The Mayor

(a) Presiding Officer. When present, the mayor shall preside at meetings of the board.

(b) Right to Vote. The mayor may vote only when an equal number of affirmative and negative votes have been cast.

(c) Recognition of Members. A member must be recognized by the mayor (or other presiding officer) in order to address the board, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1.

(d) Powers as Presiding Officer. As presiding officer, the mayor is to enforce these rules and maintain order and decorum during board meetings. To that end, the mayor may

- (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;
- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time; and
- (5) adjourn in an emergency.

(e) Appeals of Procedural Rulings. A member may appeal a decision made or answer given by the mayor under subparagraph (d)(1), (2), or (3) in accordance with Rule 31, Motion 1.

Rule 18. The Mayor Pro Tempore

(a) Presiding in Mayor's Absence. When present, the mayor pro tempore shall preside over board meetings in the mayor's absence with all the powers specified in Rule 17(d).

(b) Delegation of Mayor's Powers/Duties. In the mayor's absence, the board may confer on the mayor pro tempore any of the mayor's powers and duties. Likewise, if the mayor becomes physically or mentally unable to perform the duties of his or her office, the board may by unanimous vote declare the mayor incapacitated and confer any of the mayor's powers and duties on the mayor pro tempore. When the mayor announces that he or she is no longer incapacitated, and a majority of the board concurs, the mayor shall resume the exercise of his or her powers and duties.

(c) Duty to Vote. Even when presiding over a board meeting, the mayor pro tempore has the same duty as other members to vote on all questions unless he or she has been excused from voting on a matter in accordance with Rule 28.

Rule 19. Other Presiding Officer

If both the mayor and mayor pro tempore are absent, the board may elect from among its members a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 17(d). Service as a temporary presiding officer does not relieve a member of the duty to vote on all questions unless excused from voting pursuant to Rule 28.

Rule 20. When the Presiding Officer Is Active in Debate

If the mayor becomes active in debate on a particular proposal, he or she may have the mayor pro tempore preside during the board's consideration of the matter. If the mayor pro tempore is absent or is also actively debating the matter, the mayor may designate another member to preside until the matter is concluded. Similarly, if the mayor pro tempore or a temporary presiding officer is presiding and takes an active part in debating a topic, he or she may designate another board member to preside temporarily.

Part VIII. Motions and Voting

Rule 21. Action by the Board

Except as otherwise provided in these rules, the board shall act by motion. Any member may make a motion, not including the mayor.

Rule 22. Second Required

A second is required on every motion, with the exception of a point of privilege, a point of order, or a request for information.

Rule 23. One Motion at a Time

A member may make only one motion at a time.

Rule 24. Withdrawal of Motion

The member who introduces a motion may withdraw the motion unless the motion has been amended or the presiding officer has put the motion to a vote.

Rule 25. Debate

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the principles listed below.

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before a member who has already spoken.
- To the extent practicable, the debate shall alternate between proponents and opponents of the measure.

Rule 26. Adoption by Majority Vote

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

Rule 27. Changing a Vote

A member may change his or her vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change his or her vote without the unanimous consent of the remaining members present. A mem-

ber's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

Rule 28. Duty to Vote

(a) Duty to Vote. Every board member must vote except when excused from voting as provided by this rule.

(b) Grounds for Excusal. A member may be excused from voting on a matter involving the member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to board members. Members may also be excused from voting when prohibited from voting under G.S. 14-234 (contract providing direct benefit to member), G.S. 160D-109(a) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member), or G.S. 160D-109(d) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker). Questions about whether a basis for excusal exists should be directed to the town attorney.

(c) Procedure for Excusal.

- (1) *At member's request.* Upon being recognized at a duly called meeting of the board, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.
- (2) *On board's initiative.* Even when a member has not asked to be excused from voting on a matter, a majority of the remaining board members present may by motion and vote excuse the member from voting if grounds for doing so exist under paragraph (b).

(d) Consequence of Non-Excused Failure to Vote. Except as specified in paragraph (e), if a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote, provided

- (1) the member is physically present in the board room or
- (2) the member has physically withdrawn from the meeting without being excused by majority vote of the remaining members present.

(e) Failure to Vote on Certain Zoning Matters. A member's unexcused failure to vote shall not be recorded as an affirmative vote if the motion concerns a proposal to amend, supplement, or repeal a zoning ordinance. Instead, the member's unexcused failure to vote shall be recorded as an abstention.

Rule 29. Voting by Written Ballot

(a) Secret Ballots Prohibited. The board may not vote by secret ballot.

(b) Rules for Written Ballots. The board may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign his or her ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the town clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 30. Substantive Motions

A substantive motion is not in order if made while another motion is pending. Once the board disposes

of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 31, Motion 14.

Rule 31. Procedural Motions

(a) Certain Motions Allowed. The board may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

(b) Priority of Motions. The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and
- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

When several procedural motions are pending, voting must begin with the procedural motion highest in priority, provided that a motion to amend or end debate on the highest priority motion must be voted on first.

Motion 1. To Appeal a Ruling of the Presiding Officer. Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

Motion 2. To Adjourn. This motion may be used to close a meeting. It is not in order if the board is in closed session.

Motion 3. To Recess to a Time and Place Certain. This motion may be used to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the board is in closed session.

Motion 4. To Take a Brief Recess.

Motion 5. To Follow the Agenda. This motion must be made at the time an item of business that deviates from the agenda is proposed; otherwise, the motion is out of order as to that item.

Motion 6. To Suspend the Rules. To be adopted, a motion to suspend the rules must receive affirmative votes equal to at least two-thirds of the board's actual membership, excluding vacant seats and not counting the mayor if the mayor votes only in case of a tie. The board may not suspend provisions in these rules that are required under state law.

Motion 7. To Divide a Complex Motion. This motion is in order whenever a member wishes to consider and vote on parts of a complex motion separately. The member who makes this motion must specify how the complex motion will be divided.

Motion 8. To Defer Consideration. The board may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the board votes to revive it pursuant to Motion 13 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

Motion 9. To End Debate (Call the Previous Question). If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.

Motion 10. To Postpone to a Certain Time. This motion may be employed to delay the board's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

Motion 11. To Refer a Motion to a Committee. The board may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 60 days of the referral date, the board must take up the motion if asked to do so by the member who introduced it.

Motion 12. To Amend.

(a) Germaneness. A motion to amend must concern the same subject matter as the motion it seeks to alter.

(b) Limit on Number of Motions to Amend. When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

(c) Amendments to Ordinances. Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

Motion 13. To Revive Consideration. The board may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 8, provided it does so within 100 days of its vote to defer consideration.

Motion 14. To Reconsider. The board may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting during which the action to be reconsidered was taken and (b) by a member who voted with the prevailing side. For purposes of this motion, "the same meeting" includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the board's deliberation on a pending matter.

Motion 15. To Rescind. The board may vote to rescind an action taken at a prior meeting provided rescission is not forbidden by law.

Motion 16. To Prevent Reintroduction for Six Months. This motion may be used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion's defeat. To be adopted, this motion must receive votes equal to at least two-thirds of the board's actual membership, excluding vacant seats and not counting the mayor, unless the mayor may vote on all questions. If this motion is adopted, the ban on reintroduction remains in effect for six months or until the board's next organizational meeting, whichever occurs first.

Commented [TM2]: Just so I'm clear (and if so, we may need to remind the Board when it happens): this should be the verbiage to use moving forward for those motions they make to "table" (or now, "postpone") something indefinitely?

Commented [A3R2]: In my opinion: "to defer (to a date certain or indefinitely)" is the appropriate verbiage; to "table" or "postpone" would be acceptable due to this Board's historical and/or traditional use of the terms and the understood intent.

Commented [TM4R2]: So just wondering if we should recommend amending these to reflect their specific practice (to avoid confusion down the road)?

Part IX. Ordinances and Contracts

Rule 32. Introduction of Ordinances

For purposes of these rules, the “date of introduction” for a proposed ordinance is the date on which the board first votes on the proposed ordinance’s subject matter. The board votes on the subject matter of a proposed ordinance when it votes on whether to adopt or make changes to the proposed ordinance.

Rule 33. Adoption, Amendment, and Repeal of Ordinances

(a) Adoption of Ordinances.

- (1) *Proposed ordinances to be in writing.* No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to members before a vote on adoption is taken.
- (2) *Adoption on date of introduction.* To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least two-thirds of the board’s actual membership, excluding vacant seats and not counting the mayor, unless the mayor has the right to vote on all questions before the board.
- (3) *Adoption after date of introduction.* To be approved after the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all board members not excused from voting on the matter. In calculating the number of affirmative votes necessary for approval, the mayor’s vote counts if there is an equal division.

(b) Amendment and Repeal of Ordinances. The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

Rule 34. Adoption of the Budget Ordinance

(a) Special Rules for the Adoption or Amendment of the Budget Ordinance. Notwithstanding any provision in the town charter, general law, or local act,

- (1) the board may adopt or amend the budget ordinance at a regular or special meeting of the board by a simple majority of those members present and voting, a quorum being present;
- (2) no action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the board; and
- (3) the adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any town charter or local act concerning initiative or referendum.

(b) Notice Requirements for Budget Meetings. During the period beginning with the submission of the budget to the board and ending with the adoption of the budget ordinance, the board may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as

- each member of the board has actual notice of each special meeting called for the purpose of considering the budget and
- no business other than consideration of the budget is taken up.

(c) No Authority for Closed Sessions. This rule shall not be construed to authorize the board to hold

closed sessions on any basis other than the grounds set out in Rule 5.

Rule 35. Approval of Contracts and Authorization of Expenditures

(a) Contracts to be in Writing. No contract shall be approved or ratified by the town board unless it has been reduced to writing at the time of the board's vote.

(b) Approval of Contracts. To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all board members not excused from voting on the contract, including the mayor's vote in the event of a tie.

