



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN MEETING MINUTES  
Monday, February 4, 2019**

**Present:** Mayor Bill Feather, Mayor Pro Tem Jim LaFevers, Alderman John Linker, Alderman Jim Costantino, and Alderman Kim Cress

**Staff:** Mr. Phil Conrad – Town Manager, Ms. Tanya Word – Town Clerk/HR Officer, Ms. Aubrey Smith – Deputy Clerk/Finance/HR Analyst, Mr. Jason Hord – Fire Chief/Maintenance Supervisor, Ms. Shelly Shockley – Finance Officer/Planning Coordinator/Events Administrator, Mr. Steve Blount – Town Planner, Mr. Mark Cook – Police Chief, Mr. Chip Short – Town Attorney

**Guests:** There were twelve guests present.

- 1. Call to Order:** Mayor Feather called the meeting to order at 7:00 p.m.
- 2. Moment of Silence:** Mayor Feather opened the meeting with a moment of silence.
- 3. Pledge of Allegiance:** Scout Billy Chesney led the Pledge of Allegiance.
- 4. Approval of the Agenda:**

**ACTION:** Alderman Linker made a motion to approve the agenda with the modification of adding item 12 j.- Christmas Lights under New Business. Alderman Costantino seconded the motion. The motion passed with all in favor.

**5. Approval of the Consent Agenda:**

**ACTION:** Alderman Costantino made a motion to approve the consent agenda. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

**a. Approval of the Minutes**

- i. Regular Board Minutes January 7, 2019
- ii. Special Called Minutes January 18, 2019

iii. Special Called Minutes January 28, 2019

**b. Department Reports**

**c. Financial Report**

- 6. Citizen Comments-** There were no citizen comments.
- 7. Guests and Presentations-** A presentation on the Comprehensive Plan was made by Steve Blount during the Board Comments (item 13 b. under New Business).
- 8. Public Hearings-** Mayor Feather opened the public hearing and read out the proposed ordinance.
- a. **ORDINANCE NO. 2019-01** Voluntary Annexation – for the following described territory, requested by petition filed pursuant to G.S. 160A-31.

TRACT ONE: Situate, lying and being Litaker Township, on the west side of the Faith Road and described as follows:

BEGINNING at a stake in the West margin of the Faith Road, H.H. Canup's corner; thence with Canup's line, South 84½ deg. West 140 feet to a cedar tree; thence North 85½ deg. West 395 feet to a stake, Canup's corner in Campbell's line; thence with Campbell's line, South 8 deg. West 190.7 feet to a stone. Donald Byrd's corner in Campbell's line; thence with Byrd's line, South 87½ deg. East 530 feet to a stake in the West margin of the Faith Road; thence with the West margin of the Faith Road, North 8 deg. East 200 feet to the BEGINNING, containing 2.25 acres, more or less, and being part of the property conveyed by Mrs. Emma Morgan Byrd and others, to Donald Byrd and wife, Mildred Byrd, by deed record in Deed Book 273 at page 44.

TRACT TWO: BEGINNING at a stone on the West side of the new public road and runs West Agner's line 627 feet, more or less, to Agner's corner stone; thence North ½ deg. East 462 feet to a stone, corner of Lot No. 1; thence with division line East 627 feet to the center of the Mt. Pleasant Road (now Faith Road); thence south ½ deg. West 462 feet to the BEGINNING, containing 6.65 acres, be the same or less

There were no citizen comments.

Mayor Feather closed the public hearing.

**9. ACTION:** Mayor Pro Tem LaFevers made a motion to adopt **ORDINANCE NO. 2019-01** Voluntary Annexation – for the described territory, requested by petition filed pursuant to G.S. 160A-31. Alderman Costantino seconded the motion. The motion passed with all in favor.

