



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN MEETING**

**Amended Agenda**

**July 8, 2019 • 7:00 P.M.**

**Call to Order – Mayor Feather**

**Moment of Silence**

**Pledge of Allegiance**

**1. Approval of the Agenda**

**2. Approval of the Consent Agenda**

**a. Approval of the Minutes**

- **Special Called Budget Minutes – May 30, 2019**
- Regular Board Minutes – June 3, 2019
- Special Public Hearing Minutes – June 7, 2019
- Special Called Budget Workshop Minutes – June 18, 2019
- Special Called Meeting Minutes – June 25, 2019

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

**c. Financial Reports**

**3. Citizen Comments (*All comments are limited to 6 minutes. No sharing of minutes with other citizens*)**

**4. Guests and Presentations**

**5. Town Events**

- a. Movie in the Park/Slip n Slide – Saturday, July 13<sup>th</sup> @ 6:00 P.M. @ the Civic Park

**6. Town Manager's Update – 10 minutes**

- a. Town Goals Updates

**7. Old Business**

- a. **Town Manager Process/Charter Discussion**

**ACTION REQUESTED:** Motion to set and accept a timetable for completion.

**ACTION REQUESTED:** Motion to enter into contract with selected search firm to begin the process for hiring a permanent Town Manager

- b. **Committee Updates – 10 minutes**

- Parks and Recreation – Aldermen LaFevers and Cress
- Revitalization – Aldermen Costantino and Linker

**8. New Business and Action Items**

- a. **Payroll Study**

The Finance Department would like to recommend the use of ADP's services for the Town of Granite Quarry's payroll. During the first year (promotional period), including Setup and Discounts our investment will be \$4,803.00. The Annual Investment thereafter will be \$4,701.00. Last year, Fiscal year 18-19, the Town spent over \$12,000 on payroll services through Paylocity. This would be an immediate savings of over \$7,000 to the Town.

Staff recommends that the Board of Aldermen approve the use of ADP for payroll services to the Town of Granite Quarry. We believe this will be the most cost effective and the best use of employee time, while ensuring that payroll taxes, deductions, and garnishments are accurate, and time sensitive reports are filed accordingly.

- b. **ORDINANCE NO. 2019-03 - An Ordinance of the Town of Granite Quarry, North Carolina, Amending the Code of Ordinances Chapter 2, Article IX Parks, Events, and Recreation Committee, Section 2-166 Through 2-185**

**ACTION REQUESTED:** Motion to amend the Code of Ordinances Chapter 2, Article IX Parks, Events, and Recreation Committee, Section 2-166 Through 2-185

- c. **ORDINANCE NO. 2019-04 An Ordinance of the Town of Granite Quarry, North Carolina, Amending the Code of Ordinances Chapter 2, Article X Community Appearance Commission, Sections 2-186 Through 2-191**

**ACTION REQUESTED:** Motion to amend the Code of Ordinances Chapter 2, Article X Community Appearance Commission, Sections 2-186 Through 2-191

- d. **ORDINANCE NO. 2019-05 An Ordinance of the Town of Granite Quarry, North Carolina, Amending the Code of Ordinances Chapter 2, Article XI Revitalization Team, Sections 2-192 Through 2-199**

**ACTION REQUESTED:** Motion to amend the Code of Ordinances Chapter 2, Article XI Revitalization Team, Sections 2-192 Through 2-199

- e. **ORDINANCE NO. 2019-06 An Ordinance of the Town of Granite Quarry, North Carolina, Amending the Code of Ordinances Chapter 2, Article II Mayor, Section 2-21**

**ACTION REQUESTED:** Motion to amend the Code of Ordinances Chapter 2, Article II Mayor, Section 2-21

## 9. Board Comments

## 10. Mayor's Notes – Announcements and Date Reminders

- a. **Planning Board Meeting** – Monday, July 15 @ 5:30 P.M.
- b. **Revitalization Team Meeting** – Tuesday, July 16 @ 3:30 P.M.
- c. **Parks, Events and Recreation Committee Meeting** – Monday, July 22 @ 5:00 P.M.
- d. **Cabarrus-Rowan County MPO Meeting** – Wednesday, July 24<sup>th</sup> @ 5:30 P.M.
- e. **Rowan Municipal Association Meeting** – Thursday, July 25<sup>th</sup> @ 6:00 P.M. @ Trinity Oaks Retirement Community. Guest speaker will be Mr. James Meacham, CEO of the Rowan County Convention and Visitors Bureau who will speak on the topic of the wayfinding signage in the county. **Please R.S.V.P. to the Clerk by Friday, July 12<sup>th</sup> if you plan to attend.**
- f. **The 6<sup>th</sup> Annual Rowan Chamber Dragon Boat Festival** – Saturday, July 27<sup>th</sup> 9:00 A.M. – 3:00 P.M. @ The Shrine Club on High Rock Lake (6480 Long Ferry Road, Salisbury, NC)
- g. **Board of Aldermen Regular Meeting** – Monday, August 5 @ 7:00 P.M.

## 11. Closed Session

### **MOTION TO GO INTO CLOSED SESSION**

**ACTION REQUESTED:** Motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(6) for the Town Clerk and Interim Town Manager performance reviews, and N.C. General Statutes Section 143-318.11(a)(5) to establish and instruct staff on the material terms of a proposed agreement for the acquisition of town property by purchase, option, exchange, or lease of town property on behalf of the Town.

### **MOTION TO COME OUR OF CLOSED SESSION**

**ACTION REQUESTED:** Motion to return to open session. The Board takes the following action (if any).

**ADJOURNMENT**

**Agenda Item Summary**  
Regular Monthly Meeting  
July 8, 2019  
Agenda Item 1

**Summary:**

The Board may discuss, add, or delete items from the agenda.

**Action Requested:**

***Motion to adopt the July 8, 2019 Board of Aldermen meeting agenda (as presented / as amended).***

**Approval of Agenda**

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against

**Agenda Item Summary**  
Regular Monthly Meeting  
July 8, 2019  
Agenda Item 2

**Summary**

The Board may discuss, add, or delete items from the consent agenda.

**Attachments:**

- A. Approval of Minutes
  - Regular Board Minutes – June 3, 2019
  - Special Public Hearing Minutes – June 7, 2019
  - Special Called Budget Workshop Minutes – June 18, 2019
  - Special Called Meeting Minutes – June 25, 2019
- B. Departmental Reports
- C. Financial Report

**Action Requested**

***Motion to approve the consent agenda (as presented / as amended).***

**Approval of Consent Agenda**

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against



**TOWN OF GRANITE QUARRY**  
**BOARD OF ALDERMEN SPECIAL CALLED MEETING MINUTES**  
**Thursday, May 30, 2019**

**Present:** Mayor Bill Feather, Mayor Pro Tem Jim LaFevers, Alderman Jim Costantino, Alderman Kim Cress and Alderman John Linker

**Staff:** Interim Town Manager Larry Smith, Town Clerk/HR Officer Tanya Word, Town Planner Steve Blount, Police Chief Mark Cook, Fire Chief/Maintenance Supervisor Jason Hord, Finance Officer/Planning Coordinator/Events Administrator Shelly Shockley, Deputy Clerk/Finance/HR Analyst Aubrey Smith

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

**1. Approval of the Agenda FY 2019-2020 Budget Planning Session:**

**ACTION:** Alderman Linker made a motion to approve the agenda as presented. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

**2. FY 2019-2020 Budget Planning Session**

Mr. Smith reviewed the FY19/20 Budget Discussion packet and responded to the Board's questions and comments regarding specific items in the packet. Items below included recommendations, action, or direction from the Board.

**A. Cost of Living Adjustment (COLA) and Merit**

Mr. Smith made a recommendation to the Board to budget for a 2.22% increase in salaries to be administered by the Manager and department heads and the Board members' wages. The consensus of the Board was that they were in favor of the recommendation.

There was discussion regarding the current year's budget including a pay raise for the Alderman that was budgeted for but not paid out.

**ACTION:** Alderman Costantino made a motion to pay out the Board of Alderman increase according to the approved budget. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

## **B. Contracted Services- Paylocity & Memory Bank**

Mr. Smith made a recommendation to the Board to add the Financial Management System (FMS) Employee Portal Module (\$3,500 to purchase in FY19/20, \$850/year ongoing support & hosting), and cancel the Town's contract with Paylocity once the switchover is complete. This would allow the Town to bring payroll in-house.

The Board directed staff to look at options for another third-party payroll company that could accommodate the Town's payroll needs before bringing it in-house.

Mr. Smith recommended to the Board that the contract with Memory Bank for phone issues and maintenance be re-evaluated in the future.

## **C. FY18/19 Paving & Repair Project**

Mr. Smith shared information that was received from the NCDOT 5/29/19 regarding the downtown US Highway 52 project being bid out this fall. There was discussion regarding how this would impact the curbs, gutters and sidewalks and whether the Town should request that the project be delayed. The Board made the decision to discuss this further at the regular meeting Monday, June 3, 2019 and asked Chief Hord to gather information regarding cost for curbs and gutters.

It was estimated it would take \$350,000 to complete the majority of paving and repair needs throughout town and \$42,000 to patch and repair the highest priority sites that had been identified by maintenance. Mayor Feather made the recommendation to the Board to use \$350,000 for the project (with \$50,000 paid back each year over a seven-year period from Powell Bill funds and to use the additional \$30,000 of Powell Bill funds each year on sidewalks). This would mean borrowing \$308,000 to be paid back with future Powell Bill funds and using the existing \$42,000 from the current Powell Bill funds. The Board decided to discuss funding for this project at a later date.

## **D. Town Hall Renovation Project**

The Board discussed pushing the Town Hall Renovation Project out at least a year and making small cosmetic and "curb appeal" updates in the next budget year.

## **E. Parks, Events and Recreation Committee- Parks Recommendations**

The Board consensus was to raise the budget for PERC events to \$5,000.

Mayor Pro Tem LaFevers shared that the Parks, Events, and Recreation Committee developed a list of necessary parks improvements that would cost roughly \$20,000. Chief Hord stated that he believed most, if not all, of the projects could be done in-house with the current budget.

## **F. Code Enforcement**

Mr. Smith presented code enforcement options and recommended a staffing change to add an administrative position that would carry out code enforcement. The Board

consensus was that appropriating \$32,217 in the budget for code enforcement was acceptable.

#### **G. Police Department**

Chief Cook presented to the Board the necessity for increased manpower. The Board of Aldermen directed Chief Cook to set up a meeting of the Joint Police Authority for further discussion.

#### **3. Set Next Budget Meeting Date and Time**

The Board agreed they would meet at the regular time on Monday, June 3, 2019 and recess the meeting to a future time to discuss the budget further if necessary.

#### **4. Adjournment**

**ACTION:** Alderman Costantino made a motion to adjourn the meeting. Alderman Linker seconded the motion. The motion passed with all in favor.

The meeting was adjourned at 4:36 p.m.

Respectfully Submitted,

*Aubrey Smith*

Deputy Clerk,  
Finance,  
Human Resources Analyst



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN REGULAR MEETING MINUTES  
Monday, June 3, 2019**

**Present:** Mayor Bill Feather, Mayor Pro Tem Jim LaFevers, Alderman Jim Costantino, Alderman Kim Cress and Alderman John Linker

**Staff:** Interim Town Manager Larry Smith, Town Clerk/HR Director Tanya Word, Town Planner Steve Blount, Police Chief Mark Cook, Fire Chief/Maintenance Supervisor Jason Hord, Finance Officer/Planning Coordinator/Events Administrator Shelly Shockley, Town Attorney Chip Short, Deputy Clerk/Finance/HR Analyst Aubrey Smith

**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:** Mayor Feather led the Pledge of Allegiance.

**1. Approval of the Agenda:**

**ACTION:** Alderman Costantino made a motion to approve the agenda as presented. Alderman Linker seconded the motion. The motion passed with all in favor.

