



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
REGULAR MEETING MINUTES  
Tuesday, September 8, 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, Office Assistant Debbie Loflin-Benge

**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 Damian Stephens, 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 August 3, 2020
- 2) Special Called Meeting Minutes August 12, 2020
- 3) Special Called Meeting Strategic Workshop Minutes August 20, 2020

**B. Departmental Reports**

**C. ~~Financial Reports~~ *pulled from consent agenda for discussion***

**ACTION:** Alderman Shelton made a motion to approve the consent agenda with the exception of the Financial Reports, which were pulled out as a separate line item. Alderman Costantino seconded the motion. The motion passed 4-0.

### 3. Discussion

#### Financial Reports

**ACTION:** Alderman Shelton made a motion that the financial department summary remain as presented this month and, in addition to that, a summary be made up for projects in future months. Alderman Costantino seconded the motion. The motion passed 4-0.

Board discussion included a question from Mayor Pro Tem Linker regarding the amount of work involved. Ms. Shockley stated the summary didn't require much work, and was not in this month's packet only because more detailed statements for the projects had been included.

### 4. Citizen Comments - There were no citizen comments.

### 5. Guests and Presentations

#### A. PERC Lake Park Wall Presentation Jim LaFevers

Mr. LaFevers presented an idea for repairs to the Lake Park wall for the Board's consideration. He proposed removing broken and leaning portions of the wall and replacing the stairs and handrails with materials consistent with those used on the shelter.

Mayor Pro Tem Linker stated that completing individual projects without a master plan may hurt the potential for grants in the future. Alderman Cress stated concern with preserving the history and suggested removing fallen stones and replacing with terrace block to keep the integrity. He suggested having a stone mason look at it. Alderman Shelton stated the need for a comprehensive scope with a price tag.

Mr. Smith pointed out that because this was in the area of the current FEMA engineering study, nothing could be done on the project at this time. He proposed that the Board leave the project in staff's hands to follow-up with the engineer and come back to the Board with a project estimate or an answer for what could be done.

**ACTION:** Alderman Shelton made a motion to task staff to investigate and get a scope, the impact on the FEMA grant, and a cost estimate. Alderman Costantino seconded the motion. The motion passed 4-0.

#### B. Eagle Scout Presentation

#### Eagle Scout Candidate Damian Stephens

Mr. Stephens presented the proposal for his Eagle Scout project to the Board to update trash and recycling cans at the Centennial Park and pour 2'x2'x2" concrete slabs to place under the cans. The Board asked questions concerning the scope of the project. His completion deadline is December 20, 2020. He will be trying to raise \$7,000 for the project.

**ACTION:** Alderman Shelton made a motion to approve the Eagle Scout project. Alderman Costantino seconded the motion. The motion passed 4-0.

### 6. Town Manager's Update

Mr. Smith reviewed with the Board items from his report including project updates, the federal approval for the FEMA grant, and an outstanding debt that had been carried over for the last few years. It was proposed that the debt be zeroed out. Alderman Cress suggested collecting any money for future technology purchased for the Board up front.

**ACTION:** Alderman Costantino made a motion to dissolve the debt as presented by staff. Alderman Shelton seconded the motion. The motion passed 4-0.

There was also discussion regarding the purchase of two police vehicles using unspent funds from fiscal year 19/20. The Board asked questions regarding the funds and availability of vehicles.

**ACTION:** Alderman Shelton made a motion to authorize the purchase of two police vehicles contingent on Joint Police Authority approval. Alderman Costantino seconded the motion. The motion passed 4-0.

A meeting of the JPA will be called in the near future.

## Old Business

### 7. Committee Updates

#### A. Parks and Recreation

No update was provided.

#### B. Revitalization

Mayor Pro Tem Linker updated the Board on the painting of the PD window and the Town Hall landscaping project. The landscaping will be completed next week.

Alderman Shelton proposed that the committee updates section not be included on future agendas. There was Board consensus to forgo the section.

