



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN MEETING MINUTES
Monday, October 1, 2018**

Present: Mayor Bill Feather, Alderman John Linker, and Alderman Kim Cress, Alderman Jim Costantino

Not Present: Mayor Pro Tem Jim LaFevers

Staff: Mr. Phil Conrad – Town Manager, Ms. Tanya Word – Town Clerk/HR Officer, Mr. Scott Stewart – Deputy Clerk/Finance/HR Analyst, Mr. Jason Hord – Maintenance Supervisor/Interim Fire Chief, Ms. Shelly Shockley – Finance Officer/Event Coordinator, Mr. Steve Blount – Town Planner, Mr. Mark Cook – Chief of Police, Mr. Brian Peeples – Assistant Fire Chief, Mr. Travis Barnhardt – Deputy Fire Chief, Mr. Sean Dunham – Firefighter, Mr. Chip Short– Town Attorney

Guests: There were 13 guests present.

Call to Order: Mayor Feather called the meeting to order at 7:00 p.m.

Moment of Silence: Mayor Feather opened the meeting with a moment of silence.

Pledge of Allegiance: Mayor Feather led the Pledge of Allegiance.

Approval of the Agenda:

ACTION: Alderman Linker made a motion to approve the agenda as presented with the addition of Closed Session for discussion of property. Alderman Costantino seconded the motion. The motion passed with all in favor.

Approval of the Consent Agenda:

ACTION: Alderman Costantino made a motion to approve the consent agenda. Alderman Cress seconded the motion. The motion passed with all in favor.

Special Thank You: Jason Hord spoke recognizing Chief Dale Brown's four and a half years of service to the Granite Quarry Fire Department. Mr. Hord thanked Chief Brown for his work on behalf of the Staff, Board, and citizens of Granite Quarry. Accomplishments that were mentioned

included the addition of a new fire truck, air pacs, and receipt of a recent grant. Mr. Hord then presented Chief Brown with his helmet. Chief Dale Brown thanked everyone for supporting him stating that his top priority had been serving the citizens of the Town. Mayor Feather stated his appreciation for Chief Brown's service to the Town.

Citizen Comments

Ed Shell of 510 Lewis Street in Granite Quarry spoke about the information packets sent out for Town meetings. Mr. Shell stated that he received the information packet and noticed something about sidewalks. There was another document within the packet about a Highway 52 proposal for \$36,000. Mr. Shell requested that more detailed information be included within the agendas.

Ms. Mary Ponds spoke about Railroad Street; mentioning issues with a patched culvert that is in disrepair after large amounts of water from the recent heavy rains that came from Hurricane Florence. This culvert has been previously patched with gravel. Ms. Ponds also overgrown shrubbery along the sides of the road that is inhibiting the flow of traffic.

Mayor Feather stated that the Railroad Street culvert area had been fixed several times previously, yet continued to fail and now has holes washed out again. Mayor Feather challenged the Town Manager to get this repaired properly; also mentioning that the grass was grown out over the roadway on both sides which does need to be trimmed back. Alderman Linker asked what was causing the issue with the culvert. Mr. Hord replied that another culvert at Maple Street is blocked and there also is a crack in the pipe that he had filled as a temporary patch in preparation for the storm. Mr. Hord thought that there may be additional funds available to repair storm damage areas. The new flail mower is now ready for service and Mr. Hord reported that he had already planned to use it to cut back the vegetation on Railroad Street tomorrow.

Guests and Presentations

There were no guest presentations.

Town Manager's Update

- The Village at Granite subdivision has received the flood plain permit for phase one and engineers have started work on the permit application process for phase two. Mr. Conrad picked up a copy from Rowan County to bring back to the Town.
- Easter Creek phase two involving a 100,000 square foot building has a site plan that has been approved by the Planning Board. Subdivision plans are being reviewed by TRC. Subdivision will be reviewed for approval at the October 8 Planning Board Meeting.
- Stone Glen, a 32-home subdivision on Peeler Street, has been granted a variance for connectivity by the Zoning Board of Adjustment. The site plan is being reviewed by TRC and will also be reviewed at the October 8 Planning Board Meeting. They have requested rezoning from RL to RM in order to allow 70' wide lots, which will be brought before the Board of Aldermen at the November 5 meeting. Mayor Feather inquired about the rezoning and what it would allow. Mr. Blount explained that this would be a conditional rezoning that would not allow for duplexes.