**2. Approval of the Consent Agenda:**

- a. **Approval of the Regular Board Minutes- May 6, 2019**
- b. **Departmental Reports**
- c. **Financial Reports**

**ACTION:** Alderman Costantino made a motion to approve the consent agenda. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

**3. Citizen Comments -** There were no citizen comments.

**4. Guests and Presentations -** There were no guest presentations.

## 5. Town Manager's Update

### a. Presentation Budget Message

Mr. Smith stated that the Budget Message had been sent to the Board and added that he would be available for questions or comments.

### b. Set the Budget Public Hearing Date

The Budget Public Hearing date was set for June 7, 2019 at 6:00 p.m.

### c. Set the Next Budget Meeting Date

The next Budget Meeting was scheduled for June 18, 2019 at 4:30 p.m.

## 6. Old Business

### a. Committee Updates

#### i. Parks and Recreation

Mayor Pro Tem LaFevers updated the Board on the Parks, Events and Recreation Committee's most recent projects and events.

#### ii. Revitalization

Aldermen Costantino stated that the Revitalization Committee had no updates.

## 7. New Business & Action Items

### a. Bicycle and Pedestrian Planning Grant Initiative

Mr. Blount presented the 2019 Bicycle and Pedestrian Planning Grant Initiative to the Board.

### b. RESOLUTION NO. 2019-15

#### **A RESOLUTION SUPPORTING THE TOWN'S APPLICATION FOR THE NCDOT FALL 2019 BICYCLE AND PEDESTRIAN PLANNING GRANT**

**ACTION:** Alderman Costantino made a motion to adopt Resolution 2019-15, supporting the Town's application for the NCDOT Fall 2019 Bicycle and Pedestrian Planning Grant. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

### c. RESOLUTION NO. 2019-12

#### **A RESOLUTION ACCEPTING THE STREET MAINTENANCE OF VERONICA LANE AND REMAINING PORTION OF JOE LEWIS STREET**

**ACTION:** Alderman Costantino made a motion to adopt Resolution 2019-12, accepting the street maintenance of Veronica Lane and remaining portion of Joe

Lewis Street. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

**d. Comprehensive Plan 2019**

Mr. Blount presented the updated Comprehensive Plan to the Board and proposed a joint meeting of the Board of Aldermen and Planning Board at the next regularly scheduled Planning Board meeting Monday, June 10, 2019 at 5:30 p.m.

**ACTION:** Mayor Pro Tem LaFevers made a motion to schedule a joint meeting between the Board of Aldermen and the Planning Board for June 10, 2019 at 5:30 p.m. Alderman Cress seconded the motion. The motion passed with all in favor.

**e. Budget Amendment Request #18**

To transfer funds from Maintenance Contingency Fund (01-4190-97) in the amount of \$2,000 to Maintenance & Repair Equipment (01-4190-35) to repair the hydraulics on the John Deere 301 tractor to make usable with the sickle bar mower.

**ACTION:** Alderman Costantino made a motion to approve Budget Amendment #18 as presented. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

**f. Budget Amendment Request #19**

To transfer funds from Maintenance Contingency Fund (01-4190-97) in the amount of \$4,550 to Maintenance Full-Time Salaries (01-4190-00) and Maintenance Part-Time Salaries (01-4190-02) to fund salaries for the remainder of the Fiscal Year.

**ACTION:** Alderman Costantino made a motion to approve Budget Amendment #19 as presented. Alderman Linker seconded the motion. The motion passed with all in favor.

**g. Budget Amendment Request #20**

To transfer funds from Board Contingency Fund (01-4110-97) in the amount of \$3,000 to Fire Part-Time Salaries (01-4340-02) to fund salaries for the remainder of the Fiscal Year.

**ACTION:** Alderman Costantino made a motion to approve Budget Amendment #20 as presented. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

**h. Budget Amendment Request #21**

To transfer funds from Maintenance Contingency Fund (01-4190-97) in the amount of \$1,400 to Maintenance Contracted Services (01-4190-60) for dumpsters provided by Waste Management for “Granite Quarry Dumpster Days”.

**ACTION:** Alderman Linker made a motion to approve Budget Amendment #21 as presented. Alderman Costantino seconded the motion. The motion passed with all in favor.

**i. RESOLUTION NO. 2019-16**

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, AUTHORIZING THE TOWN MANAGER TO ENTER INTO A ONE-YEAR AGREEMENT WITH CHAMBERLAIN EXTERMINATORS, LLC**

**ACTION:** Mayor Pro Tem LaFevers made a motion to adopt Resolution 2019-16, authorizing the Town Manager to enter into a one-year agreement with Chamberlin Exterminators, LLC for extermination services at the Municipal Building and Civic Park. Alderman Costantino seconded the motion. The motion passed with all in favor.

**8. Board Comments** - There were no Board comments.

**9. Mayor’s Notes – Announcements and Date Reminders**

- a. Joint Police Authority Meeting** – Tuesday, June 4, 12:30 p.m.
- b. Planning Board Meeting** – Monday, June 10, 5:30 p.m.
- c. Rowan Chamber Business After Hours** – Monday, June 10, 5:00 –7:00 p.m.,  
Lee Street Theatre, 329 N. Lee Street
- d. CCOG Executive Board Meeting** – Wednesday, June 12, 6:00 p.m.
- e. SECU Ground-Breaking** – Thursday, June 13, 9:30 a.m.
- f. Parks and Recreation Committee Meeting** – Monday, June 17, 5:00 p.m.
- g. Revitalization Team Meeting** – Tuesday, June 18, 3:30 p.m.
- h. Cabarrus-Rowan County MPO Meeting** – Wednesday, June 26, 5:30 p.m.
- i. Town Hall Offices Closed** – Thursday, July 4, Independence Day
- j. Board of Aldermen Regular Meeting** – Monday, July 8, 7:00 p.m.
- k. 6th Annual Rowan Chamber Dragon Boat Festival** – Saturday, July 27

**10. Closed Session**

**ACTION:** Alderman Linker made a motion at 7:56 p.m. to go into closed session pursuant to N.C. General Statute Section 143-318.11[a][6] to discuss two personnel matters and NC General Statute 143-318.11(a)(5) to establish and instruct staff on the material terms of a

proposed agreement for the acquisition of town property by purchase, option, exchange, or lease of town property on behalf of the Town. The motion was seconded by Mayor Pro Tem LaFevers. The motion passed with all in favor.

**ACTION:** Alderman Linker made a motion at 9:12 p.m. to come out of closed session pursuant to N.C. General Statute Section 143-318.11[a][6] to discuss two personnel matters and NC General Statute 143-318.11(a)(5) to establish and instruct staff on the material terms of a proposed agreement for the acquisition of town property by purchase, option, exchange, or lease of town property on behalf of the Town. The motion was seconded by Alderman Costantino. The motion passed with all in favor.

The Board took the following action during closed session:

**ACTION:** Alderman Linker made a motion to extend the Interim Manager Agreement through August 6, 2019. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

The Board also gave the Town Manager the following direction:

- The Board gave direction for Mr. Smith to pay back pay for Ms. Shockley from the time she was appointed as Finance Officer.
- The Board directed that members of the Board give feedback regarding the draft Faith Road Property Agreement to the Town Attorney.
- The Board directed the Town Manager to have the realtor make a counteroffer for the Town property located at 316 S. Main Street.
- The Board requested that the Town Manager get in touch with NCDOT to look at the corner of S. Main Street and Rowan Street.

## 11. Adjournment

**ACTION:** Alderman Costantino made a motion to adjourn the meeting. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

The meeting was adjourned at 9:13 p.m.

Respectfully Submitted,

*Aubrey Smith*

Deputy Clerk,  
Finance,  
Human Resources Analyst



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
SPECIAL PUBLIC HEARING MEETING MINUTES  
FRIDAY, JUNE 7, 2019**

**Present:** Mayor Bill Feather, Mayor Pro Tem Jim LaFevers, Alderman Jim Costantino, Alderman Kim Cress and Alderman John Linker

**Staff:** Interim Town Manager Larry Smith, Town Clerk/HR Director Tanya Word

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

**1. Approval of the Agenda:**

**ACTION:** Mayor Pro Tem LaFevers made a motion to approve the agenda as presented. Alderman Costantino seconded the motion. The motion passed with all in favor.

**2. Public Comments**

Mayor Feather opened the floor for public comments. No one spoke in favor or against the proposed FY2019-2020 Budget. Mayor Feather closed the floor for public comments.

**3. Close of Public Hearing**

**ACTION:** Alderman Costantino made a motion to close the Public Hearing. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

The next Budget Workshop will be Tuesday, June 18, 2019 at 4:30 p.m.

**4. Rufty-Holmes Senior Center Lunch Club (Legion Building)**

Rufty-Holmes Senior Center's request to use the Legion Building for their lunch program was reviewed and discussed by the Board. The Board will revisit this at the June 18, 2019 meeting.

**5. Adjournment**

**ACTION:** Alderman Cress made a motion to adjourn the meeting. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

The meeting was adjourned at 6:13 p.m.

Respectfully Submitted,

*Aubrey Smith*

Deputy Clerk/Finance/HR Analyst

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**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
SPECIAL CALLED MEETING  
BUDGET WORKSHOP MINUTES  
Tuesday, June 18, 2019**

**Present:** Mayor Bill Feather, Mayor Pro Tem Jim LaFevers, Alderman Jim Costantino, Alderman Kim Cress and Alderman John Linker

**Staff:** Interim Town Manager Larry Smith, Town Planner Steve Blount, Police Chief Mark Cook, Fire Chief/Maintenance Supervisor Jason Hord, Finance Officer/Planning Coordinator/Events Administrator Shelly Shockley, Deputy Clerk/Finance/HR Analyst Aubrey Smith, Sgt. John Austin, Deputy Chief Travis Barnhardt, Firefighter Josh Fox

**Call to Order:** Mayor Feather called the meeting to order at 4:31 p.m.

**1. Approval of the Agenda:**

Mayor Feather stated that Rufty-Holmes Senior Center had found another location in town for their lunch program so that item no longer needed to be addressed.

**ACTION:** Alderman Linker made a motion to approve the agenda with the item Rufty-Holmes Senior Center Lunch Club (Legion Building) removed. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

**2. Review of Proposed FY 2019-2020 Budget**

Mr. Smith stated that there had not been any changes since the last presentation.

Mayor Feather asked the total amount that would have to come out of General Funds to balance the budget. Mr. Smith replied none would be needed with the proposed budget.

Mayor Feather expressed concern with whether enough funds were being appropriated towards maintenance to cover large projects including parks, streets and sidewalks. He suggested looking at moving money from the General Funds to cover some of the projects that the maintenance team would be completing.

\*Alderman Costantino joined the meeting at 4:43 p.m.

There was discussion regarding funding large projects. The Board consensus was to compile a projects list at the July meeting. The list will include funding, who will complete the project and full details.

There was also Board consensus to move forward with having a master plan for parks completed so that grants could be obtained.

**ACTION:** Alderman Linker made a motion to adopt the proposed budget as presented with the tax rate of .4175. Alderman Cress seconded the motion. The motion passed with all in favor.

### **3. Adjournment**

**ACTION:** Alderman Costantino made a motion to adjourn the meeting. Alderman Linker seconded the motion. The motion passed with all in favor.

The meeting was adjourned at 5:02 p.m.

Respectfully Submitted,

*Aubrey Smith*

Deputy Clerk/Finance/HR Analyst



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
SPECIAL CALLED MEETING MINUTES  
Tuesday, June 25, 2019**

**Present:** Mayor Bill Feather, Mayor Pro Tem Jim LaFevers, Alderman Jim Costantino and Alderman John Linker

**Not Present:** Alderman Kim Cress

**Staff:** Interim Town Manager Larry Smith, Fire Chief/Maintenance Supervisor Jason Hord, Town Clerk/HR Officer Tanya Word, Finance Officer/Planning Coordinator/Events Administrator Shelly Shockley, Town Attorney Chip Short, Deputy Clerk/Finance/HR Analyst Aubrey Smith

**Call to Order:** Mayor Feather called the meeting to order at 4:00 p.m.

**1. Approval of the Agenda:**

**ACTION:** Mayor Pro Tem LaFevers made a motion to approve the agenda as presented. Alderman Costantino seconded the motion. The motion passed with all in favor.