(c) Authorization of Expenditure of Public Funds. The same vote necessary to approve or ratify a contract is required for the board to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 34.

Part X. Public Hearings and Comment Periods

Rule 36. Public Hearings

(a) Calling Public Hearings. In addition to holding public hearings required by law, the board may hold any public hearings it deems advisable. The board may schedule hearings or delegate that responsibility to town staff members, as appropriate, except when state law directs the board itself to call the hearing. If the board delegates scheduling authority, it must provide adequate guidance to assist staff members in exercising that authority.

(b) Public Hearing Locations. Public hearings may be held anywhere within the town or within the county where the town is located.

(c) Rules for Public Hearings. The board may adopt reasonable rules for public hearings that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups of persons supporting or opposing the same positions,
- provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

(d) Notice of Public Hearings. Any public hearing at which a majority of the board is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.

(e) Continuing Public Hearings. The board may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to paragraph (g), if a quorum of the board is not present for a properly scheduled public hearing, the hearing must be continued until the board's next regular meeting without further ad-

vertisement.

(f) Conduct of Public Hearings. At the time appointed for the hearing, the mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the board for the hearing. Unless the board extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the mayor shall declare the hearing closed, and the board shall resume the regular order of business.

(g) Public Hearings by Less Than a Majority of Board Members. Nothing in this rule prevents the board from appointing a member or members to hold a public hearing on the board's behalf, except when state law requires that the board itself conduct the hearing.

Rule 37. Public Comment Periods

(a) Frequency of Public Comment Periods. The board must provide at least one opportunity for public comment each month at a regular meeting, except that the board need not offer a public comment period during any month in which it does not hold a regular meeting.

(b) Rules for Public Comment Periods. The board may adopt reasonable rules for public comment periods that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups supporting or opposing the same positions,
- provide for the selection of delegates from groups supporting or opposing the same positions when the number of persons wishing to attend the public comment period exceeds the capacity of the hall (so long as arrangements are made for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

(c) Content-Based Restrictions Generally Prohibited. The board may not restrict speakers based on subject matter, as long as their comments pertain to subjects within the board's real or apparent jurisdiction.

Part XI. Appointments and Appointed Bodies

Rule 38. Appointments

(a) Appointments in Open Session. The board must consider and make any appointment to another body or, in the event of a vacancy on the board, to its own membership in open session.

(b) Nomination and Voting Procedure. The board shall use the following procedure to fill a vacancy in the board itself or in any other body over which it has the power of appointment. The board will set a timeframe to receive applications for the vacancy. The town clerk will compile the applications and present as part of the agenda packet. After the board has reviewed the applications in open session, the mayor shall call the roll of the members, and each member shall cast a vote for his or her preferred nominee. The voting shall continue until a nominee receives a majority of votes cast during a single balloting.

(c) Mayor. The mayor may not vote on appointments under this rule.

(d) Multiple Appointments. If the board is filling more than one vacancy, each member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of members voting shall be required for each appointment. No member may cast more than one vote for the same candidate for the same vacancy during a single balloting.

(e) Duty to Vote. It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a member's ballot.

(f) Vote by Written Ballot. The board may vote on proposed appointments by written ballot in accordance with Rule 29.

Rule 39. Committees and Boards

(a) Establishment and Appointment. The board may establish temporary and standing committees, boards, and other bodies to help carry on the work of town government. Unless otherwise provided by law or the board, the power of appointment to such bodies lies with the board.

(b) Open Meetings Law. The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the town's professional staff.

(c) Procedural Rules. The board may prescribe the procedures by which the town's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules adopted by the board, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

Part XII. Miscellaneous

Rule 40. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the town charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the board's members, excluding vacant seats and counting the mayor only if the mayor may vote on all questions.

Rule 41. Reference to Robert's Rules of Order Newly Revised

The board shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the mayor shall make a ruling on the issue subject to appeal to the board under Rule 31, Motion 1.

Rule 42. Communication Guidelines (?)

Revisions BOA Rules of Procedure

Page 44 Rule #6:

Insert language that all directions to staff be included in the minutes,

Page 10 Rule 10(d)

Insert language requiring vote to add business.

Page 48 Part VI Rule 13 Agenda

Rule 13 (a)(1) Insert language: The mayor is responsible for the draft agenda. The town manager and/or the town clerk shall prepare a draft agenda in advance of each meeting of the town board. The Mayor or Mayor Pro Teme shall have final approval of the draft agenda.

Rule 13 (a)(2) Insert language: Requests by BOA members are exempt from the twelve day requirement. Insert language timely requests means 48 hours.

Rule 13 (a)(4) Change "twenty four hours" to "the Wednesday "

Page 49 Rule 15: Leave "committee reports" in order of business

Page 50 Rule 20: Use "May" not "Must"

Page 51 Rule 22: Insert language a "motion for discussion and possible action" does not require a second.

Page 52-54 Rule 31 Procedural Motions: Insert "Motion to require a unanimous vote to approve a BOA decision on a non-procedural matter. Insert between current #8 and #9

Agenda Item Summary

Regular Meeting

March 13, 2023

Agenda Item 6

Summary:

The drafted Event Sponsorship Guidelines were presented at both the Board’s January 9, 2023 and February 13, 2023 meetings for discussion and adoption by consensus. The Board discussed the guidelines but did not take any action. The item was tabled in order to revisit when the Town Attorney could provide feedback.

Attachments:

- Draft Event Sponsorship Guidelines

Action Requested:

Adoption by consensus.

Event Sponsorship Guidelines

Motion Made By:	
Jim Costantino	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Jeff Cannon	<input type="checkbox"/>
Second By:	
Jim Costantino	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Jeff Cannon	<input type="checkbox"/>
For:	
Jim Costantino	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Jeff Cannon	<input type="checkbox"/>
Against:	
Jim Costantino	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Jeff Cannon	<input type="checkbox"/>
In case of tie:	
Mayor Brittany Barnhardt	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>



2023

EVENT SPONSORSHIP GUIDELINES

Purpose: The purpose of these guidelines is to set standards for the Town of Granite Quarry as it actively seeks sponsorships to generate additional revenues for the betterment of events within the control of the Town. Sponsorships are not intended to provide a public forum for communication and debate.

The Town will operate its sponsorship program in a manner that maximizes revenue while ensuring that the sponsorship materials displayed do not negatively affect the goodwill of citizens and visitors and do not diminish the reputation of the Town. To accomplish these objectives, the Town has adopted the following guidelines.

Sponsorship Criteria

At a minimum, the following criteria when evaluating a sponsorship application shall be taken into consideration in determining compatibility for a sponsorship; in all cases, the Town Manager or his/her designee will have the ability to accept or reject a proposal.

1. The compatibility of the organization's products, customers, and promotional goals with the Town and/or event's purpose;
2. The organization's past record of involvement in community and projects;
3. The mission, vision, and values of the potential sponsor;
4. the degree to which the organization's impact aligns with the Town's Strategic Plan;
5. Community support for, or opposition to, the application;
6. The organization's record of responsible environmental stewardship;

Sponsorship from an Organization or Business

Sponsorship from an organization or business that is engaged in any of the following activities, or has a mission of supporting any of the following subject matters, or that, in the sole discretion and judgment of the authorized representative of the Town is deemed to be unsuitable for and contrary to community standards or appropriateness for government publications, shall be prohibited on any Town property or in any Town publications:

1. Businesses that mass-produce and distribute alcoholic beverages. Local breweries producing craft beer may be considered if the corporation promotes the local economy and advertisement messages are deemed appropriate for general audiences;

2. Promotion of the sale or consumption of tobacco and/or vaping products or depiction of the use of tobacco products;
3. Promotion of gambling, or promotion of establishments providing such services or activities of a related or similar nature;
4. Depiction in any form of profanity, obscenity or lewdness, or characterizations which suggest, depict or promote any such element or sexually-oriented products, activities, or materials;
5. Promotion in any form of illegal drugs, illegal drug use, illegal drug paraphernalia, or characterizations that suggest or depict the promotion or glorification of any such products, activities, or materials;

Individuals wishing to sponsor may not include a logo or slogan and will not be included on printed materials regardless of the sponsorship level. Sponsorships from individuals will be considered a donation.

Application Review

1. The Town Manager or his/her designee will initially review the application. At a minimum, the staff will review the sponsorship application to confirm/determine whether the sponsor meets the criteria, restrictions, standards, and guidelines set forth in this document.
2. The Town Manager or his/her designee, possibly including an event committee, will have the ability to approve or deny any and all sponsorships.

Permissible Sponsors and Message Content

1. The Town reserves the right to exercise full editorial control over the location, method, size, appearance, and wording of any sponsorship messages.
2. All sponsorship messages displayed or spoken in or at Town venues or events shall be commercial or governmental in nature and purpose.
 - a. Commercial messages - messages whose sole purpose is to sell or rent real or personal property for profit, or to sell services for profit. It does not include messages that both offer to sell property or services and convey information about matters of general interest, political issues, religious, moral, or environmental matters or issues, or other public matters or issues, or expresses or advocates opinions or positions upon any of the foregoing. Commercial messages also mean messages whose sole purpose is to promote a non-profit or regional tourist attraction.
 - b. Governmental messages mean messages whose sole purpose is to promote or inform the public of a service, program, or activity of the federal, state, or local governmental entity or agency.
3. The Town will allow legally qualified candidates for public office to sponsor the Granite Fest event occurring each October unless or until the Town determines political sponsorships to be out of alignment with the event's purpose.
4. Town venues and events must accommodate all persons, regardless of age or sensibilities. Therefore, the following types of messages will not be displayed, and may not be spoken, even if the messages are commercial or governmental in nature.
 - a. Messages for products or services related to human reproduction or sexuality, including but not limited to contraceptive products or services, other products or services related to sexual hygiene, counseling with regard to pregnancy, abortion, or other sexual matters.

