



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, March 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, Town Clerk Aubrey Smith, Town Attorney Chip Short, 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 6:01 p.m.

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

Pledge of Allegiance: The Pledge of Allegiance was led by Eagle Scouts Daniel Frick and Levi Frick.

Awarding of Proclamations: Mayor Barnhardt recognized Eagle Scouts Daniel Frick and Levi Frick and presented them each with a proclamation of recognition and congratulations from the Town of Granite Quarry.

1. Approval of the Agenda

Mayor Pro Tem Linker suggested moving items that would require a legal opinion earlier on the agenda so Attorney Short would be free to leave once the Board had his input.

ACTION: Mayor Pro Tem Linker made a motion to approve the agenda with the Rules of Procedure (*former item 5*) moved to item 7 and the Drug and Alcohol-Free Workplace Policy (*former item 11*) moved to item 5. Alderman Costantino seconded the motion. The motion passed 4-0.

2. Approval of 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: 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:

- **Ashleigh Zachary, 726 N. Salisbury GQ Avenue** – Stated the reasons she believed there should be craft beer and wine vendors at events in the parks.

4. Town Manager’s Update

Manager Smith shared that the ad hoc Events Committee met about the Arts in the Park and the group asked to have a craft beer vendor and a local winery vendor at the event. Since there hadn’t yet been clear direction given regarding that particular issue, Manager Smith requested that the Board provide specific input on the idea and asked how the Board would like to proceed. Mayor Pro Tem Linker asked if the discussion could be had when reviewing the Sponsorship Guidelines item. Mayor Barnhardt expressed a desire to see applications from the ad hoc committee members so that the Board could make the committee appointments and get to know the members. She also expressed an interest in committee members attending the Board’s planning retreats to collaborate and discuss ideas and necessary funding. Staff will request that current Events Committee members fill out applications.

Items on the updated Town Manager’s report included an updated price for the purchase of a computer for the Mayor. The total price would be an amount not to exceed \$960.00.

ACTION: Alderman Costantino made a motion to approve (*an amount not to exceed \$960 from 01-4110-97 General Fund Contingency to 01-4110-26 Office Expense for a new mayor’s office computer*). Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

Manager Smith shared a presentation on the wayfinding and industrial park signage. He will forward Rowan Tourism’s presentation to the Board as soon as it is received. He shared that the design for the industrial park sign from Tourism called for uniformity with the newly proposed entryway signs, but that the December 2022 design for the industrial park was based on previous town branding. He mentioned that one option was to take the industrial park sign off of the wayfinding sign plans for now and not turn it into a gateway sign. He asked the Board for direction on how to proceed. There was discussion regarding the design and branding as well as the possible need to replace and relocate the current entry signs. Manager Smith asked if it would be okay, since the existing signs met the granite theme, if he could ask if the Town could still qualify for any other wayfinding if the existing gateway signs were left as is. Mayor Pro Tem Linker, Alderman Costantino, and Alderman Shelton voiced that they would be okay with that. Mayor Barnhardt expressed a desire for uniformity amongst the industrial and entryway signs.

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

The Board recessed at 6:44 p.m.

Mayor Barnhardt called the Board back into session at 6:52 p.m.

New Business

5. Discussion and Possible Action Drug & Alcohol-Free Workplace Policy

The Board discussed the drafted Drug & Alcohol-Free Workplace Policy and asked questions regarding specific wording in the draft. Mayor Barnhardt asked for Attorney Short’s recommendation. Attorney Short stated if the Board was comfortable with the policy they should adopt it recognizing that it would be the Manager’s responsibility to implement it.

ACTION: Alderman Shelton made a motion to approve the policy as presented (*by adopting Resolution 2023-02*). Alderman Costantino seconded the motion. The motion passed 4-0.

Old Business

6. Discussion and Possible Action Sponsorship Guidelines

Attorney Short recommended the Board not adopt the drafted Sponsorship Guidelines as a policy, but rather, make recommendations, give direction, and then have the Manager implement the desire of the Board.

ACTION: Alderman Shelton made a motion that a consensus statement be provided to the Manager stating the Board was okay with moving forward with the Event Sponsorship Guidelines as presented with the expectation that they be implemented and administered by the Manager. Alderman Costantino seconded the motion. After discussion Alderman Shelton withdrew his motion and no vote was held.

Attorney Short pointed out the Mayor could appoint a committee to work with the Manager to move forward. Mayor Pro Tem Linker stated that may be a good idea to address Alderman Cannon's issue with the current guidelines. Alderman Cannon stated he felt it was in bad taste to have alcohol at town events. Individual Board members shared their differing personal opinions and discussed what is allowed in parks. Mayor Pro Tem Linker asked why the guidelines prohibited businesses that mass-produce and distribute alcoholic beverages. Mayor Barnhardt shared she believed those that mass-produce and distribute alcohol should also be allowed to sponsor. Alderman Cannon expressed a desire for consistency and asked if sellers of tobacco products would be allowed as well. There was discussion regarding the requirement for additional police manpower and licensure for distributors at events with alcohol. There was no clear consensus among the Board members on whether to allow manufacturers, distributors, and/or sellers of alcohol to be event sponsors.

