



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN MEETING
September 4, 2018 • 7:00 P.M.**

1. **Call to Order** – Mayor Feather
2. **Moment of Silence**
3. **Pledge of Allegiance**
4. **Approval of the Agenda**
5. **Approval of the Consent Agenda**
 - a. **Approval of the Minutes**
 - Regular Board August 6, 2018
 - b. **Departmental Reports** (*Reports in Board packet*)
 - c. **Financial Reports**
6. **Citizen Comments** (*All comments are limited to 6 minutes. No sharing of minutes with other citizens*)
7. **Guests and Presentations**
8. **Public Hearing**
 - a. **Zoning text amendment for code enforcement in the town's ETJ**

ACTION NEEDED – Board consideration of zoning text amendment for code enforcement in the Town's ETJ

ACTION NEEDED – If text amendment is approved, adopt Statement of Consistency
 - b. **Zoning text amendment for keeping livestock in the town**

ACTION NEEDED – Board consideration of zoning text amendment for keeping livestock in the town

ACTION NEEDED – If text amendment is approved, adopt Statement of Consistency

9. Town Manager's Update

- a. Project updates – Industrial Park, Subdivisions, and Office Intuition
- b. Well House
- c. NCDOT Bicycle and Pedestrian Planning Grant Initiative
- d. GQ Athletic Club

10. Town Clerk's Update

- a. Policy and Procedure Update
- b. Purchasing Policy Update
- c. Clerk's Summer Academy Synopsis
- d. Discussion: Lapel Pin Presentation (*requested by Alderman LaFevers*)
Action Needed: Board to choose artwork and approve purchase of lapel pins.
- e. Lanyard Presentation (*requested by Alderman Cress*)

11. Financial Officer Update

- a. Audit Update
- b. **Action Needed: Revision of Policy 420-10 Financial Management Policies & Internal Control Procedures**

12. Old Business

- a. **Committee Updates**
 - Revitalization – Aldermen Constantino and Linker
 - Building - Aldermen Constantino and Linker
Information Item: Building Estimate
 - Parks and Recreation - Alderman LaFevers and Cress

13. New Business and Action Items

- a. **Action Needed: Disposal of Maintenance Surplus Property**
- b. **Action Needed: Disposal of Fire Surplus Property**
- c. Sickle Bar
- d. Other Mower for Bobcat (Picture, Pricing) speak to the condition of current mowers.

14. Board Comments

15. Mayor's Notes – Announcements and Date Reminders

- a. **Town Hall Offices Closed** – Monday, September 3rd for Labor Day
- b. **Planning Board Meeting** – Monday, September 10th @ 5:30 P.M.
- c. **CCOG Executive Board Meeting** – Wednesday, September 12th @ 6:00 P.M.
- d. **United Way "Day of Caring"** – Thursday, September 13th 7:30 A.M. – 4:30 P.M. @ GQ Elementary School

- e. **Parks and Recreation Committee Meeting** – Monday, September 17th @ 5:30 P.M.
 - f. **Revitalization Team Meeting** – Tuesday, September 18th @ 3:30 P.M.
 - g. **Cabarrus-Rowan County MPO Meeting** – Wednesday, September 26th @ 5:30 P.M.
 - h. **Litter Sweep** - Friday, September 28th @ 1:30 P.M. - 3:00 P.M.
- 16. Mayor's Action**

17. Adjournment



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

Present: Mayor Bill Feather, Mayor Pro Tem Jim LaFevers, 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 LaFevers 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. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

Alderman Linker made a motion to come out of closed session at 9:19 PM pursuant to N.C. General Statute 143-319.11(a)(6) for personnel issues. Mayor Pro Tem LaFevers 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



Town of Granite Quarry Fire Department

Established May 15, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



Board Report September 2018 – Chief Brown

Emergency Calls for Service July 2018

22 calls in district

- 15 - EMS (including strokes, falls, diabetic, CPR and other Medical needs)
- 1- Tree Down
- 4- Service Call (non-emergency assistance)
- 1- Gas Leak, nothing found
- 1-Move up to our quarters

11 calls to Salisbury

- 9- Alarm/Structure calls canceled en-route
- 2- EMS calls (including strokes, falls, diabetic, CPR and other Medical needs)

8 calls to Rockwell Rural

- 7- Canceled en-route
- 1- Fire Alarm, assisted with investigation, Nothing found

7 calls to Union

- 5- Alarm/Structure calls canceled en-route
- 1- Cancelled due to driving up on another incident
- 1- Lines down

3-call to Millers Ferry – Canceled en route

2- Calls to Spencer- Canceled en route

4- Calls to Rockwell City

- 3- Cancelled en route
- 1- Working fire, Provided manpower

1-Calls to South Salisbury-staged at water supply until released

2- Calls to Bostain Heights – Cancelled en route

TOTAL – 60

ACTIVITIES

- Daily activities include apparatus & equipment checks, training, station maintenance, pre-plan development, hose and hydrant maintenance, water points, emergency response, public education, inspections and the assistance of other divisions within the Town of GQ.
- Our monthly training included E.M.T. continuing education. Joint Training with Faith F.D. and Rockwell Rural F.D.
- Multiple days of driver training, water point training and district familiarization with new members.
- Car Seat Check Station on Thursday from 1 p.m. to 4 p.m. – 1 seat installed/checked.
- 4 Station/Apparatus Tours (nonscheduled, Walkup)
- Site Reviews and Business info updates with part-time and fulltime personnel
- Assisted GQMD multiple days with traffic protection
- Attended Granite Knitwear anniversary event
- New MCT program up and running
- Peebles & Dunham completed Chief 101 class

EQUIPMENT

- Still waiting to hear on Federal Grant request for Self-Contained Breathing Apparatus.
- Replaced Kussmaul on 572
- Replaced batteries on 573
- 572 repaired from incident
- Request to donate out of date equipment



August 2018 Maintenance Report

- Park grounds and bathrooms cleaned weekdays
- Parks mowed weekly
- Right of ways mowed weekly
- Sweeping curbs with sweeper
- Town limbs picked up 1st and 3rd week
- Lake Park bank landscape weeded
- Various pot holes filled
- PM checks HVAC – Town Hall and Legion
- Yearly service on Baldor Generator
- Reported street light outages to Duke Energy
- Legion cleaned/mopped weekly
- Cut back and cleaned Centennial Park trails
- Spreading gravel on trails
- Right of way spraying
- Tagged various code violation issues (grass)
- Trimmed back limbs on various right of ways (ongoing)
- Working on lake quotes
- Filled cracks in tennis courts
- Various other small tasks completed
- 3 dead trees removed from lake park (Eric Moore)
- Spread mulch at Civic Park
- Prep work for Eagle Scout project at Legion

2007 Ford Truck Mileage – 51,868	+256 miles
1990 Chevy Truck Mileage - 106,699	Odometer froze
1995 Ford Dump Truck Mileage – 33,280	+33 miles
2009 Ford Truck Mileage – 47,314	+516 miles



Planning Department Report For 9/4/2018 Board of Aldermen Meeting

1. Planning Board meeting held on 8/13/18. Several text amendments reviewed, and recommendations will be forwarded to Board of Aldermen for resolution.
2. Have begun drafting a revision to the Town's Comprehensive Plan (**2nd update, no action taken this month.**)
3. Planning Board will begin work on updating the Town's Comprehensive Plan at their August meeting (**1st update, Planning Board began discussion and will take additional action at future meetings.**)
4. Started work on Code Enforcement Survey of Town properties (**1st update- continue survey work, approximately 19 violations identified, 10-15% of town surveyed. 2nd update- continued survey work identifying several more violations.**)
5. Working with Town Clerk to draft proposed modifications to Town Charter discussed at Planning Retreat. (**No action on this during past month.**)
6. Working with Town Clerk to draft proposed modifications to Code of Ordinances to correctly depict current government structure and lines of authority, and to agree with modifications to Town Charter. (**No action on this during past month.**)
7. Working with Town Clerk to develop proposed Standard Operating Procedures for Board of Aldermen, Town departments and staff. (**No action on this during past month.**)
8. Continuing work on engineering drawings for Village at Granite subdivision. (**Issued Zoning Permit to allow initial grading to begin on Phase 1. Grading has begun. 2nd update- preliminary grading has begun, 3rd update- grading continues, retention ponds being installed, still working on final submittal approval, 4th update- grading continues, final review of engineering drawings complete soon. 5th update- contractor having problems with permitting due to floodplain impacts. Continuing with work on Phase 1 and examining options for Phase 2.**)
9. Responded to several Code Enforcement complaints. Visited several ongoing code violations to consider next enforcement actions.
10. Made presentation to Board of Aldermen concerning Downtown Master Plan, work at the Square, Town Hall Building Façade
11. Prepared ZBA variance application for Stone Glen subdivision presentation for 9/4/18 meeting.
12. Began review of Easter Creek Phase 2 subdivision and site plan approval, helped surveyor with information, distributed drawing to TRC, met with mayor and manager to address their questions
13. Began review of our code regulation of livestock in GQ

14. Met with IOM Enterprises representative concerning their project
15. Resolved sewer vs septic issue at 1001 N Salisbury Ave
16. Met with Bart Allen concerning rezoning of his property near Chamandy Rd
17. Prepared project status report on active planning and development projects for Manager's use
18. Met with manager, mayor and others concerning Byrd property
19. Issued zoning permit for work at 605 S Main St
20. Reviewed and signed easement drawing for SECU
21. Met with owner on sign issue at new Dance Studio
22. Met with property owner about commercial development of parcel on S Hwy 52 across from ERHS
23. Worked on addressing issue for 908 N Salisbury Ave.
24. Reviewed and approved entrance sign for Village at Granite
25. Reviewed and commented on Common Open Spaces requirements at Village at Granite
26. Checked development taking place on Peeler Street for proper permitting
27. Responded to Duke Energy information request concerning population growth projections in and around Town
28. Reviewed subdivision request for lot on Bank St and responded with email



Police Department Report

August 2018

- Call volume report for the month of August 2018:
 - Date of Report: 08/22/18
 - Total calls for service/activities -
 - Incident Reports- 8
 - Arrest Reports- 5
 - Crash Reports- 2
 - Traffic Citations- 7
 - See attached reports: Breakout of total calls for service between Townships.