- b.** Messages for products, services, or entertainment directed to sexual stimulation.
- 5.** The Town will not permit messages that disparage the Town, any other person, or any entity.
- 6.** The use of the Town's name, logo, slogans, or other graphic representations requires express prior approval of the Town Manager or his/her designee.
- 7.** All messages must be truthful. Statements, copy, and illustrations should not be exaggerated, distorted, or deceptive.
- 8.** No messages shall include language, pictures, or other graphic representations that are unsuitable for exposure to persons of young age and immature judgment or shall be derogatory of any person or group because of race, national origin, ethnic background, religion, or gender.
- 9.** No messages shall be displayed or spoken that would violate any federal, state, or local law or regulation.

DRAFT

SUMMARY

TO: Board of Aldermen
FROM: Town Manager Larry Smith
RE: **Committee Reporting**
DATE: 3/13/2023



At the 1/26/23 called Board of Aldermen meeting, there was discussion about whether BOA members should sit in on advisory board/committee meetings, joint meetings, having individual committee members regularly report to the Board at BOA meetings, etc. The Board asked for staff to develop a proposal for how & how often interactions with advisory committees should be.

In our current form of government, the BOA sets policy and general Town direction as a collective body (Ordinances, Town Policies, Master Plans, Annual Operating Budget). Typically, a BOA holds an annual planning retreat to review its goals and accomplishments, tweaks any policy or direction needed, and prioritizes the major goals or projects to focus on in the upcoming budget year. It then gives staff and advisory committees “autonomy” to administer and/or advise the BOA on those things.

Some of the major factors considered in this review / proposal:

- Staff & volunteer base has continued to dwindle in virtually every arena. Effective volunteers are getting harder to find. The most common reason is not enough time/too much demand on their time.
- Especially among effective staff & volunteers, a close second is if they feel the time & effort they expend is inefficient, ineffective, undervalued or micromanaged.
- 2015 study: American workers spent ~9hrs/week preparing for & attending *general status* mtgs.
 - GQ: On average, every 15 minutes of meeting requires 1 hour in just clerical prep & follow up alone.
 - GQ: Estimated ratio for substantive agenda items’ prep = 17.5 hrs staff time for every 1 hr of mtg.
- We corrected a lot of similar issues with previous organizational structure, which made us more efficient and quickly moved the needle forward on a number of things (e.g., town hall façade improvements, town square redesign progress, major parks repairs and improvements).
- Even the best organized, most well-intended meetings generate additional time, workload, and potential distraction from already prioritized priorities. We value everyone's time and want to adhere to previous direction to not just meet for the sake of meeting, but rather to make meetings effective and productive by holding them only when necessary, with adequate time to prepare and follow up, while of course leaving adequate time & focus to handle/excel in normal daily operations.

As such, the following is *recommended*:

- ~December - January
Staff and Advisory Boards review Master Plans / established Town Goals; identifying issues or needs that might need BOA discussion or budgetary considerations for the upcoming FY’s accomplishment.
- ~February Planning Retreat*
At the BOA’s annual planning retreat, the BOA reviews Department and Boards/Committees’ annual reports and preliminarily planned goals for the upcoming year. BOA establishes and prioritizes the major Town goals it wants to focus on developing for the upcoming year.

➤ *Annual Advisory Board/Committee Reports, Joint Meetings

Official reporting or discussions with a BOA is generally best suited by reports the respective boards/committees have transmitted, or joint meetings with at least a quorum of those bodies.

ZBA is apolitical and serves the Town in quasi-judicial capacity; so typically no need to jointly meet.

CAC annual report would be helpful for Retreat; possibly a joint mtg then or after BOA goals/direction for the year is established, if needed (typically staff transmits recorded official directions of BOA) (quorums currently difficult for CAC even on their regular meeting nights).

PB typically works closest with BOA; an annual joint meeting to discuss BOA direction during or after a retreat is not uncommon.

Joint meetings of course if or as needed on any major items (e.g., joint BOA/PB check-in on UDO).

➤ Reporting. BOA direction to date has been:

- to include Dept Reports and (Advisory) Boards/Committees' activity summaries in the monthly BOA packet Consent Agenda (Planning incl PB & ZBA) & TM Report (incl the other Boards/Committees).
- "Committee Reports" referred to as a potential agenda item in the *Suggested Rules of Procedure for Local Governing Boards* refers to actual committees of BOA-appointed member representation (e.g., MPO TAC, COG Board of Delegates). Former Mayor/BOA delegates used to update the Board & public on those meetings' activities each month, but ultimately the seated BOA several years ago removed it. If BOA wants to add back, recommend doing so for that purpose.

Though they are based on experience and best practices, these are of course just staff recommendations. If the BOA wishes to change course on these or any practices, staff fully respects and will faithfully execute whatever the collective direction is of the Board.

Agenda Item Summary

Regular Meeting

March 13, 2023

Agenda Item 8

Budget Amendment #7

Summary:

The shop air compressor has begun leaking down and showing signs of impending failure. PWD was planning to have it repaired but discovered a crack at the bottom of the tank. This compressor appears to be a 1992 model, and powers all of our PWD air tools and also maintains the air in the fire trucks' brake chambers. Since it is under a constant heavy load of pressure, we are worried about waiting to replace it. PWD has priced new comparable units and found a suitable replacement model for under \$4,800.

The Maintenance budget is very tight in all lines. When we had to unexpectedly purchase the flail mower, we agreed with the Board's preference to purchase it within the existing departmental budget; and come back later for budget amendment if any additional major items came up that we couldn't work in within the remaining budget. We have moved some monies around within the department to compensate since, but this amount exceeds what the manager can reasonably pull additionally from otherwise. Staff respectfully recommends transferring \$4,800 from the budgeted General Fund Contingency line to Maintenance – Supplies and Equipment.

Attachments:

- Budget Amendment FY 22-23 #7

Action Requested:

Motion to approve Budget Amendment #7 as presented.

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

**FISCAL YEAR 2022-2023
BUDGET AMENDMENT REQUEST #7**

March 13, 2023

PURPOSE: To decrease General Fund Contingency (01-4110-97) and increase Maintenance – Supplies & Equipment (01-4190-29) in the amount of \$4,800 for the purchase of an air compressor.

General Fund – Fund 01

Expenses:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-4110-97	General Fund Contingency	(4,800)
01-4190-29	Maintenance – Supplies & Equipment	4,800
Total Increase/Decrease:		\$ 0

The above Budget Amendment was approved / denied by the Manager or Board on _____.

Brittany H. Barnhardt, Mayor

Shelly Shockley, Finance Officer

Agenda Item Summary

Regular Meeting

March 13, 2023

Agenda Item 9

CPO 2023-01 Amendment

Summary:

The CPO 2023-01 for Transformational Projects was adopted January 9, 2023. After Board discussion at the regular meeting February 13, 2023, the proposed amendments to the attached CPO have been made to reflect the change to include the TAP Project GQ Match.

Attachment:

- CPO 2023-01 Amended

Action Requested:

Motion to approve CPO 2023-01 as amended.

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against



CAPITAL PROJECT ORDINANCE

2023-01

**TOWN OF GRANITE QUARRY, NC
TRANSFORMATIONAL PROJECTS**

BE IT ORDAINED by the Governing Board of the Town of Granite Quarry, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted, as amended March 13, 2023:

Section 1: The Project authorized is for “Transformational Projects”, generally defined by the Board for the purposes herein to mean rare or even once-in-a-generation opportunities to advance Town projects that otherwise have not been possible through traditional Town funding or resources.

In Fiscal Years 2022 and 2023 the Town received \$959,916.71 through American Rescue Plan Act funding, which it elected to expend under the standard allowance for the provision of government services authorized by 31 CFR Part 35.6(d)(1). While this amount was specifically used to reimburse the Town for qualifying salaries during the pandemic, the Board is choosing to use this same amount of funds as the basis for Transformational Projects it wishes to see achieved within the Town limits.

Section 2: The officers of this unit of government are hereby directed to proceed with the capital project within the terms of this project ordinance and the budget contained herein.

Section 3: The following amounts are appropriated for this project*:

	Original	<u>Amended 3/13/23</u>
Administrative, Engineer, or Architect Fees	\$ 50,000.00	50,000
Construction Costs	864,416.71	<u>754,416.71</u>
<u>Transfer to TAP Project – GQ Match</u>		<u>110,000.00</u>
Contingency	45,500.00	45,500.00
Total Appropriations	\$ <u>959,916.71</u>	<u>959,916.71</u>

* The Board will amend this section as it refines and prioritizes specific projects with the assistance of its consulting firm, Stewart.

Section 4: The following revenues are appropriated for this project:

Fund Balance Appropriated	\$ 959,916.71
Total Revenues	\$ <u>959,916.71</u>

Section 5: The Finance Officer is directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of all state and federal regulations.

Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7: The Finance Officer is directed to report on the financial status of each project element in Section 3 of this ordinance on a quarterly basis.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board until this project is complete.

Section 9: A copy of this capital project ordinance shall be entered into the Governing Board's meeting minutes, and within five days after adoption, copies shall be filed with the Finance Officer, Budget Officer, and in the Office of the Town Clerk for direction in carrying out this project.

Adopted the 13th day of March, 2023

(Seal)

Brittany H. Barnhardt, Mayor

Attest: _____
Aubrey Smith, Town Clerk

Agenda Item Summary

Regular Meeting

March 13, 2023

Agenda Item **10**

CPO 2023-03 TAP Project

Summary:

The draft Capital Project Ordinance for administering the parks connector project through NCDOT’s Transportation Alternatives Program is attached.

Attachment:

- CPO 2023-03 TAP Project

Action Requested:

Motion to adopt CPO 2023-03 as presented.

