



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, November 8, 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, Police Chief Mark Cook, Town Planner Steve Blount, Police Officer Joshua Atkins, Police Officer Matthew Osborne

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 Mayor Feather.

1. Approval of the Agenda

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

2. Approval of the Consent Agenda

A. Approval of the Minutes

1) Regular Meeting Minutes October 11, 2021

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

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

D. Resolution 2021-17 Adopting the 2021 version of the General Records Schedule for Local Government Agencies and the Program Records Schedule for Local Government Agencies.

E. Removal of Planning Board Member Jim King due to lack of attendance.

ACTION: Mayor Pro Tem Linker made a motion to approve the consent agenda. 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 Events

- **Christmas at the Lake** Granite Lake Park December 4th 3pm-7pm
- **Christmas Tree Lighting** Granite Lake Park December 4th Dusk
- **Christmas Decorating Contest** Winners decided on December 10th

6. Town Manager's Update

Manager Smith reviewed highlights from items on his report in the agenda packet. Audit statements were passed out to each board member. Manager Smith gave kudos to Finance Officer Shockley for her continued progress on getting the town's finances in order. The audit report will be presented by the auditor at the December meeting. Manager Smith noted that in 2022 Granite Quarry would begin hosting the Rowan Municipal Association and asked the Board to think of speakers and programs they would like to be included in the upcoming meetings.

Manager Smith shared that the traffic signal at the town square was hit by a truck prompting the DOT to look at the intersection again. The DOT proposed placing a wooden pole with guy wires inside each of the town's four planters within the existing town easements. The DOT has \$25,000 to dedicate to the project. Manager Smith asked for feedback from Board. The consensus was to decline the current proposal and discuss options at the planning retreat.

Manager Smith also mentioned that fuel prices and the effect on the budget were being monitored. Chiefs are taking measures for fuel efficiency.

Manager Smith asked Chief Cook to come forward for introductions. Chief Cook officially introduced Officer Joshua Atkins who started in October of 2020. He also introduced Officer Matthew Osborne who recently started full time. Chief Cook also presented the plaque for Clyde Adams, the first appointed Chief of Police for Granite Quarry. The plaque will be placed in the lobby.

Manager Smith shared that the credit union has lifted its ban on grand openings and is looking at scheduling an event for January.

Old Business

7. Ordinance 2021-18

Driveway Standards Text Amendment

Planner Blount presented an updated draft of the driveway standards text amendments that were first presented after a public hearing was held in October. The updated draft included the Planning Board's revisions. Board discussion included questions regarding curb cut and sidewalk maintenance responsibility. The Planning Board requested that maintenance of the sidewalks be handled by the town or DOT depending on who maintained the road.

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

Planner Blount mentioned that unless he was given specific feedback, he would bring the current draft before the Board at the December meeting. Mayor Feather stated he believed the definition of curb cut should be clarified to state that the part of the curb in front of a house that a property owner cut to put in their driveway should be their responsibility. He further stated the driveway, as well as the sidewalk crossing the driveway, should be the property owner's responsibility but not the remainder of the curb or sidewalk.

New Business

8. Longevity Pay

Longevity pay was earmarked and approved with the budget. This item was brought before the Board for approval of disbursement.

ACTION: Mayor Pro Tem Linker made a motion to approve Longevity Pay for the FY21-22. Alderman Shelton seconded the motion. The motion passed 4-0.

9. Board Discussion

SB300 Ordinance Updates

Planner Blount summarized the proposed changes necessary for compliance with SB300 and the reasoning behind the changes. Planner Blount and Police Chief Cook reviewed the ordinances to see which should continue to be charged as a misdemeanor. Planner Blount notified the Board that the item would be brought before them for a vote in December. He asked that any ideas for proposed changes be sent to him before that time. Though the effective date for the bill is December 1, 2021, both Planner Blount and Attorney Short felt that it shouldn't be an issue to review the ordinance updates at the December meeting since no misdemeanor charges have been made in recent history.

10. Board Discussion

CRMPO Administrative Services

Mayor Feather referenced the memo sent out by the Manager and gave background information. Alderman Shelton stated that the proposal was for the City of Concord to bring the administrative services in house. Mayor Feather asked that Board members let him know their opinions before the next MPO TAC meeting.

