



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN MEETING MINUTES
Monday, August 6, 2018**

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

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, Ms. Shelly Shockley – Finance Analyst/Event Coordinator, Mr. Steve Blount – Town Planner, Mr. Mark Cook – Chief of Police, Mr. Chip Short– Town Attorney

Guests: There were three 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 after mentioning the passing of Hilton Lingle this week and that flowers were sent to the funeral.

Pledge of Allegiance: Noah Wiles 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 Cress made a motion to approve the consent agenda. Mayor Pro Tem LaFevvers seconded the motion. The motion passed with all in favor.

Citizen Comments

There were no citizen comments.

Guests and Presentations

There were no guest presentations.

Town Manager's Update

- a. **Project Updates:** Phil Conrad provided the following update on Town projects
- State Employees' Credit Union: The plans have been signed off for easements related to getting started on the construction project.
 - Village at Granite: This is a 250-home subdivision on 111 acres. Drawings have been received for phase one. A permit for preliminary grading on phase one was issued by the Town at the developer's risk if there are any modifications at final review. Phase two drawings are nearing completion and will be reviewed by Town staff once complete.
 - Easter Creek: Phase two site plan has been submitted and sent to a technical review committee. Members of the committee have begun to respond. The site plan will go to the Planning Board for review and then approval by the TRC. Subdivision of the original lot for phases one and two will be handled as a separate issue from the site plan. Easter Creek will be requesting acceptance of their current access road as a Town street.
 - Stone Glen is another subdivision plan off Peeler Street that is planned for 32 homes. A variance of the connectivity ratio has been requested of the ZBA. If approved they will next be submitting a plan for technical review and then to the Planning Board.
 - IOM Enterprises is planning two 30,000 square foot additions at the Heilig Road plant. Site plans have been submitted and once drawings are revised will be go to technical review.

Alderman Cress asked for an update on the S. Main property. Mr. Conrad replied that a plan had not yet been developed and suggested starting a committee. Alderman Cress also asked about the GQ Athletic Club plan for the athletic field on Faith Road. Mr. Conrad stated that he would get information from the Athletic Club for the next Board Meeting. Alderman Cress requested posting the Board Meeting agendas on the Town website before meetings.

- Cold Storage is continuing to evaluate the site and there is still work with Rowan County regarding access to the site.
- b. **Audit Update:** Auditors will be onsite this Wednesday. The audit is anticipated in a timely manner.
- c. **Christmas Light Quote**

Jason Hord reviewed a quote for Christmas lights from Mosca Design as follows:

- LED Candle with Holly Leaves for the Square (4 corners) \$2,464
- 6 New Snowflake Lights at \$2,280

- Additional Power Meter and 10 Poles Wired \$5,980
- Switching All Snowflakes to LED Bulbs \$4,500

Alderman Cress stated that it would look bad to mix incandescent and LED lighting and Alderman Costantino agreed. Alderman Linker stated that Rockwell had switched Christmas lighting to LED and reported a 60% reduction in power usage. Mr. Hord recommended upgrading the lighting. Alderman Costantino stated that the total would be \$15,000 to upgrade lights and switch existing lights to LED. Alderman Cress commented that the brackets for the banners are in bad shape. Mr. Hord plans to repair the brackets during installation of holiday banners.

ACTION: Mayor Pro Tem LaFevers made a motion to approve the total light package at \$15,000 and have staff review accounts to determine what accounts should contribute to funding the purchase and take the remainder from the Fund Balance. Alderman Costantino seconded the motion, also mentioning that the Revitalization Committee should be involved. The motion passed with a 3 to 1 vote and Alderman Cress in opposition.

Old Business

a. Planning and Zoning Board of Adjustments (ZBA) Applications

Tanya Word reviewed the applications received for Planning and ZBA. Some people wanted to apply to be on any board. Richard Luhrs' term on the ZBA expired on July 31st and he has re-applied for an additional term. Mr. Luhrs' wife also expressed interest in serving on ZBA. Ms. Word recommended that Mr. Luhrs serve on the Planning Board and Mrs. Luhrs serve on the ZBA. Greg Lowe has expressed interest in serving another term on the Planning Board from the ETJ, however, Rowan County states that he is ineligible to serve another term at this time.