**2. Budget Amendment #22 FD Grant - Computers and Monitors**

To transfer funds from Board Contingency Fund (01-4110-97) in the amount of \$2,751 to Maintenance Capital Outlay - Equipment (01-4340-55) for the purchase of computers and monitors.

**ACTION:** Alderman Costantino made a motion to adopt Budget Amendment #22 as presented. Alderman Linker seconded the motion. The motion passed with all in favor.

**3. Budget Amendment #23 Granite Lake Park Steps / Handrails**

To transfer funds from Fund Balance Appropriated (01-3991-99) in the amount of \$2,300 to Parks Maint & Repairs - Bldgs & Grounds (01-6130-24) for the addition of ADA-compliant handrails to the Granite Lake Park steps.

There was discussion regarding the type of handrails and how far they would extend. The version presented would be the style of those at the gazebo in a heavier material.

**ACTION:** Mayor Pro Tem LaFevers made a motion to proceed with Budget Amendment #23 with an updated amount not to exceed \$3,000 to extend the handrails to tie into the posts on the shelter. Alderman Costantino seconded the motion. The motion passed with all in favor.

#### **4. Closed Session 316 S Main St - Offer to Purchase**

##### **MOTION TO GO INTO CLOSED SESSION**

**ACTION:** Mayor Pro Tem LaFevers made a motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(5)(i), to instruct staff and negotiating agent about material terms of an Offer to Purchase town property. Alderman Linker seconded the motion. The motion passed with all in favor.

##### **MOTION TO LEAVE CLOSED SESSION**

**ACTION:** Mayor Pro Tem LaFevers made a motion to return to open session. Alderman Costantino seconded the motion. The motion passed with all in favor. The Board tabled the issue for discussion until July 8, 2019 but took no further action.

#### **5. Adjournment**

**ACTION:** Alderman Linker made a motion to adjourn. Alderman Costantino seconded the motion. The motion passed with all in favor.

The meeting was adjourned at 4:43 p.m.

Respectfully Submitted,

*Aubrey Smith*

Deputy Clerk/Finance/HR Analyst



# Town of Granite Quarry Fire Department

Established May 15<sup>th</sup>, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



## **Board Report June/2019 Chief Hord**

### Emergency Calls for Service April 2019

13 calls in district

- 8 - EMS (including strokes, falls, diabetic, CPR and other Medical needs)
- 2 - Service Call (non-emergency assistance)
- 2 – FD move ups in quarters for other departmental coverage
- 1- Structure Fire / No Fire, electrical short

8 calls to Salisbury

- 4 - Alarm/Structure calls
  - 3 – Cancelled en route
  - 1 – Working incident / Provided manpower for overhaul
- 2 – Motor Vehicle Accidents / Provided manpower to assist with securing vehicles
- 1 – Gas Leak / Staged on scene then released
- 1 – EMS / Provide patient care

6 calls to Rockwell Rural

- 3 – EMS – Manpower, Lifting assistance, and CPR
- 2 – Fire Alarms
  - 1 – Staged on the water supply
  - 1 – Cancelled prior to response
- 1 – Structure Fire – staged then released

5 calls to Union

- 2 – EMS / Provided patient care
- 2 - Fire Alarm / Cancelled en route
- 1 – Structure Fire (working incident) / fire attack, search, and overhaul

3 calls to South Salisbury – fire alarm activations

- 2 – Cancelled en route
- 1 – Staged then released

3 Calls to Rockwell City – fire alarm activations

- 1 – Assisted with investigation
- 1 – Staged in quarters
- 1 – Cancelled en route

2 Calls to Faith

- 1 service assignment
- 1 EMS call

1 Call to Liberty – EMS

**TOTAL – 41**

## **ACTIVITIES**

- Daily activities include apparatus & equipment checks, training, station maintenance, pre-plan development, hose and hydrant maintenance, water points, emergency response, public education, inspections and the assistance of other divisions within the Town of GQ.
- Our monthly training included E.M.T. continuing education. Joint Training with Faith F.D. and Rockwell Rural F.D.
- Multiple days of driver training, water point training and district familiarization with new members.
- Car Seat Check Station on Thursday from 1 p.m. to 4 p.m. – 3 seats installed/checked.
- 1 Station/Apparatus Tours (Nonscheduled / Walkup)
- Site Reviews and Business info updates with part-time and fulltime personnel.
- Thursday's communities in school lunch with GQ elementary school students.
- Hydrant Testing and maintenance throughout the entire town.

## **EQUIPMENT**

E-572 and E-573 had leaking discharge extensions replaced in house by staff.

Both engines once completed with maintenance had the pump and tank backflushed and cleaned.



## June 2019 Maintenance Report

- Park grounds and bathrooms cleaned weekdays
- Town limbs picked up 1<sup>st</sup> and 3<sup>rd</sup> week
- Various pot holes filled
- PM checks HVAC – Town Hall and Legion
- PM check on Baldor Generator
- Reported street light outages to Duke Energy
- Legion cleaned/mopped weekly
- Civic Park bridge painted
- Sprayed weeds at parks and right of ways
- Boom cutting with skid steer – continued
- Lowered lake level by removing overspill bricks
- Continued street signs
- PERC lists and requests – addressing
- Ordered rails for new steps at Lake Park
- Swept curbs and gutters on Hwy 52
- Completed event stage and stored at Byrd Rd. garage
- Mowed parks and right of ways weekly
- Painted, planted and trimmed town hall

2007 Ford Truck Mileage – 55,698	+616 miles
1990 Chevy Truck Mileage - 106,699	Odometer froze
1995 Ford Dump Truck Mileage – 35,718	+108 miles
2009 Ford Truck Mileage – 55,319	+1086 miles



**Planning Department Report  
For July 8, 2019 Board of Aldermen Meeting**

1. SECU
  - a. Ground-breaking held on 6/13/19
  - b. Grading and clearing has begun
  - c. Erosion control fences being installed
  
2. Planning Board
  - a. Met June 10, 2019
    - i. Joint meeting with Board of Aldermen to discuss Comprehensive Plan Update process
    - ii. Advised Planner to revise current plan, deleting outdated information for clarity
  - b. Will meet July 15 and discuss various code text amendments
  
3. Village at Granite
  - a. Work continues on roads, sewer, storm sewer, etc. on Phase 1
  - b. Plans submitted and approved for playground area
  - c. Our engineer continues to do site inspections with developer paying for this expense
  
4. Stoneglenn Subdivision
  - i. First review letter from our engineer delivered to developer. Developer's engineer and our engineer working to resolve all issues
  - ii. Several communications with developer concerning costs negatively impacting potential for project. Have offered to work with developer to reduce costs where possible.
  
5. Working on minor subdivision project at corner of Yadkin and Kern Streets
  - a. Subdividing 2-acre lot into five smaller lots for residential development
  
6. Conditional Use Permit requested for "Arcade" (electronic gaming) to occupy space behind M&K barbeque
  
7. Conditional Use permit requested for new owners of Sides Auto Sales on Hwy 52
  
8. Issued zoning permit for addition at Christiana Lutheran Church
  
9. Working on NCDOT Bike/Ped planning grant

10. Reviewed and commented on property at Main and Rowan Street
  - a. Discussed some limitations and requirements with developer
11. Several discussions with potential commercial developer for property across from East Rowan High School
12. Issued several zoning permits for new home construction on existing lots
13. Issued zoning permit for cell tower antenna replacement
14. Working on proposed Uniform Development Code and Code of Ordinance revisions:
  - a. Homeowners' Association text amendment (7/15/19)
  - b. Rear of Building improvements in downtown area (Presentation to Planning Board 7/15/19)
  - c. Table of Uses and Zoning Map revisions (Presentation to Planning Board 7/15/19)
  - d. Stormwater Management System preliminary text revision (Presentation to Planning Board 7/15/19)
  - e. Sidewalks (Presentation to Planning Board 8/12/19)
  - f. Merging Planning Board and Zoning Board of Adjustment (Presentation to Planning Board 8/12/19)
  - g. Signs
  - h. Minimum House Size
  - i. Multiple Street connections for large subdivisions
  - j. Motorized Bicycles in parks
  - k. Schedule of fees and clarification in Chpt. 11 on what fees will be billed to the developer
  - l. Fencing
  - m. Change of tenant on commercial rental property
15. IOM Enterprises
  - a. Work continues on Phase 1 at south end of existing building
16. Easter Creek
  - a. Submission for road to be accepted by Board of Aldermen for town maintenance will be coming to board soon (no further contact from developer)
17. Code Enforcement
  - a. Responded to numerous code enforcement complaints, many due to unmown grass
  - b. Several complaints on stormwater system failures, investigated and took action as determined it was needed
18. Miscellaneous
  - a. Attended NCDOT Complete Streets workshop



# Granite Quarry-Faith Joint Police Authority

P.O. Box 351 • 143 North Salisbury Ave, Granite Quarry, NC 28072  
Office: (704)279-2952 • Fax: (704)279-6648



## Police Department Report

### June 2019

- Call volume report for the month of June 2019:
  - Date of Report: 06/27/19
  - Total calls for service/activities - 250
  - Incident Reports- 15
  - Arrest Reports- 9
  - Crash Reports- 4
  - Traffic Citations- 9
  - See attached reports: Breakout of total calls for service between Townships.
  
- The following is the ending and average mileage for each vehicle by month:
  - 221- End- 57,500
  - 222- End- 58,360
  - 224- End- 56,554
  - 225- End- 44,901
  - 226- End- 25,359
  - 227- End- 37,690
  - 228- End- 18,840
  - 229- End- 23,966
  - 230- End- 6,548
  
- The average response time for June calls for service is 3.62 minutes.

# GQPD

## Number of Events by Nature

CFS June 2019 Faith

Nature	# Events
105A1 ANIMAL-LOST-STRAY-UNWANT	1
107B1 ASST OTHER AGENCY-ROUTIN	1
113C2 INTOXICATED/IMPAIRED	1
113D1 DISTURBANCE / PHYSICAL	1
114D1 PHYSICAL DOMESTIC	1
114D2 VERBAL DOMESTIC	1
115D1 DRIVING UNDER INFLUENCE	1
119B3 HARASS - PAST THREAT	1
129C1 SUSPICIOUS PERSON	2
130B2 VEHICLE LARCENY (PAST)	1
131B1 TRAFFIC ACCIDENT - PD	1
911 HANG UP	6
ASSIST MOTORIST	1
BURGLARY ALARM	1
BUSINESS OR HOUSE CHECK	18
DELIVER MESSAGE	1
GENERAL INFORMATION	1
MISDIAL	1
TRAFFIC CHECK	4
TRAFFIC STOP	10
<b>Total</b>	<b>55</b>

**GQPD****Number of Events by Nature**

CFS June 2019 Granite Quarry

<b>Nature</b>	<b># Events</b>
104D1 RESIDENTIAL BURG ALARM	1
104D2 COMMERCIAL BURG ALARM	3
104D4 BUSINESS HOLDUP/PANIC	1
110B2 PAST RESIDENTIAL B&E	2
110D2 RESIDENTIAL B&E	1
111B1 PAST DAMAGE TO PROPERTY	1
111D1 DAMAGE TO PROPERTY	2
113B2 OTHER NOISE COMPLAINT	2
113D1 DISTURBANCE / PHYSICAL	2
113D2 DISTURBANCE / VERBAL	2
114D1 PHYSICAL DOMESTIC	2
118B2 FRAUD-PAST FORGERY	1
118O2 FRAUD-INFORMATION	1
119B2 HARASS - PAST HARASSMENT	1
121O2 MENTAL COMMITMENT	1
123B1 MISSING PERSON	1
125B1 CHECK WELFARE - ROUTINE	2
129C1 SUSPICIOUS PERSON	8
129C3 SUSPICIOUS VEHICLE	7
129C5 SUSPICIOUS CIRCUMSTANCE	1
130B1 LARCENY (ALREADY OCC)	2
130D1 LARCENY	2
132C2 HAZARDOUS ROAD CONDITION	1
132O2 TRAFF COMP - INFORMATION	1
135C1 SHOTS FIRED (HEARD)	1
911 HANG UP	6
ASSIST FIRE DEPT	1
ASSIST MOTORIST	1
ATTEMPT TO LOCATE	1

Nature	# Events
BURGLARY ALARM	6
BUSINESS OR HOUSE CHECK	46
CHASE	1
COMMUNITY PROGRAM	2
DELIVER MESSAGE	6
DOMESTIC PROPERTY PICKUP	1
EVICTION	1
FOLLOWUP	12
GENERAL INFORMATION	3
MISDIAL	1
PARK CHECK	30
SUBPOENA SERVICE	3
TEST CALL PRI-3	1
TRAFFIC CHECK	2
TRAFFIC CONTROL	4
TRAFFIC STOP	11
VEHICLE ACCIDENT PROP DAMAGE	3
<b>Total</b>	<b>191</b>



# Finance Department

Breakdown of Departments:  
As of June 30, 2019

Department	Budgeted	YTD	% Used
Revenues:	\$2,360,864	\$2,346,550	99%
Total Revenues:	\$2,360,864	\$2,346,550	99%
Expenses:			
Governing Body	\$23,761.62	\$16,316.62	69%
Administration	\$479,590.16	\$457,726.09	95%
Maintenance	\$310,975.00	\$289,780.99	93%
Police Dept.	\$656,994.00	\$626,811.00	95%
Fire Department	\$437,357.00	\$441,749.00	101%
Sanitation/Environmental	\$178,000.00	\$163,782.00	92%
Parks & Recreation	\$54,284.00	\$40,404.31	74%
Total Expenses	\$2,140,962	\$2,036,570.01	95%

Please see the Budget Vs. Actual Report attached for specific line items

<b>Revenues:</b>				
<b>Disp Acct</b>	<b>Budget</b>	<b>YTD</b>	<b>Variance</b>	<b>Prcnt</b>
01-3100-12 Taxes - Budget Year	\$784,609	\$766,257	-\$18,352	98%
01-3100-17 Tax Penalties & Interest	\$5,000	\$4,078	-\$922	82%
01-3101-12 Taxes - Prior Years	\$12,000	\$11,423	-\$577	95%
01-3102-12 Vehicle Tax	\$85,000	\$111,384	\$26,384	131%
01-3230-31 Local Option Sales Tax	\$695,059	\$714,752	\$19,693	103%
01-3231-31 Solid Waste Disposal Ta	\$0	\$2,164	\$2,164	0%
01-3260-41 Privilege Licenses/Permi	\$350	\$390	\$40	111%
01-3261-31 Cable Franchise Tax	\$5,000	\$6,654	\$1,654	133%
01-3315-33 Fireman Retirement	\$300	\$0	-\$300	0%
01-3316-32 Powell Pave & Patch Fur	\$84,457	\$83,390	-\$1,067	99%
01-3322-31 Beer & Wine - State	\$14,000	\$13,364	-\$636	95%
01-3324-31 Utilities Franchise Tax	\$100,800	\$144,920	\$44,120	144%
01-3330-84 County First Responders	\$4,020	\$3,685	-\$335	92%
01-3340-41 Permits	\$1,200	\$1,330	\$130	111%
01-3411-89 Community Appearance	\$200	\$5	-\$195	3%
01-3413-89 Miscellaneous Revenue	\$6,100	\$466	-\$5,634	8%
01-3431-41 Police Authority Revenue	\$140,434	\$173,874	\$33,440	124%
01-3431-45 Police Report Revenue	\$100	\$135	\$35	135%
01-3431-89 Police Miscellaneous	\$1,500	\$1,748	\$248	117%
01-3471-51 Solid Waste Collection -	\$165,744	\$142,111	-\$23,633	86%
01-3491-41 Subdivision & Zoning Fe	\$2,000	\$3,000	\$1,000	150%
01-3613-41 Parks Miscellaneous	\$0	\$993	\$993	100%
01-3713-33 Sal. Water/Sewer Reimbt	\$50,000	\$132,000	\$82,000	264%
01-3831-89 Interest on Investments	\$2,145	\$11,916	\$9,771	556%
01-3833-89 Donations/Contributions	\$100	\$0	-\$100	0%
01-3834-41 Park Shelter Rentals (Mi	\$8,365	\$4,515	-\$3,850	54%
01-3835-80 Police Surplus Items Sol	\$1,500	\$0	-\$1,500	0%
01-3835-81 Surplus items Sold	\$2,000	\$2,524	\$524	126%
01-3837-31 ABC Net Revenue-Co.	\$10,000	\$9,471	-\$529	95%
01-3991-99 Fund balance Appropria	\$178,881	\$0	-\$178,881	0%
	<b>\$2,360,864</b>	<b>\$2,346,550</b>	<b>-\$14,314</b>	<b>99%</b>

\* See last page for breakdown of account# 01-3831-89 Interest on Investments

<b>Governing Body:</b>				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4110-02 Mayor/Alderman Salary	\$12,161	\$12,160	\$0	100%
01-4110-03 Mayor Expense	\$250	\$0	\$250	0%
01-4110-08 Board Expense	\$800	\$225	\$575	28%
01-4110-09 FICA Expense	\$931	\$930	\$1	100%
01-4110-40 Dues & Subscriptions	\$820	\$0	\$820	0%
01-4110-45 Insurance & Bonds	\$2,750	\$3,001	-\$251	109%
01-4110-97 Board Contingency	\$6,050	\$0	\$6,050	0%
	\$23,762	\$16,317	\$7,445	69%

<b>Administration:</b>				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4120-00 Salaries-Regular	\$194,100	\$200,858	-\$6,758	103%
01-4120-02 Salaries-Part Time	\$28,260	\$28,073	\$187	99%
01-4120-07 401K Expense	\$9,750	\$7,787	\$1,963	80%
01-4120-09 FICA Expense	\$16,800	\$16,463	\$337	98%
01-4120-10 Retirement Expense	\$14,550	\$9,060	\$5,491	62%
01-4120-11 Group Insurance	\$37,750	\$26,530	\$11,220	70%
01-4120-13 Unemployment Expense	\$3,540	\$3,540	\$0	100%
01-4120-18 Professional Services	\$15,400	\$12,833	\$2,567	83%
01-4120-22 Banquet Expense	\$1,500	\$1,365	\$135	91%
01-4120-26 Office Expense	\$10,000	\$6,855	\$3,145	69%
01-4120-29 Supplies & Equipment	\$200	\$187	\$13	93%
01-4120-31 Training & Schools	\$7,000	\$5,979	\$1,021	85%
01-4120-32 Telephone/Communications	\$3,200	\$3,519	-\$319	110%
01-4120-33 Utilites	\$3,600	\$3,611	-\$11	100%
01-4120-34 Printing	\$4,300	\$4,273	\$27	99%
01-4120-35 Maint/Repair Equipment	\$2,679	\$2,179	\$500	81%
01-4120-37 Advertising	\$2,500	\$2,027	\$473	81%
01-4120-40 Dues & Subscriptions	\$13,000	\$12,768	\$232	98%
01-4120-45 Insurance & Bonds	\$4,250	\$4,215	\$35	99%
01-4120-49 Visionary Projects	\$0	\$0	\$0	0%
01-4120-50 Community Projects	\$4,500	\$4,473	\$27	99%
01-4120-52 Cap Outlay-Computer	\$750	\$608	\$142	81%
01-4120-57 C.O. Land Purchase	\$1,233	\$1,232	\$1	99.93
01-4120-60 Contracted Services	\$33,245	\$33,202	\$43	100%
01-4120-62 Christmas Lights	\$9,083	\$9,082	\$1	99.99
01-4120-71 Debt Services - Principal	\$50,000	\$50,000	\$0	100%
01-4120-72 Debt Services - Interest	\$8,400	\$7,007	\$1,393	83%
	\$479,590	\$457,726	\$21,864	95%

<b>Maintenance:</b>				
<b>Disp Acct</b>	<b>Budget</b>	<b>YTD</b>	<b>Variance</b>	<b>Prcnt</b>
01-4190-00 Salaries - Regular	\$102,080	\$102,079	\$1	100%
01-4190-02 Salaries - Part-Time	\$30,470	\$29,688	\$782	97%
01-4190-07 401K Expense	\$4,950	\$5,241	(\$291)	106%
01-4190-09 FICA Expense	\$8,660	\$10,277	(\$1,617)	119%
01-4190-10 Retirement Expense	\$7,455	\$6,075	\$1,380	81%
01-4190-11 Group Insurance	\$22,000	\$23,035	(\$1,035)	105%
01-4190-20 Motor Fuel	\$5,500	\$5,633	(\$133)	102%
01-4190-21 Uniforms	\$1,500	\$1,366	\$135	91%
01-4190-24 Maint & Repairs Buildings & Ground	\$31,500	\$30,888	\$612	98%
01-4190-25 Maint & Repairs Trucks	\$2,900	\$2,852	\$48	98%
01-4190-26 Office Expense	\$100	\$0	\$100	0%
01-4190-29 Supplies & Equipment	\$7,000	\$6,514	\$486	93%
01-4190-31 Training & Schools	\$25	\$5	\$20	20%
01-4190-32 Telephone/Communications	\$1,000	\$788	\$212	79%
01-4190-33 Utilities	\$3,000	\$2,619	\$381	87%
01-4190-34 Printing	\$225	\$6	\$219	3%
01-4190-35 Maint & Repairs Equip	\$10,600	\$10,481	\$119	99%
01-4190-45 Insurance & Bonds	\$9,000	\$8,370	\$630	93%
01-4190-51 Tools & Light Equipment	\$2,500	\$2,403	\$97	96%
01-4190-53 C.O.Veteran Memorial	\$6,146	\$0	\$6,146	0%
01-4190-55 C.O. Equipment	\$20,847	\$20,262	\$586	97%
01-4190-60 Contracted Services	\$20,017	\$21,199	(\$1,182)	106%
01-4190-97 Maintenance Contingency Fund	\$13,500	\$0	\$13,500	0%
	\$310,975	\$289,781	\$21,194	93%

<b>Parks &amp; Rec:</b>				
<b>Disp Acct</b>	<b>Budget</b>	<b>YTD</b>	<b>Variance</b>	<b>Prcnt</b>
01-6130-24 Maint/Repair Bldg & Grounds	\$31,284	\$19,728	\$11,556	63%
01-6130-29 Supplies & Equipment	\$6,000	\$5,651	\$349	94%
01-6130-33 Utilities	\$14,000	\$12,283	\$1,717	88%
01-6130-60 Contracted Services	\$3,000	\$2,742	\$258	91%
	\$54,284	\$40,404	\$13,880	74%

<b>Environmental Protection:</b>				
<b>Disp Acct</b>	<b>Budget</b>	<b>YTD</b>	<b>Variance</b>	<b>Prcnt</b>
01-4710-33 Utilities (Street Lights)	\$36,000	\$30,085	\$5,915	84%
01-4710-64 Recycling	\$28,000	\$29,750	(\$1,750)	106%
01-4710-65 Garbage Services	\$114,000	\$103,947	\$10,053	91%
	\$178,000	\$163,782	\$14,218	92%

<b>Police Department:</b>					
Disp Acct	Budget	YTD	Variance	Prcnt	
01-4310-00 Salaries-Regular	\$334,000	\$335,276	-\$1,276	100%	
01-4310-02 Salaries-Part Time	\$33,100	\$24,811	\$8,289	75%	
01-4310-07 401K Expense	\$16,700	\$16,436	\$264	98%	
01-4310-09 FICA Expense	\$27,311	\$28,803	-\$1,492	105%	
01-4310-10 Retirement Expense	\$26,000	\$21,413	\$4,587	82%	
01-4310-11 Group Insurance	\$67,005	\$61,599	\$5,406	92%	
01-4310-20 Motor Fuel	\$18,000	\$16,001	\$1,999	89%	
01-4310-21 Uniforms	\$3,000	\$2,715	\$285	91%	
01-4310-25 Maint & Repair-Autos	\$6,000	\$4,812	\$1,188	80%	
01-4310-26 Office Expense	\$1,500	\$762	\$738	51%	
01-4310-29 Supplies & Equipment	\$8,050	\$6,638	\$1,412	82%	
01-4310-31 Training & Schools	\$1,800	\$874	\$926	49%	
01-4310-32 Telephone/Communications	\$7,000	\$5,892	\$1,108	84%	
01-4310-33 Utilites	\$3,000	\$1,284	\$1,716	43%	
01-4310-34 Printing	\$1,200	\$751	\$449	63%	
01-4310-35 Maint & Repair-Equipment	\$2,000	\$1,989	\$11	99%	
01-4310-40 Dues & Subscriptions	\$1,850	\$1,590	\$260	86%	
01-4310-45 Insurance & Bonds	\$17,900	\$17,795	\$105	99%	
01-4310-54 C.O. Motor vehicle fund	\$45,678	\$42,323	\$3,355	93%	
01-4310-55 C.O. Equipment	\$11,900	\$11,822	\$78	99%	
01-4310-60 Contracted Services	\$24,000	\$23,225	\$775	97%	
	\$656,994	\$626,811	\$30,183	95%	

<b>Fire Department:</b>					
Disp Acct	Budget	YTD	Variance	Prcnt	
01-4340-00 Salaries - Regular	\$103,292	\$104,760	-\$1,468	101%	
01-4340-02 Salaries - Part-Time	\$163,000	\$162,862	\$138	100%	
01-4340-07 401K Expense	\$5,176	\$5,537	-\$361	107%	
01-4340-09 FICA Expense	\$24,200	\$20,966	\$3,234	87%	
01-4340-10 Retirement Expense	\$7,765	\$6,516	\$1,249	84%	
01-4340-11 Group Insurance	\$23,500	\$24,676	-\$1,176	105%	
01-4340-17 Firemen's Pension Fund	\$2,620	\$1,080	\$1,540	41%	
01-4340-20 Motor Fuel	\$4,000	\$4,255	-\$255	106%	
01-4340-21 Uniforms	\$3,000	\$2,826	\$174	94%	
01-4340-25 Maint & Repairs-Trucks	\$12,000	\$7,527	\$4,473	63%	
01-4340-26 Office Expense	\$500	\$407	\$93	81%	
01-4340-29 Supplies & Equipment	\$20,000	\$19,995	\$5	100%	
01-4340-31 Training & Schools	\$2,000	\$715	\$1,285	36%	
01-4340-32 Telephone/Communications	\$3,000	\$3,538	-\$538	118%	
01-4340-33 Utilities	\$4,900	\$4,786	\$114	98%	
01-4340-34 Printing	\$700	\$396	\$304	57%	
01-4340-35 Maint. & Repairs-Equipmen	\$3,000	\$2,410	\$590	80%	
01-4340-40 Dues & Subscriptions	\$2,900	\$2,037	\$863	70%	
01-4340-45 Insurance & Bonds	\$14,000	\$28,542	-\$14,542	204%	
01-4340-55 C.O. Equipment	\$19,867	\$19,867	\$0	100%	
01-4340-60 Contracted Services	\$15,778	\$15,892	-\$114	101%	
01-4340-72 Debt Services - Interest	\$2,159	\$2,159	\$0	100%	
	\$437,357	\$441,749	-\$4,392	101%	

Interest on Investments by Month For FY 2018-2019														
Acct#	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	YTD	Balance
<b>Certificates of Deposits:</b>														
<b>237779</b>					432.13	418.18	432.13	432.13	390.28	432.13	418.18	432.13		\$ 250,431.38
<b>237809</b>					368.01	356.13	368	368.01	332.37	368.01	356.13	368.01		\$ 250,284.54
<b>77151</b>					24.97	24.16	24.96	355.02	331.99	367.59	355.73	367.59		\$ 250,000.95
<b>50261</b>					264.12	287.36	296.94	296.94	268.19	296.95	287.35	296.94		\$ 251,385.06
<b>51519</b>	22.98	23.74	23.74	22.97	23.74	133.03	212.42	212.42	191.85	212.41	205.57	212.41		\$ 250,000.00
	22.98	23.74	23.74	22.97	1112.97	1218.86	1334.45	1664.52	1514.68	1677.09	1622.96	1677.08	11,916	\$ 1,252,101.93
<b>Money Market Accounts:</b>														
														Balance
<b>19011</b>	95.38	244.17	112.76	137.07	135.21	87	60.37	33.24	36.82	35.65	39.23	33.3		\$ 86,833.81
<b>7545</b>	6.37	7.22	5.74	6.74		6.07	6.49	5.86	6.49	6.30	5.88	6.92		\$ 51,077.04
<b>3011186</b>	7.68	8.71	6.92	7.94	8.2	7.43	7.94	7.18	7.95	7.69	7.18	8.46		\$ 62,405.69
	109.43	260.1	125.42	151.75	143.41	100.5	74.8	46.28	51.26	49.64	52.29	48.68	1,214	\$ 200,316.54

Interest on Investment Account 01-3831-89 reflects interest from Certificates of Deposit Accounts only. Interest on Money Market Accounts remains in Money Market Accounts.

Total Interest Earned: \$ 13,129.60

Total Invested: \$ 1,452,418.47

**Agenda Item Summary**  
Regular Monthly Meeting  
July 8, 2019  
Agenda Item 3

Summary

Action Requested

**Citizen Comments**

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against

**Agenda Item Summary**  
Regular Monthly Meeting  
July 8, 2019  
Agenda Item 4

Summary

Action Requested

**Guests and Presentations**

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against

**Agenda Item Summary**  
Regular Monthly Meeting  
July 8, 2019  
Agenda Item 5

Summary

Movie in the Park/Slip N Slide – Saturday, July 13<sup>th</sup> @ 6:00 P.M. @ the Civic Park

Attachments

A. Flyer

Action Requested

**Town Events**

Motion Made By:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
Jim LaFavers	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Second By:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
Jim LaFavers	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
For:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
Jim LaFavers	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Against:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
Jim LaFavers	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
In case of tie:	
Mayor Bill Feather	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>



FAMILY FUN  
**MOVIE  
NIGHT**

# Slip and Slide & Movie In The Park

**FREE EVENT**

**Saturday, July 13th**

**6:00 pm Slip and Slide**

**Movie begins at Sundown**

**Civic Park 202 W. Peeler St.**

**Questions? 704-279-5596**



**Agenda Item Summary**  
Regular Monthly Meeting  
July 8, 2019  
Agenda Item 6

Summary

Interim Town Manager Larry Smith will update the Board on town goals.

Attachments

A. *Town Manager Monthly Report*

Action Requested

**Town Manager Update**

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against

**Town of Granite Quarry**  
**Interim Town Manager's Report**  
**July 2019**



**Town Goals Update**

We've added a lot to the immediate plate of things to handle / projects to tackle. Attached is a "quick-glance" snapshot of our original goals from February, along with some of the goals we've added since that have imminent or critical deadlines as well.

As you can probably surmise just from the *quick-glance*, there are more "top priorities" than we have current staff and resources to actually accomplish. Below is roughly how we're prioritizing the workloads currently. If you see something we can (or should) reconsider, please let me know so we can discuss and refine Board direction.

1. Daily Operations.  
Budget enactment / personnel management; ongoing developments of SECU, Village at Granite, and Granite Industrial Park; assisting staff with training, events and committee meetings, office coverage, phone calls & drop-ins. These administrative workloads have been up dramatically this past month.
2. FEMA grant – Granite Lake Park. **Deadline critical**.  
Project timeline development, budgeting, administration.
3. Industrial Development Grant – Granite Industrial Park. **Deadline critical**.
4. US 52 Repaving / Sidewalk Discretionary Funds. **Deadline critical**.
5. Planning / Code Enforcement. **Deadline critical**.  
Recruiting, interviewing, hiring, and training will take time, but will offer at least some assistance / administrative relief immediately upon hire.
6. NCDOT Bicycle & Pedestrian Planning Grant. **Deadline imminent** (must be completed by 8/2).
7. 316 S Main Street ("Main & Rowan") – Property Sale. **Deadline imminent** (Offer To Purchase).
8. Recodification of Ordinances. **Deadline imminent** to complete process within FY19-20.
9. Town Hall Information Sign. **Deadline imminent** (project already underway).
10. Granite Lake Park steps. **Deadline imminent** (project already underway).
11. Comprehensive Plan. **Deadline flexible** (being shifted to focus time & resources on above).
12. Byrd Property: Plaque. **Deadline flexible** ("before September 2019").

13. Town Hall Renovation Upgrades. *Deadline flexible*. Maintenance is bearing most all of the legwork pretty manageably for now.
14. Well House property – Property Sale. *Deadline flexible*. Shifted to focus time on above.
15. Parks & Recreation: 5-year / Master Plan. *Project scope/timelines still need to be determined*.
  - A. Events – “add \$2k”. Completed, adopted in budget.
  - B. Tennis Courts. Needs to be incorporated in Master Plan.
16. Town Square Project. *Project scope/timelines still need to be determined*.
17. Fire truck refurbishment.
18. Maintenance F350 Purchase.
19. PD Staffing Increase: Two Full Time Patrol Officers.
20. PD Patrol Vehicle Purchase.
21. Streets / Sidewalk Campaign. *Amended 6/2019 to re-discuss scope during FY19-20*.
22. Faith Road – Bike Park Lease / Use Agreement. *Added 6/2019*.

**Town Development**

Please see the Planner’s report for more detail. In general operationally, we’ve been working to address development and code enforcement feedback (what we can we do to improve timeliness, costs, and proactivity, respectively). Brief synopsis of town development:

**State Employees Credit Union.** Rough grading underway. Erosion control in progress.

**Village at Granite.** Phase I infrastructure continues. Plans for playground area approved.

**Stoneglen.** Developer and Town engineers working together to try to resolve plan & requirement conflicts.

**IOM Enterprises.** Phase I work to south end of building continues to progress.

**Christiana Evangelical Lutheran Church.** Addition approved.

**Granite Industrial Park.** Grant application was submitted last month. Running behind on project administration. Finance & Manager researching the necessary project ordinance and reviews we’ll need approved before we can start. Building 1 is still drawing active interest.

**US 52 through downtown / discretionary funds.** Have researched the process, rough-sketches curb cut & street needs, secured preliminary engineering estimate, scheduled Division Engineer to meet with us and advise on the rest.

<b>Lake Park Steps.</b> Invoicing is complete; handrails ordered.	<u>Original project cost</u>	<u>Final</u>
	\$ 2,500	\$ 4,900