## **10. Town Manager's Update**

### **a. Project Updates – Industrial Park, Subdivisions, and Office-Institutional**

#### **i. The Village at Granite (250 Homes on 111 acres)**

Mr. Conrad spoke about the progress being made on the Village at Granite. Road grading has begun. A zoning permit has been issued for the entrance sign. Work on the turning lane on Faith Road will begin after Duke Energy relocates power lines. There was a job site meeting to begin coordinating the sub-surface inspections with the project manager, the Town of Faith, and our staff. They are still working on the bonding for improvements so that the final plat of Phase 1 can be recorded. The Town is waiting for information from the developer's engineer. The developers are looking for an optimal solution for the bridge for Phase 2 to determine whether that can proceed.

Alderman Linker asked if there were still plans for retail and multi-family at the front of the property and whether it would be developed first. Mr. Conrad replied that is still the long-term plan, but the front section is not being developed first.

Alderman Costantino asked about the hole that they are digging at the front of the property and Alderman Linker responded that would be a retention pond. Mayor Feather clarified that it would be a temporary retention pond with another retention pond located at the back of the property.

Alderman Cress asked where they planned to start building first. Mayor Feather responded that the spec house will be in the back to the right. Alderman Cress asked whether it would be visible from Faith Road and Mayor Feather responded that it would probably not be. Mr. Conrad added that the entrance sign would be sufficient size to be visible and attract attention from the road.

Mayor Feather included that they plan to build a few houses and then have a big presentation for that initial point of sale and invite the Board.

#### **ii. Stoneglenn**

Mr. Conrad stated that the drawings are almost ready for submittal for the Stoneglenn project.

Alderman Linker asked if it had been decided where the payment in lieu of open space for the development would be used. Mayor Feather asked Mr. Blount to respond. Mr. Blount shared that the UDO states the money should be spent on like uses, however, common open space has a broad definition and could include parks, greenways, and trails in other areas of the community.

**b. Parents' Night Out**

Mr. Conrad asked Shelly Shockley to share about Parents' Night Out. Ms. Shockley stated that last year the event had twelve children attend and included crafts, movies, fire safety, and a tour of the fire trucks. This year the event will be held February 15<sup>th</sup> from 6:30 p.m. to 9:30 p.m. The maximum number will be 15. It is a free event that requires a signing up in advance.

**c. New Staff**

Mr. Conrad shared that Aubrey Smith has started working for the Town as Deputy Clerk/Finance/Human Resources Analyst.

**d. Junior Firefighter Program**

Mr. Conrad asked Jason Hord to speak about the new Junior Firefighter Program. Mr. Hord shared that the program is for ages 15-17 and will be run by Brian and Jennifer Peeples. There will be one Junior Firefighter starting February 5, 2019 with others interested. Chief Hord will be reaching out the East Rowan High School, where there used to be a fire brigade, about a plan to get more students involved.

Mayor Feather asked the Scouts in attendance if there was a merit badge the firefighters could help with. The Scouts responded that there was a fire safety badge and the person helping would need to fill out paperwork with the council to be qualified to teach the merit badge.

**e. Final Statement**

Mr. Conrad thanked the staff he has worked with over the last three years. Mayor Feather announced that Mr. Conrad's last day would be February 11<sup>th</sup> and that during the last three years he has been a real benefit to the Town and his time and effort are appreciated.

**11. Old Business**

**a. Committee Updates**

**i. Revitalization**

Alderman Costantino stated that there will be a Revitalization Committee meeting next Tuesday.

**ii. Building**

Alderman Linker shared that there are currently three main options for remodeling Town Hall that will be presented during the Board of Aldermen Budget Retreat: 1) Update the outside of the building only with cosmetic changes, 2) Remodel the lower level of the building, 3) Remodel the entire building.

**iii. Parks and Recreation**

Mayor Pro Tem LaFevers shared that at the PERCs meeting in January the group went over upcoming events and will finish planning for the year at the next meeting. There was a lot of discussion regarding the Fun Fest and more definitive plans will be ready to present to the Board next month.

**iv. Civitan Club**

Mayor Pro Tem LaFevers shared that the Civitan Club is partnering with F&M Bank to renovate the courtyard at the high school. The courtyard hasn't been addressed in twenty years. Mr. Lanny Merrill from the Civitan Club will give an update at the next meeting.