Mayor Barnhardt asked Attorney Short if guidelines were necessary. Attorney Short stated guidelines don't carry a lot of weight and that the Board would be relying on the Manager to enforce them. He stated that the Manager would need to know the consensus of the Board on what to allow.

7. Discussion and Possible Action Rules of Procedure

ACTION: Alderman Costantino made a motion to table the item. Mayor Pro Tem Linker seconded the motion. Alderman Costantino rescinded his motion before a vote was held.

After discussion on the best time to review the item, there was Board consensus to move the item to the end of the agenda with the possibility to recess tonight's meeting and revisit any necessary items on Thursday, March 30, 2023 at 9:00 a.m.

8. Discussion Committee Updates

Manager Smith paraphrased that the initial question was how and how often should committees and advisory boards report to the Board of Aldermen. He stated ideally the Board sets parameters and provides the mission; committees work to accomplish the mission with the professional staff reporting to the Board on the committee actions; joint meetings are held when a specific project (i.e., the UDO) necessitates; and annual reports from advisory boards and committees are presented to the Board at planning retreats. Historically the practice in Granite Quarry of members of the Board of Aldermen attending committee meetings was inadvertently causing confusion on the direction from the Board and putting individual Board of Aldermen members in the difficult position of being asked to represent the whole Board. Manager Smith reviewed his recommendations from the Committee Reporting summary included in the agenda packet.

Mayor Barnhardt stated she felt there was a disconnect between the Board of Aldermen and committee members and expressed a desire to look at how the Board of Aldermen is engaging with committee members. Alderman Shelton stated that he was in favor of periodically holding joint meetings with the

committees to plan and interact with members. He also felt committee chairs could let staff know if there were certain items that they wanted to address with the Board. There was Board discussion on the need for volunteers and methods of communication with the volunteers and community. Mayor Barnhardt stated a desire to have a plan for communication, networking, and marketing that included utilizing social media. Alderman Shelton agreed the Board needed to discuss how to reach citizens and recognized it was not a small task. Alderman Cannon asked if the town had the option to include flyers in the water bills. Manager Smith responded that is not currently an option, but staff is trying to push for it. Sending newsletters out via bulk mail was presented as an option. Mayor Pro Tem Linker stated he was in favor of more interaction with committees, specifically during the planning process, and recognized that having a core group of volunteers was an issue. He pointed out that if committee members were being asked to attend an additional meeting, their schedules would need to be taken into consideration. He stated he believed the communication piece would require the hire of an additional staff member. Alderman Cannon proposed dropping off donuts and saying hello before a committee meeting in order to have personal contact, but not interfere. Mayor Pro Tem Linker stated that when the building is remodeled, he felt a concession area should be added to have drinks and snacks for everyone holding meetings.

Generally, it is the desire of the Board

- for committees and advisory boards to be heard from regarding planning,
- for the Board of Aldermen and committees to hold joint meetings as necessary,
- to find ways to interact with committee members,
- to make sure committees know about the opportunity to attend Board meetings as residents,
- and that there be the opportunity for committee representatives to coordinate with staff to present issues to the Board.

New Business (Cont.)

9. Budget Amendment

BA #7 Shop Air Compressor

ACTION: Alderman Shelton made a motion to approve Budget Amendment #7 as presented. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

10. Capital Project Ordinance Amendment CPO 2023-01 Transformational Projects

Alderman Shelton asked Finance Officer Shockley to explain the proposed amendment. Finance Officer Shockley stated it was the option that the Board chose at last month's meeting to show Granite Quarry's match transferred to the TAP Project.

ACTION: Alderman Costantino made a motion to approve CPO 2023-01 as amended. Alderman Shelton seconded the motion. The motion passed 4-0.

Mayor Pro Tem Linker pointed out the interest that had been earned since Finance Officer Shockley moved funds into the capital management trust and gave her kudos.

11. Capital Project Ordinance Adoption CPO 2023-03 TAP Project

ACTION: Alderman Costantino made a motion to adopt CPO 2023-03 as presented. Alderman Cannon seconded the motion. The motion passed 4-0.

12. Discussion

MPO p7.0 Projects List

Manager Smith shared that MPO anticipates that Granite Quarry can carry over two projects in addition to the US 52 Bypass. Granite Quarry's currently submitted projects are:

1. **Dunns Mountain Church Road** adding a turn lane onto Highway 52
2. **US 52 Bypass** pursuing a new multi-lane bypass route for thru highway traffic.
3. **Peeler Rd Ext.** Widening/improving Peeler Rd from I-85, pursuing a new part between Old Concord and Glover Roads to then continue straight into Faith via St Paul's Ch Rd.