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against



CAPITAL PROJECT ORDINANCE

2023-03

**TOWN OF GRANITE QUARRY, NC
TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECT**

BE IT ORDAINED by the Governing Board of the Town of Granite Quarry, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1: The Project authorized is for acquisition, design, engineering, and construction of a pedestrian sidewalk connecting Granite Lake Park and Granite Civic Park. The project is being applied for under the Transportation Alternatives Program, which would reimburse the Town 80% of the project cost.

Section 2: The officers of this unit of government are hereby directed to proceed with the capital project within the terms of this project ordinance and the budget contained herein.

Section 3: The following amounts are appropriated for this project:

Administrative, Engineer, or Architect Fees	\$ 70,000.00
Construction Costs	452,500.00
Contingency	27,500.00
Total Appropriations	\$ 550,000.00

Section 4: The following revenues are appropriated for this project:

Transfer from Transformational Projects CPO 2023-01	\$ 110,000.00
Fund Balance Appropriated	440,000.00
Total Revenues	\$ 550,000.00

Section 5: The Finance Officer is directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of all state and federal regulations.

Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7: The Finance Officer is directed to report on the financial status of each project element in Section 3 of this ordinance on a quarterly basis.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board until this project is complete.

Section 9: A copy of this capital project ordinance shall be entered into the Governing Board's meeting minutes, and within five days after adoption, copies shall be filed with the Finance Officer, Budget Officer, and in the Office of the Town Clerk for direction in carrying out this project.

Adopted the 13th day of March, 2023

(Seal)

Brittany H. Barnhardt, Mayor

Attest: _____
Aubrey Smith, Town Clerk

Agenda Item Summary

Regular Meeting

March 13, 2023

Agenda Item 11

**Drug & Alcohol-Free
Workplace Policy**

Summary:

During the review of our personnel policy, it was advised that we review and adopt an updated substance abuse policy. The attached policy was drafted by an HR consultant from The MAPS Group specifically for Granite Quarry, vetted by the legal and human resources teams at the NCLM, and has been reviewed by the Town Manager and Department Heads.

Attachments:

- Draft Drug & Alcohol-Free Workplace Policy
- Resolution 2023-02

Action Requested:

Motion to adopt Resolution 2023-02 to adopt the Drug and Alcohol-Free Workplace policy as presented.

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against



2023-02

DRUG & ALCOHOL-FREE WORKPLACE POLICY (NON-DOT)

Purpose of Policy

It is the intent of the Town of Granite Quarry (Town) to maintain an unlawful controlled substance and alcohol-free workplace and to eliminate the safety risks, lost time, and reduced productivity that results from the use of and the influence of alcohol and/or controlled substances in the workplace.

The Town will conduct screenings of the final applicant selected for a Town position as a pre-employment condition (controlled substances only) and Town employees for illegal drugs, improper use of prescription drugs, and alcohol. The Town of Granite Quarry will ensure that testing procedures are conducted in a fair and unbiased manner, the rights of applicants subject to testing are protected, and comply with the standards of confidentiality and testing set forth in this Policy. The implementation of this program is intended to deter the use of drugs and alcohol in the workplace in accordance with [§ 90-86. "North Carolina Controlled Substances Act." \(1971, c. 919, s. 1.\)](#)

Scope of Policy

This Policy applies to all final candidates for all Town paid employment positions and all Town employees.

The Town believes an employee who comes forward to report a substance abuse problem should be given every encouragement to participate in a counseling, treatment, or rehabilitation program for drug and/or alcohol use or abuse. However, employees who violate this Policy shall be subject to disciplinary action in accordance with the Town's Personnel Policy and as outlined in this Policy. **Once a person has been selected for testing, it is too late to voluntarily step forward and seek assistance.** To ensure consistent application of this Policy, the Town's Human Resources representative will be consulted when determining any discipline being imposed.

Employees should be aware of the harmful effects, dangers, and impacts of the use and abuse of alcohol and controlled substances in the workplace. Employees working under the influence of alcohol or controlled substances may create unsafe conditions for themselves, their co-workers, and the public and may perform unsatisfactorily and adversely affect the performance of others. Supervisors and/or other employees will be trained to recognize the symptoms of possible substance use and abuse, and the appropriate actions to take to ensure the safety of employees and the public's confidence in the Town government.

Definitions

Alcohol - the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol. It also includes any substance containing any form of alcohol, including ethanol, methanol, propanol, and isopropanol.

Alcohol Test – Any accepted scientific means to determine the presence of alcohol, including but not limited to laboratory analysis of breath, urine, saliva, or blood. The Town’s normal test sites *typically* use breath alcohol test (BAT) for alcohol tests.

Controlled Substance – A drug, substance, immediate precursor, or metabolite of a drug or substance included in Schedule I through V of the Federal Controlled Substances Act (21 USC 801 *et seq.*) and its amendments.

Drug Test or Screening – Any accepted scientific means to determine the presence of controlled substances, including but not limited to laboratory analysis of breath, urine, saliva, or blood. The Town’s normal test sites *typically* use urine for drug screenings. Examples of drugs tested for include (but are not limited to) amphetamines, barbiturates, cocaine, marijuana (THC), methaqualone, opioids, and phencyclidine (PCP).

Employee – Any person employed (whether full time, part time, or on a temporary basis) by the Town or considered an employee in accordance with IRS regulations.

Employee Assistance Program (EAP) – Counseling services available to Town employees to help them deal with personal problems, including substance abuse issues. All employees with substance abuse problems are encouraged to seek assistance through EAP.

Illegal Drugs – Substances that are:

1. Not legally obtainable;
2. Legally obtainable but have been obtained or used in an unlawful manner or in a manner other than as prescribed and directed by an employee’s treating physician or the manufacturer;
3. So called “designer drugs,” “look-a-likes,” “synthetic drugs,” and similar substances, even if not specifically prohibited by state or federal law; or
4. Substances which are inhaled, injected, ingested, or absorbed, but which are not intended for human consumption (such as glue, solvents, or patches), even if not specifically prohibited by state or federal law.

Lawful Drugs – Those prescribed or over the counter medications that are lawfully obtained and used as prescribed and directed by an employee’s treating physician or the manufacturer’s recommendations or for the purpose and in the manner for which prescribed or manufactured.

On Duty – When an employee is at the workplace performing job duties, or on-call or stand-by, or during any other period to which the employee is entitled to receive pay from the Town. This includes working out-of-class.

Positive Alcohol Test – Identification of an alcohol content level at or above 0.04% by use of an alcohol test.

Positive Drug Test – Identification of a controlled substance at or above the threshold values designated by Substance Abuse and Mental Health Services Administration of the Department of Health and Human

Services (SAMHSA) in a drug test and confirmed *typically* by gas chromatography with mass spectrometry (GC/MS).

Reasonable Suspicion – A reasonable belief that an employee is using or may have used drugs or alcohol in violation of this Policy based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, body odors, performance, or speech of the employee.

Safety-Sensitive Position – Position with duties that involve such a significant risk of injury to others that even a momentary lapse of attention can have disastrous consequences. These positions are identified by the Town Manager or Human Resources Representative (or designee) based on duties and responsibilities of the employee, and are identified in Attachment A. *Examples* of these positions include:

1. Sworn law enforcement officers and firefighters;
2. Employees operating or repairing a vehicle, equipment, or machinery owned by the Town or a personal vehicle which is used as a major part of their work; and
3. Employees handling hazardous materials, the mishandling of which may place the employee, fellow employees, or the public at risk of serious injury, or the nature of which would create a security risk in the workplace.

Policy

The use, possession, purchase, sale, or manufacture of alcohol, illegal drugs, or non-prescribed drugs or being impaired because of the use of alcohol, illegal drugs, or non-prescribed drugs while on Town property, while operating Town vehicles, or while engaging in Town business is strictly prohibited.

Participation in the Town of Granite Quarry Drug and Alcohol-Free Workplace Program is a requirement of every employee and therefore, is a condition of employment.

Prohibited Conduct

- 1) The Town prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any alcoholic beverage or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance.
- 2) Possession of **alcohol** during work hours unless the alcohol is manifested and transported as part of a shipment or unless such alcohol has been seized pursuant to lawful authority. This includes the possession of medicines containing alcohol (prescription or over-the counter), unless the packaging seal is unbroken.
- 3) The Town prohibits the use of **alcohol** by any employee:
 - a) During work hours including lunch time and breaks;
 - b) While operating Town equipment (including vehicles);
 - c) During the eight (8) hours following an accident, until the employee undergoes a post-accident test, or until it is determined post-accident testing is not required, whichever occurs first;
 - d) While on any property owned, leased, or rented by the Town except during an event or function in which alcohol use is allowed as provided below in 3.e;
 - e) At any time, the employee is acting in the course and scope of his or her employment with the Town, except while attending business, social, and other functions. The business or social situations would normally occur after work hours and the employee would not be returning to his or her normal work site. This would not preclude an employee's return to work on an emergency need basis providing the current state driving standards are met; or

- f) At any other time that the employee's use of alcoholic beverages has or may have a direct and adverse effect upon the performance of his or her job.
- 4) The Town prohibits the use of **prescription or lawful non-prescription medications** by an employee while operating Town equipment (including vehicles) or when acting in the course and scope of employment with the Town when the use has a direct and adverse effect upon the safe operation of equipment or a vehicle or on the performance of his or her duties. Before reporting to work under the influence of prescription or over-the-counter medications, employees in safety-sensitive positions must inquire whether the drug manufacturer or the employee's physician warns against driving, operating machinery, or performing other work-related safety-sensitive tasks. If such warnings exist, the employee taking the medication must inform Human Resources of such restrictions before reporting to work under the influence of such substances. When informing Human Resources of such restrictions, the employee should not identify the medication(s) being used or the reason for its use. The Town will evaluate and respond to this information on a case-by-case basis. Responses may include, among other things, temporary job reassignment or modifications, a request for additional medical documentation and consultation, and/or an instruction that the employee not work until the restriction is removed. **Any employee reporting to work in a safety-sensitive position without first advising the Town about warnings accompanying lawfully prescribed or obtained medications will be subject to disciplinary action up to and including possible termination of employment.** An employee's lack of knowledge concerning such warnings will not excuse a violation of this rule where an employee has failed to make the inquiries required by this rule.
- 5) A refusal to submit to an alcohol or drug test in accordance with this Policy.
- 6) A positive drug or alcohol test in accordance with this Policy.