**b. 2019 Board of Aldermen Regular Meeting Schedule and Holiday Closing**

The Board reviewed the proposed 2019 regular meeting dates and holiday closings that were tabled at the last meeting.

Alderman Costantino proposed that the July 1<sup>st</sup> meeting be changed to the 8<sup>th</sup>. Alderman Cress questioned what days the office would be closed surrounding Christmas. Mayor Feather stated that the agenda packet still included dates they discussed changing at the last meeting.

**ACTION:** Alderman Linker made a motion to table the approval of the 2019 Board of Aldermen Regular Meeting Schedule and Holiday Closing Schedule until the next meeting. The motion was seconded by Mayor Pro Tem LaFevers. The motion passed with all in favor.

**12. New Business & Action Items**

**a. RESOLUTION NO. 2019-08 – Appointment of and Swearing in of Deputy Town Clerk/Deputy Finance Officer Aubrey Smith**

**ACTION:** Alderman Costantino made a motion to approve **RESOLUTION NO. 2019-08 – Appointment of and Swearing in of Deputy Town Clerk/Deputy Finance Officer Aubrey Smith**. The motion was seconded by Mayor Pro Tem LaFevers. The motion passed with all in favor.

Aubrey Smith was sworn in by Clerk Word as the new Deputy Town Clerk/Deputy Finance Officer/Human Resources Analyst.

**b. Board Appointment** – Parks and Recreation Committee and Planning Board

**ACTION:** Mayor Pro Tem LaFevers made a motion to appoint Phyllis Fisher to the Parks and Recreation Committee; Arin Wilhelm and Ronald Jacobs to the Planning Board. Alderman Costantino seconded the motion. The motion passed with all in favor.

**c. Budget Amendment Request #6**

**ACTION:** Mayor Pro Tem LaFevers made a motion to transfer funds from Fund Balance Appropriated (01-3991-99) to Police Department Capital Outlay Motor Vehicle Fund (01-4310-54) in the amount of \$8,178. Funds were unexpended in FY 17-18. Alderman Cress seconded the motion. The motion passed with all in favor.

**d. Budget Amendment Request #7**

**ACTION:** Alderman Linker made a motion to transfer funds from Visionary Projects (01-4120-49) and Board Contingency (01-4110-97) to Maintenance Contracted Services (01-4190-60) and Christmas Lights (01-4120-62) in the amount of \$15,000 for the purchase and installation of Christmas lights. Alderman Costantino seconded the motion. The motion passed with all in favor.

**e. Budget Amendment Request #8**

**ACTION:** Alderman Costantino made the motion to transfer funds from Maintenance Contingency Fund (01-4190-97) to Maintenance Contracted Services (01-4190-60) in the amount of \$2,500 to fund the additional expense of limb grinding. Alderman Linker seconded the motion. The motion passed with all in favor.

**f. Budget Amendment Request #9**

Alderman Linker questioned whether the amendment should state “2018 Property Taxes” instead of “2019 Property Taxes”. Mayor Feather responded that it should be 2018.

**ACTION:** Alderman Costantino made a motion to transfer funds from Board Contingency Fund (01-4110-97) to Administration C.O. Land Purchase (01-4120-57) in the amount of \$1,233 for the 2018 Property Taxes on Parcel ID# 403 036 with the modification from 2019 to 2018. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

**g. Fire Department Surplus** – Disposal of thirty old non-OSHA approved traffic vests

**ACTION:** Alderman Cress made the motion to dispose of the 30 old non-OSHA approved traffic vests. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

**h. Presentation/Discussion of Purchasing Policy**

Mayor Feather shared that the Purchasing Policy has been updated on several occasions throughout the years. There has been a request from FEMA to have a Purchasing Policy in place for the projects they are working on.

Alderman Cress asked Ms. Shockley for clarification regarding the change for the limit for department heads. She responded that currently the limit, prior to manager approval, is \$500 but in the proposed purchasing policy that amount would increase to \$1000.