- The following is the ending and average mileage for each vehicle by month:
 - 221- End- 53,964 (Out of Service)
 - 222- End- 34,205 (318)
 - 223- End- 68,301 (783)
 - 224- End- 46,830 (565)
 - 225- End- 36,475 (609)
 - 226- End- 17,912 (602)
 - 227- End- 22,608 (1822)
 - 228- End- 10,366 (1014)
 - 229- End- 9,607 (1171)

- The average response time for August calls for service is 2.68 minutes.

GQPD

Number of Events by Nature

CFS Faith August 2018

Nature	# Events
104D2 COMMERCIAL BURG ALARM	1
125D1 CHECK WELFARE-URGENT	1
129C1 SUSPICIOUS PERSON	2
129C3 SUSPICIOUS VEHICLE	2
131B1 TRAFFIC ACCIDENT - PD	1
911 HANG UP	7
ASSIST FIRE DEPT	2
ASSIST MOTORIST	1
BUSINESS OR HOUSE CHECK	21
ESCORT FUNERAL OR OTHER	1
GENERAL INFORMATION	1
MISDIAL	1
SCHOOL SECURITY CHECK	3
TRAFFIC STOP	1
WARRANT SERVICE	1
Total	46

GQPD**Number of Events by Nature**

CFS Granite Quarry August 2018

Nature	# Events
102D1 ABUSE	1
103A2 FOUND PROPERTY	1
104D1 RESIDENTIAL BURG ALARM	1
104D2 COMMERCIAL BURG ALARM	12
110B2 PAST RESIDENTIAL B&E	1
111B1 PAST DAMAGE TO PROPERTY	1
112D2 DECEASED (SUDDEN)	1
113A1 DISTURBANCE - PAST	1
113B1 DISTURB / PAST VERBAL	1
113B2 OTHER NOISE COMPLAINT	1
113D1 DISTURBANCE / PHYSICAL	1
113D2 DISTURBANCE / VERBAL	2
114D2 VERBAL DOMESTIC	1
115D1 DRIVING UNDER INFLUENCE	1
116B1 DRUGS (FOUND-EQUIP)	1
118D2 FRAUD-FORGERY	2
119B2 HARASS - PAST HARASSMENT	3
119D2 HARASSMENT	2
121C1 MENTAL - NOT VIOLENT	1
125B1 CHECK WELFARE - ROUTINE	1
125D1 CHECK WELFARE-URGENT	2
129C1 SUSPICIOUS PERSON	4
129C3 SUSPICIOUS VEHICLE	2
129C5 SUSPICIOUS CIRCUMSTANCE	1
130B1 LARCENY (ALREADY OCC)	2
130B3 THEFT FROM VEH (PAST)	1
130B4 ATTEMPT THEFT (PAST)	1
130D1 LARCENY	1
130D3 LARCENY FROM VEHICLE	1

Nature	# Events
132C1 SEVERE TRAFFIC VIOLATION	2
132C2 HAZARDOUS ROAD CONDITION	1
132O2 TRAFF COMP - INFORMATION	1
133D1 TRESPASSING	3
77B2 TRAFFIC ACC - INJURY	1
911 HANG UP	5
ASSIST EMS	1
ASSIST FIRE DEPT	3
ASSIST MOTORIST	4
BUSINESS OR HOUSE CHECK	54
COMMUNITY PROGRAM	3
DELIVER MESSAGE	6
DOMESTIC PROPERTY PICKUP	1
FOLLOWUP	9
GENERAL INFORMATION	4
MISDIAL	2
OPEN DOOR	1
PARK CHECK	20
REPOSSESSION	1
SCHOOL SECURITY CHECK	1
SUBPOENA SERVICE	6
TEST FOR PRI-1 CALLS	1
TRAFFIC STOP	15
WARRANT SERVICE	4
Total	200



Finance Department

Breakdown of Departments:
As of (8/21/18)

Department	Budgeted	YTD	% Used
Governing Body	\$67,727.00	\$2,655.55	4%
Administration	\$492,820.16	\$74,182.92	15%
Maintenance	\$240,661.00	\$37,972.00	16%
Police Dept.	\$648,816.00	\$105,724.70	16%
Fire Department	\$407,712.00	\$74,392.81	18%
Sanitation/Environmental	\$178,000.00	\$14,875.70	8%
Parks & Recreation	\$39,000.00	\$3,341.71	9%
Total Budget	\$2,074,736	\$313,145.39	15%

Please see the Budget Vs. Actual Report attached for specific line items

Governing Body:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4110-02 Mayor/Alderman Salary	\$12,160.62	\$0.00	\$12,160.62	0.00
01-4110-03 Mayor Expense	\$250.00	\$0.00	\$250.00	0.00
01-4110-08 Board Expense	\$800.00	\$38.16	\$761.84	4.77
01-4110-09 FICA Expense	\$931.00	\$0.00	\$931.00	0.00
01-4110-40 Dues & Subscriptions	\$820.00	\$0.00	\$820.00	0.00
01-4110-45 Insurance & Bonds	\$2,750.00	\$2,617.39	\$132.61	95.18
01-4110-97 Board Contingency	\$50,015.38	\$0.00	\$50,015.38	0.00
	\$67,727.00	\$2,655.55	\$65,071.45	4%

Administration:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4120-00 Salaries-Regular	\$194,100.00	\$31,429.29	\$162,670.71	16.19
01-4120-02 Salaries-Part Time	\$25,000.00	\$3,396.00	\$21,604.00	13.58
01-4120-07 401K Expense	\$9,750.00	\$1,469.53	\$8,280.47	15.07
01-4120-09 FICA Expense	\$16,800.00	\$2,554.17	\$14,245.83	15.20
01-4120-10 Retirement Expense	\$14,550.00	\$1,763.41	\$16,313.41	12.12
01-4120-11 Group Insurance	\$42,000.00	\$4,361.06	\$37,638.94	10.38
01-4120-18 Professional Services	\$15,400.00	\$0.00	\$15,400.00	0.00
01-4120-22 Banquet Expense	\$1,500.00	\$0.00	\$1,500.00	0.00
01-4120-26 Office Expense	\$11,000.00	\$536.58	\$10,463.42	4.88
01-4120-29 Supplies & Equipment	\$200.00	\$52.98	\$147.02	26.49
01-4120-31 Training & Schools	\$7,000.00	\$671.64	\$6,328.36	9.59
01-4120-32 Telephone/Communications	\$3,000.00	\$478.44	\$2,521.56	15.95
01-4120-33 Utilites	\$6,000.00	\$344.60	\$5,655.40	5.74
01-4120-34 Printing	\$2,500.00	\$208.42	\$2,291.58	8.34
01-4120-35 Maint/Repair Equipment	\$500.00	\$0.00	\$500.00	0.00
01-4120-37 Advertising	\$1,500.00	\$0.00	\$1,500.00	0.00
01-4120-40 Dues & Subscriptions	\$13,000.00	\$8,677.00	\$4,323.00	66.75
01-4120-45 Insurance & Bonds	\$8,500.00	\$3,831.43	\$4,668.57	45.08
01-4120-49 Visionary Projects	\$27,225.16	\$0.00	\$27,225.16	0.00
01-4120-50 Community Projects	\$3,000.00	\$500.00	\$2,500.00	16.67
01-4120-52 Cap Outlay-Computer	\$750.00	\$0.00	\$750.00	0.00
01-4120-60 Contracted Services	\$31,145.00	\$13,337.78	\$17,807.22	42.82
01-4120-71 Debt Services - Principal	\$50,000.00	\$0.00	\$50,000.00	0.00
01-4120-72 Debt Services - Interest	\$8,400.00	\$570.59	\$7,829.41	6.79
	\$492,820.16	\$74,182.92	\$418,637.24	15%

Maintenance:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4190-00 Salaries - Regular	\$99,000.00	\$14,777.20	\$84,222.80	14.93
01-4190-02 Salaries - Part-Time	\$29,000.00	\$3,884.00	\$25,116.00	13.39
01-4190-07 401K Expense	\$4,950.00	\$734.36	\$4,215.64	14.84
01-4190-09 FICA Expense	\$8,660.00	\$1,434.73	\$7,225.27	16.57
01-4190-10 Retirement Expense	\$7,455.00	\$881.22	\$8,336.22	11.82
01-4190-11 Group Insurance	\$22,000.00	\$3,398.22	\$18,601.78	15.45
01-4190-20 Motor Fuel	\$5,500.00	\$593.86	\$4,906.14	10.80
01-4190-21 Uniforms	\$1,500.00	\$252.00	\$1,248.00	16.80
01-4190-24 Maint & Repairs Buildings & Ground	\$8,000.00	\$368.34	\$7,631.66	4.60
01-4190-25 Maint & Repairs Trucks	\$2,000.00	\$344.14	\$1,655.86	17.21
01-4190-26 Office Expense	\$100.00	\$0.00	\$100.00	0.00
01-4190-29 Supplies & Equipment	\$5,500.00	\$661.92	\$4,838.08	12.03
01-4190-31 Training & Schools	\$500.00	\$0.00	\$500.00	0.00
01-4190-32 Telephone/Communications	\$1,000.00	\$50.04	\$949.96	5.00
01-4190-33 Utilities	\$5,500.00	\$256.74	\$5,243.26	4.67
01-4190-34 Printing	\$350.00	\$1.80	\$348.20	0.51
01-4190-35 Maint & Repairs Equip	\$7,000.00	\$353.64	\$6,646.36	5.05
01-4190-45 Insurance & Bonds	\$9,000.00	\$7,840.64	\$1,159.36	87.12
01-4190-51 Tools & Light Equipment	\$2,500.00	\$1,671.51	\$828.49	66.86
01-4190-53 C.O.Veteran Memorial	\$6,146.00	\$0.00	\$6,146.00	0.00
01-4190-55 C.O. Equipment	\$5,000.00	\$0.00	\$5,000.00	0.00
01-4190-60 Contracted Services	\$10,000.00	\$467.64	\$9,532.36	4.68
	\$240,661.00	\$37,972.00	\$202,689.00	16%