Duties of Employees and Supervisors

As a condition of initial and continuing employment, each employee shall:

1. Comply with the terms of this Policy and any rules or procedures promulgated thereunder;
2. Notify his or her supervisor in writing of any conviction pursuant to any criminal drug or alcohol statute no later than five days after such conviction. For purposes of this Policy a plea of guilty, no contest, or nolo contendere is a conviction;
3. Notify his or her supervisor immediately of an arrest or other action relating to criminal drug or alcohol statutes when at work or when his or her work or ability to work may be impacted;
4. Cooperate with the recommendations of the Employee Assistance Program (EAP) or Substance Abuse Professional (SAP) following a mandatory referral; and
5. Cooperate with the requests from the Medical Review Officer (MRO) and provide any requested documentation within the timeframe required by the MRO.

Within ten (10) days of receiving actual notice of an employee's conviction of any criminal drug statute for a violation occurring in the workplace or within the course and scope of employment, the Town shall notify any federal granting agency from which the Town receives a grant regarding such conviction in accordance with the Drug Free Workplace Act of 1988.

Any employee who has cause to suspect that the Policy has been or is being violated by another employee shall report such information to his or her supervisor, department leader, or the Policy administrator. In the event the person suspected of violating the Policy is the Town Manager, the employee shall report such information to the Town Attorney. No person shall discriminate or take any retaliatory action against an

employee because the employee, in good faith makes a report pursuant to this Policy, cooperates in an ensuing inquiry or investigation, testifies in a proceeding resulting from a report, or otherwise participates in the enforcement of this Policy.

A supervisor or department leader who has reason to believe that an employee has violated a criminal drug or alcohol law shall contact the Human Resources Representative to determine possible appropriate actions. Any Town reports made to law enforcement officials or Town cooperation in investigations or prosecutions of Town employees conducted by state, federal, or local law enforcement officials pursuant to criminal drug or alcohol laws must be in accordance with NCGS 160A-168, Privacy of employee personnel records.

The supervisor will confirm that a negative test result has been received prior to: (1) an applicant starting employment with the Town and (2) placing a current Town employee in a safety-sensitive position (from a non-Safety sensitive position).

All leadership positions (crew leader and up) have the responsibility to consistently apply this Policy to all Town employees. Town leaders (crew leader and up) will publicize the availability of assistance through the Employee Assistance Program (EAP).

Testing Circumstances

1) Pre-Employment Testing

All final candidates who have been offered employment must undergo a controlled substance test as part of the hiring process. A drug test will be conducted during the pre-employment process and an applicant can be rejected from consideration for employment if a positive drug test result occurs. Testing is for controlled substances only. The Town includes notice of pre-employment drug screening in job announcements.

The pre-employment testing shall be performed within forty-eight hours from the time the conditional job offer is made or as soon thereafter as possible but no longer than five (5) business days. **An applicant may not begin employment prior to the receipt of a negative test result under any circumstances. If the results are not received prior to the anticipated start date, the start date will be delayed.**

2) Promotion or Assignment to a Safety-Sensitive Position

All current employees who are given an assignment, promotion, or transfer to a safety-sensitive position will be directed to submit to a controlled substance test. Testing is for controlled substances only. Supervisors for employees being promoted are responsible for ensuring that such employees have completed the required drug testing prior to promotion or assignment.

3) Post-Accident or Incident Drug and Alcohol Testing

The Town may conduct post-incident testing if there is a reasonable possibility that drug or alcohol use could have contributed to the accident. *Any employee* whose conduct could have contributed to the *on-the-job accident* that involves one of the following will be subject to a post-incident test. All employees whose conduct could have contributed to the incident should be tested.

- a. A fatality; or
- b. Bodily injury requiring medical attention or professional medical treatment (W/C). The employee is tested only if circumstances indicate that such bodily injury (whether to an employee or citizen or both) may have been caused, at least in part, by the employee, or by reasonable suspicion by a supervisor; or
- c. Property damage that causes one or more vehicles to be incapacitated where the employee is issued

a citation if circumstances suggest that an employee may have contributed to the accident/incident (to be determined by the department head or supervisor in charge) or where the department head or supervisor has reasonable suspicion of the presence of controlled substance or alcohol. Department head determinations must be made in writing.

The supervisor who first learns that an accident has occurred directs the employee(s) and/or vehicle operator(s) involved to submit to drug and alcohol testing in accordance with this Policy. A decision NOT to require such testing of an employee or vehicle operator may only be made by the Town Manager or a department head. The decision NOT to require testing should be documented and signed. The supervisor shall provide or arrange appropriate transportation for testing if testing is necessary.

If an employee meets the criteria for post-accident drug and alcohol testing as set forth in this subsection, the employee will be required to submit to an alcohol and a controlled substance test. Testing will be administered immediately following the accident or as soon as medically and legally possible. It is important to emphasize that **nothing** is to prevent the individual from receiving required medical attention.

If medically possible, tests for the presence of alcohol or controlled substances will be administered within 2 hours following the accident and in no case shall more than 8 hours elapse before the test is administered. It is the employee's responsibility to notify the Town immediately to ensure actions are taken to meet the testing requirements.

The employee must refrain from using alcohol or any other impairing substance for 8 hours following the accident until he/she submits to an alcohol test, or until it is determined post-accident testing is not required, whichever comes first. The drug test must be administered within 32 hours following the accident. The employee must remain available for testing, or the Town will consider the employee to have refused to submit to testing unless there is a clear hindrance. Nothing in this requirement should be construed as requiring the delay of necessary medical attention for injured people following an accident.

4) Reasonable Suspicion Testing

If any employee, while on Town property; while operating a Town vehicle; or while engaging in Town business, acts in a manner sufficient to cause reasonable suspicion that he/she has violated this Policy by observed actions or physical evidence, he/she will be required to submit to an alcohol and/or a controlled substance test. See the *Reasonable Suspicion Checklist*. **In all cases of reasonable suspicion testing, the employee will be driven to and from the testing site by a supervisor or manager and aided in arranging transportation home.**

Any employee is subject to drug or alcohol testing when there is reasonable, individualized suspicion based on specific, objective facts and rational inferences drawn from those facts that the employee has violated this Policy. In making such a determination, the Town may consider, but is not limited to considering, any of the following factors or combinations. Some factors themselves do not give rise to reasonable suspicion.

- a. Excessive absenteeism or tardiness, frequent or increased illness, frequent absences from workstation, or lapses in responsibility;
- b. A pattern of atypical conduct or unusual, irrational, or erratic behavior;
- c. Repeated failure to follow instructions or procedures;
- d. Violation of safety policies or failure to follow safe work practices;
- e. Deterioration of job performance;

- f. Abusive behavior, insolence, insubordination, or other significant change in behavior;
- g. Mood swings, depression, unusual detachment, euphoria, significantly increased energy, unusual talkativeness, or sleepiness;
- h. Changes in appearance, grooming, demeanor, work habits, or interaction with others;
- i. Reports of substance abuse from reliable or credible sources (not anonymous tips);
- j. Poor motor coordination or muscle controls, unsteady walking, tremors, nervousness, trouble sitting still, slurred speech;
- k. Evidence of substance abuse (drug paraphernalia, odor) in the employee's vicinity;
- l. Bloodshot or dull eyes, dilated or constricted pupils, runny nose, bruises;
- m. Impaired short-term memory or illogical thinking;
- n. Involvement as an operator or mechanic of a Town-owned vehicle that is involved in an accident;
- o. Arrest for violation of any criminal drug or alcohol statute.

One or more trained supervisors (crew leader and above) that have observed the employee will complete the *Reasonable Suspicion Checklist*, with detailed information on facts, symptoms, and observations of reasonable suspicion and contact the Human Resources Representative or designee. The Human Resources Representative (or designee) in conjunction with the observing supervisor will determine whether to order testing. The documentation supporting reasonable suspicion will be retained confidentially by Human Resources.

Non-law enforcement personnel shall not use physical force to detain an employee. At any time a supervisor has cause to suspect that an employee is using or is under the influence of alcohol or a controlled substance in the course and scope of his or her duties for the Town and the affected employee indicates an intention to leave the premises by his or her own means, the supervisor must notify law enforcement officials regarding the employee's identity, the employee's possible impairment, and the employee's anticipated route and means of travel.

5) Testing Pursuant to State or Federal Laws, Rules, or Regulations

Some employees may be required to submit to alcohol and drug testing as required by state or federal laws, rules, or regulations. The procedures for such testing will be in accordance with the law, rule, or regulation being followed.

Testing Procedures

All pre-employment testing is coordinated and conducted through Human Resources. **Applicants and employees to be tested are required to sign the Initial Notice to Employees/Applicants for all required drug tests.** Once notified of the testing, the employee must proceed directly to the designated testing site. An immediate supervisor of an employee or a supervisor that makes a reasonable cause determination is prohibited from serving as a collection site person or conducting a breath alcohol test (BAT), including direct observation.

