



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, August 3, 2020
7:00 p.m.**

Present: Mayor Bill Feather, Mayor Pro Tem John Linker, Alderman Kim Cress, Alderman Jim Costantino, Alderman Doug Shelton

Staff: Town Manager Larry Smith, Town Clerk Aubrey Smith, Fire Chief/ Maintenance Supervisor Jason Hord, Finance Officer Shelly Shockley, Police Chief Mark Cook, Fire Captain Kevin Strobel

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.

Pledge of Allegiance: The Pledge of Allegiance was led by Tucker Fisher, Troop 379.

1. Approval of the Agenda

ACTION: Alderman Costantino made a motion to approve the agenda as presented. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

2. Approval of the Consent Agenda

A. Approval of the Minutes

1) Regular Meeting Minutes July 6, 2020

B. Departmental Reports

C. Financial Reports

ACTION: Alderman Costantino made a motion to approve the consent agenda as presented. Alderman Shelton seconded the motion. The motion passed 4-0.

3. Citizen Comments - There were no citizen comments.

4. Guests and Presentations - There were no guest presentations.

5. Town Manager's Update

Mr. Smith reviewed with the Board items from his report including the press release regarding the end of the recycling program and a tinting quote for the Police Department window. There was Board discussion regarding the need for the tinting, whether walling over the window would be a better option, and how it would affect the aesthetic of the building.

ACTION: Alderman Shelton made a motion to send the item back to the Town Manager for further research. Alderman Cress seconded the motion. The motion passed 4-0.

Old Business

6. Committee Updates

A. Parks and Recreation

Alderman Cress suggested the information regarding the cancellation of events be shared with the public. Alderman Shelton shared that PERC had postponed the fall events to a date unknown, possibly in the spring.

B. Revitalization

Mr. Smith shared that the Revitalization Team elected Brittany Barnhardt as the new Chairperson and asked to be placed on the Board of Aldermen's Strategic Workshop agenda.

7. Resolution 2020-07

Non-Profit Organization Funding Policy

This item was amended from June's discussion and then continued from last month's meeting. Mayor Feather read the proposed policy aloud.

ACTION: Alderman Costantino made a motion to approve Resolution 2020-07 for the adoption of the Non-Profit Organization Funding Policy as presented. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

8. Resolution 2020-09

Powell Bill Policy

A Resolution to adopt the Powell Bill / Street and Sidewalk Paving Policy.

ACTION: Alderman Shelton made a motion to approve Resolution 2020-09 for the adoption of the Powell Bill / Street and Sidewalk Paving Policy as presented. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

9. Resolution 2020-10

Easement Negotiation Policy

A Resolution to adopt the Easement Negotiation Policy.

ACTION: Mayor Pro Tem Linker made a motion to approve Resolution 2020-10 for the adoption of the Easement Negotiation Policy as presented. Alderman Costantino seconded the motion. The motion passed 4-0.

10. Personnel Policy

Longevity Bonus Policy

The Longevity Bonus Policy was presented in draft form at the July 2020 meeting. If approved it will be added to personnel policies scheduled for consultant review this fall.

ACTION: Alderman Costantino made a motion to approve the Longevity Bonus Policy for review as presented. Alderman Cress seconded the motion. The motion passed 4-0.

New Business

11. Boards and Committees

Appointments

A. Adjustment to Membership

Planning Board

In June two vacancies for Town Members opened on the Planning Board. Brenda Costantino currently serves as an Alternate Town Member. It is recommended that she be moved to one of the two vacant full Town Member seats.

ACTION: Mayor Pro Tem Linker made a motion to appoint Brenda Costantino to the vacant Planning Board full Town Member seat with an expiration of July 31, 2023. Alderman Cress seconded the motion. The motion passed 3-0, Alderman Costantino abstained.

B. Appointment of New Members Planning Board

The Planning Board has two vacancies for Town Members. Applications have been submitted by Mike Brinkley, Joseph Hudson, and Jim King.

ACTION: Alderman Shelton made a motion to table the item until the next meeting. The motion failed because of the lack of a second.

ACTION: Alderman Cress made a motion to appoint Joe Hudson and Jim King to the Planning Board. Alderman Costantino seconded the motion. The motion passed 3-1 with Mayor Pro Tem Linker, Alderman Cress, and Alderman Costantino for and Alderman Shelton opposed.