## New Business

### 8. Public Hearing

#### Verifiable Percentage Goal for Minority Businesses

#### A. Staff Presentation

#### Finance Officer Shelly Shockley

Ms. Shockley shared that the Verifiable Percentage Goal for Minority Businesses and Outreach Plan were requirements for HUB reporting. The contractor would be responsible for implementation.

#### B. Open Public Hearing

Mayor Feather opened the public hearing at 8:07 p.m.

#### C. Public Comments

There were no public comments.

#### D. Close Public Hearing

Mayor Feather closed the public hearing at 8:08 p.m.

#### E. Board Discussion and Decision

**ACTION:** Mayor Pro Tem Linker made a motion to approve Resolution 2020-11 to establish a verifiable percentage goal for participation by minority businesses and to adopt an outreach plan in the awarding of building construction contracts pursuant to GS 143-128.2 as presented. Alderman Costantino seconded the motion. The motion passed 4-0.

### 9. CRF Expenditure Report

**ACTION:** Alderman Costantino made a motion to approve the CRF Expenditure Report as submitted and attested to by the Town Manager. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

**10. Appointment** **Community Appearance Commission**

There are currently three vacant seats on the Community Appearance Commission. An application was submitted by Scott Cline.

**ACTION:** Alderman Shelton made a motion to appoint Scott Cline to the Community Appearance Commission. Alderman Costantino seconded the motion. The motion passed 4-0.

**11. Resolution 2020-12** **Committee Appointment Policy**

**ACTION:** Mayor Pro Tem Linker made a motion to approve Resolution 2020-12 to adopt a policy for Committee Membership Recruiting and Appointment as presented. Alderman Costantino seconded the motion. The motion passed 4-0.

**12. Discussion** **2021 Board Meeting Dates**

Alderman Shelton stated that he would like to solicit staff input on whether the first Monday of each month was the most beneficial time to have meetings and whether it gave staff time to get presentations ready and do what was necessary to give the Board a complete agenda packet. Mayor Feather shared that changing the meeting date was one option, and another option was to have cut-off dates for content included in the packet. Alderman Shelton shared that he was content with getting the previous month's financial information.

**13. Proclamations** **Constitution Week**  
**National Day of Service Remembrance**

Mayor Feather shared that there were proclamations for Constitution Week and National Day of Service Remembrance.

**14. Board Comments**

- Mayor Pro Tem Linker expressed his concern with the engineering costs of projects.

**15. Mayor's Notes** **Announcements and Date Reminders**

<b>A.</b> Wednesday, September 9	6:00 p.m.	CCOG Executive Board Meeting
<b>B.</b> Monday, September 14	5:00 p.m.	Rowan Chamber Business After Hours (virtual)
<b>C.</b> Monday, September 14	5:00 p.m.	Parks, Events, and Recreation Committee
<b>D.</b> Monday, September 14	6:00 p.m.	Planning Board
<b>E.</b> Tuesday, September 15	3:30 p.m.	Revitalization Team
<b>F.</b> Thursday, September 17	7:30 a.m.	Rowan Chamber Power in Partnership Webinar
<b>G.</b> Monday, September 21	5:30 p.m.	Zoning Board of Adjustment
<b>H.</b> Wednesday, September 23	5:30 p.m.	Cabarrus-Rowan County MPO Meeting

**16. Closed Session**

**ACTION:** Mayor Pro Tem Linker made a motion to go into closed session pursuant to N.C. GS143-318.11(a)(5)(i) to instruct staff concerning the negotiation of the price and terms of a contract concerning the acquisition of real property. Alderman Costantino seconded the motion. The motion passed 4-0.

**ACTION:** Mayor Pro Tem Linker made a motion to return to open session. Alderman Costantino seconded the motion. The motion passed 4-0.

**Action Taken in Closed Session:**

The Board approved an amount for the Manager not to exceed in negotiations.