Parks & Rec:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-6130-24 Maint/Repair Bldg & Grounds	\$12,000.00	\$1,436.96	\$10,563.04	11.97
01-6130-29 Supplies & Equipment	\$6,000.00	\$486.28	\$5,513.72	8.10
01-6130-33 Utilities	\$18,000.00	\$1,068.47	\$16,931.53	5.94
01-6130-60 Contracted Services	\$3,000.00	\$350.00	\$2,650.00	11.67
	\$39,000.00	\$3,341.71	\$35,658.29	9%

Environmental Protection:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4710-33 Utilities (Street Lights)	\$36,000.00	\$3,105.99	\$32,894.01	8.63
01-4710-64 Recycling	\$28,000.00	\$2,320.00	\$25,680.00	8.29
01-4710-65 Garbage Services	\$114,000.00	\$9,449.71	\$104,550.29	8.29
	\$178,000.00	\$14,875.70	\$163,124.30	8%

Police Department:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4310-00 Salaries-Regular	\$334,000.00	\$54,176.41	\$279,823.59	16.22
01-4310-02 Salaries-Part Time	\$23,000.00	\$4,313.00	\$18,687.00	18.75
01-4310-07 401K Expense	\$16,700.00	\$2,606.36	\$14,093.64	15.61
01-4310-09 FICA Expense	\$27,311.00	\$4,397.29	\$22,913.71	16.10
01-4310-10 Retirement Expense	\$26,000.00	\$3,152.79	\$29,152.79	12.13
01-4310-11 Group Insurance	\$67,005.00	\$9,061.92	\$57,943.08	13.52
01-4310-20 Motor Fuel	\$18,000.00	\$1,543.09	\$16,456.91	8.57
01-4310-21 Uniforms	\$3,000.00	\$125.97	\$2,874.03	4.20
01-4310-25 Maint & Repair-Autos	\$6,000.00	\$737.47	\$5,262.53	12.29
01-4310-26 Office Expense	\$1,500.00	\$26.97	\$1,473.03	1.80
01-4310-29 Supplies & Equipment	\$8,050.00	\$21.00	\$8,029.00	0.26
01-4310-31 Training & Schools	\$3,000.00	\$0.00	\$3,000.00	0.00
01-4310-32 Telephone/Communications	\$8,000.00	\$658.62	\$7,341.38	8.23
01-4310-33 Utilites	\$3,000.00	\$122.57	\$2,877.43	4.09
01-4310-34 Printing	\$3,000.00	\$26.45	\$2,973.55	0.88
01-4310-35 Maint & Repair-Equipment	\$2,000.00	\$0.00	\$2,000.00	0.00
01-4310-40 Dues & Subscriptions	\$1,850.00	\$180.00	\$1,670.00	9.73
01-4310-45 Insurance & Bonds	\$24,000.00	\$16,291.19	\$7,708.81	67.88
01-4310-54 C.O. Motor vehicle fund	\$37,500.00	\$0.00	\$37,500.00	0.00
01-4310-55 C.O. Equipment	\$11,900.00	\$0.00	\$11,900.00	0.00
01-4310-60 Contracted Services	\$24,000.00	\$8,283.60	\$15,716.40	34.52
	\$648,816.00	\$105,724.70	\$543,091.30	16%

Fire Department:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4340-00 Salaries - Regular	\$103,292.00	\$15,742.14	\$87,549.86	15.24
01-4340-02 Salaries - Part-Time	\$160,000.00	\$19,734.30	\$140,265.70	12.33
01-4340-07 401K Expense	\$5,176.00	\$779.44	\$4,396.56	15.06
01-4340-09 FICA Expense	\$24,200.00	\$2,762.07	\$21,437.93	11.41
01-4340-10 Retirement Expense	\$7,765.00	(\$935.30)	\$8,700.30	-12.05
01-4340-11 Group Insurance	\$23,500.00	\$4,530.96	\$18,969.04	19.28
01-4340-17 Firemen's Pension Fund	\$2,620.00	\$0.00	\$2,620.00	0.00
01-4340-20 Motor Fuel	\$4,000.00	\$334.95	\$3,665.05	8.37
01-4340-21 Uniforms	\$3,000.00	\$294.86	\$2,705.14	9.83
01-4340-25 Maint & Repairs-Trucks	\$12,000.00	\$1,394.24	\$10,605.76	11.62
01-4340-26 Office Expense	\$500.00	\$0.00	\$500.00	0.00
01-4340-29 Supplies & Equipment	\$20,000.00	\$45.50	\$19,954.50	0.23
01-4340-31 Training & Schools	\$2,000.00	\$0.00	\$2,000.00	0.00
01-4340-32 Telephone/Communications	\$3,000.00	\$447.33	\$2,552.67	14.91
01-4340-33 Utilities	\$7,400.00	\$456.76	\$6,943.24	6.17
01-4340-34 Printing	\$700.00	\$10.56	\$689.44	1.51
01-4340-35 Maint. & Repairs-Equipmen	\$3,000.00	\$315.00	\$2,685.00	10.50
01-4340-40 Dues & Subscriptions	\$1,400.00	\$0.00	\$1,400.00	0.00
01-4340-45 Insurance & Bonds	\$14,000.00	\$25,763.57	(\$11,763.57)	184.03
01-4340-60 Contracted Services	\$8,000.00	\$557.76	\$7,442.24	6.97
01-4340-72 Debt Services - Interest	\$2,159.00	\$2,158.67	\$0.33	99.98
	\$407,712.00	\$74,392.81	\$333,319.19	18%

Code Enforcement in the ETJ

Background...

During efforts to increase Code Enforcement efforts in Granite Quarry, the Planner noticed that our Code of Ordinances, specifically in Chapter 6, Article III, *Minimum Housing Code* and Chapter 9, Article II, *Declaration of Public Nuisances*, that reference was made and language included that authorized enforcement of these areas of the Code within the Town's corporate limits **and in its extraterritorial jurisdiction (ETJ).**

Our Code Enforcement agency (Benchmark) and the Town's attorney expressed their disagreement with these clauses, advising specifically that regulations such as these established under our Police Powers Authority could only be enforced within the Town's municipal limits.

The Board of Aldermen agreed with this assessment and referred the matter to the Town's Planning Board for consideration and a recommendation.

The Planning Board voted unanimously to recommend revision of the Code of Ordinances text, eliminating reference to enforcement in the ETJ.

Current text from the Code of Ordinances reads:

Chapter 6, Article III Minimum Housing Code

Paragraph 6-52 Scope

(b) The provisions of this Chapter shall apply to all existing housing and to all housing hereafter constructed within the Town's Incorporated ***and Extraterritorial Jurisdictions***.

Chapter 9, Article II Declaration of Public Nuisances...

Paragraph 9-32 Jurisdiction

The provisions of this article are applicable to all properties, whether improved or vacant lands, which are located within the town's corporate limits ***and its extraterritorial jurisdiction*** as now or hereafter fixed.

Planning staff suggests these paragraphs be amended to read as follows:

Chapter 6, Article III Minimum Housing Code

Paragraph 6-52 Scope

(b) The provisions of this Chapter shall apply to all existing housing and to all housing hereafter constructed within the Town's Incorporated Jurisdiction.

Chapter 9, Article II Declaration of Public Nuisances...

Paragraph 9-32 Jurisdiction

The provisions of this article are applicable to all properties, whether improved or vacant lands, which are located within the town's corporate limits as now or hereafter fixed.

Assuming the text amendments are adopted by the Board, the following Statement of Consistency should also be adopted:

**Statement of Consistency with
Comprehensive Plan**

In voting to recommend adoption of the proposed text amendments to the Town's Code of Ordinances, the Board of Aldermen does find this decision to be in the best interest of the public, to be consistent in general policies stated in the Town's Comprehensive Plan and brings the Codes in line with NC General Statutes.

Managing Livestock in Granite Quarry

History...

- Regulations controlling livestock in our Town are found in both the Code of Ordinances and our Uniform Development Ordinance (UDO).
- In the Code of Ordinances, regulations are found in Chapter 5 which is appropriately titled “Animals” and is easily found in the table of contents.
- In the UDO, the regulations are found in Chapter 4, titled “Special Requirements” and is hidden in the table of contents under the heading of “Bona Fide Farms & Livestock”

The UDO's authority is granted by NCGS 160A-381 & 160A-371 to do the following:

- A zoning ordinance may regulate and restrict the height, number of stories and size of buildings and other structures, the percentage of lots that may be occupied, the size of yards, courts and other open spaces, the density of population, the location and use of buildings, structures and land.
- A city may by ordinance regulate the subdivision of land within its territorial jurisdiction.
- **Nowhere does statute authorize the management of livestock in the UDO!**

The requirements and limitations on managing livestock in the UDO and Code of Ordinances are different. The UDO says:

4.9.1 Bona Fide Farms & Livestock

A. Bona fide farms located in the extraterritorial jurisdiction are exempt from the standards subject to Section 1.3.2.

B. Structures for the storage of farm equipment and supplies, maintenance equipment and supplies, livestock, and similar items associated with bona fide farms are permitted subject to the issuance of a zoning permit. Such structures are not subject to the requirements of Section 4.2.2 if the property is greater than one (1) acre, except that they are subject to the accessory structure setbacks for their respective zoning districts and they shall not cover more than 30 percent of the total lot area.