Recommended Appointments from Ms. Word:

Richard Luhrs – Planning Board
Reverend Trexler – Planning Board (ETJ)
Michelle Reid – Planning Board (ETJ)

Greg Lowe – ZBA (ETJ)
Doreen Luhrs – ZBA (ETJ)
Jim Miller – ZBA

ACTION: Alderman Costantino made a motion to follow the Clerk's recommendations for appointments. Alderman Linker seconded the motion, also commenting that the recruiting efforts should continue for Town Boards and Committees with a focus on the area toward Faith, as they are not as well represented. The motion passed with all in favor.

Ms. Word reported that after these appointments there would still be openings on both Planning and ZBA.

b. Committee Updates

- Revitalization Committee updates were reported by Alderman Costantino and Alderman Linker. The Christmas lights already discussed were a large part of the discussion at the most recent Revitalization Committee meeting. There also was discussion of removing the 4 large planters at the Town Square and potentially adding a water feature at each of the corners. Also discussed was the potential to involve the Revitalization Committee with upgrading the landscaping at Town Hall. They asked that if anyone had any suggestions to join the next Revitalization meeting.
- An update of the Downtown Master Plan was presented by Steve Blount. The reason for the planning process was “to develop a revitalization plan for the Town’s core area along US 52. The Downtown Master Plan was created in 2015 and included input from two public meetings at Town Hall and two surveys completed by over 140 people. This Master Plan included a vision statement and recommendations in four areas. The Board of Aldermen at that time voted unanimously to adopt that plan and established a Revitalization Team to ensure that progress was made implementing the plan.

It was noted that some of the steps in the plan have been worked on, but many have not. Mr. Blount then asked, “Does this Board support this plan, and do you want to continue going forward with it?”. Alderman Linker and Alderman Costantino responded that they do support the plan. Alderman Cress stated that he supported the plan with reservations.

Mr. Blount reviewed further details of the Downtown Master Plan and then proposed next steps involving the planting of street trees and improving the Town Hall building façade and landscaping. There were pictures shown comparing the downtown area of Granite Quarry to other downtown areas that have street trees. Street trees could be added at the Square and along streets. The Master Plan shows trees at the Square and upgraded poles for streetlights. Mr. Blount explained that street trees soften the view of a building.

Spencer has done some similar things in their Town, adding street trees, upgraded crosswalks, and light poles and pictures of these were shown. In closing, Mr. Blount stated that the Staff and Revitalization Team need direction and an understanding if there is a willingness to invest in projects to make the improvements suggested in the Downtown Master Plan.

Alderman Linker stated that he supports reviewing the Plan to determine what to do next. Mr. Blount stated that there are cost estimates for many projects included in the information he provided. Mr. Conrad stated that the plan was bold and included many opportunities ranging from updating the Town Hall stormwater issues, which are great opportunities. Mayor Feather added that it was a matter of deciding which items made the most impact.

- **Building Update** – Aldermen Costantino and Linker

Alderman Costantino stated that they had met with a contractor to get an estimate and options. They are currently working toward deciding whether to do a partial upgrade of the office area, or to upgrade the entire building. Alderman Costantino stated that they know the building needs to be updated, and he thought if the Town takes steps to improve that some of the surrounding property owners may follow suit. Alderman Linker reviewed a potential office layout that uses part of the current lobby area to add office space. This plan would add two offices, move the customer service window, and provide the Police Department additional evidence storage.

Mayor Pro Tem LaFevers asked if this plan is similar to one that was previously reviewed. Mayor Feather replied that this is not the plan from the architect. Alderman Linker asked for the Board to approve the committee to continue getting information from contractors on cost of rearranging only the administrative office area.