11. Proclamation

Veterans Day

Mayor Feather acknowledged the proclamation for Veterans Day.

12. Board Comments

- Alderman Cress commented on the signs for candidates for sheriff and the confusion they caused by being placed out more than a year before the election. Alderman Cress also asked for an update from Manager Smith on Granite Quarry Athletic Club's 30-day timeline for removal of anything they wanted to keep from the Faith Road property.
 - Manager Smith stated the insurance risk manager requested an additional sign and a trespass check for the property. Staff would prefer to have the dirt mounds leveled out before the winter. The Board will discuss use of the property at the strategic planning retreat.
 - Mayor Pro Tem Linker asked about utilizing or storing the split rail fence and information sign.
 - Consensus was to remove all items from the property and store or use as needed.

13. Mayor's Notes

Announcements and Date Reminders

A. Wednesday	November 10	5:00 p.m.	Centralina Executive Board Meeting
B. Thursday	November 11		Veterans Day, Office Closed
C. Monday	November 15	5:00 p.m.	Rowan Chamber Business After Hours
D. Monday	November 15	5:00 p.m.	Parks, Events and Recreation Committee
E. Monday	November 15	5:30 p.m.	Zoning Board of Adjustment canceled
F. Tuesday	November 16	3:30 p.m.	Revitalization Team
G. Wednesday	November 17	5:30 p.m.	Cabarrus-Rowan County MPO TAC
H. Thursday	November 18	7:30 a.m.	Rowan Chamber Power in Partnership
I. Thursday	November 18	6:00 p.m.	Community Appearance Commission
J. Thursday	November 25		Thanksgiving Day, Office Closed
K. Friday	November 26		Office Closed
L. Saturday	December 4	3:00 p.m.	Christmas at the Lake

M. Monday	December 6	6:00 p.m.	Planning Board
N. Thursday	December 9	6:00 p.m.	Community Appearance Commission

Adjournment

ACTION: Alderman Costantino made a motion to adjourn. Mayor Pro Tem Linker seconded the motion. The meeting ended at 7:57 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk

RESOLUTION NO. 2021-17



**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF
GRANITE QUARRY, NORTH CAROLINA
ADOPTING THE 2021 VERSION OF THE
GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES
AND THE PROGRAM RECORDS SCHEDULE FOR LOCAL GOVERNMENT
AGENCIES AS ISSUED BY THE NC DEPARTMENT OF NATURAL AND
CULTURAL RESOURCES**

WHEREAS, the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section has published the General Records Schedule for Local Government Agencies and the Program Records Schedule for Local Government Agencies, which supersede parts of the previous versions which it is charged with issuing; and

WHEREAS, G.S. §121-5 and G.S. §132-3 require a municipality to approve the schedule in order to conduct routine disposal of records which must otherwise be retained without specific permission for disposal by the Division of Archives and Records; and

WHEREAS, the Town of Granite Quarry currently uses the 2019 version of the Records Retention and Disposition Schedule; and

WHEREAS, the Records Retention and Disposition Schedules were updated on October 1, 2021; and,

WHEREAS, the Town of Granite Quarry recognizes that the new updates require a specific Agency Policy date for records to be discarded "when Administrative value ends" and regards three (3) years as a valuable time for any records to be retained, save those records that are required to be kept longer per said schedule; and

WHEREAS, to reduce the burden and costs of records retention and maintain efficient records management, the Board of Aldermen finds and determines that this Resolution should be approved;

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY:

- 1) adopts the revised the 2021 version of the Records Retention and Disposition Schedules General Records Schedule for Local Government Agencies and the Program Records Schedule for Local Government Agencies, copies of which are on file in the office of the Town Clerk; and
- 2) Deems the appropriate time to retain all records to be discarded "when Administrative value ends" as a period of no less than three (3) years; and
- 3) On behalf of the Town of Granite Quarry, the Mayor and Town Clerk or Town Manager are hereby authorized to execute the agreement found on page iv of the General Records Schedule for Local Government Agencies and on page iv of the Program Records Schedule for Local Government Agencies agreeing to the Schedule's terms; and
- 4) These schedules are to remain in effect from the date of adoption until they are reviewed and updated.

RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE 8th DAY OF NOV 2021.