C. No livestock shall be kept, maintained or stabled on any lot not exceeding two (2) acres.

D. Not more than one (1) animal unit shall be kept, maintained or stabled per 5,445 square feet (1/8 acre). For the purposes, of this section, one (1) animal unit shall mean a goat, sheep, horse, cow, llama, alpaca, ostrich, or similar animal. Five (5) chickens or similar fowl shall count as one (1) animal unit. The keeping of hogs is not permitted.

Continued...

E. All livestock shall be fenced so that they are no closer than 150 feet from an adjacent dwelling unit. This shall not apply to residences constructed after the establishment of such livestock containment area.

However, the containment area may not encroach further towards the newly established residence.

F. This section shall not apply to cats, dogs, potbellied pigs, or similar household pets.

G. In accordance with NCGS 106-645, up to five (5) bee hives are permitted on a single parcel provided that hives are placed at ground level or securely attached to an anchor or stand. If the hive is securely attached to an anchor or stand and is setback a minimum of 10 feet from the including setbacks from the property line and from other hives. The Town of Granite Quarry may require the removal of any hive that is no longer maintained or is a threat to the health, safety, and welfare of the public.

The Code of Ordinances says:

Sec. 5-3. Cattle, goats, sheep, horses.

It shall be unlawful for any person to locate, erect, or maintain on any property, within the corporate limits of the town, a stable for housing cattle, goats, sheep, or horses unless it shall be located at least 200 feet from any residence. No more than one of any of these animals shall be kept on a lot containing less than one acre. Not more than a total of two of these animals per acre may be kept on lots containing one acre or more. So much of the lot as may be set aside for the use of these animals shall be completely enclosed. Fences shall be maintained and in good repair to prevent the animals from getting out.

Sec. 5-4. Maintenance of pens, lots, etc.

Every person who owns or maintains a penned lot, shelter, or other place where animals are kept shall maintain the same in a sanitary and humane manner.

If the condition of the shelter shall be found not to be healthy or humane, then this condition shall be reported to the animal control officer and it shall be the duty of the animal control officer to report the condition to the health department.

The differences are shown in the following chart:

<u>Item</u>	<u>Code of Ordinances</u>	<u>UDO</u>
Min lot size	none	2 acres
Animals allowed less than 1 acre	1	0
animals per acre	2	8
Separation from residence	200'	150'
Area for animals fenced	yes	yes
Chickens, fowl	not mentioned	5 chickens = 1 animal
hogs	not allowed	not allowed
Bees	not mentioned	allowed per NCGS106-645
Housing	sanitary and humane	sanitary and humane

Suggested resolution between the two is shown to the far right:

<u>Item</u>	<u>Code of Ordinances</u>	<u>UDO</u>	<u>Suggested</u>
Min lot size	none	2 acres	2 acres
Animals allowed less than 1 acre	1	0	0
animals per acre	2	8	2
Separation from residence	200'	150'	200'
Area for animals fenced	yes	yes	yes
Chickens, fowl	not mentioned	5 chickens = 1 animal	5=1
hogs	not allowed	not allowed	not allowed
Bees	not mentioned	allowed per NCGS106-645	allowed per NCGS106-645
Housing	sanitary and humane	sanitary and humane	sanitary and humane
Additional restrictions			not in front yard
			10' setback for fencing from property line
			odors and noise shall not be objectionable to adjacent residences

It is suggested that in the UDO, the text in Section 4.9.1 be revised as follows:

- Items A & B be left as they are since they relate to bona fide farms (a legal zoning terminology) and the structures that can be built upon them.
- Item C be revised to say, “Refer to the Town’s Code of Ordinances, Chapter 5 for regulations pertaining to the keeping of livestock in the Town of Granite Quarry.”
- Delete Items D through G.

It is suggested that the Code of Ordinances be revised as follows:

Sec. 5-3. Cattle, goats, sheep, horses, etc.

- a) No livestock shall be kept, maintained or stabled on any lot not exceeding two (2) acres.
- b) Not more than one (1) animal unit shall be kept, maintained or stabled per acre. For the purposes, of this section, one (1) animal unit shall mean a goat, sheep, horse, cow, llama, alpaca, ostrich, or similar animal. Five (5) chickens or similar fowl shall count as one (1) animal unit.
- c) Animals shall only be kept on owner occupied parcels or on parcels occupied by renters with the permission of the owner. No animals shall be kept on undeveloped parcels zoned for residential or commercial use.
- d) The keeping of hogs is not permitted.
- e) All livestock shall be fenced so that they are completely contained and no closer than 200 feet from an adjacent dwelling unit. This shall not apply to residences constructed after the establishment of such livestock containment area, however, the containment area may not encroach further towards the newly established residence. Fencing shall be setback at least 10’ from adjacent property lines or side street rights-of-way. Livestock shall not be kept in the front yard of the residence.
- f) This section shall not apply to cats, dogs, potbellied pigs, or similar household pets.
- g) In accordance with NCGS 106-645, up to five (5) bee hives are permitted on a single parcel provided that hives are placed at ground level or securely attached to an anchor or stand. If the hive is securely attached to an anchor or stand and is setback a minimum of 10 feet from the including setbacks from the property line and from other hives. The Town of Granite Quarry may require the removal of any hive that is no longer maintained or is a threat to the health, safety, and welfare of the public.

Sec. 5-4. Maintenance of pens, lots, etc.

- a) Every person who owns or maintains a penned lot, shelter, or other place where animals are kept shall maintain the same in a sanitary and humane manner.
- b) If the condition of the shelter shall be found not to be healthy or humane, then this condition shall be reported to the animal control officer and it shall be the duty of the animal control officer to report the condition to the health department.
- c) Odors and noises created by the keeping of livestock shall not be objectionable to adjacent residences as determined by the Town's Planner.

Assuming the text amendments are adopted by the Board, the following Statement of Consistency should also be adopted:

**Statement of Consistency with
Comprehensive Plan**

In voting to recommend adoption of the proposed text amendments to the Town's Code of Ordinances and Uniform Development Ordinance, the Board of Aldermen does find this decision to be in the best interest of the public, to be consistent in general policies stated in the Town's Comprehensive Plan and brings the Codes in line with NC General Statutes.

Property Disposal Options For North Carolina Local Governments

General Disposal Methods	Personal Property UNDER \$30,000	Personal Property OVER \$30,000	ALL Real Property
Sale			
Competitive sale by public auction (<i>G.S. 160A-270</i>); sealed bid (<i>G.S. 160A -268</i>), or upset bid (<i>G.S. 160A-269</i>)	Yes	Yes	Yes
Private negotiated sale with governing board approval (<i>G.S. 160A-266(b)</i> and <i>160A-277</i>), or by local policy (<i>160A-266(c)</i>)	Yes	No	No
Exchange			
Exchange with public and private entities (<i>G.S. 160A-271</i>)	Yes	Yes	Yes
Lease			
Lease with term over 10 years treated as sale of property (<i>G.S. 160A-272</i>)	Yes	Yes	Yes
Discard			
Discard because has no value, unable to sell, or poses threat to public health or safety (<i>G.S. 160A-266(d)</i>)	Yes	Yes	No
Raffle surplus property (<i>G.S. 14-309.15</i>)	Yes	Yes (\$125,000 limit)	Yes (\$500,000 limit)
Donate			
Donate to non-profits, sister cities, and other units of government – does not apply to schools (<i>G.S. 160A-280</i>)	Yes	Yes	No
Donate or sell to public and private entities for continued public use – cities and counties only (<i>G.S. 160A-279</i>)	Yes	Yes	Yes
Convey to other units of government			
Convey to other units of government in NC under conditions “deemed wise” by governing boards (<i>G.S. 160A-274</i>)	Yes	Yes	Yes
Trade-In			
Trade-in included as part of bidding process for purchases of apparatus, supplies, materials, or equipment (<i>G.S. 143-129.7</i>)	Yes	Yes	No

Property Disposal Options For North Carolina Local Governments

Special Conveyances Not Requiring Competitive Sale	Personal Property UNDER \$30,000	Personal Property OVER \$30,000	All Real Property
Sell artistic, historic, or scenic property to non-profit or trust for conservation or preservation <i>(G.S. 160A-266(b))</i>	Yes	Yes	Yes
Lease property for affordable housing <i>(G.S. 160A-278)</i>	No	No	Yes
Sell property for affordable housing <ul style="list-style-type: none"> • Counties <i>(G.S. 153A-378)</i> • Cities <i>(G.S. 160A-279)</i> 	No	No	Yes
Lease or sell property for economic development projects <i>(G.S. 158-7.1)</i>	No	No	Yes
Sell, exchange, or transfer property for community development projects – cities only <i>(G.S. 160A-457)</i>	No	No	Yes
Lease, sell or convey property to fire department & rescue squad for facilities <i>(G.S. 160A-277)</i>	No	No	Yes
Retiring law enforcement officer’s weapon and badge <i>(G.S. 20-187.2)</i>	Yes	No	No

Special Considerations for Public School Property (real and personal):

- Must be sold for valuable consideration (cannot be donated)
- Must be offered first to county board of commissioners for fair market price or negotiated price
- If county does not purchase, can be sold using property disposal procedures under Article 12 of Chapter 160A *(G.S. 115C-518)*
- Real property can be leased to another governmental unit for one dollar (\$1) per year *(G.S. 160A-274(c))*

Special Considerations for Seized and Abandoned Property (personal):

- Seized or abandoned personal property held by law enforcement must be disposed of according to procedures set out in Article 2 of Chapter 15 *(G.S. 15-11 through 15-17)*

**North Carolina Department of Transportation
Application for Bicycle and Pedestrian Planning Grant
Funds - 2019 Call for Proposals**

Updated: Submittal Deadline is Friday November 2, 2018

Applicant Information			FOR NCDOT USE ONLY Proposal eligible <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Municipality:		Population	County		NCDOT Division
Municipality agrees to enter into a reimbursement agreement with NCDOT: <input type="checkbox"/> Yes <input type="checkbox"/> No			Municipality is member of: <input type="checkbox"/> MPO <input type="checkbox"/> RPO <input type="checkbox"/> Neither		
Department applying for grant:					
Contact Person:		Title:		Work Phone Number:	
Work Fax Number:		E-mail Address:			
Mailing Address:		City:	State:	Zip Code:	

I certify that the City/Town/County of _____, in applying for Bicycle or Pedestrian Planning Grant funds, attests a commitment to the plan's development, management, financing and completion, and that the completed plan will be submitted to the City/Town/County Council or other approving authority for adoption.

