



**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