Additional projects that have been cited as areas of heavy congestion and/or safety issues include the Byrd Road/Faith Road intersection and Heilig Road. Manager Smith shared that district engineers believe there will not be a signal at the Byrd/Faith intersection any time soon and recommended a three-way stop, which would be a precursor to a potential roundabout solution there. All Board members verbalized consent to pursue the three-way stop. This is a project the town may be able to pursue outside of the MPO's list. Manager Smith and/or Chief Hord will follow up on cost and funding options.

After discussion of the different projects, there was consensus for the Dunns Mtn Church Road project to stay on the list and to add the Byrd/Faith project if other funding sources couldn't be secured or to add the Julian/Heilig intersection if the Byrd/Faith intersection didn't need to be added.

13. Discussion

Transformational Projects Update

Manager Smith stated there was no update at this time due to turnover at the contractor's level but an update is expected this week.

14. Discussion

Town Manager Evaluation Process

Alderman Costantino asked about a timeframe for the evaluation. Mayor Barnhardt stated the Board had the month of March and suggested the possibility of adding the closed session for the Town Manager's evaluation to the agenda and revisiting the item at the recessed meeting.

There was consensus to add a Closed Session to conduct the Town Manager's evaluation to the agenda with the intent to recess the current meeting and carry over the Rules of Procedure and Closed Session items to March 30, 2023 at 9:00 a.m.

Mayor Barnhardt summarized the current Town Manager evaluation process and stated her personal desire to have a 360 review conducted by the employees. Mayor Pro Tem Linker stated he was okay with the process the way it is now. Alderman Shelton stated he was uncomfortable with the process used in the past and stated he would prefer to sit down as a group and discuss each question and why the individual members feel the way they do. Manager Smith replied that Alderman Shelton's suggestion followed the same process that's been adopted with consensus scoring. Alderman Shelton clarified that he would like the Board members to complete the evaluation collectively and then make one presentation to the Manager. Mayor Pro Tem Linker said he was good with doing it either way. Alderman Costantino stated he liked the discussion part. Manager Smith stated that one area having the scores ahead of time helped last year was being able to see items where all members were in agreement to know that discussion wasn't necessary, but that reading them out in the meeting was the same principle. Individual Board members stated a desire to keep it simple. Mayor Barnhardt asked Board members how they felt about a 360 review. Manager Smith suggested getting feedback from an HR professional regarding a 360 review because the process was involved. Alderman Shelton asked if a 360 review could be done in the timeframe the Board was operating within. Manager Smith reminded the Board the process that had to be followed now was the one previously adopted and that any change in process would be for the future. Manager Smith summarized that the Board had done away with meeting without him in the room because of the time it took to review the items, come to a consensus,

and then rehash any items that were unclear or incorrect once the Manager was present, but if the Board wanted to meet without him in the room, he had no objections.

15. Board Comments

- Alderman Costantino shared that he and the Mayor met with Mr. Swinson and an artist regarding placing a mural on Mr. Swinson’s wall. He stated there would need to be discussion regarding the cost and design.
 - Mayor Pro Tem Linker asked if it would be an issue to put it on a private building that the Town doesn’t own.
 - Manager Smith stated he had researched and requested legal opinions, but he would need to review the information again since it had been a while.
 - Alderman Costantino stated he felt it would be good to follow up with Attorney Short.
- Mayor Pro Tem Linker asked what the town could do about repeat offenders on the code enforcement list.
 - Manager Smith stated staff would get an answer on that.
 - Mayor Barnhardt suggested bringing it up at the next joint meeting for the GQ Development Ordinance.
- Alderman Cannon stated he had been working with the Veterans’ Council and that there were several groups that had an interest in doing a veterans’s memorial on Highway 52. The area at Granite Lake Park near the existing granite picnic tables have been identified as an area of interest. Alderman Cannon asked if there was Board consensus to move forward to get more information including renderings. No one voiced an objection. He also asked that Mayor Pro Tem Linker attend the next meeting on April 6th. Board members expressed interest in seeing the proposal.
- Mayor Barnhardt asked if there was an update on the police vehicle and Chief Cook replied there was not.
- Alderman Shelton asked whether more funds would be requested for parks maintenance since they have gone through 80% of their budget. Manager Smith responded that unless there were any big ticket items, they should be fine.

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.	Thursday	March 30	7:00 p.m.	FD Free CPR Training
J.	Sunday	April 2	3:00 p.m.	Easter Egg Hunt – Civic Park
K.	Monday	April 3	6:00 p.m.	Planning Board
L.	Friday	April 7		Good Friday – Town Hall Closed
M.	Saturday	April 29	11:00 a.m.	Staff & Volunteer Appreciation Event

Recess

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

Mayor Barnhardt reminded the Board of the intent to recess the meeting rather than adjourn.

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

ACTION: Alderman Shelton made a motion to recess the meeting to Thursday, March 30, 2023 at 9:00 a.m. Alderman Cannon seconded the motion. The motion passed 4-0.

The meeting ended at 8:53 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk