



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, July 12, 2021
7:00 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, Town Attorney Chip Short, Fire Chief/Public Works Director Jason Hord, Town Planner Steve Blount

Call to Order: Mayor Feather called the meeting to order at 7:00 p.m.

Determination of Quorum: Mayor Feather determined there was a quorum present.

Moment of Silence: Mayor Feather led a moment of silence.

Pledge of Allegiance: The Pledge of Allegiance was led by representatives of Troop 1612 Hannah Franco and Torrie Bailey, who was Rowan County's 2021 Top Cookie Seller.

1. Approval of the Agenda

ACTION: Alderman Shelton made a motion to approve the agenda with the addition of Item **15.A – Discussion of Mayor's Email from YourRowan.com**. 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 June 14, 2021

B. Departmental Reports (*Reports in Board packet*)

C. Financial Reports (*Reports in Board packet*)

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

3. Citizen Comments - There were no citizen comments.

4. Guests and Presentations

A. Kendall Henderson, Rowan EDC Director of Business Services

Ms. Henderson presented highlights from the EDC and provided the Board with a handout. She invited the Board to the annual meeting to be held October 14, 2021 from 10:30 a.m. to 12:00 p.m. at the City Tavern.

5. Town Manager's Update

Manager Smith reviewed highlights from the items on his report in the agenda packet and gave special kudos to the Finance Officer Shelly Shockley for all the hard work she has put in to implementing the training she has received by updating policies and procedures.

Old Business

6. Discussion

Social Media Follow-up

Clerk Smith shared that after making the recommendation to the Board at the June meeting that the local business owner running the Granite Quarry Facebook page (Jason Smith) be asked to discontinue use of the Town's branding and information to remove the appearance of the page being government-run, she spoke with Mr. Smith. Mr. Smith stated he would remove the Town branding at the Board's direction and continue to operate the Facebook page as an independent page. He has already replaced the Town logo.

ACTION: Alderman Costantino made a motion to request that Mr. Smith remove all Town branding and the current policy from the Granite Quarry Facebook page. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

7. Discussion

Tobacco Free Parks

After the presentation on Tobacco Free Parks from Amy Smith at the June meeting, Mayor Pro Tem Linker asked that this item be revisited. Sample tobacco and smoke-free policies from other municipalities in Rowan County were provided for reference.

Board discussion included comments on health, freedoms, enforceability, and litter.

ACTION: Mayor Pro Tem Linker made a motion to ban tobacco use at all town parks and town property. Alderman Cress seconded the motion. The motion failed 2-3 with Mayor Pro Tem Linker and Alderman Cress in favor and Alderman Shelton, Alderman Costantino, and Mayor Feather opposed.

New Business

8. Appointment

GQFD Relief Fund Board of Trustees

Trustee #4 moved out of Granite Quarry creating a vacancy on the Granite Quarry Fire Department Relief Fund Board of Trustees. Fire Chief Hord recommended that Randy Corl be appointed to fill the vacant seat.

ACTION: Alderman Cress made a motion to appoint Randy Corl to the GQFD Relief Fund Board of Trustees seat number 4. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

9. Reappointments **Revitalization Team**

At their June 22, 2021 meeting the Revitalization Team voted to recommend that the Board of Aldermen reappoint Donnie Pressley and Connie Brown to Revitalization Team seats with a term expiration of 7/31/2024. Donnie Pressley then moved out of Granite Quarry. Manager Smith informed the Board that there was an exception for a non-resident to serve on the Revitalization Team if the person had experience that would make them an asset.

Manager Smith asked that the Board reappoint Connie Brown as a member and appoint Donnie Pressley as a non-resident member contingent on the Revitalization Team's acceptance.

ACTION: Alderman Costantino made a motion to reappoint Donnie Pressley and Connie Brown to Revitalization Team seats with a term expiration of 7/31/2024. Alderman Shelton seconded the motion. The motion passed 4-0.

10. Resolution 2021-13 **No Refund Policy**

Staff shared that over the past year reservation cancellations have increased. General Statutes require that funds collected be deposited on a daily basis, including park shelter and building reservation fees. This means any person requesting a refund must be entered as a vendor and a check must be processed, reviewed, approved, and signed before being mailed to the person. Staff stated the recommended policy would allow the town to offer the same level of service to the community while reducing administrative burden.

