



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
SPECIAL CALLED MEETING MINUTES  
Monday, January 28, 2019 ~ 10:00 A.M.**

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

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

**Guests:** Mark Wineka

**CALL TO ORDER** – Mayor Bill Feather called the meeting to order at 10:00 A.M.

**APPROVAL OF THE SPECIAL CALLED MEETING AGENDA**

Alderman Linker made a motion to approve the agenda with the modification that the item under Business, Approve Resolution Designation of Applicant’s Agent, be moved from the third item to the first item for discussion. Alderman Costantino seconded the motion. The motion passed with all in favor.

**BUSINESS**

- 1. Approve Resolution Designation of Applicant’s Agent** (North Carolina Division of Emergency Management – FEMA)

Mayor Feather explained the Resolution Designation Application for working with FEMA.

Jason Hord spoke about the meeting with FEMA representatives last week. There is a site visit planned for February 4, 2019 at 10:00 A.M. at the Granite Lake Park to discuss damages from the hurricane. Jason stated, “Before FEMA will do anything for us, we have to have that resolution signed that the Board is willing to allow FEMA to work with us to designate those funds once they’re approved.” The Town Engineer has been contacted concerning how to go forward with fixing the lake. FEMA will pay for the lake to be restored to the condition it was before but other steps will have to be taken to insure it doesn’t happen again.

Alderman Linker asked Mr. Hord, “Jason, did the initial meeting go pretty favorable in your mind?” Mr. Hord responded that it did.

Mr. Hord also stated the small projects had already been approved including Railroad Street and the culvert at Antioch Church that washed out. Mr. Hord has been gathering paperwork including a procurement policy.

This will be a reimbursement from FEMA. Once it is approved the Board will be asked for the funds to make the improvements and Mr. Hord will ask for bids.

Mayor Feather informed the Board that they Procurement Policy Mr. Hord referred to was generic, but one will be presented in the upcoming Board Meeting that will be updated, revised and ready for approval.

**ACTION:** Alderman Linker made a motion to approve the Resolution Designation of Applicant's Agent as presented with Jason Hord as the primary agent and Shelly Shockley as Financial Officer being the secondary agent. Alderman Costantino seconded the motion. The motion passed with all in favor. The Resolution was read aloud by Mayor Feather. The date will be added to the Resolution and approved by the Clerk.

## **2. Set Perimeters for Hiring Interim Manager**

Mayor Feather stated that three candidates had been interviewed for the position of Interim Town Manager.

### **Employment Contract (3 Months)**

Alderman Linker asked whether a three month contract would be long enough. Mayor Feather responded that had been the recommendation. It would probably be a three month contract that would be renewable on a month-to-month basis.

### **Reference and Background Checks**

Mayor Feather stated that getting references and background checks is a standard process for anyone hired.

### **Establishing the Compensation Package**

Mayor Feather stated, "There have been several things tossed around from the \$30 an hour of the present manager up to \$60 an hour." The Board will need to set a range so there are some guidelines.

Alderman LaFevers indicated that one of the applicants quoted \$60 an hour plus expenses. The Mayor responded that if the Board decided \$60 was out of the range, that would be eliminating a candidate.

Alderman LaFevers asked if the standard for compensation would be an hourly rate. Mayor Feather responded that was part of the question; it could be done hourly, weekly, or monthly. Alderman Linker mentioned that based on the candidates stating their availability in hours, a straight salary would be difficult, and it would be better to go with an hourly rate.

Alderman LaFevers recommend \$60 per hour maximum so that no one would be eliminated at this point. Alderman Costantino asked, "On the salary up to \$60, are we also including travel expenses or not?" Alderman Linker responded, "Just my personal opinion, it's an hourly rate - period."

Alderman LaFevers asked, “Do we want to determine the number of hours that the individual would work or should that be left as far as negotiation?” Mayor Feather responded that he was good with it being flexible.

Mayor Feather asked that the Clerk supply the Board with a draft contract for the Interim Town Manager. He also stated that the appropriate thing to do would be to set up a couple of board members to start having discussions with the three individuals.

Alderman Linker stated that as guidance to the Interim Manager, his priorities should be to one, get us through the retreat and two, get us through the budget, not hiring or firing. Alderman Costantino asked if there was a personnel issue the Interim Manager couldn’t handle, who would it come back to, the Board, the Mayor or the department heads. Mayor Feather responded that the policy in place now says before the Manager can make any decision on a termination, it must come to the Board for consultation. If there’s something that needs to be addressed, a special meeting could be called.

Mr. Conrad stated, “I think in practice an interim is going to do that anyway.”

Mayor Feather asked the Board based on the interviews if there was a candidate they wanted to have further discussion about and if they needed to go into closed session to do that.

### **CLOSED SESSION**

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

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

Alderman Linker stated that in the closed session the Board picked one candidate out of the three that were interviewed. He said, “We will be contacting that candidate for further negotiations on salary, compensation package and so forth.” The plan is to announce publicly who that would be at next Monday’s meeting.

Alderman Linker clarified that the priorities of the Interim Manager in the interim ninety days would be to get us through the retreat and the budget. The Statutes would give this person all the rights and responsibilities that a manager would have.

### **3. Approve a firm to do Assessment for Permanent Town Manager at a maximum of \$6000**

Mayor Feather stated that this item doesn’t need to be decided today, but discussion would provide parameters. Two of the candidates have experience and would be able to assist in the assessment process. The maximum of \$6000 is what was given by C.C.O.G. Once the Interim Manager is in place it could be brought back to the Board further discussion.

The League of Municipalities and C.C.O.G. both have an assessment process that is available. Mayor Feather said, “As far as the contract, whatever we engage into would have to be set by the Board. This is just, more or less, to get permission to at least start engaging and asking the questions and telling what some of our parameters are.”

Alderman Linker questioned whether this was premature before an Interim Town Manager had been hired. He stated, "I'd like to wait on this." Alderman LaFevers asked, "When do we start the process?" Mayor Feather replied that the process needs to be started after the fact but at this point there needs to be information gathered and a decision whether the Interim would be part of the assessment process. This would allow the Clerk to collect bids for the process.

**ACTION:** Alderman Linker made the motion this item be tabled until Monday night. Alderman LaFevers seconded the motion. The motion was passed with all in favor.

**SET NEXT MEETING DATE to set steps for Hiring Permanent Manager**

Mayor Feather stated that this wouldn't be necessary based on what was just talked about. Setting steps for hiring a permanent manager could be discussed Monday night. Alderman Linker agreed that it was something that doesn't need to be done right away.

Mayor Feather asked, "Would you have a problem with the Clerk at least engaging with these to see what information they could start supplying us?" Alderman Costantino replied that would help the Board make a decision. Alderman Linker asked if that information could be passed along.

**ADJOURNMENT**

Alderman Costantino made a motion to adjourn the meeting at 11:05 A.M. Alderman LaFevers seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

*Aubrey Smith*

Aubrey Smith  
Deputy Clerk / Finance / HR Analyst