Signature*

Title

Name (printed)

Date

Eligibility Criteria	
Plan Category: <input type="checkbox"/> Bicycle Plan <input type="checkbox"/> Pedestrian Plan <input type="checkbox"/> Bicycle & Pedestrian Plan	
Municipalities may apply for funding to undertake either a bicycle plan, pedestrian plan or joint bicycle & pedestrian plan in any given fiscal year. Municipalities with a population below 10,000 are eligible to apply for a joint bicycle and pedestrian plan. (Municipalities with a population below 5,000 are also eligible to apply for a project acceleration plan - to apply for this type of plan, please use the Project Acceleration Plan Application.) Counties with population less than 50,000 may apply for a bicycle or pedestrian plan on behalf of incorporated communities and/or unincorporated areas within their jurisdiction.	
Has the City/Town/County Council passed a resolution supporting this application?	<input type="checkbox"/> Yes, attached <input type="checkbox"/> Pending** _____ Date anticipated
For municipalities within a Metropolitan Planning Organization (MPO), has the MPO passed a resolution supporting this application?	<input type="checkbox"/> Yes, attached <input type="checkbox"/> Pending** _____ Date anticipated
For municipalities within a Rural Planning Organization (RPO), has the RPO passed a resolution supporting this application?	<input type="checkbox"/> Yes, attached <input type="checkbox"/> Pending** _____ Date anticipated

*THE SIGNATURE OF AN AUTHORIZED STAFF PERSON (I.E. CITY/TOWN MANAGER, ADMINISTRATOR, ETC.) IS REQUIRED. AFTER COMPLETING THE APPLICATION, PRINT THIS PAGE, OBTAIN THE APPROPRIATE SIGNATURE, SCAN AND SEND AS A SEPARATE ATTACHEMENT.

**A RESOLUTION BY THE APPROPRIATE MUNICIPAL GOVERNING BODY AND BY THE MPO, IF APPLICABLE, MUST ACCOMPANY THE APPLICATION, OR MUST BE SUBMITTED PRIOR TO DECEMBER 31, 2018 TO BE ELIGIBLE FOR FUNDING. RPO RESOLUTION, IF APPLICABLE, IS HIGHLY ENCOURAGED. PLEASE INDICATE THE DATE YOU ANTICIPATE RECEIVING A PENDING RESOLUTION.

Municipality/County Name:

Narrative Description

In a few short sentences, please provide some general information about your community (unscored question).

1) Please describe the community's vision for improving bicycle AND/OR pedestrian transportation and the realistic and measurable goals that have been set to achieve this vision.

2) What are the reasons the community needs this plan? Consider including discussion and data regarding safety, land use, connectivity, demographics, diverse and special user groups, etc. Additionally, identify high-use bicycle and/or pedestrian areas within or around the community.

3) Provide an overview of the current bicycling AND/OR pedestrian transportation system, briefly discussing strengths and weaknesses. Describe facilities currently in place or planned for completion in the next five years (designated bicycle route system, miles of off-road paths, extent of sidewalk network, etc.) as well as potential barriers that inhibit developing the system. Please provide links to relevant documents or maps, or provide as attachments if not available online.

4) What is the current picture of the community's bicycle & pedestrian programs involving education, enforcement, and/or encouragement? Consider discussing how the community supports these programs and/or how they may be lacking.

5) How will having a bicycle and/or pedestrian plan contribute to improving the overall health of the community? Describe any existing or proposed health programs, initiatives or goals in the community. If applicable, please provide links to relevant documents or provide as attachments if not available online.

6) How has the community implemented other locally adopted plans and how have these documents guided local decision-making? Have these planning efforts improved bicycle and/or pedestrian connectivity, accessibility, and/or safety? If applicable, please indicate any related municipal, county and/or regional bicycle planning and/or pedestrian planning activities currently underway or undertaken in the past, including bicycle/pedestrian/greenway elements in broader municipal planning documents (list years and provide links to this information).

7) List the name and title/position of the full-time, permanent municipal staff person responsible for project oversight, as well as any others who will have involvement in plan development (include resumes as attachments). Describe any prior experience these individuals may have in the management, preparation and/or implementation of a bicycle and/or pedestrian plan or other transportation/community planning efforts (provide links where appropriate).

8) Describe what elected officials and other stakeholders have done to support bicycle and/or pedestrian programs, policies and projects in the past. Additionally, list existing bicycle, pedestrian, greenway, open space or other relevant committees/groups and task forces in the surrounding area that are charged with addressing bicycle issues and/or pedestrian issues and explain how (or if) they will be integrated in the planning process.

9) What individuals, groups and/or represented interests will be included on the steering committee and what will be the role of the steering committee in plan development. Describe how citizen participation in plan development will be sought.

10) How does your community intend to facilitate the implementation of your bike and/or pedestrian plan and what are the anticipated outcomes for your municipality/county? Additionally, indicate any available and unique resources (funding and other) and partners that may be involved with plan implementation.

Project Cost Information

Project Cost Range*: \$	Local Match Percentage*: %	Source(s) of Local Matching Funds (list all applicable):
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*SEE BICYCLE AND PEDESTRIAN PLANNING GRANT INITIATIVE OVERVIEW DOCUMENT FOR TABLES ON COST RANGE AND LOCAL MATCH PERCENTAGES: <https://connect.ncdot.gov/municipalities/PlanningGrants/Pages/Planning-Grant-Initiative.aspx>.

Attachments (via email)

Required:	Optional (if information is available on-line, please list link):
------------------	--

- Municipal Resolution
- MPO Resolution (if applicable)
- RPO Resolution (if applicable)
- Resume(s) of overseeing staff and other individuals ____ attached
- Map of Municipality
- Letters of Support ____ attached or were sent

- Copies of previous plans (summaries and/or web links preferred)
- Other Maps
- Other (please identify):

Preparer Information**

Please provide information on the primary person who prepared this application and indicate the municipal department, local agency, consulting firm, or other organization with which they are affiliated.

Agency/Consulting Firm/Organization:

Name of Preparer:	Title:	Work Phone Number:
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Work Fax Number:	E-mail Address:
------------------	-----------------

Mailing Address:	City:	State:	Zip Code:
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** WE ENCOURAGE MUNICIPALITIES TO USE LOCAL STAFF MEMBERS TO COMPLETE THE APPLICATION.

Digital Submittal Information

For more detailed information on completing the application please see the *Application Instructions* document online at <https://connect.ncdot.gov/municipalities/PlanningGrants/Pages/Planning-Grant-Initiative.aspx>

Application form and relevant documents will be accepted in digital format only and should be emailed to the NCDOT, Division of Bicycle Pedestrian Transportation through Bryan Lopez at balopez@ncdot.gov.

Updated Deadline: Applications will be accepted no later than 5:00 pm on November 2, 2018.

Application Packet will be accepted via email ONLY
Emailing Address:

Contact: Bryan Lopez at balopez@ncdot.gov

Subject Title: 2019 Planning Grant Initiative Application – Your Municipality/County Name

Format: Every effort should be made to convert the completed application form and all scanned files to PDF format

Application Package: There is a maximum 25 megabyte application packet size for emailing per municipality

Commitment for Participation in Implementation Survey Report

If awarded funding, indicate acknowledgment of future participation in survey. See Planning Grant Initiative Program Overview for more information. **CHECK HERE**



North Carolina Department of Transportation Bicycle Helmet Initiative - 2018 Call for Applications



Submittal Deadline is December 11, 2017

North Carolina Crash Facts:

Each year in North Carolina, an average of 20 bicyclists are killed while bicycling, one in six bicyclists killed in NC are under the age of 16¹. Children ages 5 to 14 are seen in emergency rooms for bicycle related injuries more than any other sport. Typically, only 45 percent of children usually wear helmets². Helmets can reduce the risk of severe brain injuries by 88 percent³.

Funding for the Bicycle Helmet Initiative is made possible through the "[Share the Road](#)" specialty license plate. Persons dedicated to bicycle safety in North Carolina have continued to support this initiative that provides funding that makes the Bicycle Helmet Initiative possible for the children in North Carolina that will benefit most from this initiative.

(¹NCDOT, Crash Data Tool -Bicycle Injury Query- 2012, ²Safe KidsWorldwide-www.safekids.org, ³Helmet Safety Institute –www.helmet.org)

Applicant Information

Organization applying for the Bicycle Helmet Initiative award:

Contact Person:	Title:	Best Day-Time Phone Number:	
Fax Number:	E-mail Address:		
Mailing Address:	City:	State:	Zip Code:

I attest that the information given in this application is true to the best of my knowledge; and I as a participant of a bicycle safety and awareness program in my community do promise to make every effort to distribute any awarded helmets to low-income children who would most benefit from this initiative.

