



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Tuesday, February 15, 2022
6:00 p.m.**

Present: Mayor Brittany Barnhardt, Alderman Jim Costantino, Alderman Kim Cress, Alderman Doug Shelton

Not Present: Mayor Pro Tem John Linker

Staff: Town Manager Larry Smith, Town Clerk Aubrey Smith, Town Attorney Chip Short, Police Chief Mark Cook, Fire Chief / Public Works Director Jason Hord

Call to Order: Mayor Barnhardt called the meeting to order at 6:00 p.m.

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

Pledge of Allegiance: The Pledge of Allegiance was led by Scouts Daniel Frick and Levi Frick of Troop 324.

1. Approval of the Agenda

ACTION: Alderman Costantino made a motion to approve the agenda. Alderman Cress seconded the motion. The motion passed 3-0.

2. Approval of the Consent Agenda

A. Approval of the Minutes

1) Regular Meeting Minutes January 10, 2022

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

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

D. Appointment of Laurie Mack and Angie Nee to the Zoning Board of Adjustment

ACTION: Alderman Costantino made a motion to approve the consent agenda. Alderman Shelton seconded the motion. The motion passed 3-0.

3. Citizen Comments – There were no citizen comments.

4. Town Manager's Update

Manager Smith reviewed highlights from his report in the agenda packet including scheduling of the Rowan Municipal Association meeting in either the second or third quarter of the year. It was the consensus of the Board that the Manager determine an appropriate meeting time based on COVID guidance and availability of the venue.

Old Business

5. Review

Local Emergency Paid Sick Leave Policy

The Board reviewed the sample policy included in the packet. Discussion included whether the end date should be extended through the end of the calendar year.

ACTION: Alderman Costantino made a motion to approve (as written). Alderman Shelton seconded the motion. The motion passed 3-0.

6. Presentation

NCLM, Harold Owen

Mr. Owen had a conflict arise and was unable to attend the meeting.

7. Resolution 2021-14

Finance Internal Control Policy

The Board discussed the policy that was originally presented at the July 12, 2021 meeting. Alderman Shelton suggested modification of paragraph three in section 3.2. Manager Smith recommended changing the word "Manager" to "Mayor" if the Board wanted to implement Alderman Shelton's feedback.

ACTION: Alderman Costantino made a motion to approve (Resolution 2021-14 adopting the new Town Internal Controls Policy). Alderman Cress seconded the motion. The motion failed 0-3.

ACTION: Alderman Shelton made a motion to accept the policy with the modification of paragraph three of part 3.2 (to replace the word "Manager" with "Mayor"). Alderman Costantino seconded the motion. The motion passed 3-0.

8. Resolution 2021-16

Check Signatures

Because of the modification made to the adopted Internal Controls Policy, Resolution 2021-16 was unnecessary.

New Business

9. Presentation

Parks and Recreation Master Plan

Jon Wood with Alfred Benesch & Company shared his presentation on the Parks and Recreation Master Plan draft that was included in the agenda packet.

There was discussion regarding available grants. Mr. Wood stated that currently PARTF and LWCF were good funding opportunities. Carolina Thread Trail was cited as a funding source for greenways. Mayor Barnhardt asked whether the response to the survey was adequate. Mr. Wood responded that the responses were from throughout the community. The needs assessment report with statistics will be included as an appendix to the Plan.

Alderman Shelton stated he felt the Board should discuss different parts of the Plan and its implications at the upcoming planning retreat. Mayor Barnhardt stated she would like to invite Mr. Wood back for

that discussion as well. Manager Smith asked for Board direction on having Mr. Wood attend the retreat session since it would alter the scope of services. All Board members expressed interest in having him attend. Mr. Wood stated that he would talk with Manager Smith about the amendment to the scope of services. It was requested that the Board send questions regarding the Plan to the Town Clerk.

10. Presentation

Working Ag Lands Plan

Amy-Lynn Albertson, the Rowan County Extension Director, shared her presentation on the Working Ag Lands Plan. Director Albertson asked that Granite Quarry help with promoting the associated survey.

11. Budget Amendment #8

Fuel

To increase Fund Balance Appropriated (01-3991-99) and increase Police – Fuel (01-4310-20), Fire – Fuel (01-4340-20), and Public Works – Fuel (01-4190-20) in amounts not to exceed \$4,500, \$500, and \$4,500 respectively for inflated and continuously rising fuel costs. Staff will make every effort to use existing department budgets when allowable and practical.

ACTION: Alderman Costantino made a motion to approve Budget Amendment #8. Alderman Cress seconded the motion. The motion passed 3-0.

12. Budget Amendment #9

Governing Body

To decrease Governing Body – Board Contingency (01-4110-97) and increase Governing Body – Training (01-4110-31), Governing Body – Dues and Subscriptions (01-4110-40) and Governing Body – Special Projects (01-4110-60) by \$1,338.00 for additional Board member training, Power in Partnership attendance, and Rowan Municipal Association expenses, respectively.

ACTION: Alderman Shelton made a motion to approve Budget Amendment #9. Alderman Cress seconded the motion. The motion passed 3-0.