C. Appointment of New Members Community Appearance Committee

There are currently seven vacant seats on the Community Appearance Committee. Applications have been submitted by Kelly Cozart, Chelsea Franzese, Travis Barnhardt, and Tom Bost.

ACTION: Mayor Pro Tem Linker made a motion to appoint Kelly Cozart, Chelsea Franzese, Travis Barnhardt, and Tom Bost to the Community Appearance Committee. Alderman Costantino seconded the motion. The motion passed 4-0.

D. Appointment of New Members Revitalization Team

There is currently one vacancy on the Revitalization Team. An application has been submitted by Donnie Pressley.

ACTION: Alderman Costantino made a motion to appoint Donnie Pressley to the vacant Revitalization Team seat with an expiration of July 31, 2021. Alderman Cress seconded the motion. The motion passed 4-0.

E. Appointment of New Members Zoning Board of Adjustment

There are currently two Board of Aldermen members who wish to be replaced on the ZBA. An application has been submitted by Brittany Barnhardt.

Mayor Pro Tem Linker submitted his verbal resignation from the Zoning Board of Adjustment.

ACTION: Alderman Costantino made a motion to appoint Brittany Barnhardt to the Zoning Board of Adjustment seat with an expiration of July 31, 2022, replacing Mayor Pro Tem Linker. Alderman Cress seconded the motion. The motion passed 4-0.

12. Discussion Municipal Coronavirus Relief Funds Plan

The Board discussed the source of the funds and asked the Manager to clarify whether the Town would spend the funds and then apply to be reimbursed. Mr. Smith confirmed that was correct. Chief Hord spoke about the need for the items listed.

ACTION: Mayor Pro Tem Linker made a motion to authorize the Manager to move forward with the application for Coronavirus Relief Funds. Alderman Costantino seconded the motion. The motion passed 4-0.

13. Discussion

CPO 2020-06 Town Hall Project

The Board discussed the presented options for sealcoating and landscaping for the Town Hall Project and the costs associated with each.

ACTION: Alderman Costantino made a motion to complete the 2020 Town Hall upgrades project with the amended scope of not sealcoating the parking areas and to discuss the bigger picture at the Strategic Workshop. Alderman Costantino seconded the motion. The motion passed 4-0.

14. Budget Amendment #1

Civic Park Stormwater System Repair

A Budget Amendment request to transfer funds from Fund Balance Appropriated (01-3991-99) to Parks Maint & Repair - Bldgs/Grounds (01-6130-24) for the Civic Park Stormwater Repair Project in an amount not to exceed \$26,000.

Alderman Shelton suggested moving the money from the Contingency Fund rather than the Fund Balance. There was Board discussion regarding materials, scope of the project, and cost. Mayor Feather suggested looking into concrete piping.

ACTION: Alderman Shelton made a motion to approve transfer of funds from Governing Body Board Contingency (01-4110-97) to Parks Maint & Repair - Bldgs/Grounds (01-6130-24) for the Civic Park Stormwater Repair Project using concrete piping in an amount not to exceed \$32,000. Alderman Costantino seconded the motion. The motion passed 4-0.

15. Set Agenda

Strategic Workshop

Mayor Feather asked Board members to submit agenda items to the Manager so that he could send the list back out to the Board at least five days in advance. There was consensus that each Board member would submit up to three items. Mayor Feather said he, Mayor Pro Tem Linker, and Mr. Smith would sit down to discuss the agenda. The Board heard from ZBA Chairwoman Brittany Barnhardt about the ZBA's desire to be added to the agenda to discuss future goals.

16. Notice of Lien

315 N. Oak Street

Mr. Smith shared the history of the Town's code enforcement interactions with the property.

ACTION: Mayor Pro Tem Linker made a motion to approve the Notice of Lien for 315 N. Oak Street. Alderman Cress seconded the motion. The motion passed 4-0.

There was discussion regarding options for future code enforcement issues. The Board discussed adding code enforcement to the Strategic Workshop agenda.