**Adjourn**

**ACTION:** Alderman Costantino made a motion to adjourn. Alderman Cress seconded the motion. The motion passed 4-0.

The meeting ended at 8:36 p.m.

Respectfully Submitted,

*Aubrey Smith*

Town Clerk

**Town of Granite Quarry**  
**Town Manager's Report**  
**September 2020**



1. **Capital/Grant Project Ordinances.** Quarterly CPO financial reports are included with Finance Report.
  - A. **2020-05 IDF Grant Industrial Park Sewer Extension.**
    - Industrial Park easement secured
    - Private property easement is tentatively negotiated and on this agenda for BOA review
    - Invitation to bid drafted and released; pre-bid conference was held 8/27; bids due by 9/15
    - Contract award is expected to be ready for BOA consideration at its October meeting
    - Industry feedback on timeline to start newly awarded construction projects is January 2021
  - B. **2020-06 Town Hall project.**
    - Closeout documents for building improvements are completed
    - PD and electrical cutout patches in north lot are complete; paint striping is pending
    - (Pay application #6 and patching invoices pending & thus not updated in quarterly report)
    - PD front wall window has been painted / blacked out
    - Irrigation and landscaping areas are currently underway
  - C. **2020-04 FEMA Grant Granite Lake repairs.**
    - Engineer and county/state completed and signed off on no-rise study, respectively
    - Our grant has passed the historic section review
    - Staff and engineer are awaiting FEMA response about our status to proceed
  - D. **2020-07 Capital Streets project.**
    - Original scope of streets complete
    - Legion Street added; last portion of repair leading into parking area pending completion
2. **(Some additional) Major Projects updates.**
  - A. **Leaf & Limbs operation.**
    - State Mining Permit officially released; Yard Waste Permit officially approved at our new location!
    - Former site at 316 S Main St cleared, fence removed, and Yard Waste Permit officially released.
  - B. **Civic Park Stormwater project.**
    - Ran into a couple of snags as expected with any project. Resolved, and finishing up now.
    - Ran into an unexpected snag with a creative run of wastewater line from the restrooms (which explained a lot of the backup issues there). Also resolved and finishing up now.
  - C. **Personnel Policy / Salary Classification Study.**
    - Consultant met with staff last week of August to run through instructions on survey forms
    - Staff is currently completing surveys
    - I put her in touch with consultant for another town's recent study which should help with some of the comps of the study
  - D. **Fire Department equipment.**
    - Jaws of life tools approved in the budget have arrived and are being installed on the vehicles now.

3. **Audit.**     **ACTION ITEM**

- Fieldwork completed last full week of August. Usually 3-4 weeks before auditors have preliminary reporting outline compiled for the manager’s discussion and analysis (MD&A), then another week or so to complete the actual audit report.
- Quoting the auditor, the Finance department has come “leaps and bounds” from what it was just a few years ago. Continued kudos to Shelly for all of her effort and dedication to training.

**ACTION ITEM**

**ATTACHMENT 1**

- **Board technology reconciliation.** A board technology allotment that ran 2014-2016 left an outstanding balance that the auditor has had to place in accounts receivable after each audit the past few years. At this point we view these amounts as an Uncollectable Debt and would recommend expensing the amounts (“write them off”) out of Board Contingencies via budget amendment to Board Expense so we can reconcile the account this year.

