



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN MEETING MINUTES  
January 3, 2017**

**Present:** Mayor Bill Feather, Mayor Pro Tem Mike Brinkley, Alderman Jim Costantino, Alderman Jim LaFevers, and Alderman Arin Wilhelm

**Staff:** Mr. Phil Conrad – Town Manager, Ms. Barbie Blackwell – Town Clerk/HR Officer, Mr. Buddy Miller – Maintenance Supervisor, Mr. Jim Philyaw – Finance Officer, Police Chief Mark Cook

**Guests:** Mr. Tony Brewer – CPA, Mr. Chip Short, Ms. Lydia Miller, Mr. Scott Stewart, Mr. Alex Stewart

**Call to Order:** Mayor Feather called the meeting to order at 7 pm.

**Moment of Silence:** Mayor Feather opened the meeting with a moment of silence.

**Pledge of Allegiance:** The Board of Aldermen led the Pledge of Allegiance.

**Approval of the Agenda:**

**ACTION:** Mayor Pro Tem Brinkley made a motion to approve the agenda as presented. Alderman LaFevers seconded the motion. The motion passed with all in favor.

**Approval of the Consent Agenda:**

Mayor Pro Tem Brinkley made a motion to approve the consent agenda as presented. Alderman Wilhelm seconded the motion. The motion passed with all in favor.

**Citizen Comments:**

Mayor Feather opened the floor for citizen comments. There were no comments made.

**Guests and Presentations:**

There were no guest presentations.

**Town Manager's Update:**

1. Mr. Conrad presented an updated job description for the Deputy Clerk mentioning the inclusion of new duties relating to Finance, Human Resources, Payroll, and other administrative duties. Mayor Pro Tem Brinkley questioned whether that included park administration duties. Mr. Conrad stated, "That parks administration was being evaluated and was not included for this job description." Mayor Feather made a recommendation to add a final line on the job description including "any other duties deemed necessary".

**ACTION:** Mayor Pro Tem Brinkley made a motion to approve the job description with the additions. Jim LaFevers seconded the motion. The motion passed with all in favor.

2. Mr. Conrad mentioned that copies of the town audit had been reviewed and Mr. Brewer, CPA, would present details. Mr. Brewer addressed the board and answered questions about the audit information. Mayor Feather encouraged any questions regarding the audit. Mayor Pro Tem Brinkley mentioned that this document would not work for budgeting purposes.

Mr. Brewer agreed that this was not the best document to use for that purpose. Mayor Pro Tem Brinkley noted an increase to the Utility Franchise Tax. Mr. Brewer responded that several taxes that had previously been tracked separately were now consolidated under that category on the current report. Mr. Brewer also stated that some key indicators related to growth within the report would be local option sales tax and ABC revenues.

**ACTION:** Alderman LaFevers made a motion to approve the audit report for the year ending June 30, 2016. Alderman Wilhelm seconded the motion. This motion passed with all in favor.

3. Mr. Conrad provided an update on the Faith road entrance improvements. The company that was awarded the job had issues starting work due to inclement weather. There is the possibility of switching to another vendor if the first one is unable to perform the work as planned.

### **Old Business**

1. Mr. Conrad discussed the consideration of an update to the Town website with Granite Sky Civic Group. This update would have an initial cost of \$18,000. Benefits to the Town would be better communication with citizens, possible reduction of printing costs for newsletters, and increased visibility of the Town. The service contract is to include a free upgrade to the site after four years.

- As an example of potential improvements to communication, Mayor Feather read an email explaining that Zach Huddleston was not present, as he was unaware of the town meeting date. Updating the website could have alleviated this type of issue.
- There was discussion that some people may not utilize websites or email for regular communication. Ms. Blackwell mentioned the possibility of creating a flyer including highlights from the website to be distributed with water bills.
- It was mentioned that replacing the marquee in front of Town Hall with an electronic version could share more information.

**ACTION:** Alderman Jim LaFevers made a motion to approve the contract with Granite Sky Civic Group for website development. Alderman Costantino seconded the motion. The motion was approved with all in favor.

### **New Business & Action Items:**

- a. Budget Amendment #3 – Transfer of funds from the General Fund to cover the cost of a vehicle purchase as approved by the Town Board in 2015-16.

**ACTION:** Alderman Wilhelm made a motion to approve the transfer of funds. Alderman Costantino seconded the motion. The motion was approved with all in favor.

- b. Budget Amendment #4 – transfer of funds from the sale of one police vehicle to the Capital Outlay Auto Fund 10-510-78.

**ACTION:** Alderman LaFevers made a motion to move the funds to this account as requested. Alderman Costantino seconded the motion. The motion was approved with all in favor.

### **Mayor's Notes:**

Mayor Feather presented the calendar of events and announcements as reminders and had the following renewals and appointments to committees and boards.

**Mayor's Action:**

Mayor Feather appointed the following board members to the CCOG Board of Delegates:

- Delegate – Mayor Feather
- Alternate – Mayor Pro Tem Brinkley

Mayor Feather appointed the following board members to the Cabarrus-Rowan MPO:

- Delegate – Alderman Wilhelm
- Alternate – Mayor Feather

**ACTION:**

a. **Closed Session:**

**A motion is needed as follows: To go into closed session pursuant to N.C. General Statute Section 143-318.11.A.5.6 personnel and property issues.**

**ACTION:** Mayor Pro Tem Brinkley made a motion to go into closed session at 7:43 pm pursuant to N.C. General Statute Section 143-318.11.A.5.6 for personnel and property issues. Alderman LaFevers seconded the motion. The motion passed with all in favor.

**A motion is needed as follows: To come out of closed session pursuant to N.C. General Statute Section 143-318.11.A.5.6 personnel and property issues. The Board takes the following action (if any).**

**ACTION:** Mayor Pro Tem Brinkley made a motion to come out of closed session at 7:55 pm pursuant to N.C. General Statute Section 143-318.11.A.5.6 and Board took no action. Alderman LaFevers seconded the motion. The motion passed with all in favor.

Alderman Wilhelm made a motion to adjourn the meeting at 7:57 pm. Alderman Costantino seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

*Scott Stewart*

Scott Stewart

Deputy Clerk / Finance / HR Analyst