13. Budget Amendment #10

PW Vehicle Purchase

To increase Fund Balance Appropriated (01-3991-99) and increase Public Works – Cap Outlay - Vehicles (01-4190-54) in an amount not to exceed \$7,000. If approved, the total Public Works – Cap Outlay – Vehicles budget will not exceed \$44,000.

ACTION: Alderman Costantino made a motion to approve Budget Amendment #10. Alderman Cress seconded the motion. The motion passed 3-0.

14. Discussion

Moratoriums

ACTION: Alderman Cress made a motion to table the item until the next meeting. Alderman Costantino seconded the motion. The motion passed 3-0.

Alderman Shelton asked for Attorney Short's opinion on what the Board could and could not do regarding moratoriums targeted to particular areas or for particular types of things. Attorney Short stated he would speak with Manager Smith and would provide information by the meeting next month.

15. Board Comments

- Alderman Shelton stated he would like to have additional days scheduled for the Planning Retreat to focus on specific topics including the Parks Plan.
 - Mayor Barnhardt stated she would like to see the agenda from Centralina before scheduling additional dates.
 - Alderman Cress stated he believes multiple short retreat sessions would be beneficial.

16. Announcements and Date Reminders

A. Thursday	February 17	7:30 a.m.	Rowan Chamber Power in Partnership Breakfast
B. Monday	February 21	5:00 p.m.	Parks, Events, and Recreation Committee
C. Monday	February 21	5:00 p.m.	Rowan Chamber Business After Hours
D. Monday	February 21	5:30 p.m.	Zoning Board of Adjustment
E. Wednesday	February 23	5:30 p.m.	Cabarrus Rowan County MPO TAC
F. Friday	February 25	9:00 a.m.	Planning Retreat
G. Friday	March 4	9:00 a.m.	Planning Retreat
H. Saturday	March 5	6:30 p.m.	Volunteer & Staff Banquet
I. Monday	March 7	6:00 p.m.	Planning Board
J. Wednesday	March 9	5:00 p.m.	Centralina Executive Board Meeting virtual
K. Thursday	March 10	6:00 p.m.	Community Appearance Commission
L. Saturday	March 26	8a.m.-12p.m.	Mulch Giveaway, Mar Rock Drive
M. Saturday	April 9	11:30 a.m.	Easter Egg Hunt
N. Thurs-Sat	May 12-14		Dumpsters, Mar Rock Drive

Adjournment

ACTION: Alderman Costantino made a motion to adjourn. Alderman Cress seconded the motion.

The meeting ended at 7:25 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk

MEMORANDUM



TO: All Town Employees
FROM: Town Manager Larry Smith
RE: **Granite Quarry Emergency Paid Sick Leave**
DATE: 2/15/2022

It is the Town's goal to continue to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace. We are committed to providing accurate information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken, in the event of an illness or outbreak.

The Town will provide eligible employees with temporary emergency paid sick leave under certain conditions. This policy will become null and void should Congress extend or adopt an Emergency Paid Sick Leave Act prior to the expiration date of this Town policy.

Town of Granite Quarry Emergency Paid Sick Leave

Town of Granite Quarry Emergency Paid Sick Leave (GQEPSL), as adopted herein, is separate from and independent of Family and Medical Leave (FMLA) and is independent of any existing sick leave policies that the Town grants employees in the normal course of business.

GQEPSL allows an eligible employee to qualify for emergency paid sick leave as follows:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. Employee has been advised by his/her healthcare provider to self-quarantine because he/she is infected with or has been exposed to COVID-19 or because he/she is at high risk of complications from COVID-19.
3. Employee is showing symptoms of COVID-19 and is actively seeking but not yet received a medical diagnosis;
4. Employee is caring for someone subject to a federal, state, or local COVID-19 related quarantine or isolation order or who has been advised by his/her healthcare provider to self-quarantine for COVID-19 related reasons; or
5. Employee is caring for their child because the child's school or childcare facility has been closed or the childcare provider is no longer available because of COVID-19 related reasons.

All full-time employees who have been employed with the Town for at least 30 days are eligible for GQEPSL in the event the employee is unable to work or telecommute because the employee meets one or more of the conditions stated above.

Duration/Compensation

Employees are eligible for the following on a one-time basis:

- Full-Time employees: 40 hours of pay at the regular hourly rate of pay. However, when eligible under reasons 4 and 5 above, GQEPSL is paid at 2/3 the regular hourly rate of pay.

Paid leave under this policy is limited to \$511 per day (or \$2,555 in total) when leave is taken for reasons 1,2, and 3 above (generally, an employee's own illness or quarantine); and \$200 per day (or \$1,000 in total) when leave is taken for reasons 4 and 5 above (generally care for others or school closures).