**ACTION REQUESTED:**

***Motion to approve expensing the amounts as presented.***

4. **Committee Reports.**

- Revitalization Team.** Held a rescheduled monthly meeting the week before the Board of Aldermen’s strategic planning session to run through the items that Team members discussed with the Board at its planning session.
  - Parks, Events, and Recreation Committee.** Discussed the retaining wall repair and Scout trash cans projects that will be presented under “Guests and Presentations” on this month’s BOA agenda. PERC also discussed the need for a Comprehensive Parks and Recreation Master Plan, decorating a tree stump in the Lake Park, and some ideas about future events.
  - Community Appearance Commission.** The new CAC’s regularly scheduled monthly meetings will be the 2<sup>nd</sup> Thursday of each month. Due to some conflicts they decided to reschedule the first meeting to 9/3 to begin going through organizational items and preview what they want to start actually working on with their agenda next month.
- Coronavirus Relief Funds (CRF).** Aubrey, Shelly, Jason and I have all continued to stay up to date with training and updates about the funding over this past month. We are definitely good to go with our Plan and processes. First reimbursement request summary is included in your packet this month.
  - Membership policy.** Special thanks to Aubrey for her help with developing the policy draft this past month. It is still much more thorough than most other towns our size, but we wanted to incorporate as much feedback that we’ve received so far as we could while we were at it.
  - Recycling program notice.** We shared the press release with the Board last month that we thoroughly distributed across virtually every medium we had available to us. The best and most effective medium we were counting on of course was the contractor tagging their carts themselves ahead of time, which is the norm and what we were told would happen. It didn’t, so staff (and a number of you, as I understand it) have spent a lot of time the past few weeks directing people to correct information and explaining the issue. All in all, it’s gone fairly well and most people have understood.



8. **Charter, Ordinances, Policy / JPA legal review**

A. **Charter clarification amendment.**

I presented the clarification draft back in March. Since it is just clarification instead of a pressing need, we've got it in queue to present it again as a refresher when the corresponding ordinance recodification draft is *also* ready for review & discussion.

B. **Ordinances.**

Initial legal notes by Municode received; legal conference to discuss specific recommendations with their and our attorney scheduled for 9/17. Aubrey, Steve and I will continue preparing our review to go over with Chip prior to that meeting.

C. **Policies.**

See update #2(C) for personnel policy specifically. Also trying to review finance/purchase policies concurrently as time allows (as some of those tie into personnel policy and ordinances also).

D. **Joint Police Authority.**

NCLM took info and questions about the JPA structure from the Board at its January workshop. We followed up several times on the structure after that meeting, and they helped review our draft of the JPA Agreement revision we ultimately adopted in June. The consultant we are using for the Personnel Policy & Salary Classification study raised some additional questions that I've run by NCLM and will review and discuss some additional feedback they've given now with Chip. I hope to have this study completed in time to summarize along with A and B above in Oct or Nov.

9. **Appraisal.** Our property and casualty insurance carrier informed us that we're due for an updated appraisal on our buildings. I've gotten them all preliminary information they've requested and will be tied up hopefully for just one day with on-site inspections. They anticipate this month or next.

10. **Police Vehicles      DISCUSSION / POTENTIAL ACTION ITEM      ATTACHMENT 2**

Please see Attachment 2 for Chief Cook's summary to the Manager. Manager's review in a nutshell:

- 20-21 PD vehicle order is on hold "until 2<sup>nd</sup> or 3<sup>rd</sup> quarter review of revenue and rollover funds".
- Primarily due to vacancies, the 19-20 PD budget ended with a significant surplus of funds. The annual audit is underway; auditors' preliminary review of that PD surplus is \$129,148.
- 19-20 PD vehicle order and then its upfit was delayed, so it just got into fleet rotation August 2020.
- Chief Cook is concerned that delaying purchase order past October may run us into same problem of vehicle availability and upfit turnaround time delays.
- We still have one vehicle down for repair – but preferably surplus.
- Request is to purchase 2 police vehicles at a fully-equipped cost not to exceed \$92,400, or alternately to consider 3 police vehicles at a fully-equipped cost not to exceed \$120,000.
- Manager recommends the following:

**ACTION REQUESTED:**

***Motion to authorize the purchase of two police vehicles at a fully-equipped cost not to exceed \$95,000.***



Town of Granite Quarry  
 REIMBURSEMENTS DUE FROM STAFF  
 2020 10-110-06

Purchased tablets for council being reimbursed **419.80 A, Tb**

		<u>Feather</u>	<u>Brinkley</u>	<u>Ponds</u>	<u>Wilhelm</u>	<u>LaFevers</u>	
	Beginning	399.00	379.25	379.25	379.25	379.25	1,916.00
Garnishments	6/30/2014	(399.00)	(49.87)	(99.75)	(49.87)	(99.75)	(698.24)
Garnishments	12/1/2014		(49.87)		(49.87)	(99.75)	(199.49)
		-	279.51	279.50	279.51	179.75	
Garnishments	6/1/2016		(49.87)		(49.87)	(99.75)	(199.49)
Balance	6/30/2016	-	<b>229.64</b>	<b>279.50</b>	<b>229.64</b>	<b>80.00</b>	<b>818.78</b>
	11/23/2016		(49.87)		(49.87)	(99.75)	(199.49)
Garnishments	6/1/2016		(49.87)		(49.87)	(99.75)	(199.49)
Balance	6/30/2017		<b>129.90</b>	<b>279.50</b>	<b>129.90</b>	<b>(119.50)</b>	<b>419.80</b>
Garnishments	6/30/2018	<b>No garnishments for the year</b>					
Balance	6/30/2018	-	<b>129.90</b>	<b>279.50</b>	<b>129.90</b>	<b>(119.50)</b>	<b>419.80</b>

**From:** Mark Cook <MCook@granitequarrync.gov>  
**Sent:** Thursday, September 3, 2020 5:38 PM  
**To:** Town Manager <townmanager@granitequarrync.gov>  
**Subject:** Summary for PD Veh. Purchase

Summary of PD Vehicle Purchase Request:

In the current 2020-2021 budget the PD elected to remove the capitol request for purchasing of a new police vehicle. This was due to the uncertainty of the revenues by the Towns because of the effects of Covid-19. The PD, along with other departments, postponed most capitol request to be revisited hopefully in the third quarter of the budget year.

In the 2019-2020 budget year the PD had ordered one vehicle. Due to the over-selling of vehicles by Dodge, our order among thousands of others was cancelled leaving us with little alternatives. It was too late at that time to order a vehicle through Ford and Dodge was no longer an option. Fortunately Mayor P-T Linker had a family member that works at a Ford dealership in Georgia. Although the vehicle cost a little more (it was not a stock 'contract-bid vehicle) we were able to take delivery of one in December. Course with Covid having a deeper impact across equipment suppliers and installers, we were still not able to get this vehicle on the road until August of 2020; almost seven months later that was planned or in our normal rotation of auto replacement.

Now that we are in a new budget year (20/21) normally we would have already ordered a replacement vehicle for the PD. Again, due to the unknown Covid effects on revenue, we elected to delay the vehicle purchase until after the Town audit and/or the annual Town budget audit. During this time the Town did conduct their annual audit which showed the PD had a significant budget savings during the former budget year. In the 19-20 budget year the department was allotted two new budget positions. Given the current environment the department was finding it extremely difficult to fill these slots. Furthermore, the department lost a full-time officer and was only able to fill this slot for about three months until that officer left for another agency. This savings (as estimated by the Town auditors is around \$126,000) was the direct result of not being able to fill the full time slots.

With this savings, we would like to propose the following option for the purchase of police vehicles:  
Within this budget year we would like to purchase two fully upfitted patrol vehicles. We currently have two cars that are aging out and are starting to increase in cost for maintenance due to wear. We have another vehicle that will need to be cycled out within a year or two do in part mostly to wear and mileage. In the process of vehicle selection we have selected to continue with the Dodge Durango at the current contract price of \$30,200 each. The equipment and upfit along with title fee/decals is estimated at \$16,000 per vehicle. The estimated cost to purchase two marked vehicles fully equipped is \$92,400.

There are alternate plans we have discussed interdepartmentally that may or may not effect these purchases and we would welcome the time to discuss these. We can purchase three vehicles for top estimated cost of \$120,000. In this scenario we would not ask for another vehicle until the 22-23 budget year.

Thank you,

**Chief Mark J. Cook**

**Granite Quarry-Faith Joint Police Authority**  
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