Name

Title

Date

Application Questionnaire

(All questions are to be filled in completely)

1) The Bicycle Helmet Initiative award is specifically provided to make helmets available to low income children. Considering this, how many helmets would you be able to distribute?

a. 25

b. 50

c. 75

d. 100

2) List the community groups you plan to partner with to distribute the helmets:

(Support letters can accompany application packet; partnership is not mandatory for qualification but each letter of support will increase the application's chances of award.)

a. _____

b. _____

c. _____

d. _____

e. _____

3) List any bicycle safety programs or events you are aware of in your local area *(include school, police and community programs – Use space to state if no programs exist in your area).*

a. _____

b. _____

c. _____

d. _____

4) Do you plan on utilizing the North Carolina "Let's Go NC!" Bicycle and Pedestrian Safety Curriculum (<https://connect.ncdot.gov/projects/BikePed/Pages/LetsGoNC.aspx>) as part your helmet distribution efforts?

a. Yes No

5) Describe any helmet or bicycle safety initiatives or events you were involved with in the last year. Include information on the target audience and how many individuals were reached:

Narrative Description

(Please limit descriptions to space provided)

6) In the space provided, please describe your bicycle safety program and how helmets will be distributed to low income children. If you answered 'yes' to Question (4), specify how you will incorporate the Let's Go NC! curriculum.

7) Provide your explanation for the requested number of helmets in Question (1).

All groups/organizations that receive helmet awards through the Bicycle Helmet Initiative will be required to forward a brief summary report of their program. This report can be a page or less, but no more than three pages. For all pictures that accompany reports a signed parental consent must be kept on record by the host organization for a period of three years. NCDOT, Division of Bicycle and Pedestrian Transportation reserves the right to use information and images furnished through this initiative at its own discretion.

- I understand that a summary report must be submitted 30 days following the bicycle safety event.
- I understand that I/my organization must obtain parental consent for all images.

Note: Submission of application to the Bicycle Helmet Initiative is not a guarantee of award.

Submittal Information

E-mail Address:

Bryan Lopez
Subject Line: 2018 Bicycle Helmet Initiative Application
Email: balopez@ncdot.gov
Attachment preference format: PDF

Mailing Address:

Bryan Lopez
NCDOT Division of Bicycle and Pedestrian Transportation
1552 Mail Service Center
Raleigh, NC 27699-1552

The deadline for applications is 5:00pm on December 11, 2017.

SYNOPSIS FROM CLERK'S SUMMER ACADEMY

TOPICS COVERED AT ACADEMY

- **Diversity and Inclusion in Today's Local Government Workplace**
- **Employment Discrimination Law: What Clerks Need to Know**
- **Change is Coming: Are you on Board?**
- **Selling Surplus Property**
- **What is Social Media**
- **Annual Clerks Business Meeting**
- **2018 Legislative Update**



Memorandum

To: Board of Aldermen
PC: Mayor Bill Feather
From: Tanya Maria Word
Date: August 27, 2018
RE: Lapel Pins Quote and Design Layout

At the request of Alderman LaFevers I checked on prices for Granite Quarry lapel pins. After consulting with my fellow clerks, they all recommended The Pin Center.

I spoke with a representative from The Pin Center and attached is the artwork and below are the prices:

100 pins @ \$2.20 each = \$220
200 pins @ \$2.05 each = \$410
300 pins @ \$1.85 each = \$555 (factory price break)
One time die charge \$85.00 (for re-orders you don't pay this again)
2 silk screens on the pin. They are only going to charge us for 1 @ \$25.00 (we don't pay this again either)
Shipping \$13.00 - \$18.00

Staff recommends Style A which is the actual logo of the town.



1 1/8"
2 silk-screens

STYLE A



1 1/8"
2 silk-screens

STYLE B



2 silk-screens

STYLE C



2 silk-screens

STYLE D



2 silk-screens

STYLE E

1"

-  RAISED GOLD METAL
-  WHITE
-  GREEN 3415
-  BLUE 2728



Town of Granite Quarry Policy Manual

Effective Date: December 21, 2011
 Revision Date: September 4, 2018
 Review Due Date:

Procedure Number: 420-10

Issued By: Finance Officer

Section: Finance

Policy Title: Financial Management Policies & Internal Control Procedures

Purpose:

Elected Officials and Town employees have a responsibility to provide taxpayers with reasonable assurance that government finances are adequately controlled. A strong internal control environment reflects the reliability of the accounting records and financial statements. Strong internal controls aid in the prevention of fraud and the detection of accidental errors in the accounting process.

As a small unit of government, extensive separation of duties is not possible. Therefore, alternative controls should be used to compensate for the lack of separation. The governing board members as well as the Town manager must be called upon to provide some of these controls.

Units of government have various accounting functions, which include:

- Cash Management
- Cash Disbursement-Non-Payroll
- Cash Disbursement-Payroll
- Investment Management
- Recording & Recognizing

Each of these areas are addressed below.

Cash Management

BONDING

All employees who handle public moneys must be bonded either individually or under a blanket bond according to G.S. 159-29. The Finance Officer must be individually bonded for at least \$50,000. All others may be included in a blanket bond.

BANK ACCOUNTS

No official or employee shall have the authority to open a bank account in the name of the Town or any of its departments using public funds without authorization by the governing body (NC General Statute 159-31(a)).

The governing board shall designate an official depository within the state of North Carolina according to G.S. 159-31(a). It is unlawful for any public moneys to be deposited in a depository other than a bank, savings and loan association, or trust company within North Carolina.

Bank accounts for checking, money market, and certificates of deposit should be reconciled to the books by the Finance Officer at the end of each month. Any accrued interest on the accounts will be recorded in the accounting system. The bank reconciliations will be reviewed and approved by the Town Manager.

The Finance Officer shall have access to the Town bank account online in order to perform direct deposits, transfers, and to review accounts. All on-line activities shall be provided to the Town Manager or a board member for review and approval.

DEPOSITS

All public funds shall follow the deposit guidelines below. No official or employee of the Town shall have the authority to cash a check payable to the Town, with one exception. The exception is for checks made out to the Town which were written by the Town to replenish petty cash.

Moneys received will be deposited at a minimum when \$250.00 is accumulated and on the last business day of each month (NC General Statute 159-32).

Duties:

- a) Moneys are received by front office staff. Pre-numbered receipts are provided for any cash received.
- b) Prior to deposit, money will be kept in the vault.
- c) Finance Officer prepares moneys for deposit and records in the accounting system and on 2-part deposit slip. Cash to be deposited is agreed to pre-numbered receipt book and receipts are initialed by the Finance Officer.
- d) Finance Officer provides deposit and 2-part deposit slip to the Town Clerk for review and approval.

- e) Finance Officer takes deposit and 2-part deposit slip to the bank.
- f) Finance Officer returns with 1 part of 2-part deposit slip and bank receipt which is provided to the Town Manager along with accounting system report and check stubs or other backup. Town Manager reviews for pre-deposit approval (i.e. initials of Town Clerk) and agrees bank receipt to deposit slip and accounting system report and approves.

COLLATERALIZATION

Bank accounts should be properly collateralized in accordance with NC General Statute 159-31(b).

The Pooling Method of collateralization under 20 NCAC 7 secures all uninsured public deposits of every public depositor through a pool of collateral established by the depository with the State Treasurer for the benefit of the State and the participating units.

This method maintains the responsibility for monitoring each bank's collateralization and financial condition with the State Treasurer. The Town will maintain deposits with institutions using the Pooling Method of collateralization.

Duties:

- a) Finance Officer will annually complete INV-91 Notification of Public Deposit and submit to Financial Institution and State Treasurer. Form will be reviewed and approved by Town Manager prior to submission. (20 NCAC 7, Rule .0103).
- b) All releases or substitutions of collateral securities resulting in a decrease of the market value of pledged securities should be reviewed by Finance Officer.
- c) Finance Officer should complete Form LGC-203 on a semiannual basis to report status of deposits and investments (NC General Statute 159-33). Form will be reviewed and approved by Town Manager prior to submission to Local Government Commission (LGC).

PETTY CASH

Petty cash will be reconciled by the Finance Officer on a random basis, at least quarterly. These reconciliations will be provided to the Town Manager for review and approval. Any overages in petty cash will be included in the next deposit. Any shortages will be investigated.

Petty cash will be kept in a vault. The vault will be locked appropriately at the end of each work day. The combination to the vault will be known only to the Finance Officer, Town Clerk, and Deputy Town Clerk.

Cash Disbursement-Non-Payroll

The Finance Officer shall appropriate and expend the Town's moneys pursuant to NC General Statute 159-28(b).

PURCHASE REQUISITIONS

- Purchase requisitions will be signed by the department head or other designated leader within the department. Purchase requisitions will not be paid without proper approval.
- Purchase requisitions greater than \$500 must be approved by the Town Manager. Those greater than \$7,500 must be approved by a board member.
- Purchase requisitions will only be paid after being matched to a corresponding invoice.
- Purchase requisitions will be entered into the accounting system and processed weekly or bi-weekly. After entry into the accounting system, invoices and purchase requisitions will be stamped as entered to avoid duplicate payment.

CHECKS

- Pre-numbered checks will be used for all disbursements. The Finance Officer will account for all check numbers at the end of each month, including voided checks. The Town Manager will review and approve. Any missing checks will be investigated.
- The unused check stock will be maintained in the Finance Officers locked office.
- Voided checks should be so indicated on the check register. The checks should be sufficiently defaced to avoid use. Voided checks will be maintained on file.
- Checks will be signed by two designated check signers as directed by NC General Statute 159-25(b). Per this statute checks should be signed by the Finance Officer and another official designated by the Board. In the absence of the Finance Officer, a pre-designated Deputy Finance Officer will counter-sign checks.
- Current signature cards should be maintained on file with the financial institution at all times, indicating which employees and board members are authorized to sign checks.
- Checks will only be signed after thorough review of documentation supporting the disbursement. Thorough review will be documented by the signing of the check and by the initialing of the check register.