- IOM Enterprises has received site plan approval from the Planning Board for two 30,000 square foot additions at the Heilig Road plant. Engineering drawings for the project are expected soon.
- There is a commercial development project on Highway 52 South across from East Rowan High School that is in preliminary planning stages. The developer is working with Salisbury Rowan Utilities regarding potential connection for sewer service.
- Knight property development at 800 Byrd Road has been cleared and subdivided into two lots. The developer has been advised that they will need to apply for zoning permits before proceeding.

Alderman Linker asked about the status of sewer issue for the second Easter Creek building. Mayor Feather stated that there is a potential business for this location. If that business were to create enough jobs, the sewer issue could be resolved using NC Commerce funds. Mr. Conrad added that there are other potential grant opportunities. There should be an update at the next Board meeting after consultation with a grant writer.

Alderman Linker stated that he feels there needs to be a multi-tenant sign at Chamandy Drive for the Granite Industrial Park. Mayor Feather suggested communicating with Easter Creek to see if a property owners' association could be created as property is divided to create a way to maintain an area for the sign.

Alderman Linker asked if the development on Highway 52 would require rezoning. Mr. Conrad stated that it is currently residential property. Mr. Blount added that he has recently spoken with the developer about rezoning the front of the property for commercial use and the rear of the property remain residential. This mix of commercial uses would cause a conditional rezoning, which would require a site-specific plan. There is a chain restaurant that has approached the property developer, which would require connection to the sewer system. Mr. Blount stated that the Town may wish to consider partnering with the developer on sewer connection. Alderman Linker also mentioned this would require application for annexation. Mr. Blount did not expect any objection from the developer regarding annexation. The potential mix of uses includes a convenience store, some other shops, and a restaurant. The developer is also in contact with NCDOT regarding potential traffic impact.

Town Clerk's Update

- a. Policy and Procedure Update – Ms. Word shared the following:

The Policy and Procedure Committee met on September 18th.

At this meeting we basically defined:

Policy – is a decision-making framework or course of action to achieve a desired effect or change.

Policies are distinct from procedures and guidelines, which are operational instructions or processes for applying a policy decision.

The graph displayed showed the Teamwork of Policy and Procedure.

Legislative: Policy-making “What”

Management: Policy Advice and Administrative “How”

Employees and Service Contractors: Service Delivery “Just Do It”

Stages of Policy Process

- Identification of Issues or Problems
- Policy Formulation – What should be Done
- Policy Adoption – Who has Authority
- Policy Implementation – Enforcement and Execution
- Policy Evaluation – Does it Work

b. Purchasing Policy Update

Ms. Word provided a “draft” copy of the Purchasing Policy to the Board of Aldermen and suggested the following schedule for reviewing and updating sections of the policy. Ms. Word asked each Board Member and the Finance Officer to read through the policy carefully and provide feedback. Below is a schedule suggested by Ms. Word for discussion of policy sections:

November Board Meeting: Foreword

January Board Meeting: Section II - Guidelines

February Board Meeting: Section III – Purchasing Procedure

March Board Meeting:

- Section IV – Vendor Selection
- Section V – Special Procurement Procedure
 - o 5.1 Blanket Purchase
 - o 5.2 Emergency Purchase
 - o 5.3 Sole Source of Supply
 - o 5.4 Single Brand Convenience

April Board Meeting:

- Section V – Special Procurement Procedure continued
 - o 5.5 NC Purchase Contract and Cooperative Purchasing

Agreements

- o 5.6 Piggybacking
- o 5.7 Professional Services
- o 5.8 Service Contracts
- o 5.9 Vendors with Town Accounts

May Board Meeting: Section VI – Delivery and Performance

June Board Meeting: Section VII – Inspection and Training

July Board Meeting:

- Section VIII – Vendor Relations
- Section IX – Sale of Town Property
- Section X – Fuel Cards

August Board Meeting:

- Section XI – Purchase Cards

September Board Meeting:

- Section XII – Fringe Benefits
- Section XIII – Exhibits

Mayor Feather stated that many of the items added are based on NC State Guidelines and Ms. Word spent a lot of time reviewing those expectations. Board members may need to ask the reasoning for any items they have questions on.

Ms. Word also mentioned that Ms. Shockley is selling ribbons in support of Breast Cancer Awareness month.