17. Board Comments - There were no Board comments.

18. Mayor's Notes

Announcements and Date Reminders

A. Monday, August 10	5:00 p.m.	Rowan Chamber Business After Hours
B. Monday, August 10	6:00 p.m.	Planning Board
C. Tuesday, <u>August 11</u>	3:30 p.m.	Revitalization Team
D. Wednesday, August 12	TBD	CCOG Delegate & Member Appreciation Event
E. Monday, August 17	5:00 p.m.	Parks, Events, and Recreation Committee
F. Monday, August 17	5:30 p.m.	Zoning Board of Adjustment
G. Thursday, August 20	4:00 p.m.	Board of Aldermen Strategic Workshop
H. Wednesday, August 26	5:30 p.m.	Cabarrus-Rowan County MPO Meeting

19. Closed Session

ACTION: Mayor Pro Tem Linker made a motion to go into closed session pursuant to the provisions of NC General Statute 143-318.11 to discuss personnel performance review. Alderman Costantino seconded the motion. The motion passed 4-0.

ACTION: Alderman Cress made a motion to return to open session. Alderman Costantino seconded the motion. The motion passed 4-0.

There was no action was taken in closed session.

Adjourn

ACTION: Alderman Costantino made a motion to adjourn. The meeting ended at 9:30 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk



RESOLUTION 2020-07

**A RESOLUTION OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA,
TO ESTABLISH A POLICY AND GUIDELINES FOR FUNDING OF NON-PROFIT ORGANIZATIONS**

WHEREAS, the Town of Granite Quarry Board of Aldermen desires to contribute to the efforts of organizations that enhance or supplement services provided by the Town; and

WHEREAS, the Town of Granite Quarry Board of Aldermen recognizes the need for a policy to provide guidelines to Board and staff in making decisions regarding funding requests by local non-profit organizations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Granite Quarry adopts the Funding of Non-Profit Organizations policy attached hereto.

**RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE
BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH
CAROLINA, ON THIS THE 3rd DAY OF August 2020.**

William D. Feather, Mayor

ATTEST:

Aubrey Smith, Town Clerk





2020-07

FUNDING OF NON-PROFIT ORGANIZATIONS POLICY

Purpose

The purpose of this policy is to provide guidelines to Board and staff in making decisions regarding funding requests by local non-profit organizations. The Town of Granite Quarry wishes to contribute to the efforts of organizations that enhance or supplement services provided by the Town. However, the Town recognizes that it has limited revenue sources to use for such purpose, and that the expenditure or waiver of public funds should be properly accounted.

Eligibility

To be eligible to apply for funding from the Town of Granite Quarry, an organization must meet the following criteria:

1. The organization must be able to provide documentation that shows compliance with all applicable federal and state laws related to tax-exempt status.
2. The operations of the organization must benefit the residents of the Town of Granite Quarry by meeting one of the following quality of life standards.
 - A. Safety
 - B. Education
 - C. Transportation
 - D. Health
 - E. Cultural & Recreational Services
3. The organization is governed by a volunteer board of directors that serves without compensation.
4. The organization is subject to an independent audit or review annually.

Criteria

Requests for funding from non-profit organizations will be submitted to the Board of Aldermen for consideration. The criteria used to evaluate the requests may include, but are not limited to, the following criteria:

1. The number or percentage of Granite Quarry citizens served by the organization.
2. How well the services of the organization match the needs of Granite Quarry citizens.
3. What the impact on Town services would be if the non-profit could not provide its services to citizens.

Grant Funding

The total amount of funding available for award to all non-profit organizations shall not exceed the amount budgeted for such awards in any fiscal year, with no more than \$250 awarded to any single non-profit organization. Funds distributed by the Town of Granite Quarry may only be spent as indicated on the application submitted by the organization. Proof of expenditures may be requested as verification by the Town. In the event that funds are not used as indicated, the full amount of funding may be required to be returned to the Town.

In-Kind Grant Funding

In-kind grant funding shall be limited to the waiver of reservation, deposit and permit fees for special events open to and intended for the benefit of the general public. The applicant shall still be responsible for the amount of any damages to town-owned property.

Indemnification

Any organization receiving funding will hold the Town of Granite Quarry harmless from any claim or liability that may arise or result from the operation of any program or service assisted with funding or in-kind funding from the Town of Granite Quarry.

Applications

The Town Clerk shall be the Town's point of contact and administrator for accepting and processing Applications for Non-Profit Funding Grant. A copy of this policy shall be provided with any request for application.

In order for an application to be considered complete:

- All information requested on the application form must be completed.
- Applicant must provide a copy of the current Articles of Incorporation for the non-profit organization.

Completed applications must be submitted at least ten (10) days prior to the regularly scheduled Board meeting at which they are to be considered. Any incomplete or late requests will be returned to the applicant, or scheduled for the next regularly scheduled meeting, as applicable.