ACTION: Alderman Costantino made a motion to adopt Resolution 2021-13 adopting the new No Refund Policy for park shelters and buildings. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

11. Resolution 2021-14 **Finance Internal Controls Policy**

The proposed Internal Controls Policy included in the agenda packet offered an update to the current finance policies in accordance with General Statutes and best practices as stated by the School of Government.

ACTION: Mayor Pro Tem Linker made a motion to adopt Resolution 2021-14 adopting the new Internal Controls Policy. Alderman Cress seconded the motion. After discussion, the motion failed 0-4.

Alderman Shelton shared concerns regarding the Cash Disbursement section of the proposed policy. There was Board discussion regarding whether a member of the Board needed to sign each check. Alderman Shelton would like to hear from the Finance Officer before approving the policy.

ACTION: Alderman Costantino made a motion to table the item until the next meeting. Alderman Cress seconded the motion. The motion passed 4-0.

12. Resolution 2021-16 **Check Signatures**

An update to the check signatures would be necessary with the proposed Internal Controls Policy.

ACTION: Alderman Costantino made a motion to table the item until the next meeting. Alderman Cress seconded the motion. The motion passed 4-0.

13. Resolution 2021-15

Petty Cash Policy

Staff shared that the proposed policy outlined the current process as guided by the General Statutes.

ACTION: Alderman Shelton made a motion to adopt Resolution 2021-15 adopting the new Petty Cash Policy. Alderman Costantino seconded the motion. The motion passed 4-0.

14. Resolution 2021-10

**Accepting SECU Improvements
Accepting Mayor Ponds St. and Roadway "B"
Naming Roadway "B"**

The Board discussed whether all the requirements for acceptance had been met. Attorney Short replied that they still lacked the signature on the easement and DOT approval. Planner Blount shared that the CDC engineer had signed a stamped letter stating that the DOT criteria had been met.

ACTION: Alderman Costantino made a motion to approve Resolution 2021-10 as presented, accepting streets and other infrastructure improvements of the State Employees Credit Union development plans contingent upon the additional requirements of signatures. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

15. Discussion

Accepting American Rescue Plan Act Funds

ACTION: Alderman Costantino made a motion to authorize receipt of the American Rescue Plan Act funds, and to authorize the Town Manager to execute any necessary agreements on behalf of the Board to receive the funds. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

15.A Discussion

Mayor's Email from YourRowan.com

Mayor Feather stated that he had received an email from YourRowan.com requesting that the town send in examples of what makes Granite Quarry stand out as a place to locate a business and what makes Granite Quarry a good place to live. Mayor Feather asked that the Board Members send any ideas to Manager Smith by Friday.

16. Board Comments

- Alderman Costantino stated that he felt since Highway 52 was currently being resurfaced, it was time to revisit the stamping of the Town Square. All Board Members stated their agreement.

17. Mayor's Notes

Announcements and Date Reminders

A. Monday	July 19	5:00 p.m.	Parks, Events, and Recreation Committee
B. Tuesday	July 20	3:30 p.m.	Revitalization Team
C. Saturday	July 24		Rowan Chamber Dragon Boat Festival
D. Monday	August 2	6:00 p.m.	Planning Board
E. Monday	August 9	5:00 p.m.	Rowan Chamber Business After Hours

Adjourn

ACTION: Alderman Costantino made a motion to adjourn. Alderman Shelton seconded the motion. The meeting ended at 8:09 p.m.

Respectfully Submitted,

Aubrey Smith
Town Clerk



RESOLUTION 2021-13

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, TO ESTABLISH A NO REFUND POLICY FOR PARK SHELTER AND BUILDING RESERVATION FEES

WHEREAS, it is the intent of the Board of Aldermen of the Town of Granite Quarry to utilize resources efficiently and provide citizens with services in a timely manner; and

WHEREAS, it is the policy of the Town to make every effort to benefit the community at large by periodically reevaluating existing policies to seek areas to improve service and to reduce unnecessary or cost ineffective procedures; and

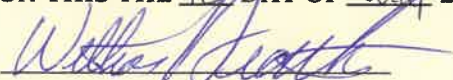
WHEREAS, during such a review of reservation procedures it was identified that the process could be improved; and

WHEREAS, the Board of Aldermen of the Town of Granite Quarry feels this can be accomplished by providing a No Refund Policy for park shelter and building reservation fees that will reduce administrative costs and improve reservation processing and fiscal responsibility; and


WHEREAS, the Board of Aldermen of the Town of Granite Quarry recognizes that having a No Refund Policy for park shelter and building reservation fees will reduce the financial and administrative burden on the Town.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Granite Quarry that the attached No Refund Policy is hereby adopted.

RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE 12th DAY OF July 2021.


William D. Feather, Mayor

ATTEST:


Aubrey Smith, Town Clerk

[SEAL]





RESOLUTION 2021-15

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, TO ADOPT A PETTY CASH POLICY

WHEREAS, the Town of Granite Quarry has authorized a Petty Cash Fund; and

WHEREAS, all Petty Cash funds shall be governed by a Petty Cash Policy, the Internal Controls Policy, the Purchasing Policy, and the laws of the State of North Carolina; and

WHEREAS, guidelines have been established to verify that each disbursement is appropriate and is an allowable expense; and


WHEREAS, cash handling procedures are necessary to ensure proper internal controls, segregation of duties, and adequate safeguard of the Town's assets; and

WHEREAS, the Board of Aldermen of the Town of Granite Quarry feels it is necessary to have firm guidelines in place to detail the Town's handling of funds.

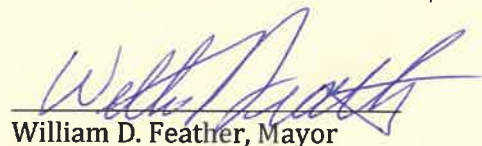
NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Granite Quarry that the attached Petty Cash Policy is hereby adopted.

RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE 12th DAY OF July 2021.

ATTEST:


Aubrey Smith, Town Clerk




William D. Featherer, Mayor



RESOLUTION 2021-10

RESOLUTION ACCEPTING STREETS AND OTHER STATE EMPLOYEE CREDIT UNION AND ITS ASSOCIATED DEVELOPMENT INFRASTRUCTURE IMPROVEMENTS

WHEREAS, the Town of Granite Quarry (“Town”) approved plans for the State Employees Credit Union development; and

WHEREAS, the developer has constructed the development including roadways, sidewalks, stormwater management systems, and other necessary infrastructure; and

WHEREAS, these infrastructure improvements installed by the developer meet all existing town, state, and federal requirements; and

WHEREAS, all necessary rights of way or easements to operate and maintain the aforesaid infrastructure have been platted and are pending town attorney and engineer’s review for legality and accuracy;

WHEREAS, the street delineated as “Granite Street” on the approved plans was renamed in 2017 to “Mayor Ponds Street”, and the section of newly constructed roadway that extends this street north to the point of intersection with proposed “Road B” should logically continue the same name; and

WHEREAS, “Road B” is submitted to the Town for naming and adoption; it runs parallel to the north of “Granite Lane”; Town-adopted master plans call for the Town to embrace and incorporate its “Granite Character” whenever possible to aid in its revitalization efforts of branding, marketing, and placemaking / creating a recognizable sense of community and place for both residents and visitors through Town; and based upon majority feedback ranking staff recommends “Mica Lane” from among a list of granite-themed names confirmed to be currently unused and available for the Town’s system of streets.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Granite Quarry:

Section 1. That “Road B” included and as shown on the approved State Employees Credit Union development plans is hereby officially named “Mica Lane”, and the following streets of the approved development plans are hereby accepted as part of the Town’s system of publicly maintained streets, to be included on the next Powell Bill reporting cycle beginning July 1, 2022:

Mica Lane
Mayor Ponds Street


Section 2. That all other public infrastructure development improvements included and as shown on the approved State Employees Credit Union development plans are hereby accepted by the Town of Granite Quarry contingent upon the town attorney and engineer's confirmation of legality and accuracy.

Section 3. That this Resolution shall become effective upon and after its adoption.

Adopted this 12th day of July, 2021.


William D. Feather, Mayor

ATTEST:


Aubrey Smith, Town Clerk

[SEAL]