GOAL	DEPARTMENT	PRIMARY	TARGET DATE	BOARD PRIORITY ASSIGNMENT	ADMINISTRATIVE PRIORITY <i>(in order to accomplish)</i>	PERCENT COMPLETE		PROJECTED COST	ACTUAL COST
FEMA Grant - Granite Lake Park	Maintenance	Staff		No Priority Assigned	<i>Deadline Critical</i>	20%	Project development, budgeting, administration	\$ 437,793.00	
State Utility Fund grant: utilities extension at industrial park	Economic Dev <sup>3</sup>	Mayor, Manager		High	<i>Deadline Critical</i>	15%	Project development, budgeting, administration	\$ 277,800.00	
Sidewalks Downtown 52 w. No State Discretionary Funds	Administration <sup>7</sup>	Staff, Mayor		Low High	<i>Deadline Critical</i>	5%	Amended with news of FY19-20 US 52 paving schedule	\$ 560,000.00	
Code Enforcement	Administration <sup>5</sup>	Larry, Steve		High	<i>Deadline Critical</i>	15%	Recruiting, hiring, training position. CAC resuscitation.	\$ 32,217.00	
NCDOT Bicycle and Pedestrian Planning Grant	Planning	Steve	8/2/19	No Priority Assigned	<i>Deadline Imminent</i>	5%	Added 6/2019	\$ 3,500.00	
316 S Main St - Property Sale	Administration	Larry, Realtor		No Priority Assigned	<i>Deadline Imminent</i>	25%	Offer To Purchase in process; if successful, upset bid		
Recodification of Ordinances <sup>4</sup>	Administration <sup>4</sup>	Tanya	6/30/20	High	<i>Deadline Imminent</i>	0%	Deadline imminent to complete entire process FY19/20	\$ 11,950.00	
Town Hall Informational Sign	Administration	Shelly	9/27/19	High	<i>Deadline Imminent</i>	85%	Project already underway	\$ 26,000.00	
Lake Park Steps	Parks & Rec	Chief Hord	4/30/19	High	<i>Deadline Imminent</i>	90%	Project already underway	\$ 2,500.00	\$ 4,900.00
Comprehensive Land Use Plan	Planning	Steve	7/8/19	Med.	<i>Deadline flexible</i>	65%	Deadline shifted to focus time & resources on above	\$ 25,000.00	
Town Properties Overview - "Byrd Property"	Administration	Larry, Chief Hord		No Priority Assigned	<i>Deadline flexible</i>	90%	Plaque "before September 2019"		
Town Hall Renovation Upgrades	Administration <sup>6</sup>	Larry		High	<i>Deadline flexible</i>	15%	Amended 6/2019	\$ 15,000.00	
"Well House" Property - Property Sale	Administration	Larry		No Priority Assigned	<i>Deadline flexible</i>	10%	Shifted to focus time on above		
Create 5-year Plan / Master Plan <sup>2</sup>	Parks & Rec <sup>2</sup>	PERC Comm	2/3/20	No Priority Assigned		5%	Project scope/timelines still need to be determined	\$ 20,000.00	
Town Square (amended 6/2019: consider w Town Hall upgrades)	Revitalization	Revitalization, Larry		High		5%	Project scope/timelines still need to be determined	\$ 40,000.00	
Fire Truck Refurbishment	Fire	Chief Hord		Med.		20%		\$ 50,000.00	
Maintenance F350 - Authorization to Purchase	Maintenance	Chief Hord		High		60%		\$ 30,000.00	
Patrol Staffing Increase: Two Full Time Patrol Officers	Police	Chief Cook		Med.		15%		\$ 61,815.00	
Patrol Vehicle Replacement - Authorization to Purchase	Police	Chief Cook		High		25%		\$ 41,000.00	
Sidewalk Repair/Street Paving	Maintenance	Chief Hord	4/1/19	High		10%	Amended 6/2019 to re-discuss scope during FY19-20	\$ 42,000.00	
Faith Road Property - Bike Park Lease / Use Agreement	Administration	Larry		No Priority Assigned		50%	Added 6/2019		
Tennis Courts <sup>2</sup>	Parks & Rec <sup>2</sup>	Chief Hord		Low		0%	Needs to be incorporated into Master Plan	\$ 30,000.00	
Two Monitors for Board Room	Administration	Chief Hord	6/30/19	High	<i>Completed</i>	100%		\$ 2,500.00	\$ 2,178.89
F350 Snow Plow	Maintenance	Chief Hord	N/A	Low	<i>Completed</i>	100%		\$ 8,000.00	\$ -
Dump Trailer	Maintenance	Chief Hord		Med.	<i>Completed</i>	100%		\$ 9,000.00	\$ 8,751.00
Recycling / Solid Waste Contracts	Administration	Larry		No Priority Assigned	<i>Completed</i>	100%		\$ -	\$ -
Budget more for events if possible <sup>2</sup>	Parks & Rec <sup>2</sup>	PERC Comm		No Priority Assigned	<i>Completed</i>	100%		\$ 3,000.00	\$ 2,000.00
Town Properties Overview - 2400 Faith Rd	Administration	Larry		No Priority Assigned	<i>Completed</i>	100%		\$ -	\$ -

**Agenda Item Summary**

Regular Monthly Meeting

July 8, 2019

Agenda Item 7a

Summary

Attached is a draft project schedule for recruitment of a permanent Town Manager along with cost estimates from six (6) search firms.

- We will start the process July 15<sup>th</sup> with a completion time somewhere between October 7<sup>th</sup> – 10<sup>th</sup>.

Attachments

- A. Draft Project Schedule (to be revised as needed)
- B. Search Firm listing with cost estimates

Recommendation

Staff recommends CCOG as the firm to conduct the search because they are most economical and would be more suitable for a town our size.

Action Requested

1. Motion to set and accept a timetable for completion.
2. Motion to enter into contract with selected search firm to begin the process for hiring a permanent Town Manager.

**Town Manager Process/  
Charter Discussion**

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against

## **Draft Project Schedule (to be revised)**

### **PHASE I: NEEDS ASSESSMENT / INFORMATION GATHERING**

- July 15<sup>th</sup>:** Selected firm begins working with the Town to understand the work environment, the *Town Manager* position and the current / upcoming challenges.
- July 16<sup>th</sup>:** Selected firm begins drafting the position description and recruitment profile for publications and prospective candidates.
- July 22<sup>nd</sup>:** Selected firm submits the draft of the full recruitment profile to the Town for its review. Comments will be due back by July 31st.

### **PHASE II: RECRUITING**

- July 26<sup>th</sup>:** Selected firm begins networking, distributes and posts the full recruitment profile on its website, and submits it to the appropriate publications. MS begins pre-screening the candidates.
- August 16<sup>th</sup>:** Closing date for submission of applications. Selected firm reports the results of the recruitment.
- August 23<sup>rd</sup>:** Forwards the preliminary candidate report and materials to the Town including the candidates' resumes, cover letter and recommended 10-12 First-round candidates.

### **PHASE III: SCREENING, REFERENCE CHECKS AND CREDENTIAL VERIFICATION**

- August 23<sup>rd</sup>:** Selected firm begins pre-screening all First-round candidates using Internet / newspaper archives and candidate writing sample.
- September 6<sup>th</sup>:** Selected firm submits pre-screening report & reviews the First-round candidate's qualifications with the Town. 6-8 Semi-finalists are selected for background checks.
- September 9<sup>th</sup>:** Comprehensive background checks begin.
- September 27<sup>th</sup>:** Selected firm forwards complete pre-screening background checks and candidate profiles to the Town for its review and discussion w/ Consultant.
- October 1<sup>st</sup>:** Town selects / confirms finalists.

### **PHASE IV: INTERVIEW PROCESS COORDINATION AND SELECTION**

- October 7<sup>th</sup> – 10<sup>th</sup>:** Finalist Interviews with a panel that consists of Mayor, Town Board, HR Director and any other personnel the Town deems appropriate. Town Board selects its new *Town Manager*.

### **PHASE V: TRANSITION ASSISTANCE & WARRANTY**

- Post-Selection:** Consultants will serve as a resource in the effective transition of the candidate into employment with the Town.

<b>Search Firm</b>	<b>Price</b>
<b>CCOG</b>	\$6000
<b>Slavin Management Consultants</b>	\$15,065
<b>Developmental Associates, LLC</b>	\$16,500
<b>Municipal Solutions</b>	\$18,900
<b>The Novak Consulting Group</b>	\$22,000
<b>Colin Baenziger &amp; Associates</b>	\$26,500

**Agenda Item Summary**  
Regular Monthly Meeting  
July 8, 2019  
Agenda Item 7b

Summary

Committee members may report on any activities of the past month:

- Revitalization Team  
Aldermen Costantino and Linker
- Parks, Events, and Recreation Committee  
Mayor Pro-Tem LaFevers, Alderman Cress

Action Requested

**Committee Updates**

Motion Made By:

- Jim Costantino   
Kim Cress   
Jim LaFevers   
John Linker

Second By:

- Jim Costantino   
Kim Cress   
Jim LaFevers   
John Linker

For:

- Jim Costantino   
Kim Cress   
Jim LaFevers   
John Linker

Against:

- Jim Costantino   
Kim Cress   
Jim LaFevers   
John Linker

In case of tie:

Mayor Bill Feather

- For   
Against

**Agenda Item Summary**

Regular Monthly Meeting

July 8, 2019

Agenda Item 8a

**ADP Payroll Study**

Summary

The Finance Department would like to recommend the use of ADP's services for the Town of Granite Quarry's payroll. During the first year (promotional period), including Setup and Discounts our investment will be \$4,803.00. The Annual Investment thereafter will be \$4,701.00. Last year, Fiscal year 18-19, the Town spent over \$12,000 on payroll services through Paylocity. This would be an immediate savings of over \$7,000 to the Town.

We believe this will be the most cost effective and the best use of employee time, while ensuring that payroll taxes, deductions, and garnishments are accurate, and time sensitive reports are filed accordingly.

Attachment

*A. Proposal from ADP*

Action Requested

***Staff recommends the Board approve the use of ADP for payroll services to the Town of Granite Quarry.***

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against



July 2, 2019

### **ADP Proposal:**

The Finance Department would like to recommend the use of ADP's services for the Town of Granite Quarry's payroll. During the first year (promotional period), including Setup and Discounts our investment will be \$4,803.00. The Annual Investment thereafter will be \$4,701.00. Last year, Fiscal year 18-19, the Town spent over \$12,000 on payroll services through Paylocity. This would be an immediate savings of over \$7,000 to the Town.

Electronic Time Sheets: Hourly employees will be able to use an online timesheet to track their time using either desktop log in or mobile app. Time sheets will go to department heads for approval. Once approved, after review, I can upload time sheets directly into ADP's portal to eliminate the manual key of hours.

Sick Time and Vacation Time will be automatically accrued based on employee type or status. Since Maintenance and Administration follow an 80 hour pay period, comp time accruals within those departments are simple. The Police and Fire Departments earn comp time after 85.5 hours and 106 hours respectively. Once these rules are set up within ADP's Workforce Now Time and Attendance, comp time will also be automatically computed. ADP uses a parameter-driven, rules-based engine that accommodates complex pay policies, such as multiple pay codes, rounding rules, overtime calculations, and multiple wage rates.

Payroll Taxes are automatically computed and withheld. Deductions are set up pre-tax and post-tax, depending on the type of deduction. Garnishments are also handled through ADP. Agency checks will be sent out on our behalf for Garnishments and Taxes. State Retirement and 401(k) reports can be uploaded to Orbit and Prudential's sites for ease of payment, or we can opt to have ADP remit those payments as well.

ADP prepares, files, and deposits federal, regional, and local taxes, while also issuing the required monthly reporting to relevant tax authorities. ADP also responds to associated inquiries from any tax agency. ADP will handle the Town's year-end requirements, including direct reporting to the proper taxing authorities and statements of deposits and filings, such as Quarterly Tax Reports, W2's, 1099s and more.

ADP Workforce Now includes an extensive library of standard reports that are preconfigured and easy to run. This allows for easy transmission of Payroll data through an imported report that is built custom to our Finance Software.

Staff recommends that the Board of Aldermen approve the use of ADP for payroll services to the Town of Granite Quarry. I believe this will be the most cost effective and the best use of employee time, while ensuring that payroll taxes, deductions, and garnishments are accurate, and time sensitive reports are filed accordingly.

Thank you.  
Shelly Shockley, Finance Officer

**AGENDA ITEM SUMMARY**  
**CODE OF ORDINANCES CLEANUP**  
**ARTICLES IX, X, XI**  
**Agenda Items 8b/8c/8d**  
**Regular Monthly Meeting**  
**July 8, 2019**



As part of the Recodification process and other goals, we have continued reviewing the Codes. Overview of Ordinance Amendments 2019-01 through 2019-04 [and the current Code of Ordinances Master Copy (Articles IX X, XI)]:

1. **Article IX. – ORDINANCE NO. 2019-03**

NC General Statutes authorize a town to create a Parks & Recreation Commission to operate its parks and recreation, OR to operate it as a town department as in our current Council-Manager form of government.

Article IX was formerly the “Parks & Recreation Commission” under GQ’s Council-Mayor form of government.

In the switch to a Council-Manager form of government, the Town adopted an ordinance amendment for the current “Parks, Events, and Recreation Committee”. While that was supposed to replace Article IX, due to clerical error it was labeled and adopted under the same Article and Section #s of the CAC’s Article X.

2. **Article X - ORDINANCE NO. 2019-04**

*(Sections 2-186 through 2-191) was originally adopted & supposed to remain:*

*“Article X. Community Appearance Commission”*

3. **Article XI.- ORDINANCE NO. 2019-05**

The Revitalization Team was later adopted as Article XI.

