



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
BUDGET WORKSHOP MEETING MINUTES
Wednesday, April 21, 2021
2:00 p.m.**

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

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

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

1. Approval of the Agenda

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

2. Discussion **FY 21-22 Budget**

Manager Smith reviewed a presentation with the Board on a recap of the year so far and projections for the upcoming year. March tax numbers have not yet been received and there are still many unknown variables. He addressed the question of whether a tax increase would be necessary to implement the pay class study and answered that he believed it would not. Board members asked questions specifically about capital outlay items they could expect to see in the budget which led into the discussion of the pay class study.

3. Discussion **Pay Class Study**

ACTION: Alderman Costantino made a motion to disapprove the study (*later clarified the book as a whole which included the pay class study, personnel policy, and management recommendations from the study*). Alderman Shelton seconded the motion. The motion passed with Alderman Shelton, Alderman Costantino, and Mayor Feather in favor and Mayor Pro Tem Linker and Alderman Cress opposed.

Discussion included Alderman Costantino stating his objection was due to the fact that he felt it obligated the town in future years. Mayor Pro Tem Linker pointed out that every decision the Board made obligated the Town. Alderman Shelton shared his biggest concern was betting on growth in the

future that may or may not happen. Alderman Cress felt the growth potential was greater than what was being expected. Mayor Feather called for the vote.

After the vote Mayor Feather asked how it might be adjusted to make everyone happy. Alderman Cress asked if the problem was with the pay study or with the policies. Board consensus was that they could agree on the pay portion of the study.

ACTION: Alderman Shelton made a motion to approve the pay scale and pay adjustment based on Option II. Alderman Cress seconded the motion. The motion passed with all in favor.

The Board took a recess from 3:22 p.m. to 3:26 p.m.

4. Discussion **Personnel Policy**

The Board opened discussion on the personnel policy. Alderman Shelton had a list of desired changes, questions, and clarifications that he reviewed with the Board and staff. The following are areas that will need follow-up for clarification or were areas that Board agreed to change by consensus:

- **Article V Section 2d)** add word “solicit”
- **Article V Section 5** need clarification on employment of relatives
 - *Can/should the Town actively terminate / force resignation of an existing employee (prior to the policy’s adoption)? Even if they are below a department head or higher position?*
 - *If that is the case, should it be applied to all provisions of Section 5, or just the paragraph 3?*

The Board took a recess from 4:20 p.m. to 4:26 p.m.

- **Article V Section 18** Tobacco policy clarification
 - *Would this personnel policy apply to an employee who is off duty and smokes in the park/on town property (IF there was never a general rule adopted against public smoking there)?*
 - *From a practical & enforcement standpoint, IF we decide to designate certain areas, would we be better off to state something here in the Personnel Policy like “except in designated areas”, and then actually designate any specific areas themselves in the Code of Ordinances?*
- Mayor Feather asked for Article numbers on bottom of pages for ease of navigation. Others agreed this would be very helpful.

ACTION: Alderman Costantino made a motion to approve **(personnel policy)** with changes as discussed. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

Discussion included Manager Smith clarifying that only one necessary change had been identified. The other areas needed clarification.

5. Closed Session

Town Manager Performance Evaluation

ACTION: Alderman Cress made a motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(6) to consider the performance of an individual public officer or employee. Alderman Costantino seconded the motion. The motion passed 4-0.

ACTION: Alderman Costantino made a motion to return to open session. Alderman Cress seconded the motion. The motion passed with all in favor.

The following action was taken in closed session:

Board consensus was reached on the Town Manager's performance evaluation.

Adjourn

ACTION: Alderman Costantino made a motion to adjourn.

The meeting ended at 6:30 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk



RESOLUTION 2021-04

A RESOLUTION OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ADOPTING THE PERSONNEL POLICY, CLASSIFICATION AND PAY PLAN

WHEREAS, the Board of Aldermen of the Town of Granite Quarry recognizes the importance of its municipal employees in meeting the service needs of Town residents; and

WHEREAS, it is the desire of the Board of Aldermen to maintain a municipal work force composed of qualified, competent, and dedicated employees; and

WHEREAS, the Board of Aldermen recognize the necessity of equitable rates of pay and reasonable conditions of employment in the maintenance of such a work force; and

WHEREAS, it is the desire of the Board of Aldermen to establish a system of personnel administration that will assure equity of compensation and fair and reasonable employee treatment for all of its employees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Granite Quarry that the following guidelines shall cover the appointment, classification, salary, promotion, demotion, dismissal, and employment conditions of the employees of the Town of Granite Quarry, North Carolina, replacing where appropriate the existing articles and sections on personnel, pay plans, class specifications and benefits. This Resolution shall take effect April 01, 2021 and shall remain and continue in effect unless or until amended or repealed by the Board of Aldermen of the Town of Granite Quarry.

Presented and adopted this 21st day of April 2021.


William D. Feather, Mayor

ATTEST:


Aubrey Smith, Town Clerk