PRE-AUDIT CERTIFICATE

All purchase requisitions and checks should have a properly signed pre-audit certificate as directed by NC General Statute 159-28.

- Prior to signing the pre-audit certificate on purchase requisitions or invoices, the Finance Officer shall confirm that sufficient funds are budgeted for the appropriation.
- Prior to signing the pre-audit certificate on the check, the Finance Officer shall confirm that there are sufficient funds in the checking account to cover the payment.
- According to NC General Statute 159-28(c), the governing board may approve a bill, invoice, or other claim against the local government that have been disapproved by the Finance Officer. This must be done by formal resolution.

INSUFFICIENT FUNDS

Any insufficient funds notices will be brought immediately to the attention of the Town Manager and the Governing Board.

ABSENCE

In the event of the Finance Officer's extended absence, cash disbursements will be processed by the re-designated Deputy Finance Officer using the procedures outlined above.

Cash Disbursement-Payroll

EXPENSE REPORTS

Appropriately approved employee expense reports will be paid via payroll. All expenses must be supported by a receipt. Expense reimbursements are not subject to tax.

TIME SHEETS

Only appropriately approved time sheets will be processed for payment. Time sheets will be entered into the accounting system and processed on a bi-weekly basis. Pay per call time will be processed on a monthly basis. Payroll disbursements will be entered into financial institution by Tuesday at 4:00 of the pay week. This allows for direct deposit on Thursday.

CHECKS

- Pre-numbered checks will be used for all non-direct deposit disbursements. The Finance Officer will account for all check numbers at the end of the month, including voided checks. The Town Manager will review and approve. Any missing checks will be investigated.
- The unused check stock will be maintained in the Finance Officer's locked office.
- Voided checks should be so indicated on the check register. The checks should be sufficiently defaced to avoid use. Voided checks will be maintained on file.
- Checks will be signed by two designated check signers as directed by NC General Statute 159-25(b). Per this statute checks should be signed by the Finance Officer and another official designated by the Board. In the absence of the Finance Officer, a pre-designated Deputy Finance Officer will counter-sign checks.
- Checks will only be signed after thorough review of documentation supporting the disbursement. Thorough review will be documented by the signing of the check and by the initialing of the check register.

PAYROLL DEDUCTIONS

The Finance Officer shall submit all payroll deduction payments to the proper agencies in a timely manner. These deductions include the federal and state tax deposits, garnishments, ORBIT, 401km United Way and insurance.

The Finance Officer shall reconcile all payroll payable accounts monthly to ensure proper payments were made. The reconciliation will be reviewed and approved by the Town Manager.

PAYROLL REPORTS

The Finance Officer shall submit all payroll reports to the proper agencies in a timely manner. These include:

- Department of Labor – Monthly
- 941 – Quarterly
- NC 5Q – Quarterly
- Employment Security Commission – Quarterly
- W2s – Annually
- 1099s – Annually

ABSENCE

In the event of the Finance Officer's extended absence, cash disbursements will be processed by the re-designated Deputy Finance Officer or the Deputy Town Clerk using the procedures outlined above.

Investment Management

Funds of the Town will be invested in accordance with NC General Statute 159-30. According to North Carolina General Statute 159-25 (a)(6), the Finance Officer shall have the responsibility for the investment of any idle funds.

CERTIFICATES OF DEPOSIT (CD)

According to North Carolina General Statute 159-30 (b), moneys may be deposited in the form of certificates of deposit or other such time deposits. These deposits must be made in an official depository and are subject to collateralization as discussed previously.

Certificates of deposit (CD) purchased by the Town shall be delivered to the Finance Officer. The Finance Officer shall secure the CDs in the vault.

Interest accrued on the CDs will be recorded monthly in accounting system by the Finance Officer.

The investment program shall be managed so that investments and deposits can be converted to cash when needed. To ensure cash is available when needed, investments shall be made in certificates of deposits with maturities of at least once per fiscal year.

OTHER AUTHORIZED INVESTMENTS

The Town is empowered by NC General Statute 159-30(c) to invest in certain types of investments.

If these investment types are chosen, no more than 30% of the Town's investments will be invested in any one type to avoid incurring unreasonable risk. To ensure cash is not restricted long term, investments shall be made with maturities of at least once per fiscal year.

Recording & Recognizing

According to NC General Statute 159-25, the Finance Officer shall keep the accounts of the local government in accordance with Generally Accepted Accounting Principles (GAAP) of governmental accounting and the rules and regulations of the Local Government Commission (LGC).

To assist in the record keeping, the Town shall maintain an accounting system as indicated in NC General Statute 159-26. The Accounting system should maintain at a minimum a General Fund. If applicable, other funds may also be established as stated in NC General Statute 159-26(b).

The Finance Officer shall maintain administrative rights to the accounting system and designate other users as needed. Each individual with access shall enter the system using their own confidential password.

The Finance Officer shall prepare and provide monthly reports to the Board showing financial condition and budget versus actual.

A backup of the accounting system shall be done at least monthly. The backup shall be maintained in a locked, fire-proof vault.

RAMSAY, BURGIN, SMITH, ARCHITECTS, INC.

ARCHITECTURE PLANNING DEVELOPING



January 2, 2017

INVOICE NO: 170109

Mr. Phil Conrad
Town of Granite Quarry
PO Box 351
Granite Quarry, NC 28072

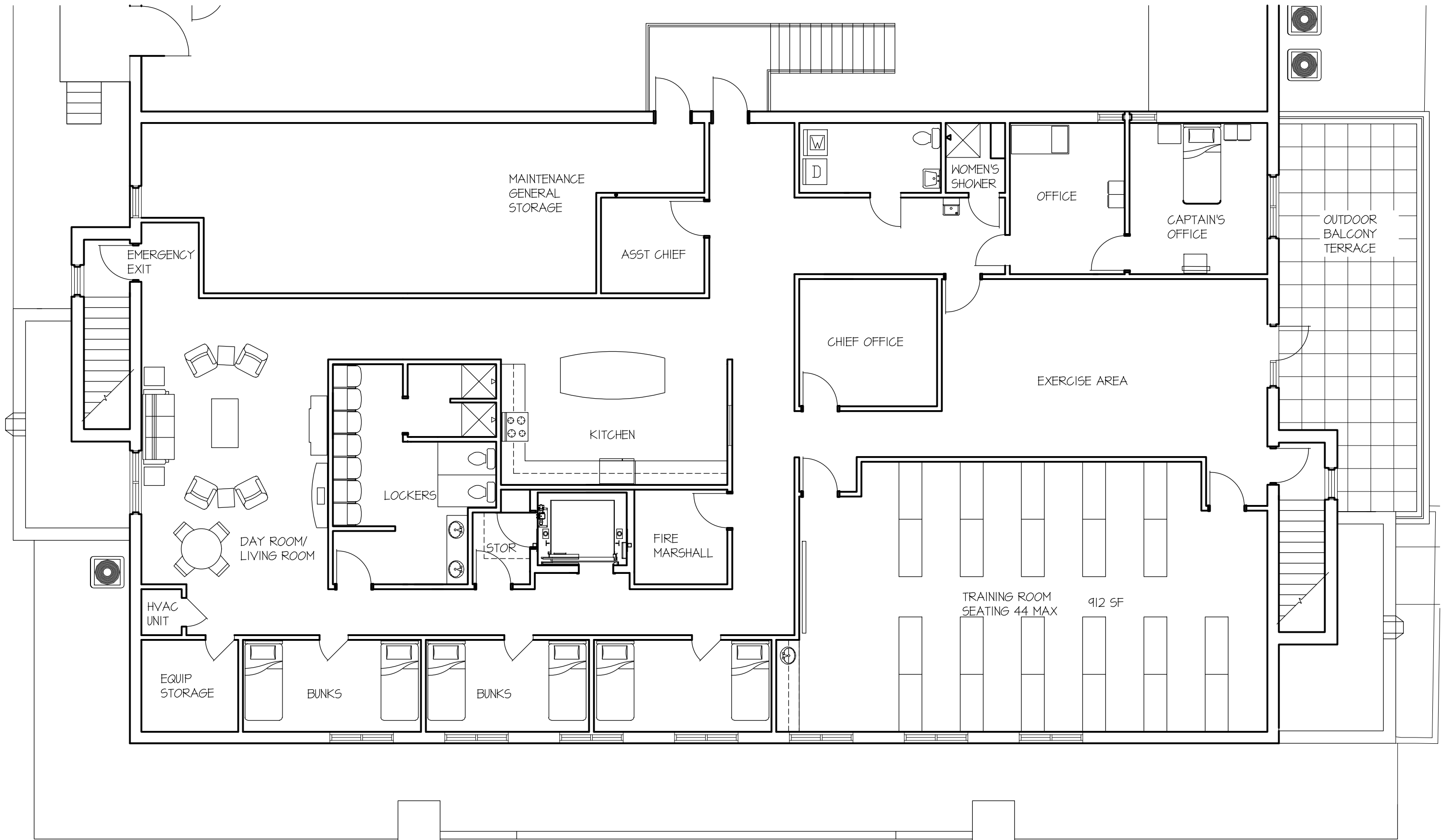
**Preliminary Planning
Town Hall Renovations**

Preliminary Planning for Town of Granite Quarry, Town Hall Renovations = \$7,499.00

SUBTOTAL \$7,499.00

REIMBURSABLE EXPENSES:

TOTAL AMOUNT DUE THIS INVOICE..... \$7,499.00



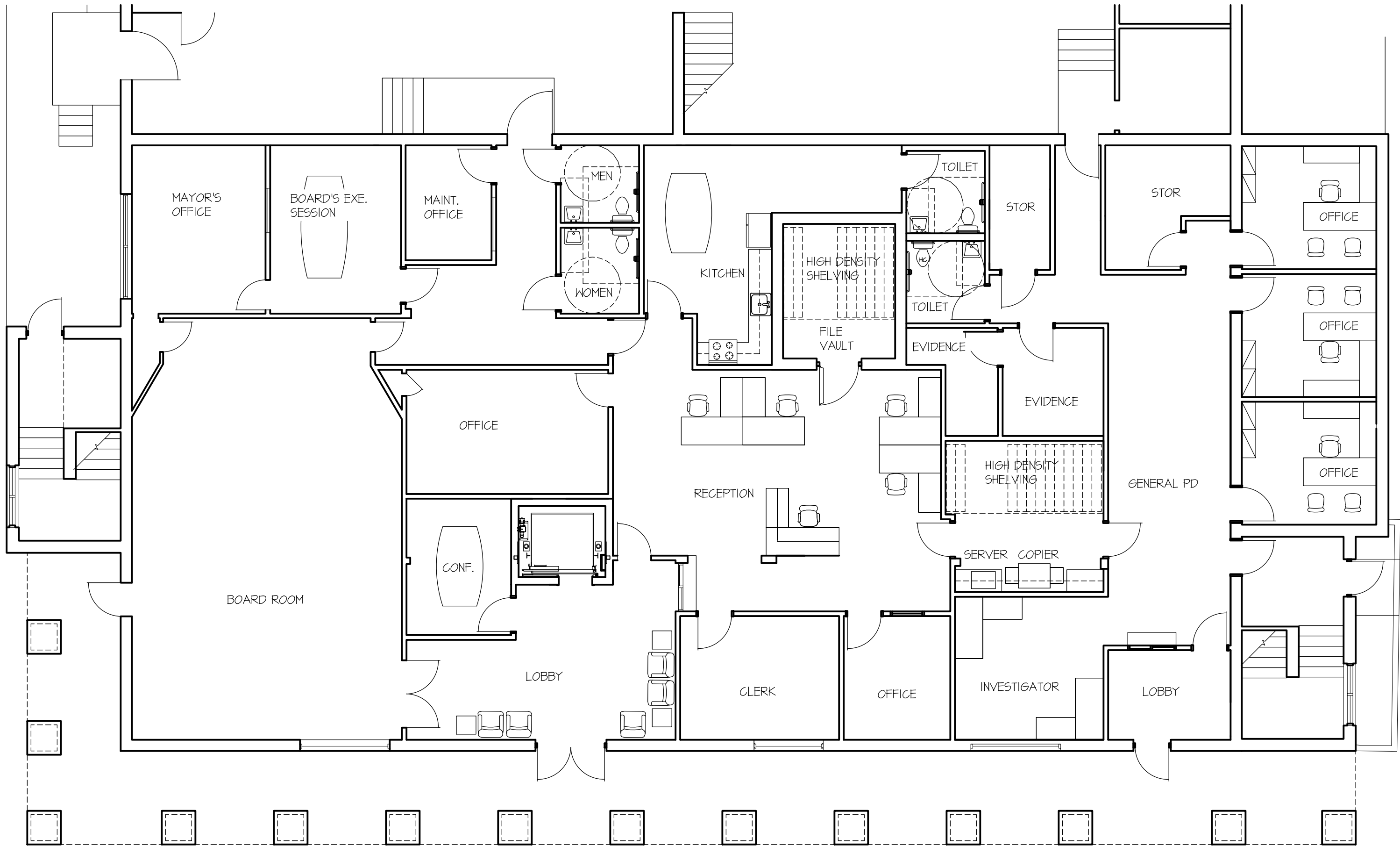
MINOR WORKS

A2

UPPER FLOOR



SCALE: 1/8" = 1'-0"
Printed on 8/30/2018



MINOR WORKS

AI

GROUND FLOOR



SCALE: 1/8" = 1'-0" / 1/32" = 1'-0" / 2018

RAMSAY, BURGIN, SMITH, ARCHITECTS, INC.

ARCHITECTURE PLANNING DEVELOPING



April 17, 2018

INVOICE NO: 180412

Mr. Phil Conrad
Town of Granite Quarry
P.O. Box 351
Granite Quarry, NC 28072

For Services Rendered:

Architectural Feasibility Study

ARCHITECTURAL SERVICES

William R. Burgin, Principal Architect	2 hrs.	x	\$180.00 /hr	=	\$360.00
Dan Norman, Architect	20 hrs.	x	\$120.00 /hr	=	\$2,400.00

SUBTOTAL

\$2,760.00

REIMBURSABLES:

TOTAL DUE THIS INVOICE

\$2,760.00

D:\ST\TownofGraniteQuarry\FeasibilityReport\151308

Maintenance Surplus Items August 2018

- 2 Kawasaki weed eaters (upgraded)
- 1 Echo weed eater (broken)
- 1 Stihl back pack blower (upgraded)

Maintenance requests to sell these items on Gov Deals and will ask the board to put the sold funds into maintenance small tool fund 01-4190-51 at a later date.



Town of Granite Quarry Fire Department

Established May 15, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



To: Manager Conrad

Ref: Board Approval to donate out of date equipment

Date: August 20, 2018

The Fire Department is seeking approval from the Board in September's meeting to donate Turnout Gear and Hose that has *expired in its service life under National Standards*. We have recently been made aware that there is a Non-profit organization that takes Donations of this type equipment and repurposes it to third world countries that have little or nothing in their respective fire service. The organization's name is Firefighters Faith Ministry and their website is: <http://firemansfaith.com/>

These are items that have been collected over many years and it is time to find a new home for them. This option gives continued purpose to what otherwise is of no use to our department.

We are asking approval to donate:

- 42 turnout pants
- 33 turnout coats
- 14 sections of 5 inch hose
- 8 sections of 1-3/4 inch hose
- 2 sections of 2-1/2 inch hose

Thank you in advance, and please call if you have any questions.

Dale Brown

Fire Chief

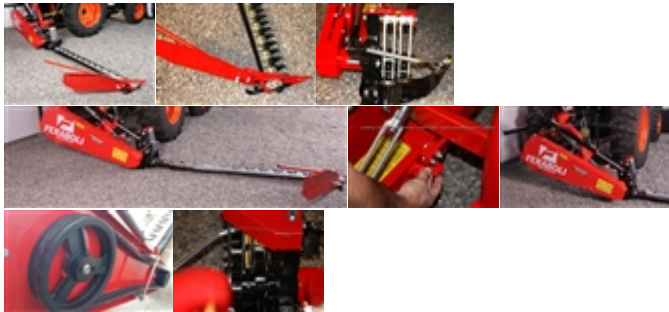
Town of Granite Quarry

7 Foot 3 Point Tractor Sickle Bar Mower with Hydraulic Lift



3 Point Tractor Sickle Bar Mower

Alternative Views:

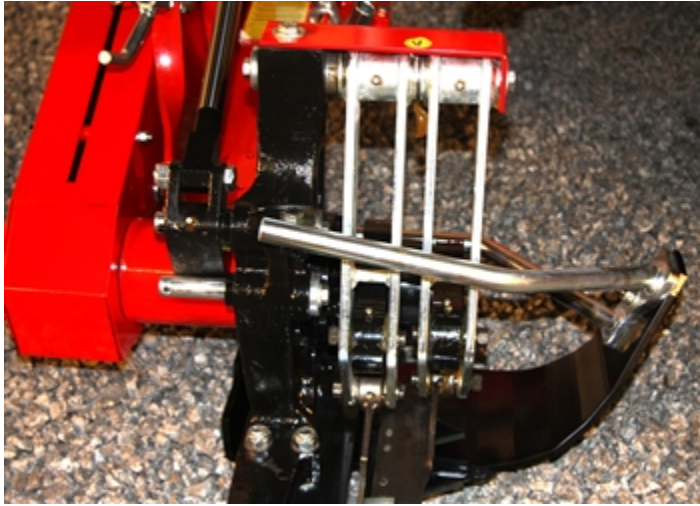


7 Foot Farm Maxx (Rossi) Hydraulic Lift Sickle Mower

Perfect for small hay operations, pond and ditch mowing, vertical hedge trimming, and much more, the Feraboli sickle bar mower goes up to 90 straight up, and up to 45 degrees down. The lift on the bar is hydraulically controlled by your tractor's remote rear hydraulics.

- Requires minimum 20-35 HP
- 48" transport width
- Standard hydraulic lift cylinder kit
- Adjustable lift and lower speeds
- Includes extra cutting blade
- Powder coat paint
- Heavy duty safety release
- Double acting cutting bar
- Weighs 633 lbs.
- Deduct \$300 for manual lift model
- [Free shipping within 1,000 miles!](#)

Our Price: \$4,543.00





Piston Motor Swing Boom Cutter

\$6,800.00

Our Swing Boom Cutter is designed for cutting banks, fence lines, and right of ways. It also works great for clearing pond banks and cutting trails.

With a reach of 96" when extended horizontally and a vertical reach of sixteen feet, it makes clearing unwanted tree limbs less of a hassle. The cutter will also swing to the right and can be used as a side cutter.

A flow of 17-27 gpm is required

Direct drive piston motor with max 4000 PSI

3" x 16" tilt cylinders

5/8" AR400 blades

42" cut

3" cutting capacity

Requires a case drain

Available with universal 8 or 14 pin wiring harness

1 Year Warranty does not cover the blades and hoses



Open Front Brush Cutter

Built with the same quality and materials as our standard brush cutter. The open front design with push bar allows for faster removal of larger brush and shrubs. Available in 5 foot and 6 foot with low or high flow motor.



\$3899.99