Over the course of these separate ordinance amendments:

- A common ordinance format (e.g., section numbering, verbiage) wasn’t used.
- Common term expirations weren’t used (staggering of appointments helps to ensure some continuity of experience on each committee at any given time).
- Some things that are simply “Rules of Procedure” were adopted as formal Town Code.
- In practice, the more people who want to attend meetings and help out on projects is both awesome and completely encouraged.

To not violate open meetings law, the majority of the appointed membership of a body has to be present to even open or hold those meetings. It’s therefore advisable to keep actual *membership appointments* to a manageable number, and then allow everyone else to be liaisons or staff / technical support.

If Board members wish to continue being appointed to certain committees, the Mayor or Board could simply make those appointments as *liaisons* instead of *members* to alleviate any issues toward counting as a quorum (except 3 or more Aldermen at any committee meeting would still count as a quorum of the BOA itself of course).

ORDINANCE NO. 2019-03

AN ORDINANCE OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA,  
AMENDING THE CODE OF ORDINANCES CHAPTER 2, ARTICLE IX PARKS,  
EVENTS, AND RECREATION COMMITTEE, SECTIONS 2-166 THROUGH 2-185

BE IT ORDAINED by the Board of Aldermen of the Town of Granite Quarry, North Carolina as follows:

Section 1. That Chapter 2, Article IX: Sections 2-166 through 2-185 be amended as follows:

~~Sec. 2-186 Created (5/2/05)~~ **Sec. 2-166 Establishment; Composition**

~~A Parks, Events, and Recreation Committee is hereby created.~~

**There is hereby created and established the Parks, Events, and Recreation Committee, hereinafter referred to as "Committee", composed of seven members appointed by the Board of Aldermen.**

~~Sec. 2-187 Composition~~ **Sec. 2-167 Membership Qualification and Terms of Office**

~~The Parks, Events, and Recreation Committee shall be composed of at least seven members approved by the Board of Aldermen.~~

~~A majority vote of members present shall be necessary to take any official action on behalf of this committee.~~

- (1) All members shall be residents of the town's planning and zoning jurisdiction at the time of appointment.**
- (2) Where possible, appointments shall be made in such a manner as to maintain on the Committee at all times a majority of members who have had training or experience in grounds or facility planning and maintenance, events planning, parks and recreation programming, city planning, or a related field.**
- (3) Initially members shall be appointed for three-year staggered terms, expiring on July 31 of the appropriate term of appointment. All subsequent appointments, except to fill a vacancy, shall be for three-year terms.**
- (4) Membership is voluntary. Members may be reappointed for successive terms.**

~~Sec. 2-188 Appointment of Officers; Term of Office~~

~~A Chairperson and Co-Chairperson of the Parks, Events, and Recreation Committee shall be appointed by a majority vote of the committee members.~~

~~Elections shall be held for these positions before August 31<sup>st</sup> of each year. Each position will serve a 1-year term.~~

~~The Events Coordinator of the Town of Granite Quarry shall act as Clerk to the committee. The Secretary shall maintain a record of the committee member's attendance, its actions, findings and recommendations.~~

**Sec. 2-189 Membership; Qualifications**

~~All members shall be residents of the town's planning and zoning jurisdiction. Membership is voluntary, to be renewed each subsequent year.~~

**Sec. 2-190 Meetings**

~~Meetings will be held on an as-needed basis according to the project / event needs of the Town of Granite Quarry.~~

~~**Sec. 2-191**~~ **Sec. 2-168 Powers and Duties**

The Committee shall have the following powers and duties:

- (1) To initiate, promote, and assist in the implementation of programs / events beneficial to the citizens of Granite Quarry and promote a sense of community in the town.
- (2) To seek and coordinate the activities of individuals, agencies and organizations, public and private, whose plans, activities and programs ultimately affect the citizens of Granite Quarry.

**Sec. 2-169 through 2-185. Reserved**

**Section 2.** That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict, and that this ordinance shall be effective from the date of its passage.

*Adopted this, the 8<sup>th</sup> day of July, 2019.*

---

William D. Feather, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

---

Tanya Maria Word, CMC  
Town Clerk

---

Carl M. Short  
Town Attorney

**Parks, Events, and Recreation Committee - Existing**

Term Exp	Name	Address	Phone	Phone Alt	Email	Appointed
7/31/2019	Alice LaFevers - Chair	424 Delara Circle, Salisbury, NC 28146	704-245-5565		<a href="mailto:jlafevers@live.com">jlafevers@live.com</a>	
7/31/2019	Matt Peeler	602 W Peeler St, Salisbury, NC 28146	704-279-9154		<a href="mailto:peelerm@windstream.net">peelerm@windstream.net</a>	
7/31/2019	Ranita Peeler	602 W Peeler St, Salisbury, NC 28146	704-213-1502		<a href="mailto:peelerm@windstream.net">peelerm@windstream.net</a>	7/6/15
7/31/2019	Robert Anderson	1208 Juniper St, Salisbury, NC 28146	704-213-1996		use mailing address	
7/31/2019	Jessica McGuire	1129 Juniper Street, Salisbury, NC 28146	203-515-5057		<a href="mailto:Jmcguire5209@yahoo.com">Jmcguire5209@yahoo.com</a>	11/5/18
7/31/2019	Faye Harper	1325 Stonewyck Dr, Salisbury, NC 28146	704-279-6473		use mailing address	
7/31/2019	Phyllis Fisher	977 N Salisbury Ave, Granite Quarry, NC 28146	704-279-2233		<a href="mailto:phyllis@carolina.rr.com">phyllis@carolina.rr.com</a>	3/4/19
	Lindsey Eller	1017 N Salisbury GQ Ave, Granite Quarry, NC 28146	704-754-6391		<a href="mailto:lindseytate08@gmail.com">lindseytate08@gmail.com</a>	5/6/19
<b>Board of Aldermen Appointments:</b>						
12/2021?	Kim Cress	717 Weldon Lane, Granite Quarry, NC 28072	704-279-8024		<a href="mailto:kcress@granitequarrync.gov">kcress@granitequarrync.gov</a>	12/4/17
12/2021?	Jim LaFevers, Mayor Pro-Tem	424 Delara Circle, Salisbury, NC 28146	704-245-5873		<a href="mailto:jlafevers@granitequarrync.gov">jlafevers@granitequarrync.gov</a>	12/4/17
12/2019?	Mayor Bill Feather	135 Kerns St, Granite Quarry, NC 28072	704-212-2808		<a href="mailto:wfeather@granitequarrync.gov">wfeather@granitequarrync.gov</a>	Art II, Sec 2-21
	<i>(Ex-officio member of all committees per Art II, Sec 2-21)</i>					
<b>Staff Support:</b>						
	Shelly Shockley	143 N Salisbury Ave Granite Quarry, NC 28072	704-279-5596		<a href="mailto:office@granitequarrync.gov">office@granitequarrync.gov</a>	
	Aubrey Smith	143 N Salisbury Ave Granite Quarry, NC 28072	704-279-5596		<a href="mailto:admin@granitequarrync.gov">admin@granitequarrync.gov</a>	

**Parks, Events, and Recreation Committee - Proposed**

Term Exp	Name	Address	Phone	Phone Alt	Email	Appointed
<b>7/31/2020</b>	Alice LaFevers - Chair	424 Delara Circle, Salisbury, NC 28146	704-245-5565		<a href="mailto:jlafevers@live.com">jlafevers@live.com</a>	
liaison?	Matt Peeler	602 W Peeler St, Salisbury, NC 28146	704-279-9154		<a href="mailto:peelerm@windstream.net">peelerm@windstream.net</a>	
<b>7/31/2020</b>	Ranita Peeler	602 W Peeler St, Salisbury, NC 28146	704-213-1502		<a href="mailto:peelerm@windstream.net">peelerm@windstream.net</a>	
<b>7/31/2021</b>	Robert Anderson	1208 Juniper St, Salisbury, NC 28146	704-213-1996		use mailing address	
<b>7/31/2021</b>	Jessica McGuire	1129 Juniper Street, Salisbury, NC 28146	203-515-5057		<a href="mailto:Jmcguire5209@yahoo.com">Jmcguire5209@yahoo.com</a>	11/5/18
<b>7/31/2022</b>	Faye Harper	1325 Stonewyck Dr, Salisbury, NC 28146	704-279-6473		use mailing address	
<b>7/31/2022</b>	Phyllis Fisher	977 N Salisbury Ave, Granite Quarry, NC 28146	704-279-2233		<a href="mailto:phyllis@carolina.rr.com">phyllis@carolina.rr.com</a>	3/4/19
<b>7/31/2022</b>	Lindsey Eller	1017 N Salisbury GQ Ave, Granite Quarry, NC 28146	704-754-6391		<a href="mailto:lindseytate08@gmail.com">lindseytate08@gmail.com</a>	5/6/19
<b>Board of Aldermen Liaisons:</b>						
	Kim Cress	717 Weldon Lane, Granite Quarry, NC 28072	704-279-8024		<a href="mailto:kcress@granitequarrync.gov">kcress@granitequarrync.gov</a>	12/4/17
	Jim LaFevers, Mayor Pro-Tem	424 Delara Circle, Salisbury, NC 28146	704-245-5873		<a href="mailto:jlafevers@granitequarrync.gov">jlafevers@granitequarrync.gov</a>	12/4/17
	Mayor Bill Feather	135 Kerns St, Granite Quarry, NC 28072	704-212-2808		<a href="mailto:wfeather@granitequarrync.gov">wfeather@granitequarrync.gov</a>	Art II, Sec 2-21
	<i>(Ex-officio liaison of all committees per Art II, Sec 2-21)</i>					
<b>Staff Support:</b>						
	Shelly Shockley	143 N Salisbury Ave, Granite Quarry, NC 28072	704-279-5596		<a href="mailto:office@granitequarrync.gov">office@granitequarrync.gov</a>	
	Aubrey Smith	143 N Salisbury Ave, Granite Quarry, NC 28072	704-279-5596		<a href="mailto:admin@granitequarrync.gov">admin@granitequarrync.gov</a>	

ORDINANCE NO. 2019-04

AN ORDINANCE OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA,  
AMENDING THE CODE OF ORDINANCES CHAPTER 2, ARTICLE X COMMUNITY  
APPEARANCE COMMISSION, SECTIONS 2 -186 THROUGH 2-191

BE IT ORDAINED by the Board of Aldermen of the Town of Granite Quarry, North Carolina as follows:

**Section 1.** That Chapter 2, Article X, Sections 2-186 through 2-191 be amended as follows:

**Sec. 2-186 Establishment; Composition**

There is hereby created and established the town Community Appearance Commission, hereinafter referred to as ~~the Commission~~ **“Commission”**, composed of ~~thirteen (13)~~ **seven** members appointed by the Board of Aldermen. ~~All members shall be residents of the town's planning and zoning jurisdiction at the time of appointment.~~

**Sec. 2-187 Membership Qualification and Terms of Office**

- (1) **All members shall be residents of the town's planning and zoning jurisdiction at the time of appointment.**
- (2) Where possible, appointments shall be made in such a manner as to maintain on the Commission at all times a majority of members who have had special training or experience in a design field, such as architecture, landscape design, horticulture, city planning, or a closely related field.
- (3) Initially, members shall be appointed for three-year staggered terms, **expiring on July 31 of the appropriate term of appointment.** All subsequent appointments, except to fill a vacancy, shall be for three-year terms.
- (4) Members of the Commission shall serve without pay but may be reimbursed for actual expenses incidental to the performance of their duties within the limits of funds available to the Commission.