The authorized provider shall determine the procedures for the collection of blood, split sample urine, saliva, breath, or other scientific samples in accordance with applicable Town policies and state and federal laws, rules, and regulations. All testing samples shall be submitted to a SAMHSA of DHHS approved laboratory for analysis. In general, urine will be tested for drugs and breath will be tested for alcohol. The Town will utilize a 10-panel drug test. A 10-panel drug test includes testing for, but not limited to, barbiturates, cocaine, opiates, amphetamines, cannabinoids/THC, benzodiazepines, oxycodone, methamphetamines, methadone, nitrites, PH, creatinine, and oxidant.

A refusal to test for alcohol or a controlled substance includes but is not limited to:

1. Refusing to sign the consent form or submit to a drug or alcohol test;
2. Refusing to provide a sufficient specimen without an adequate verifiable medical explanation (as defined in DOT Rule 49 CFR Part 40 Subpart I & Subpart N);
3. Engaging in conduct that clearly obstructs the testing process;
4. Adulterating, substituting, contaminating, or tampering with a blood, urine, saliva, breath, or other sample, or attempting to do so;
5. Failing to report to the designated test site as directed or within the period allotted;
6. Failing to remain at the test site until testing is completed;
7. Failing to submit to a second test that may be required by the collector or the Town; or
8. Failing to remain available for required testing.

A blood, urine, saliva, breath, or other sample that, after confirmatory testing, *does not reveal* the presence of a controlled substance at or above the threshold values designated by SAMHSA or an alcohol content level below 0.04% shall be considered to have tested negative, and no further testing may be done on that sample.

A blood, urine, saliva, breath, or other sample that, after confirmatory testing, *does reveal* the presence of a controlled substance at or above the threshold values designated by SAMHSA or an alcohol level at or above 0.04% shall be considered to have tested positive. If the test is confirmed as positive, the department leader or supervisor schedules a private meeting with the employee to inform the employee of the test results with a human resources representative present. The employee is informed in writing of positive controlled substance test results and the employee's rights and responsibilities regarding retesting under NCGS 95-232(f). If the test is confirmed as positive for an applicant, human resources will notify the applicant in writing of the test results and the applicant's rights regarding retesting under NCGS 95-232(f).

An employee with a confirmed alcohol test result of between 0.02% and 0.039% will not be allowed to perform safety-sensitive functions for a minimum of 24 hours and an EAP referral will be made. If deemed appropriate for the individual situation, the employee (in any position) may be sent home with pay.

Relief From Duty

An employee may be placed on administrative leave (paid for normal scheduled work hours) for twenty-four (24) hours when tested Post-Accident or Incident. This may be extended while awaiting test results if deemed appropriate for the individual circumstances (examples: driver history, severity of accident or injuries, and observable behaviors).

An employee will be placed on administrative leave (paid for normal scheduled work hours) pending the outcome of the test results when tested under Reasonable Suspicion.

If deemed appropriate based on the individual situation under authority of this Policy, the employee *may* be placed on paid or unpaid administrative leave or investigatory suspension. This will be documented and in accordance with the Town's Personnel Policy.

Consequences and/or Discipline

1) Pre-Employment

A final candidate for employment with a verified positive controlled substance test result will be denied employment.

If an applicant is not hired because of a positive controlled substance, he/she will not be considered for

employment for a six-month period following the date of the test.

The applicant will only again be considered for employment when:

- A six-month period has passed from the positive test as indicated above; and
- The applicant provides proof of successfully completing a drug rehabilitation program; and
- The applicant passes a pre-employment drug alcohol test (if the final candidate for the position).

An applicant who refuses to submit to a drug test pursuant to this Policy will not be considered for employment with the Town.

2) Employees

Any employee who violates this Policy shall be subject to disciplinary action up to and including dismissal as described in the Town of Granite Quarry Personnel Policy.

An employee with a verified positive controlled substance or alcohol test pursuant to this policy will be subject to disciplinary action, up to and including dismissal.

A current employee who refuses to submit to a controlled substance or alcohol test pursuant to this Policy will be dismissed.

An employee that is operating a Town-owned vehicle or a personal vehicle on Town business that is stopped by law enforcement and refuses to submit to law enforcement directed breath alcohol test or drug test will be dismissed.

Confidentiality and Recordkeeping

Any tests for the presence of alcohol or controlled substances authorized by this Policy shall be designed to protect the privacy of the applicant or employee being required to undergo testing. All non-DOT tests for the presence of alcohol or controlled substances shall be conducted pursuant to and in compliance with the Controlled Substance Examination Regulations found in NCGS Chapter 95, Article 20.

No sample obtained for the purpose of conducting tests for the presence of alcohol or controlled substances pursuant to this Policy shall be used to perform any diagnostic examination that would detect any hidden or latent physical or mental infirmity, disease, or condition. Rather, the analysis of such sample shall be confined to such procedures as are devised to detect the presence of alcohol or controlled substances.

All information obtained while testing, examining, counseling, rehabilitating, and treating applicants or employees pursuant to this Policy shall be protected as confidential information. Documents or data concerning this information shall not be open to inspection pursuant to NCGS 160A-168 by persons other than the affected applicant or employee and shall be disseminated only on a need-to-know basis and at the express direction of the Town Manager or to comply with applicable laws. Alcohol or drug test results may be disclosed in connection with legal proceedings related to the applicant or employee (including but not limited to unemployment and workers' compensation) and to the Town's retained attorney. Upon written request from an employee, records of drug and alcohol use, testing results, and rehabilitation are provided to the employee.

Drug or alcohol test results from this testing program may not be used as evidence in a criminal action against an applicant or employee tested except by order of a court of competent jurisdiction.

Records are retained in a secure location with controlled access.

Drug-Free Awareness Program

The Town shall provide information regarding this Policy and a drug-free workplace to employees to include the following:

1. The dangers of drug and alcohol abuse in the workplace;
2. The Town's Policy of maintaining a drug and alcohol-free workplace;
3. The penalties that may result for violations of this Policy; and
4. The assistance programs available to all employees relating to alcohol or drug counseling, rehabilitation services, and Substance Abuse Professionals through the Town's Employee Assistance Program:

McLaughlin Young Group

1-800-633-3353

704-529-1428

www.mygroup.com

Confidential professional counseling and assistance 24 hours/7 days

Supervisors shall receive information on this Policy and training on how to detect the use or abuse of alcohol and controlled substances.

Summary

No part of this Policy, nor any of its procedures, is intended nor shall be construed to affect the Town's right to manage its workplace, to discipline its employees, or to change the "at will" nature of employment with the Town. Since it is impossible to anticipate every situation which may arise under this Policy, the Human Resources Representative should be contacted to resolve any question or situation not addressed herein. **This contact should be made before action is initiated if possible.** The Town Manager is authorized to make future revisions to this Policy. It is understood that any substantive changes to the Policy should only be implemented after first consulting with the Board of Aldermen.

Contact Person

Any questions regarding this Policy should be directed to: the Town Clerk / HR Officer

References

Food and Drug, 21 CFR 1308.11-15, Schedule of Controlled Substances:

<https://www.deadiversion.usdoj.gov/21cfr/cfr/2108cfrt.htm>

United States Code Controlled Substance Act Subchapter 1, Part B, Section 812:

<http://www.deadiversion.usdoj.gov/21cfr/21usc/812.htm>

Procedures for Transportation Workplace Drug and Alcohol Testing Programs, 49 CFR Part 40:

<https://www.transportation.gov/odapc/part40>

US DOL Drug Free Workplace <http://www.dol.gov/workingpartners/welcome.html>

DHHS Substance Abuse and Mental Health Services Administration (SAMHSA): <https://www.samhsa.gov/>

North Carolina General Statutes, Chapter 95, Article 20-Controlled Substance Examination Regulation:

http://www.ncleg.net/enactedlegislation/statutes/html/byarticle/chapter_95/article_20.html

North Carolina Administrative Code, Title 13, Chapter 20-Controlled Substance Examination Regulation:
<http://reports.oah.state.nc.us/ncac.asp?folderName=\Title%2013%20-%20Labor\Chapter%2020%20-%20Controlled%20Substances%20Examination%20Regulation>

North Carolina General Statutes, Chapter 90:
http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_90.html

North Carolina General Statutes 160A-168. Privacy of Employee Personnel Records:
https://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_160a/gs_160a-168.html

North Carolina General Statutes, Chapter 20, Article 2C, 37.18 and 37.19-Commercial Driver License:
http://www.ncleg.net/enactedlegislation/statutes/html/byarticle/chapter_20/article_2c.html

Authorization

Approved by:

Date:

DRAFT

Attachment A

Non-DOT Safety Sensitive Positions

Below is a list of positions which are designated by the Town as non-DOT safety sensitive. The Town reserves the right to include other positions which meet the criteria of safety sensitive as defined in this Policy.

Classification

Fire Chief
Deputy Fire Chief
Assistant Fire Chief
Fire Captain
Fire Lieutenant
Firefighter
Police Chief
Police Investigator
Police Sergeant
Police Officer
Public Works Director
Public Works Crew
Leader
Public Works Technician

Attachment B

TOWN OF GRANITE QUARRY N.C. CONTROLLED SUBSTANCE EXAMINATION REGULATION ACT INITIAL NOTICE TO EMPLOYEES/APPLICANTS

In accordance with our company policy, you have been selected for a _____ controlled substance test (specify "post-accident," "random," etc.). In accordance with 13 NCAC 20.0401, this Notice explains your rights and responsibilities under the N.C. Controlled Substance Examination Regulation Act ("CSERA") (Chapter 95, Article 20 of the N.C. General Statutes) and the corresponding administrative rules (Title 13, Chapter 20 of the N.C. Administrative Code).

- You may refuse this test; however, your job or employment opportunity may be in jeopardy.
- Although applicants may be screened by means of a "Quick Test," any positive results must be confirmed by an approved lab using gas chromatography with mass spectrometry (GS/MS) or equivalent scientifically accepted method before hiring decisions are made.
- Current employees cannot be screened by means of a "Quick Test."
- An approved laboratory must perform testing of samples.
- You can request a "re-test" of any positive sample. Retests must be of the same sample and must be paid for by the employee.
- You can file a complaint with the N.C. Department of Labor - Wage and Hour Bureau at (919) 807-2796 or 1-800-NC-LABOR if you believe procedural requirements of the CSERA were violated. The Department has no jurisdiction regarding an employer's requirement for controlled substance testing or its decisions regarding results of controlled substance testing.

