



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
SPECIAL CALLED MEETING MINUTES  
Tuesday, January 21, 2020  
3:30 p.m.**

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

**Staff:** Interim Town Manager Larry Smith, Interim Town Clerk Aubrey Smith, Fire Chief/Maintenance Supervisor Jason Hord, Police Chief Mark Cook, Finance Officer Shelly Shockley, Town Planner Steve Blount

**Call to Order:** Mayor Feather called the meeting to order at 3:30 p.m.

**1. Approval of the Agenda:**

Alderman Shelton suggested that the item “Discussion of the permanent town manager position and process” be moved to after the Closed Session.

**ACTION:** Alderman Costantino made a motion to approve the agenda with the requested change. Alderman Shelton seconded the motion. The motion passed with all in favor.

**2. Discussion of the Granite Quarry Charter, personnel policy, and job descriptions. (cont.)**

**A. Charter**

The Board discussed the necessity for an amendment to clarify the Charter. According to an update from the NCLM, an amendment could be filed as early as May 2020. A clarification amendment will be added to the March Regular Board of Aldermen Meeting.

**B. Personnel Policy**

Mr. Smith expressed a need for further Board discussion, possibly at the Board Planning Retreat, on the personnel policy. The Board agreed to revisit this issue.

**C. Job Descriptions**

The Board reviewed the updated job descriptions for the Town Manager and Town Clerk and directed the Interim Town Manager to remove the “Minimum Qualifications” and add the items under that section to “Preferred Qualifications” on each of the documents. Mr. Smith will make the changes and forward the job descriptions for review. There was Board consensus that once the changes are made, the updated job descriptions are complete.

### **3. Discussion of Investment of Public Funds**

Finance Officer Shelly Shockley presented updates on current project costs and her proposed plan to invest \$350,000 of idle funds from a non-interest-bearing checking account and \$250,000 from the matured cd into the trust. The Board discussion included questions regarding how much would be left in the General Fund and how many months of operating expenses the residual would cover. The Mayor stated concern over the Town's relationship with F&M Bank if the \$250,000 was moved.

**ACTION:** Mayor Pro Tem Linker made a motion to move \$350,000 into the North Carolina Capital Management Trust. Alderman Costantino seconded the motion. The motion passed with all in favor.

### **4. Discussion of Alternate Dates for Board Planning Retreat**

The Board members discussed their availability for the Board Planning Retreat originally scheduled for Friday, February 21, 2020. By consensus the Board Planning Retreat was rescheduled for Friday, February 28, 2020 beginning at 8:00 a.m.

### **5. Closed Session**

**ACTION:** Alderman Costantino made a motion to enter into Closed Session pursuant to N.C. GS Section 143-318.11(a)(5)(ii) to discuss the amount of compensation and other material terms of an employment contract or proposed employment contract. Alderman Shelton seconded the motion. The motion passed with all in favor.

**ACTION:** Alderman Costantino made a motion to leave Closed Session. Alderman Shelton seconded the motion. The motion passed with all in favor.

No action was taken in Closed Session.

### **6. Discussion of the permanent town manager position and process**

**ACTION:** Mayor Pro Tem Linker made a motion to enter contract negotiations with Larry Smith for the permanent Town Manager position. Alderman Costantino seconded the motion. The motion passed with all in favor.

### **7. Adjournment**

**ACTION:** Alderman Costantino made a motion to adjourn. Alderman Shelton seconded the motion. The motion passed with all in favor.

The meeting was adjourned at 4:48 p.m.

Respectfully Submitted,

*Aubrey Smith*

Interim Town Clerk