General GQEPSL Rules

- Employee may elect to use GQEPSL prior to utilizing any accrued paid sick leave under the Town's sick leave policy.
- No leave provided by the Town prior to adoption of this policy may be credited against the GQEPSL eligibility.
- Employee is responsible for immediately notifying Human Resources of intent to utilize this policy so that the appropriate application paperwork may be given to the employee in a timely manner.
- Employee must successfully complete the necessary application paperwork and return it to Human Resources in a timely manner in order to receive compensation under this policy. Failure to return application paperwork and required supporting documentation in a timely manner may result in a delay in or disqualification from receiving compensation under this policy.
- Any employee seeking compensation under this policy found to be taking this leave to defraud the Town is subject to disciplinary action up to and including termination of employment.
- The Town will not retaliate against any employee who requests to take GQEPSL in accordance with this policy.
- This policy becomes effective upon adoption by the Board of Aldermen and expires June 30, 2022.

Definitions

Child Care Provider Defined for the Purposes of GQEPSL

For the purpose of this policy, the term "child care provider" is defined as one who provides child care services on a regular basis and receives compensation for those services, including an 'eligible child care provider' as defined in § 658P of the Child Care & Development Block Grant Act of 1990 (42 USC 9858n).

School Defined for Purposes of GQEPSL

The term "school" means an 'elementary school' or 'secondary school' as such terms are defined in § 8101 of the Elementary & Secondary Education Act of 1965 (20 USC 7801).



RESOLUTION 2021-14

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, TO ADOPT AN INTERNAL CONTROLS POLICY

WHEREAS, The Town of Granite Quarry has a responsibility to provide taxpayers with reasonable assurance that government finances are adequately controlled; and

WHEREAS, an environment with strong internal controls reflects the reliability of the accounting records and financial statements; and

WHEREAS, strong internal controls aid in the prevention of fraud and the detection of accidental errors and oversight in the accounting process; 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.

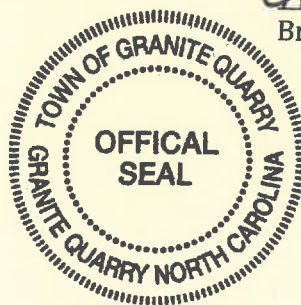
NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Granite Quarry that the attached Internal Controls Policy is hereby adopted.

RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE 15th DAY OF February 2022.

ATTEST:

Aubrey Smith, Town Clerk

Brittany H. Barnhardt, Mayor



Town of Granite Quarry

**FISCAL YEAR 2021-2022
BUDGET AMENDMENT REQUEST #8**

February 15, 2022

PURPOSE: To increase Fund Balance Appropriated (01-3991-99) and increase Police – Fuel (01-4310-20), Fire – Fuel (01-4340-20), and Public Works – Fuel (01-4190-20) in amounts not to exceed \$4,500, \$500, and \$4,500 respectively for inflated and continuously rising fuel costs. Staff will make every effort to use existing department budgets when allowable and practical.

General Fund – Fund 01

Revenues:


<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-3991-99	Fund Balance Appropriated	\$ 9,500
Total Increase/Decrease:		\$ 9,500

Expenses:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-4310-20	Police – Fuel	\$ 4,500
01-4340-20	Fire – Fuel	\$ 500
01-4190-20	Public Works – Fuel	\$ 4,500
Total Increase/Decrease:		\$ 9,500

The above Budget Amendment was approved / denied by the Manager or Board on 2/15/2022.


Brittany Barnhardt, Mayor


Shelly Shockley, Finance Officer

**FISCAL YEAR 2021-2022
BUDGET AMENDMENT REQUEST #9**

February 15, 2022

PURPOSE: To decrease Governing Body – Board Contingency (01-4110-97) and increase Governing Body - Training (01-4110-31), Governing Body – Dues and Subscriptions (01-4110-40) and Governing Body – Special Projects (01-4110-60) by \$1,338.00 for additional Board member training, Power in Partnership attendance, and Rowan Municipal Association expenses.

General Fund – Fund 01

Expenses:

GL Acct #	Account Description	Increase (Decrease):
01-4110-31	Governing Body – Training	\$ 250.00
01-4110-40	Governing Body – Dues and Subscriptions	\$ 250.00
01-4110-60	Governing Body – Special Projects	\$ 838.00
01-4110-97	Governing Body – Board Contingency	(\$1,338.00)
Total Increase/Decrease:		\$ 0.00

The above Budget Amendment was approved / denied by the Manager or Board on 2/15/2022.


Brittany Barnhardt, Mayor


Shelly Shockley, Finance Officer

Town of Granite Quarry

**FISCAL YEAR 2021-2022
BUDGET AMENDMENT REQUEST #10**

February 15, 2022

PURPOSE: To increase Fund Balance Appropriated (01-3991-99) and increase Public Works – Cap Outlay - Vehicles (01-4190-54) in an amount not to exceed \$7,000. If approved, the total Public Works – Cap Outlay – Vehicles budget will not exceed \$44,000.

General Fund – Fund 01

Revenues:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-3991-99	Fund Balance Appropriated	\$ 7,000
Total Increase/Decrease:		\$ 7,000

Expenses:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-4190-54	Public Works – Cap Outlay - Vehicles	\$ 7,000
Total Increase/Decrease:		\$ 7,000

The above Budget Amendment was approved / denied by the Manager or Board on 2/15/2022.


Brittany Barnhardt, Mayor


Shelly Shockley, Finance Officer