By consensus the Board authorized the committee to investigate the cost of the requested modifications to the front office and lobby areas. Mayor Pro Tem LaFevers asked Alderman Linker if any of the landscaping revitalization tied in to any of the street trees that Steve Blount had discussed. Alderman Linker replied that maybe the Revitalization Committee could be involved and follow where the DOT does new sidewalks and curbs by extending the project as close to the Square as possible.

- **PERCS** (parks and recreation) update was provided by Aldermen LaFevers and Cress. Alderman LaFevers mentioned several outings that have been completed including the fishing events at Granite Lake Park. An upcoming event is a concert at the Civic Park in August in the afternoon and early evening with three bands. Alderman LaFevers stated that the committee would work with staff on cost estimates to repair the receding bank around the lake.

c. **Paylocity Update**

Shelly Shockley reported on utilization of the Paylocity software. Currently all tax forms are maintained electronically in the system. Any input or submissions go directly into the system. All onboarding for new hires is currently conducted through Paylocity. The charges are only for current employees. All employees have access to their pay information, time off accruals, payroll deductions, and personnel information. The report system could potentially be used more. There are 229 reports available that can be customized. The agency checks for child support are currently generated in Paylocity. This could also be done with retirement and 401(k).

There is a way to do electronic time sheets, however this is currently done differently. Time off requests and performance reviews could be done in the Paylocity system. Police and Fire departments could do scheduling in the system. Mr. Conrad mentioned that when he first began working with the time that there were issues with the in-house payroll system and the tracking of time off accruals, reporting of 941's, and other areas. Paylocity did

take on those processes, but now we are heading into phase two of what can be done. Mr. Conrad stated that he was satisfied with the Paylocity service so far.

Mayor Feather stated that this was just information at this point, but next month there may be more information on future direction. Mr. Conrad also suggested that maybe a representative of Paylocity could come to the next Board Meeting. Ms. Word reported that she met with Christina on the HR side of Paylocity and would be handling that side. Mayor Feather also mentioned that Scott Stewart had a lot of involvement with the changeover to Paylocity.

New Business & Action Items

a. Eagle Scout Project Proposal – Noah Wiles

Chief Mark Cook introduced Noah Wiles, stating that he had approached the Town about a proposed Eagle Scout project that would involve an improvement at the Legion Building. Noah Wiles stated that he was planning a paver walkway from the parking area to the building. Along the walkway there will be five flagpoles, which will hold flags representing each branch of the military. There also will be two benches and shrubbery installed to enhance the appearance. Taylor brick provided the best price for pavers at \$500. Vulcan Materials will be donating the base materials for the walkway. The plants will be coming from Godley's, which will include Sky Pencils, Soft-touch Holly, and American Boxwoods. Construction will begin on August 18th with the walkway and installation of benches and flagpoles on August 25th.

Chief Cook added that Noah had the materials for the base layer and fabric for underlayment. Noah was seeking funding to cover the payment for the flagpoles, benches, and possibly sand to keep pavers in place. Truliant pledged \$250 toward the pavers, and Civitans have pledged to make a contribution. An estimate for the flagpoles, sand, and benches is between \$1,200 and \$1,500. Mayor Feather asked if the \$1,500 request is contingent on what is donated from other sources. Total cost of the project is \$2,500 to \$3,000. Alderman Cress offered to assist with finding pavers at a low cost and suggested that the light fixture at the Legion Building could be upgraded to light up the flags. It also was mentioned that Noah's Great Uncle set the flag pole for the American Flag currently at the Legion Building.

ACTION: Alderman Linkers made a motion to provide the \$1,500 for materials for the project. Alderman Costantino seconded the motion. The motion passed with all in favor.

b. Disposal of Maintenance Surplus Property

ACTION: Alderman Costantino made a motion to approve disposal of maintenance surplus. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

c. Appointment of Finance Officer

Mayor Feather stated that Shelly Shockley was to be appointed Finance Officer with the Resolution to be generated the next day.