Mayor Pro Tem LaFevers stated that it appeared the only category that didn't go to Ms. Shockley for approval prior to purchase was the category under \$100. Ms. Shockley confirmed that was correct. With all other amounts and categories, the department head must verify it is in the budget. The department heads have the authority to make the purchase and submit the receipts.

Alderman Cress asked if the purchasing policy was directed by the state or just good practice. Ms. Shockley responded that it was entirely guided by general statutes but that some of the amounts were reduced since we are a smaller municipality.

Alderman Cress questioned whether the proposed policy had been discussed with the department heads. Ms. Shockley responded that it had.

Ms. Shockley proposed an amendment to Exhibit A- Items Not Requiring a Purchase Order, Item 14 to include "Purchase of fuel on fleet account".

Mayor Feather also asked Ms. Shockley to speak about the change with the purchase orders. Ms. Shockley proposed a change from the paper form to the electronic version included with the current financial software. There would still be hand-written forms for emergencies, but the electronic version cuts out a step since it shows the budget amount available to the department head filling out the form.

Alderman Linker stated that currently large purchases from Capital Outlay require an Alderman's signature. He asked if that would still be in place. Ms. Shockley responded that it would.

Alderman Cress asked if this policy was approved but something was not working, could it be changed? Mayor Feather responded that it could be changed at any time.

Mayor Pro Tem LaFevers stated that with the current staff being here full time, the hardships experienced in the past should be fewer.

**ACTION:** Alderman Cress made a motion to approve the proposed Purchasing Policy with the modification of adding "Purchase of fuel on fleet account" to Exhibit A, Items Not Requiring a Purchase Order, Item 14. Alderman Costantino seconded the motion. The motion passed with all in favor.

**i. Proclamation – Black History Month**

Mayor Feather read aloud the proclamation for Black History Month.

**j. Christmas Lights**

Mayor Feather stated that the Christmas lights are on sale through April 1<sup>st</sup>. The LED snowflakes were \$380 when purchased and are now \$290 each. They are each six feet in diameter.

There was discussion regarding how far the power and brackets extended.

Alderman Cress asked whether there was a difference in the power bill over that last two years compared to this year with the LEDs. Ms. Shockley responded that it just came in but hasn't been processed. It will be available at the next meeting.

**13. Board Comments**

**a. Fire Chief**

Mayor Feather had Fire Chief Jason Hord stand up and congratulated him on the move from Interim Fire Chief to Fire Chief.



**b. Comprehensive Plan Update Progress**

Mayor Feather asked Steve Blount to present on the Comprehensive Plan Update Progress. Mr. Blount provided a memo with the following.

*Narrative:*

*Since authorization earlier this year by the Board of Aldermen, the Planning Board has been working on an update of the Town's 2000 Comprehensive Land Use Plan. The Planning Board agreed to breaking the **Geographic Areas** of the Town into manageable sections and then is reviewing each section in detail. In addition to the geographic areas, we have added some **Special Issues** that will be discussed.*

*The **Geographic Areas** are broken down as follows:*

- 1. Downtown Core Area*
- 2. North Salisbury Ave. Corridor*
- 3. Faith Road Corridor*
- 4. US Highway 52 South Corridor*
- 5. US Highway 52 Bypass Corridor*
- 6. New and Existing Subdivisions*
- 7. Strategic Properties that include:*
  - a. Corner of East Church St and N. Salisbury Ave.*
  - b. 2400 Faith Rd*
  - c. Transportation corridors west to I-85*
  - d. N. Salisbury Ave. commercial property*
  - e. N. Salisbury Ave Viewshed property*
  - f. Old Stone House*

*The **Special Issues** are as follows:*

- 1. Expansion of Industrial Areas*
- 2. Multi-family Housing*
- 3. Utilities Expansions*
- 4. Stormwater Management*
- 5. Trails and Sidewalks*

*Progress to date includes:*

- 1. I have prepared presentations for the seven geographic areas listed*
- 2. Organizational meeting with Planning Board to discuss process*
- 3. Work session with Planning Board completed for the Strategic Properties section*
- 4. Some data and text updates have been made in the 2000 Comprehensive Plan*

*Planned Work:*

1. *Planning Board to receive presentation on three sections at their 2/11/19 meeting*
  - a. *N. Salisbury Ave.*
  - b. *Highway 52 S*
  - c. *Downtown Core Area*
2. *Planner will complete presentations for the Special Issues sections*
3. *Planner will present all remaining sections to the Planning Board for their input*
  - a. *Will be presented at regular meetings when time allows or at special called meeting when regular meetings are too busy with other issues*
4. *Planner will continue update to data and form of existing 2000 Comprehensive Plan*
5. *When all sections are reviewed by Planning Board, Planner will integrate the new goals and policies into the existing document*

*Public Presentation of 2019 Updated Plan*

1. *When all work is complete, and a draft of the update is available it will be presented as follows;*
  - a. *A presentation will be made to a joint meeting of the Planning Board, Zoning Board of Adjustment, and Board of Aldermen to gather input*
  - b. *A draft copy of the plan will be made available to the public through our town website*
  - c. *Availability of the draft copy will be advertised on our sign and in the newspaper*
  - d. *One or more public workshops will be scheduled and advertised to allow interested parties to review the plan and ask detailed questions of staff*
  - e. *Planning Board will review and make final corrections based on public input.*
  - f. *Final 2019 Update to Comprehensive Plan will be presented to Board of Aldermen and after public hearing will hopefully be adopted*

**c. Request**

Alderman Cress asked Mr. Conrad to please make sure he was forwarding all the information for the Budget Retreat since he would no longer be here. Mr. Conrad responded that he had and would continue to.

#### **14. Mayor's Notes – Announcements and Date Reminders**

- a. Planning Board Meeting – Monday, February 11<sup>th</sup> @ 5:30 P.M.
- b. CCOG Board of Delegates ANNUAL Meeting – Wednesday, February 13<sup>th</sup> @ 6:15 P.M.
- c. Parks and Recreation Committee Meeting – Monday, February 18<sup>th</sup> @ 5:00 P.M.
- d. Revitalization Team Meeting – Tuesday, February 19<sup>th</sup> @ 3:30 P.M.
- e. Board Retreat – Friday, February 22<sup>nd</sup> @ 9:00 A.M.
- f. Cabarrus-Rowan County MPO Meeting – Wednesday, February 27<sup>th</sup> @ 5:30 P.M.
- g. Board of Aldermen Regular Meeting – Monday, March 4<sup>th</sup> @ 7:00 P.M.

#### **15. Mayor's Action**

##### **Closed Session:**

**ACTION:** Alderman Linker made a motion to go into closed session pursuant to N.C. General Statute Section 143-318.11[a][6] for personnel issues. Alderman Costantino seconded the motion. The motion passed with all in favor.

The Board entered closed session at 8:01 P.M.

**ACTION:** Alderman Linker made a motion to come out of closed session pursuant to N.C. General Statute Section 143-318.11[a][6] for personnel issues. Costantino seconded the motion. The motion passed with all in favor.

The Board came out of closed session at 8:09 P.M.

Alderman Linker announced that during the closed session the Board of Aldermen made a decision for Interim Town Manager.

**ACTION:** Alderman Linker made the motion to appoint Larry Smith Interim Town Manager contingent upon the results of his background check and drug screening. Alderman Costantino seconded the motion. The motion passed with all in favor.

Mayor Feather stated that Mr. Smith's starting date is scheduled as tomorrow and the pay rate for the Interim Town Manager would be \$50 an hour with out of town travel reimbursement but no benefits. He will be a W-2 employee. The contract has been approved by the attorney.

#### **16. Adjournment**

**ACTION:** Mayor Pro Tem LaFevers made a motion to adjourn the meeting. Alderman Costantino seconded the motion. The motion passed with all in favor.

The meeting was adjourned at 8:10 P.M.

Respectfully Submitted,

*Aubrey Smith*  
Deputy Clerk