_____ Employee/Applicant Printed Name	_____ Employee/Applicant Signature	_____ Date
_____ Employer Representative Name & Title	_____ Employer Representative Signature	_____ Date

Disclaimer: The foregoing information is presented solely for the convenience of the reader and is not intended to replace any official source. Under no circumstances shall the Department of Labor be liable for any actions taken or omissions made from reliance on any information contained herein.

Attachment C

CONFIDENTIAL

TOWN OF GRANITE QUARRY N.C. CONTROLLED SUBSTANCE EXAMINATION REGULATION ACT POST-TEST NOTICE TO EMPLOYEES/APPLICANTS

The sample you provided on _____ as required by our company policy and the N.C. Controlled Substance Examination Regulation Act ("CSERA"), has tested positive for:

We were notified of this positive result on _____. In accordance with 13 NCAC 20.0402, this Notice explains your rights and responsibilities under the CSERA (Chapter 95, Article 20 of the N.C. General Statutes) and the corresponding administrative rules (Title 13, Chapter 20 of the N.C. Administrative Code).

- You must be given written notice of any positive result of a controlled substance examination within thirty (30) days of employer notification of the positive result.
- You must be given a copy of this Notice or other written notice of your rights and responsibilities regarding re-testing.
- You may request, in writing, a re-test of the above sample at the same or other approved laboratory within ninety (90) days of the date you are notified of the result. You must pay all expenses associated with the re-test.
- Results of controlled substance examinations, medical histories and use of lawful prescription drugs must be kept confidential by the employer.
- You can file a complaint with the N.C. Department of Labor - Wage and Hour Bureau at (919) 807-2796 or 1-800-NC-LABOR if you believe procedural requirements of the CSERA were violated. The Department has no jurisdiction regarding an employer's requirement for controlled substance testing or its decisions regarding results of controlled substance testing.

Employee/Applicant Printed Name

Employee/Applicant Signature

Date

Employer Representative Name & Title

Employer Representative Signature

Date

Disclaimer: The foregoing information is presented solely for the convenience of the reader and is not intended to replace any official source. Under no circumstances shall the Department of Labor be liable for any actions taken or omissions made from reliance on any information contained herein.

Attachment D

TOWN OF GRANITE QUARRY REASONABLE SUSPICION CHECKLIST

Note to Supervisor: This checklist is used to determine and document reasonable suspicion of a potential violation of drug or alcohol use in the workplace. Check with the Town's Drug and Alcohol-Free Workplace Policy to follow procedures. Note all behavior and physical signs or symptoms, which lead you to reasonably believe that the employee is currently under the influence of a prohibited substance. Mark each applicable item and add any additional facts or circumstances.

Policy Excerpt: One or more trained supervisors (crew leader and above) that has observed the employee will complete the Reasonable Suspicion Checklist, with detailed information on facts, symptoms, and observations of reasonable suspicion and contact the Human Resources Representative or designee). The Human Resources Representative (or designee) in conjunction with the observing supervisor will determine whether to order testing. The documentation supporting reasonable suspicion will be retained confidentially by Human Resources.

Name of Observed Employee: _____

Job Title: _____

Name of Supervisor Observing Behavior: _____

How long have you supervised the employee? _____

Observation Date: _____ Observation Time: _____

OBSERVATIONS:

Speech: ___ Mumbled ___ Slurred ___ Confused ___ Incoherent ___ Stuttering
 ___ Whispering ___ Shouting ___ Rambling ___ Slow ___ Silent
 ___ Normal

Condition of Clothes: ___ Disorderly/messy ___ Dirty/stained
 ___ Rumpled ___ Torn Clothing ___ Orderly ___ Appears Normal

Eyes: ___ Sleepy ___ Blood Shot ___ Glassy ___ Watery ___ Dilated
 ___ Closed ___ Droopy Eye Lids ___ Alert

Attitude/Demeanor: ___ Talkative ___ Hyperactive ___ Hostile ___ Irritable
 ___ Nervous ___ Depressed ___ Profane ___ Drowsy ___ Disoriented
 ___ Wide Mood Swing ___ Anxious ___ Argumentative
 ___ Excited ___ Inattentive ___ Cooperative
 ___ Pleasant ___ Calm ___ Polite ___ Appears Normal

Unusual Actions or Appearances: ___ Belching ___ Vomiting ___ Fighting ___ Accident Prone
 ___ Crying ___ Laughing ___ Runny Nose ___ Puncture marks/needle tracks
 ___ Red/flush ___ Pale ___ Sweaty ___ Slobbering ___ Dry mouth
 ___ Fumbling ___ Jerky ___ Slow ___ Sleepy ___ Threatening
 ___ None

Walking/Turning/Standing: ___ Stumbling ___ Swaying ___ Staggering ___ Falling
 ___ Arms Raised for Balance ___ Reaching for support/holding on
 ___ Feet Wide Apart ___ Unable to Stand/walk ___ Unsteady
 ___ Sagging at Knees ___ Normal

Awareness: ___ Sleepy or Stupor ___ Lack of Coordination ___ Confused ___ Paranoid
 ___ Normal

Breath/Odor: ___ No alcohol odor ___ Faint alcohol odor ___ Strong alcohol odor
 ___ Sweet/pungent tobacco odor ___ Chemical odor ___ None noticed
 ___ Marijuana odor ___ Breath spray/mouthwash/gum

Reasonable Suspicion Checklist (continued)

Was the employee involved in an accident or near-accident? Yes ___ No ___

If yes, Description/Date/time: _____

WRITTEN SUMMARY:

Summarize facts and circumstances surrounding the incident. The observations must be specific, occurring during the same time, and able to clearly express in writing or verbally regarding appearance, behavior, speech or body odors of the employee. Use additional sheets as needed.

ADDITIONAL FACTS (explain in written summary)

Presence of alcohol or drugs in individual's possession or vicinity ___

Individual admission concerning alcohol use and/or drug use or possession ___

Recent Attendance/Tardiness _____

Has there been a recent change in the employee's level of performance?

Yes ___ No ___ Don't Know ___

Employee's explanation of reasons for his/her conduct: _____

Other Witnesses: _____

The above document of physical, behavioral, and performance indicators of the named employee were observed by:

Date

Supervisor's Signature

Supervisor's Printed Name

FORWARD COMPLETED FORM TO HUMAN RESOURCES REPRESENTATIVE



RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, TO ESTABLISH A DRUG & ALCOHOL-FREE WORKPLACE POLICY

WHEREAS, it is the intent of the Board of Aldermen of the Town of Granite Quarry to ensure the safety and health of every Town employee; and

WHEREAS, it is the intent of the Town of Granite Quarry to maintain an unlawful controlled substance and alcohol-free workplace and to eliminate the safety risks, lost time, and reduced productivity that results from the use of and the influence of alcohol and/or controlled substances in the workplace; and

WHEREAS, the Board of Aldermen of the Town of Granite Quarry and Town staff feel this can be accomplished by conducting screenings of all final applicants and all employees who meet the criteria established in the attached policy; and

WHEREAS, the Board of Aldermen of the Town of Granite Quarry and Town staff feel testing should be conducted in a fair and unbiased manner, the rights of applicants subject to testing should be protected, and to ensure this is the case, the Town will comply with the standards of confidentiality and testing set forth in the attached policy.; and

WHEREAS, the Board of Aldermen recognize this will be further accomplished by all employees adhering to a clear policy and consistent practices.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Granite Quarry that the attached Drug and Alcohol-free Workplace Policy is hereby adopted.

RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE ____ DAY OF ____ 2023.

Brittany H. Barnhardt, Mayor

ATTEST:

Aubrey Smith, Town Clerk

[SEAL]

SUMMARY

TO: Board of Aldermen
FROM: Town Manager Larry Smith
RE: **DOT project submittals for P7.0; FY2026-2035 STIP**
DATE: 3/13/2023



CTP Comprehensive Transportation Plan
STI Strategic Transportation Investment law
STIP State Transportation Improvement Program
SPP DOT's Strategic Prioritization Process

- P6.0. Prioritization 6.0, the fourth prioritization cycle since STI law requirements began 2016
- P7.0. Prioritization 7.0, the fifth cycle being initiated now

Now that we've piqued your interest with some of the fun acronyms, let's just say that the DOT is calling for us to review and give any updates to our previously submitted projects.

See attached for fuller description, but in short/common terms, "our" currently submitted projects are:

1. **Dunns Mtn Ch Rd.** Adding a turn lane onto Hwy 52.
2. **US 52 Bypass - GQ.** Pursuing a new multi-lane bypass route for thru Hwy traffic.
3. **Peeler Rd Ext.** Widening/improving Peeler Rd from I-85, pursuing a new part between Old Concord and Glover Rds to then continue straight into Faith via St Paul's Ch Rd.