Old Business

a. Committee Updates

- Revitalization Committee – Alderman Linker shared highlights from the September 25 Revitalization meeting. Chairman Shelton was not present due to his wife’s recent heart transplant. It was noted that she is recovering well. The primary focus areas of the Revitalization Committee has been:
 1. Allocation of \$15,000 for Christmas lights;
 2. Allocation of the remainder of this year’s Revitalization budget to sidewalk improvements in the downtown area; and
 3. Planning improvements at the Town Square involving replacement of the planters at each corner.
- Building Committee – Alderman Linker shared potential improvements to the Town Hall building. The Town has plans that were drawn by an architect that include both changes to the inside of the building and to landscaping at the front of the building. At this point, construction costs have increased about 20% in the last 18 months. There may be some things that can be altered in the plan to reduce costs. Another consideration is relocating staff for 8 to 9 months during remodeling. At this point no actions have been taken and they are waiting for an updated cost estimate.

Mayor Feather shared that remodeling the entire building was going to cause need for sprinklers and an elevator. It may be possible to remodel the office area of the building and the landscaping without the need for those costly upgrades.

- Parks and Recreation – Alderman Cress asked Ms. Shockley to provide an update. Ms. Shockley stated that Food Drive was collecting for donation to local shelters and food banks and includes essential non-food items as well. Adult Fish for Fun event at Granite Lake Park was on Friday, September 28th, and had over 30 participants. Family Fun Fest will be on October 27; including a bounce house, food, trick or treating for children, a hayride, and a movie after dark. Christmas trees will go up in the park during the week after Thanksgiving.

- b. Interim Fire Chief Hord presented a request for out of date surplus Fire Department turnout gear to be sold on GovDeals. The request also included the alternate plan to donate gear to Concord High School for their Emergency Services program if it does not sell. In the school program, this outdated gear would never be used for real emergency situations. The request also included surplus disposal of one fire hat for presentation to outgoing Fire Chief Dale Brown.

ACTION: Alderman Costantino made a motion to sell surplus turnout gear on GovDeals. Alderman Linker seconded the motion. The motion passed with all in favor.

New Business & Action Items

- a. **316 Main Street Contract for Listing** – Mr. Conrad stated that there is a contract with Victor Poplin to list the property for sale. Mr. Conrad has also discussed the contract with the Town Attorney about the potential to add language regarding expectations of improvement to the property. The Town Attorney asked for more detail on what time frame there would be for improvements and what would be repercussions if improvements were not made by the buyer. Mr. Poplin recommended listing the entire property and let a potential buyer suggest to the Board of Aldermen what they would like to do with the property. Depending on the intended use, it may be necessary to rezone the property.

ACTION: Alderman Cress made a motion to list the property at 316 S. Main Street with Victor Poplin including the stipulation that improvements to the property must begin within one year of closing. Alderman Costantino seconded the motion.

Mr. Conrad stated that Mr. Ribelin has agreed to survey the 316 S. Main Street property to identify the corners of the property. The work has been completed, however there needs to be a contract approved. Mayor Feather mentioned that there are some potential discrepancies that the surveyor noted.

ACTION: Alderman Cress made a motion to accept Norman Ribelin's contract. Alderman Costantino seconded the motion. The motion passed with all in favor.

- b. **Approval of Funds for Sidewalks on US 52** – Mayor Feather stated that these are funds from the Revitalization budget that they have planned to use toward sidewalk improvements. This includes widening some sidewalks to 5 feet stopping at exit drive to the ATM at F&M, repair to sidewalk adjacent to Town Hall, skipping the area that may change as part of the remodel, and improving the sidewalk in front of M&K. Alderman Cress asked if this would extend sidewalks to the Square. Mayor Feather replied that he thought it would.

ACTION: Alderman Linker made a motion to follow recommendation of the Revitalization Committee to appropriate the remainder of their funds to use toward the described sidewalk improvements in the Downtown area. Alderman Costantino seconded the motion. The motion passed with all in favor.

Mayor Feather recommended that once this project is completed, the Town should request discretionary funds from the state to complete additional curbs and gutters along Highway 52.

- c. **Disposal of Maintenance Property** – Mr. Hord requested disposal of the sickle bar that was removed from the tractor. A replacement has been ordered.

