



TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN SPECIAL CALLED MEETING MINUTES
Thursday, May 30, 2019

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

Staff: Interim Town Manager Larry Smith, Town Clerk/HR Officer Tanya Word, Town Planner Steve Blount, Police Chief Mark Cook, Fire Chief/Maintenance Supervisor Jason Hord, Finance Officer/Planning Coordinator/Events Administrator Shelly Shockley, Deputy Clerk/Finance/HR Analyst Aubrey Smith

Call to Order: Mayor Feather called the meeting to order at 2:00 p.m.

1. Approval of the Agenda FY 2019-2020 Budget Planning Session:

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

2. FY 2019-2020 Budget Planning Session

Mr. Smith reviewed the FY19/20 Budget Discussion packet and responded to the Board's questions and comments regarding specific items in the packet. Items below included recommendations, action, or direction from the Board.

A. Cost of Living Adjustment (COLA) and Merit

Mr. Smith made a recommendation to the Board to budget for a 2.22% increase in salaries to be administered by the Manager and department heads and the Board members' wages. The consensus of the Board was that they were in favor of the recommendation.

There was discussion regarding the current year's budget including a pay raise for the Alderman that was budgeted for but not paid out.

ACTION: Alderman Costantino made a motion to pay out the Board of Alderman increase according to the approved budget. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

B. Contracted Services- Paylocity & Memory Bank

Mr. Smith made a recommendation to the Board to add the Financial Management System (FMS) Employee Portal Module (\$3,500 to purchase in FY19/20, \$850/year ongoing support & hosting), and cancel the Town's contract with Paylocity once the switchover is complete. This would allow the Town to bring payroll in-house.

The Board directed staff to look at options for another third-party payroll company that could accommodate the Town's payroll needs before bringing it in-house.

Mr. Smith recommended to the Board that the contract with Memory Bank for phone issues and maintenance be re-evaluated in the future.

C. FY18/19 Paving & Repair Project

Mr. Smith shared information that was received from the NCDOT 5/29/19 regarding the downtown US Highway 52 project being bid out this fall. There was discussion regarding how this would impact the curbs, gutters and sidewalks and whether the Town should request that the project be delayed. The Board made the decision to discuss this further at the regular meeting Monday, June 3, 2019 and asked Chief Hord to gather information regarding cost for curbs and gutters.

It was estimated it would take \$350,000 to complete the majority of paving and repair needs throughout town and \$42,000 to patch and repair the highest priority sites that had been identified by maintenance. Mayor Feather made the recommendation to the Board to use \$350,000 for the project (with \$50,000 paid back each year over a seven-year period from Powell Bill funds and to use the additional \$30,000 of Powell Bill funds each year on sidewalks). This would mean borrowing \$308,000 to be paid back with future Powell Bill funds and using the existing \$42,000 from the current Powell Bill funds. The Board decided to discuss funding for this project at a later date.

D. Town Hall Renovation Project

The Board discussed pushing the Town Hall Renovation Project out at least a year and making small cosmetic and "curb appeal" updates in the next budget year.

E. Parks, Events and Recreation Committee- Parks Recommendations

The Board consensus was to raise the budget for PERC events to \$5,000.

Mayor Pro Tem LaFevers shared that the Parks, Events, and Recreation Committee developed a list of necessary parks improvements that would cost roughly \$20,000. Chief Hord stated that he believed most, if not all, of the projects could be done in-house with the current budget.

F. Code Enforcement

Mr. Smith presented code enforcement options and recommended a staffing change to add an administrative position that would carry out code enforcement. The Board

consensus was that appropriating \$32,217 in the budget for code enforcement was acceptable.

G. Police Department

Chief Cook presented to the Board the necessity for increased manpower. The Board of Aldermen directed Chief Cook to set up a meeting of the Joint Police Authority for further discussion.

3. Set Next Budget Meeting Date and Time

The Board agreed they would meet at the regular time on Monday, June 3, 2019 and recess the meeting to a future time to discuss the budget further if necessary.

4. Adjournment

ACTION: Alderman Costantino made a motion to adjourn the meeting. Alderman Linker seconded the motion. The motion passed with all in favor.

The meeting was adjourned at 4:36 p.m.

Respectfully Submitted,

Aubrey Smith

Deputy Clerk,
Finance,
Human Resources Analyst