William D. Feather, Mayor

ATTEST:

Aubrey Smith, Town Clerk



RECORDS RETENTION AND DISPOSITION SCHEDULE

PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

October 1, 2021

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Program Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 Program Records Schedule: Local Government Agencies**:

10. Airport Authority Records
11. Animal Services Records
12. Code Enforcement and Inspection Records
13. Emergency Medical Services and Fire Department Records
14. Parks and Recreation Records
15. Planning and Regulation of Development Records
16. Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records
17. Public Transportation Systems Records
18. Public Utilities and Environmental/Waste Management Records
19. Street Maintenance, Public Works, and Engineering Records
20. Law Enforcement Records (excluding Sheriff's Offices)
21. Tax Records (for municipalities)

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

N.C. Gen. Stat. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

Electronic Records

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, N.C. Gen. Stat. § 132-6.1(a) specifies:

"Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software."

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when *"reference value ends."* All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction *"destroy when reference value ends."* If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction *"destroy when reference value ends."*

Record Copy

A record copy is defined as "The single copy of a document, often the original, that is designated as the official copy for reference and preservation."¹ The record copy is the one whose retention and disposition is mandated by these schedules; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”²

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. These schedules supersede previous versions of these schedules and any localized amendments; they are to remain in effect from the date of approval until they are reviewed and updated.

² Ibid.

APPROVAL RECOMMENDED



Municipal/County Clerk or Manager

Title: Town Clerk.



Sarah E. Koonts, Director

Division of Archives and Records





Head of Governing Body

Title: Mayor



D. Reid Wilson, Secretary

Department of Natural and Cultural
Resources

County/Municipality: Town of Granite Quarry

Effective: October 1, 2021

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
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2021 General Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 General Records Schedule: Local Government Agencies**:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information System Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

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Electronic Records

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Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

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Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

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designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

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- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

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² Ibid.

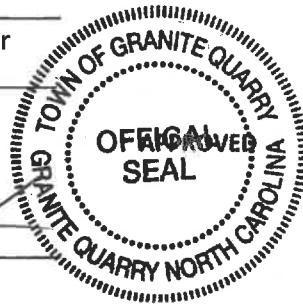
It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

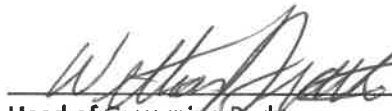
APPROVAL RECOMMENDED



Municipal/County Clerk or Manager

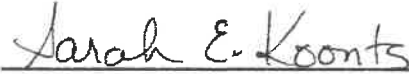
Title: Town Clerk





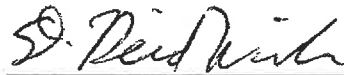
Head of Governing Body

Title: Mayor



Sarah E. Koonts, Director

Division of Archives and Records



D. Reid Willson, Secretary

Department of Natural and Cultural
Resources

Municipality/County: Town of Granite Quarry

Effective: October 1, 2021

Office of the Mayor:



Proclamation

WHEREAS, the Town of Granite Quarry's Board of Aldermen pays tribute on this day to the dedicated veterans who have served this great nation with such distinction, both in peace time and in war; and

WHEREAS, our community has a continuing sense of gratitude to those who have given so much in the defense of the freedoms which we all continue to enjoy; and

WHEREAS, Americans have an abiding faith in the ideals and strengths on which our great nation was founded, in our democratic process, and in the men and women of the armed forces who have served our country so well; and

WHEREAS, in honor of these dedicated men and women, we pledge our continued defense of our nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of a people dedicated to the principles of freedom and democracy; and

WHEREAS, on this patriotic occasion, let us all commit ourselves to the great need of fostering a spirit of rededication to the ideals that have served as the foundation of this great country – "One nation, under God, indivisible, with liberty and justice for all."

NOW, THEREFORE, I, William D. Feather, by virtue of the authority vested in me as Mayor of the Town of Granite Quarry, North Carolina, do hereby proclaim Thursday, November 11, 2021 as

"HONOR OUR VETERANS DAY"


in the Town of Granite Quarry, North Carolina and encourage all our citizens to honor our veterans and rededicate themselves to the preservation of our liberties under the Constitution.

Proclaimed this the 8th day of November 2021.



ATTEST:


William D. Feather, Mayor


Aubrey Smith, Town Clerk