Currently our MPO anticipates we may only be able to carry over 2 projects additional to the 52 bypass. As you can see from the scoring on the attachment, Peeler Rd Extension scored very low (and MPO feels it is going to score low again due to cost and acquisition). Also, we know from first-hand observation that we have several higher-pressing congestion / safety spots than Dunns Mtn Ch Rd that the Board may wish to consider substituting:

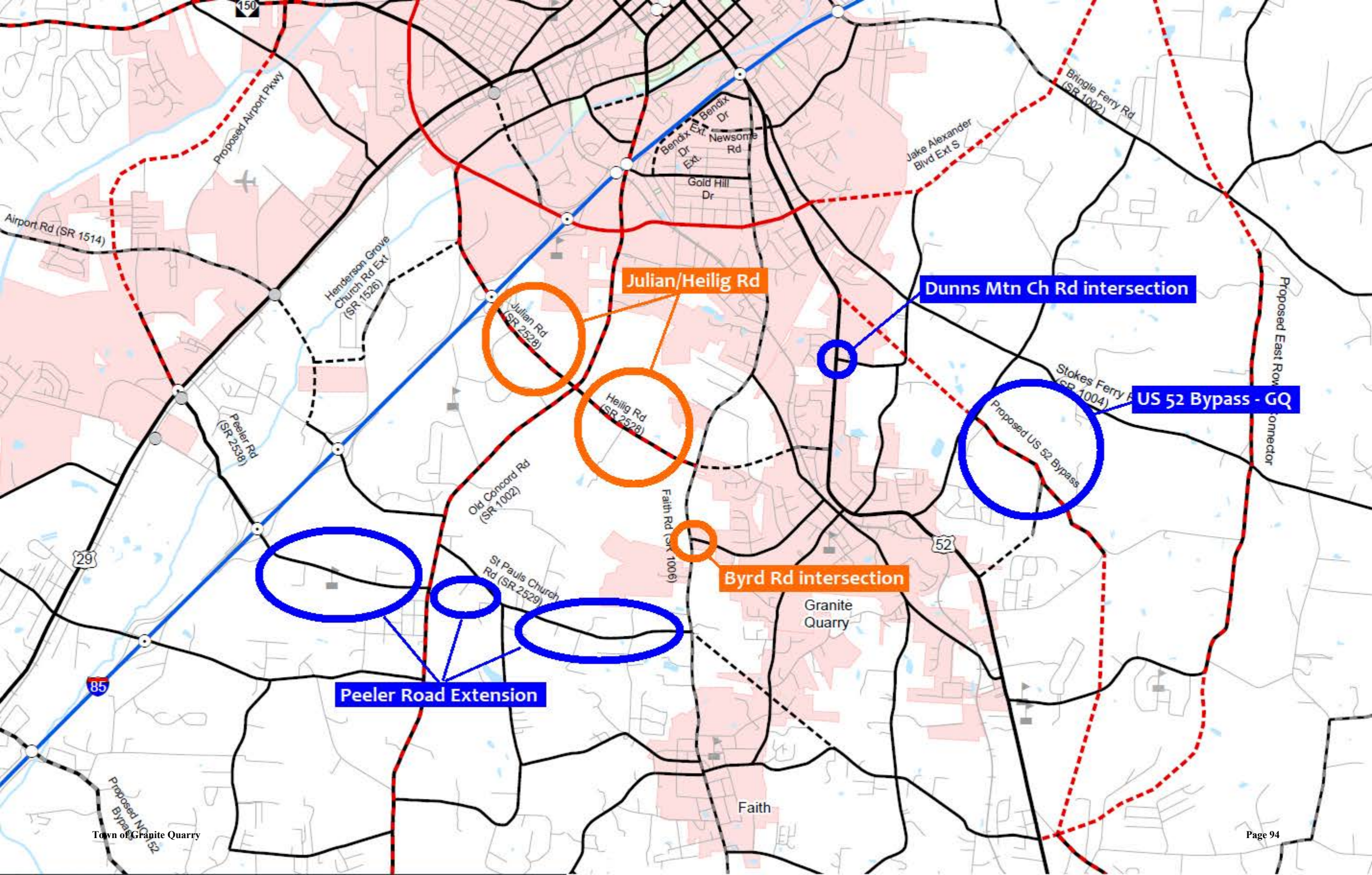
- A. Byrd Rd. In 2019 the Town asked DOT to consider a traffic light at the intersection of Byrd Rd and Faith Rd. Turning left onto Faith Rd is hazardous from visual obstructions, which has compounded with the additional traffic from the buildout of nearby Village at Granite and FACS.
- B. Heilig Rd. Julian Rd improvements NW of I-85 are already underway; CTP plans to eventually continue those improvements SE of I-85 past the Fairgrounds and Industrial Park on to Faith Rd. This could help with growing congestion especially during industrial shift changes, rush hour, and fairground events along this stretch (while also furthering economic development efforts to enhance the Granite Industrial Park and potential expansion of the industrial areas there).

Recommended Action:

Board discussion and direction on what projects to submit or resubmit.

Prioritization 6.0 Scores for All Projects

SPOT ID	TIP	Project Category	Route / Facility / Project Name	From / Cross Street / Location	To / Cross Street	Description	Specific Improvement Type	Cost to NCDOT	Statewide Mobility Quantitative Score (Out of 100)	Regional Impact Quantitative Score (Out of 70)	Division Needs Quantitative Score (Out of 50)	Primary Purpose
H184300		Regional Impact	US 52	SR 2126 (Dunns Mountain Church Road)		Add storage and turn lane onto US 52	10 - Improve Intersection	\$ 1,200,000	N/A	35.04	25.73	This project will improve traffic flow from a growing commercial area onto US 52.
H090202-C	U-6075	Statewide Mobility	New Route - US 52 (Granite Quarry Bypass)	US 52 south of Granite Quarry	Existing multi-lane section on US 52 north of Granite Quarry	Construct Multi-Lanes on New Location.	6 - Widen Existing Roadway and Construct Part on New Location	\$ 93,300,000	66.57	42.06	24.88	The primary purpose of this project is to address the existing and anticipated congestion and improve mobility along this section of US 52. This project will service regional truck traffic coming from eastern Rowan to I-85 and Salisbury.
H090202-B		Statewide Mobility	New Route - US 52 (Rockwell Bypass)	US 52 south of Rockwell	US 52 north of Rockwell at Granite Quarry Bypass	Construct Multi-Lanes on New Location.	6 - Widen Existing Roadway and Construct Part on New Location	\$ 36,700,000	70.02	43.71	21.10	The primary purpose of this project is to address the existing and anticipated congestion and improve mobility along this section of US 52. This project will service regional truck traffic coming from Stanly County thru Rowan to I-85.
H191029		Division Needs	SR 2538 (Peeler Road), SR 2529 (Saint Pauls Church Road)	I-85	Faith Road	Widen to 2 lanes with a left turn lane and paved shoulder for approximately 3.03 Miles.	6 - Widen Existing Roadway and Construct Part on New Location	\$ 35,600,000	N/A	N/A	6.58	The project would provide direct access from I-85 and the Peeler Road interchange to downtown Faith and western growth from the Town of Granite Quarry.



Julian/Heilig Rd

Dunns Mtn Ch Rd intersection

US 52 Bypass - GQ

Byrd Rd intersection

Peeler Road Extension

March 2023

Sunday	Monday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4
5	6	7	8	9	10
	Planning Board 6pm		Centralina Executive Board Mtg. 5pm		
12	13	14	15	16	17
	BoA Special Mtg. 5pm BoA Mtg. 6pm			Power in Partnership Breakfast 7:30am Event Comm. 5:30pm	Mulch Giveaway 9am-12pm
19	20	21	22	23	24
	ZBA 6pm	Coffee w. A Cop 9am Revitalization 3:30pm	CRMPO TAC 5:30pm		
26	27	28	29	30	31
				BOA Special Mtg. 9am (if needed)	

April 2023

Sunday	Monday	Wednesday	Thursday	Friday	Saturday
					1
2	3	4	5	6	8
	Planning Board 6pm			Good Friday Town Hall Closed	
9	10	11	12	13	15
Easter	BoA Mtg. 6pm		Centralina Executive Board Mtng 5pm	CAC 6pm	
16	17	18	19	20	22
	ZBA 6pm	Revitalization 3:30pm		Power in Partnership Breakfast 7:30am	Litter Sweep 1-3pm Earth Day
23	24	25	26	27	29
			CRMPO TAC 5:30pm	Rowan Municipal Association Mtng 6-8pm	Staff & Volunteer Appreciation Event 11am-2pm
30					

FREE MULCH!

Granite Quarry
Residents Only



Saturday, March 18th

9am-12pm

1040 Mar Rock Dr

One Truck/Trailer Load per Address

Additional Loads if supply holds out

Please Present Valid Drivers License at
Check In

YARD
of the
MONTH



*This is the perfect opportunity to prepare
your yard for the Yard of the Month
Contest held April thru September!*

To Reserve Your
FREE Mulch

Town of Granite Quarry



Scan or call 704.279.5596 or visit
www.granitequarrync.gov



Tuesday, March 21st ● 9am-10:30am

Join the Granite Quarry-Faith Police for a cup of coffee and some positive conversation while getting to know the officers in your community

Cagney's Kitchen

215 N Salisbury GQ Ave
Granite Quarry



For more information contact
mosborne@granitequarrync.gov



TOWN OF GRANITE QUARRY
STAFF & VOLUNTEER

PICNIC IN THE PARK

FAMILY FRIENDLY
ACTIVITIES, GAMES, FOOD
WILL BE PROVIDED

GRANITE CIVIC PARK
SATURDAY, APRIL 29

11:00AM - 2:00PM

PLEASE RESPOND BY FRIDAY, APRIL 21ST
WITH NUMBER OF
ADULTS AND CHILDREN ATTENDING



Endless Soulfood Will Serve Choice of 1 Entree & 1 Side

- Fried Chicken
- Fish
- Pork Chops
- Burgers
- Hot Dogs
- Chili Cheese Fries
- Mac 'n' Cheese
- Fries
- Fried Corn
- Onion Rings
- Okra
- Green Beans

Happy's Farm Will Serve 1 of Each Treat

- Cotton Candy
- Lemonade
- Popcorn

REGISTER TO PLAY ON OR
CAPTAIN A KICK BALL TEAM

RSVP: OFFICEASSISTANT@GRANITEQUARRYNC.GOV
OR CALL DEBBIE 704.279.5596