ACTION: Alderman Costantino made a motion to dispose of the maintenance surplus property as requested. Alderman Cress seconded the motion. The motion passed with all in favor.

- d. **ACTION:** Alderman Linker made a motion to accept funds in the amount of \$142,334 from the Assistance to Firefighters Grant for air pacs. Alderman Costantino seconded the motion. The motion passed with all in favor.

- e. The Air Pac Grant for the Fire Department was acquired with the assistance of JMCM Consulting in completing the grant application. Budget Amendment #1 was presented to the Board in order to move funds to pay JMCM Consulting for Grant Writing Services.

ACTION: Alderman Linker made a motion to approve Budget Amendment #1, transferring funds in the amount of \$6,778 from Board Contingency to Fire Department Contracted Services and utilizing those funds to pay JMCM Consulting for Grant Writing Services. Alderman Costantino seconded the motion. The motion passed with all in favor.

- f. Budget Amendment #2 was presented to the Board to transfer funds from Fund Balance Appropriated to Maintenance Capital Outlay Equipment in the amount of \$11,847 to purchase a John Deere Sickle Bar Mower and Swing Boom Flail Mower. Mayor Feather stated that this is based on what was approved at the September Board meeting. Alderman Costantino asked if Alderman Cress had worked with Mr. Hord on selecting the Sickle Bar Mower. Alderman Cress replied that the selected Sickle Bar is a commercial piece of equipment and he approved of the purchase.

ACTION: Alderman Costantino made a motion to approve Budget Amendment #2. Alderman Cress seconded the motion. The motion passed with all in favor.

- g. **Grass Mowing** - Mr. Conrad mentioned that there had been recent interest in Maintenance Staff and workload capacity. There has been some consideration of supplemental mowing beginning in 2019 for the Town Parks. There should be an estimate that can be shared at the November Board Meeting.

Alderman Costantino asked why it was necessary to review outside mowing contractors rather than relying on Town staff. Mr. Conrad expressed a desire from board members to provide a higher level of manicuring of grass in the parks and shared that that for 2018 we relied on hiring part-time staff. Alderman Costantino expressed that this may be an expense that is difficult to justify to the public. Alderman Cress shared that he previously had reviewed quotes on mowing parks and it was more expensive than he expected. Mayor

Feather mentioned that there had been recent consideration of professional landscaping for Town Hall. The PERCS committee recommended getting more information on outside contractors for park maintenance. This was for information and no action was taken.

- h. Breast Cancer Awareness Month Proclamation – Mayor Feather read the Proclamation declaring October as Breast Cancer Awareness month; also noting that breast cancer affects both men and women and encouraging citizens to participate in activities to increase awareness of breast cancer prevention.
- i. Domestic Violence Awareness Month Proclamation – Mayor Feather read the Domestic Violence Proclamation and proclaimed October 2018 as Domestic Violence Awareness Month.
- j. Red Ribbon Week Proclamation – Mayor Feather read the Proclamation encouraging a drug-free lifestyle and proclaimed October 23 through 31 of 2018 as Red Ribbon Week. This campaign was established by the Young Marines organization.

Board Comments

Alderman Linker expressed concern regarding the workload of the Maintenance Manager and Interim Fire Chief. Alderman Cress agreed with Alderman Linker that the combined position would be challenging. Alderman Cress stated that there is a benefit of having a Fire Chief available throughout the week, but also had concerns about availability of Interim Chief Hord during evening hours. Alderman Costantino stated that he would like to work toward eventually having a full-time Fire Chief. Mayor Feather expressed that he would like to see more planning for the future direction of the Fire Department before considering a full-time Chief.

Mr. Hord stated understanding the concerns and has reduced his role at Rockwell Rural Fire Department to accommodate adding responsibility with the Granite Quarry Fire Department. A new part-time Maintenance employee is doing well and willing to work more if needed. Other towns were cited where combining Maintenance and Fire Chief duties has been successful. Alderman Linker expressed support for the Fire Department; requesting that Interim Chief Hord notify the Board if assistance is needed. Mayor Feather stated concern over perception of the personnel change by staff. Mr. Conrad commented that he and Interim Chief Hord would be working with Chief Parnell of the Salisbury Fire Department to explore staffing options as well.

Adjournment

Alderman Costantino made a motion at 8:53 PM to adjourn the meeting. Alderman Cress seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

Scott Stewart

Deputy Clerk