As provided in the Application (Attachment A), the Clerk shall:

1. Verify that the application is complete and note the date that the completed application is received.
2. Note the date and initial when she verifies with the Secretary of State online that the SOSID# submitted matches the applicant's organization, and that its status is "active".
3. List the date of the Board meeting at which the application is to be considered.

Following a decision by the Board, the Clerk shall:

4. Note the application's disposition by the Board, and the amount of funds / in-kind funds granted.
5. Retain a copy of the application and any attachments for town files, and issue notice of the approval, along with any potential funds, to the applicant within ten (10) days of approval.



APPLICATION FOR NONPROFIT GRANT

Name of organization: _____
(as it is filed with the NC Department of the Secretary of State)

Secretary of State ID Number: _____

Attach a copy of the organization's current Articles of Incorporation.

Agent Name: _____

Registered Office Address: _____

Agent Contact Number: _____

Agent Email: _____

What amount of grant funds / waiver of fees are you requesting? _____

Local governments are only authorized to expend public funds on items or efforts that enhance or supplement services lawfully provided by the Town. To what public purpose(s) will these funds be used? (attach any additional documentation necessary)

By signing below, I attest:

- That I have read and understand the Town of Granite Quarry's "Policy Establishing Guidelines For Funding of Non-Profit Organizations";
- That I am an authorized representative of a nonprofit organization properly registered with the State of North Carolina and eligible to receive these municipal funds;
- That all funds received will be used solely for the purpose(s) stated herein; and
- That proper accounting of the funds, as well as documentation showing compliance with all applicable federal and state laws related to tax-exempt status, will be kept and provided to the Town upon request.

Name (type or print legibly)

Signature

Title

Date submitted

For Staff Use Only

Date application received: _____

SOSID verified? Y / N

Active Status? Y / N

Date confirmed: _____

Initials: _____

BOA consideration date: _____

Approved? Y / N

Amount: \$ _____



RESOLUTION 2020-09

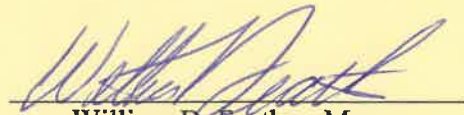
**A RESOLUTION OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA,
TO ESTABLISH A POLICY FOR POWELL BILL / STREET AND SIDEWALK PAVING**

WHEREAS, the Town of Granite Quarry Board of Aldermen desires to encourage the regular maintenance of municipal streets and sidewalks within the corporate limits of the Town of Granite Quarry; and

WHEREAS, the Town of Granite Quarry Board of Aldermen recognizes the need for a policy to provide guidelines to Board and staff guiding the sound fiscal planning of such periodic capital repair and improvement projects within existing Powell Bill allocations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Granite Quarry adopts the Powell Bill / Street and Sidewalk Paving policy attached hereto.

**RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE
BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH
CAROLINA, ON THIS THE 3rd DAY OF August 2020.**


William D. Feather, Mayor

ATTEST:


Aubrey Smith, Town Clerk





2020-09

POWELL BILL / STREET AND SIDEWALK PAVING POLICY

PURPOSE:

To establish a policy encouraging the regular maintenance of municipal streets and sidewalks within the corporate limits of the Town of Granite Quarry and guiding the sound fiscal planning of such periodic capital repair and improvement projects within existing Powell Bill allocations whenever possible.

POLICY:

The Town will endeavor to keep municipal streets on a 15- to 20-year rotation schedule for repaving as available and needed; and to maintain a regular schedule of addressing street and sidewalk maintenance needs throughout Town. The Town's goal is to budget approximately 60-70%* of its annual Powell Bill allocations toward annual street and sidewalk maintenance, repair, and/or extension needs, except at such times that the Board of Aldermen may specifically approve recommended projects that would require a multi-year accumulation of funds greater than the otherwise expected remainder from these percentages.

PROCEDURE:

In each year possible, the Board of Aldermen will adopt a budget with 60-70% of its anticipated Powell Bill allocations slated for street and sidewalk maintenance, repair, and/or extension needs for the upcoming fiscal year. Town staff will then submit any capital improvement project proposals to the Board during the operational course of that fiscal year for consideration based upon prioritized needs / rating system. The Board may approve or amend priorities from capital project proposals and then turn the approved projects back over to staff for implementation.