ACTION: Mayor Pro Tem LaFevers made a motion to appoint Shelly Shockley as Finance Officer. Alderman Cress seconded the motion. The motion passed with all in favor.

d. Appoint of Deputy Finance Officer

ACTION: Alderman Linker made a motion to appoint Scott Stewart as Deputy Finance Officer. Alderman Costantino seconded the motion. The motion passed with all in favor.

e. United Way “Day of Caring” September 13th

Mr. Conrad introduced Jackie Harris, Resource Development and Marketing Officer from United Way. Ms. Harris thanked the Board for previous support and expressed appreciation to Mr. Conrad for his responsiveness. She shared that this was the 23rd year holding the Day of Caring event at Granite Quarry Elementary School. She was requesting \$1000 toward the event in September. Mayor Feather added that this is something the Town has contributed to on an annual basis for several years and all proceeds directly benefit Granite Quarry Elementary School.

ACTION: Alderman Linker made a motion to support the Day of Caring event with a \$1000 donation. Alderman Costantino seconded the motion. The motion passed with all in favor.

f. Discussion Item - Investment Report (*requested by Alderman LaFevers*)

Mayor Feather stated that Ms. Shockley had reviewed the money market accounts available and F&M proposed the best rates. Mayor Feather reported that the estimated annual interest from the combined accounts should be \$17,700. Ms. Shockley stated that the first year as money is transferred into the new account the interest will be approximately \$13,600 for the year. It is proposed to stagger the CD accounts so that a portion will be available during each budget year providing

flexibility. Mayor Feather suggested making an amendment so the money from investments would go directly into the contingency account. Ms. Shockley stated that this may have a limitation of 5% of the budget that could be in the contingency account.

Alderman Cress asked why the Town could not take a portion of these funds to accomplish the things they have been talking about getting done. Alderman Costantino echoed that sentiment. Mayor Pro Tem LaFevers commented that there was other money available once a true cash flow report was available. Alderman Costantino stated that if the money was available he would like to get it and move forward. Alderman Linker stated that there could be a total of \$105,000 in the contingency fund without exceeding the limit.

g. Discussion Item - Investment Guidelines

ACTION: Alderman Costantino made a motion to table discussion of investment guidelines until September. Alderman Cress seconded the motion. The motion passed with all in favor.

h. Discussion Item – Personnel Policy and Procedure Manual

Mayor Feather stated that the information provided was for review and asked the Aldermen to take the information home to read. Mayor Feather requested the formation of a committee consisting of Mayor Feather, Alderman Cress, Tanya Word, Phil Conrad, and Mark Cook.

ACTION: Alderman Costantino made a motion to approve the committee as suggested by Mayor Feather. Alderman Linker seconded the motion. The motion passed with all in favor.

Board Comments

There were no further comments from the Board.

Mayor's Notes

Mayor Feather reviewed the upcoming schedule of events. Alderman Cress asked if the EDC Board Meeting was something they needed to attend. Mayor Feather stated that two Granite Quarry Board Members could attend if they wish to. Ms. Word also added that Granite Knitwear was having a celebration of their 50th anniversary on Wednesday August 8th from 11:45 AM until 1:00 PM.

Mayor's Action

Closed Session:

Alderman Linker made a motion at 9:07 PM to go into closed session pursuant to N.C. General Statute Section 143-318.11(a)(6) for property and personnel issues. Alderman Costantino seconded the motion. The motion passed with all in favor.

Mayor Pro Tem LaFevers made a motion to come out of closed session at 9:19 PM pursuant to N.C. General Statute 143-318.11(a)(6) for property issues. Alderman Costantino seconded the motion. The motion passed with all in favor. The Board took no action in closed session.

Adjournment

Mayor Pro Tem LaFevers made a motion at 9:20 PM to recess the meeting and reconvene on July 24, 2018 at 3:00 PM to address personnel appraisals. Alderman Linker seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

Scott Stewart

Deputy Clerk