* An FY18-19 capital improvement project was continued and modified by the Board into FY19-20 until eventually being approved as an "up to" \$350,000 financed loan project to be repaid over a 7-year period. This committed ~62-73% of the next 7 years of anticipated Powell Bill allocations toward just the debt service of this one project. Staff will still budget to maintain as many needs as possible with the 60-70% of remaining balance *after* debt service payments each year are accounted for during this period.



RESOLUTION 2020-10

**A RESOLUTION OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA,
TO ESTABLISH A POLICY FOR EASEMENT NEGOTIATION**

WHEREAS, the Town of Granite Quarry Board of Aldermen desires to establish a standardized guideline for calculating and negotiating fair and equitable amounts of monetary compensation for temporary construction and permanent easements across private property; and

WHEREAS, the Town of Granite Quarry Board of Aldermen recognizes the need to base monetary compensation upon a formula calculated from the most recently available County assessed value of total property value of the affected tax parcel.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Granite Quarry adopts the Easement Negotiation policy attached hereto.

**RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE
BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH
CAROLINA, ON THIS THE 3rd DAY OF August 2020.**


William D. Feather, Mayor

ATTEST:


Aubrey Smith, Town Clerk





2020-10

EASEMENT NEGOTIATION POLICY

PURPOSE:

To establish a standardized guideline for calculating and negotiating fair and equitable amounts of monetary compensation for temporary construction and permanent easements across private property.

POLICY:

The Town Manager and Town Attorney will be the authorized agents of the Town of Granite Quarry for negotiating temporary construction and permanent easements across private property. It is the policy of the Town to base monetary compensation upon the following formula, calculated from the most recently available County assessed value of total property value of the affected tax parcel:

Permanent easement	50% of total tax value
Temporary / construction easement	25% of total tax value

PROCEDURE:

The Manager and/or Attorney will calculate and base negotiation of Easement Agreements based upon the formula above. If a situation arises where factors appear to warrant deviation from this formula, or if the property owner is unwilling to accept the offered amount, then the Manager or Attorney will prepare a summary with recommendations for the next available regularly scheduled Board of Alderman meeting. The Board of Aldermen and Town Attorney shall then consider any deviations from this policy based on the spirit and intent of this policy, and any precedence that such a deviation might set. The Board may approve or deny any such deviation from the policy before turning the negotiation back over to the Manager or Attorney for further negotiation or action, as applicable.

FISCAL YEAR 2020-2021
BUDGET AMENDMENT REQUEST #1

August 3, 2020

PURPOSE: To transfer funds from Governing Body Board Contingency (01-4110-97) to Parks Maint & Repair - Bldgs/Grounds (01-6130-24) for the Civic Park Stormwater Repair Project in an amount not to exceed \$32,000.

TRANSFER FUNDS FROM:

General Ledger Acct. # and Description	Amount
01-4110-97 Governing Body Board Contingency	\$ 32,000
TOTAL	\$ 32,000

ADD FUNDS TO:

General Ledger Acct. # and Description	Amount
01-6130-24 Parks Maint & Repair - Bldgs/Grounds	\$ 32,000
TOTAL	\$ 32,000

The above Budget Amendment was approved / denied by the Manager or Board on 8/3/2020.


William Feather, Mayor


Shelly Shockley, Finance Officer



NOTICE OF LIEN

6 July 2020

The State of North Carolina
In the Superior Court
In the County of Rowan

The Town of Granite Quarry

vs.

Turner, Sheilah S
116 Brittany Way
Salisbury, NC 28146

Take notice that the Town of Granite Quarry, a municipal corporation, hereby claims a statutory lien pursuant to North Carolina General Statutes 160A-193 and the Granite Quarry Code of Ordinances, Chapter 9 against the above named party or parties and upon the property of said owner or owners, hereinafter described, and said claimants show:

1. That the property of the above named owner or owners upon which notice of lien is filed is in the Town of Granite Quarry, Rowan County, State of North Carolina, and is described as follows: 315 North Oak Street Tax Map 350, Parcel 021.
2. That said lien is authorized, General Statutes 160A-193 of the General Statutes of North Carolina, as implemented by the Code of Ordinances of the Town of Granite Quarry as set forth in Chapter 9 of the Code of Ordinances.
3. That pursuant to the above cited code, a violation was abated and said work was finished on 26 February 2020.
4. That the cost of said work for which this notice of lien is filed is \$182.00 plus \$6.00 filing fee. Total cost of lien removal is \$188.00.

Town of Granite Quarry

Steve Blount
Town Planner