**Sec. 2-188 Organization:**

- ~~(A) The Community Appearance Commission, within 30 days of its appointment, shall meet and elect a Chairperson, a Vice chairperson and a secretary; the latter officer need not be a member of the Commission. It shall also adopt bylaws to govern the conduct of its business.~~
- ~~(B) The Commission shall maintain a record of its member's attendance, its actions, findings and recommendations; which records shall be open to the public.~~
- ~~(C) A quorum of seven members shall be necessary to take any official action authorized required by this division.~~

~~Sec. 2-189.~~ **Sec. 2-188 Powers and Duties**

The ~~Community Appearance Commission~~ **Commission** shall have the following powers and duties:

- (1) To make studies of the visual characteristics and problems of the town, including surveys and inventories of an appropriate nature, and to recommend standards and policies of design for the entire area, any portion or neighborhood thereof, or any project to be undertaken.
- (2) To initiate, promote and assist in the implementation of programs of general community beautification in the town.
- (3) To seek to coordinate the activities of individuals, agencies and organizations, public and private, whose plans, activities and programs bear upon the appearance of the town.
- (4) To provide leadership and guidance in matters of area or community design and appearance to individuals, and to public and private organizations and agencies.
- (5) To prepare both general and specific plans for the improved appearance of the town. These plans may include the entire area or any part thereof, and may include private as well as public property. The plans shall set forth desirable standards and goals for the aesthetic enhancement of the town or any part thereof within its area of planning and zoning jurisdiction, including public ways and areas, open spaces, and public and private buildings and projects.
- (6) To request from the proper officials of any public agency or body, including agencies of the state and its political subdivisions, its plans for public buildings, facilities, or projects to be located within the town or its area of planning and zoning jurisdiction.
- (7) To review these plans and to make recommendations regarding their aesthetic suitability to the appropriate agency, or to the Planning Board or the Board of Aldermen. The Commission shall review all plans in a prompt and expeditious manner, and all recommendations of the Commission with regard to any public project shall be made in writing. Copies of the recommendation shall be transmitted promptly to the Planning Board or the Board of Aldermen.
- (8) To formulate and recommend to the Board of Aldermen the adoption or amendment of ordinances, including the zoning ordinances, subdivision regulations, and other local ordinances regulating the use of property that will, in the opinion of the Commission, serve to enhance the appearance of the town and its surrounding areas.
- (9) To direct the attention of town officials to needed enforcement of any ordinance that may in any way affect the appearance of the town.
- (10) To seek voluntary adherence to the standards and policies of its plans.
- (11) To enter, in the performance of its official duties and at reasonable times, upon private lands, with the property owner's permission, and make examinations or surveys.
- (12) To promote public interest in and an understanding of its recommendations, studies and plans, and to that end to prepare, publish and distribute to the public such studies and

reports as will, in the opinion of the Commission, advance the cause of improved municipal appearance.

(13) To conduct public meetings and hearings, giving reasonable notice to the public thereof.

**Sec. 2-190. Sec. 2-189 Advisory Council, Committees**

The Commission may establish an advisory council when, in the judgment of the Commission, such a council will be an aid to the performance of its duties. However, the Commission shall not delegate to such advisory council any of its official powers and duties. In addition, the Commission may, from its own membership, establish any temporary or permanent committees needed to assist it in the study of specific questions and problems.

**Sec. 2-191. Sec. 2-190 Staff, Technical Services**

The Commission may recommend to the Board suitable arrangements for the procurement or provision of staff or technical services for the Commission.

**Sec. 2-191. Reserved.**

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**State law reference** – Community Appearance Commission, N.C.G.S. §160A-451 et seq.

**Section 2.** That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict, and that this ordinance shall be effective from the date of its passage.

*Adopted this, the 8<sup>th</sup> day of July, 2019.*

---

William D. Feather, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

---

Tanya Maria Word, CMC  
Town Clerk

---

Carl M. Short  
Town Attorney

**Community Appearance Commission - Existing**

Term Exp	Name	Address	Phone	Phone Alt	Email	Appointed
7/31/2019	Greg Philpot	218 Meadow Wood Dr, Salisbury, NC 28146	704-209-1768		<a href="mailto:gphilpot@carolina.rr.com">gphilpot@carolina.rr.com</a>	
7/31/2019	Barbara Brown (vacant)					
7/31/2020	Judy Gould (vacant)					
7/31/2020	Ed Gurley (vacant)					
7/31/2021	Mary Ponds					
7/31/2021	Jason Smith					
7/31/2021	Anna Wilhelm	1321 Stonewyck Dr, Salisbury, NC 28146	336-420-7853		<a href="mailto:awilhelm82@carolina.rr.com">awilhelm82@carolina.rr.com</a>	
<b>Board of Aldermen Appointments:</b>						
12/2021?	Kim Cress	717 Weldon Lane, Granite Quarry, NC 28072	704-279-8024		<a href="mailto:kcress@granitequarrync.gov">kcress@granitequarrync.gov</a>	12/4/17
12/2021?	Jim Costantino	718 Foil St, Salisbury, NC 28146	704-279-0460		<a href="mailto:jcostantino@granitequarrync.gov">jcostantino@granitequarrync.gov</a>	12/4/17
12/2019?	Mayor Bill Feather	135 Kerns St, Granite Quarry, NC 28072	704-212-2808		<a href="mailto:wfeather@granitequarrync.gov">wfeather@granitequarrync.gov</a>	Art II, Sec 2-21
	<i>(Ex-officio member of all committees per Art II, Sec 2-21 )</i>					
<b>Staff Support:</b>						

**Community Appearance Commission - Proposed**

Term Exp	Name	Address	Phone	Phone Alt	Email	Appointed
<b>7/31/2020</b>	<b>Greg Philpot (vacant)</b>					
<b>7/31/2020</b>	<b>Barbara Brown (vacant)</b>					
<b>7/31/2021</b>	<b>Judy Gould (vacant)</b>					
<b>7/31/2021</b>	<b>Ed Gurley (vacant)</b>					
<b>7/31/2022</b>	Mary Ponds					
<b>7/31/2022</b>	Jason Smith					
<b>7/31/2022</b>	Anna Wilhelm	1321 Stonewyck Dr, Salisbury, NC 28146	336-420-7853		<a href="mailto:awilhelm82@carolina.rr.com">awilhelm82@carolina.rr.com</a>	
<b>Board of Aldermen Liaisons:</b>						
	Kim Cress	717 Weldon Lane, Granite Quarry, NC 28072	704-279-8024		<a href="mailto:kcress@granitequarrync.gov">kcress@granitequarrync.gov</a>	12/4/17
	Jim Costantino	718 Foil St, Salisbury, NC 28146	704-279-0460		<a href="mailto:jcostantino@granitequarrync.gov">jcostantino@granitequarrync.gov</a>	12/4/17
	Mayor Bill Feather	135 Kerns St, Granite Quarry, NC 28072	704-212-2808		<a href="mailto:wfeather@granitequarrync.gov">wfeather@granitequarrync.gov</a>	Art II, Sec 2-21
	<i>(Ex-officio liaison of all committees per Art II, Sec 2-21 )</i>					
<b>Staff Support:</b>						
	Aubrey Smith	143 N Salisbury Ave, Granite Quarry, NC 28072	704-279-5596		<a href="mailto:admin@granitequarrync.gov">admin@granitequarrync.gov</a>	

ORDINANCE NO. 2019-05

AN ORDINANCE OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA,  
AMENDING THE CODE OF ORDINANCES CHAPTER 2, ARTICLE XI  
REVITALIZATION TEAM, SECTIONS 2-192 THROUGH 2-199

BE IT ORDAINED by the Board of Aldermen of the Town of Granite Quarry, North Carolina as follows:

**Section 1.** That Chapter 2, Article XI: Sections 2-192 through 2-199 be amended as follows:

**Sec. 2-192** ~~Created~~ **Establishment; Composition**

~~A Revitalization Team is hereby created.~~

There is hereby created and established the Revitalization Team, hereinafter referred to as “Team”, composed of seven members appointed by the Board of Aldermen.

**Sec. 2-193** ~~Composition~~ **Membership Qualification and Terms of Office**

~~The Revitalization Team shall be composed of a minimum of seven members approved by the Board of Aldermen.~~

~~A majority vote of members present shall be necessary to make any official recommendation on behalf of this Team.~~

- (1) All members shall be residents and/or business representatives of the town’s planning and zoning jurisdiction at the time of appointment. **An exception may be made with one seat on the Team, should the Board of Aldermen determine an outside person with specifically desired experience would enhance the Team or be instrumental in advancing town goals.**
- (2) **Where possible, appointments shall be made in such a manner as to maintain on the Team at all times a majority of members who have had training or experience in business management, real estate sales, construction or development, city or financial planning, or a related field.**
- (3) **Initially members shall be appointed for three-year staggered terms, expiring on July 31 of the appropriate term of appointment. All subsequent appointments, except to fill a vacancy, shall be for three-year terms.**
- (4) Membership is voluntary. **Members may be reappointed for successive terms.**

**Sec. 2-194** ~~Appointment of Officers; Term of Office~~

~~A Chairperson and Co-Chairperson of the Revitalization Team shall be appointed by the Board of Aldermen.~~

~~Elections shall be held for these positions before August 31<sup>st</sup> every 2 years. Each Office will serve a 2-year term.~~

Sec. 2-195 Membership; Qualifications

~~All members may be residents and/or business representatives of the town's planning and zoning jurisdiction. Membership is voluntary with elections every 2 years.~~

Sec. 2-196 Meetings

~~The Revitalization Team meetings will be held on the third Tuesday of each month or as needed according to the revitalization needs of the town.~~

Sec. 2-197 **Sec. 2-194 Powers and Duties**

The ~~Revitalization~~ Team ~~may~~ shall have the following powers and duties:

- (1) To implement the NCDDA Technical Assistant Team Study Plan
- (2) To implement the Granite Quarry Downtown Master Plan

**Sec. 2-195 Staff, Technical Services**

The Clerk and Town Manager of the Town of Granite Quarry shall act as staff support for the ~~committee~~ **Team**. The Clerk shall maintain a record of the attendance, any actions, and recommendations requested by the Team.

**Sec. 2-196 through 2-199. Reserved**

**Section 2.** That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict, and that this ordinance shall be effective from the date of its passage.

*Adopted this, the 8<sup>th</sup> day of July, 2019.*

\_\_\_\_\_  
William D. Feather, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Tanya Maria Word, CMC  
Town Clerk

\_\_\_\_\_  
Carl M. Short  
Town Attorney

Revitalization Team - Existing						
Term Exp <sup>1</sup>	Name	Address	Phone	Phone 2	Email	Appointed
7/31/2019	Doug Shelton, Chair	PO Box 3312, Salisbury, NC 28146	704-279-2150 h	704-213-7483 c	<a href="mailto:dsheltongq@yahoo.com">dsheltongq@yahoo.com</a>	
7/31/2019	Garry Mattingly	2345 Crescent Rd, Salisbury, NC 28146	704-224-1471 c	704-209-0784 w	<a href="mailto:sliceofheavenpizza@yahoo.com">sliceofheavenpizza@yahoo.com</a>	2/13/13
7/31/2019	Mike Brinkley	PO Box 433, Granite Quarry, NC 28072	704-202-6098 c	704-279-7211 w	<a href="mailto:brinkleyinc@windstream.net">brinkleyinc@windstream.net</a>	2/13/13
7/31/2019	Connie Brown	223 Meadow Wood Dr, Salisbury, NC 28146	704-279-3406 h	704-213-3650 c	<a href="mailto:covobro@gmail.com">covobro@gmail.com</a>	
7/31/2019	Robert Miller	138 N Salisbury Ave, Granite Quarry, NC 28072	704-762-2277 w		<a href="mailto:Rmiller@fmbnc.com">Rmiller@fmbnc.com</a>	
7/31/2019	Hunter Fisher	115 Brown St, Granite Quarry, NC 28146	704-279-7234 w	704-239-2719 c	<a href="mailto:hunter@fishergreene.com">hunter@fishergreene.com</a>	
7/31/2019	Mike West	322 Brookwood Dr, Salisbury, NC 28146	704-213-6652 c	704-638-5392 w	<a href="mailto:Mwest@salisburync.gov">Mwest@salisburync.gov</a>	2/13/13
7/31/2019	Randy Welch (Duke Energy)	1103 Hillcrest Ridge Dr, Salisbury, NC 28146	704-604-7935 c	704-638-4050 w	<a href="mailto:Randy.Welch@duke-energy.com">Randy.Welch@duke-energy.com</a>	2/13/13
12/2/2019	Jim Costantino (Alderman)	718 Foil St, Salisbury, NC 28146	704-279-0460		<a href="mailto:jcostantino@granitequarrync.gov">jcostantino@granitequarrync.gov</a>	12/4/17
12/2/2019	John Linker (Alderman)	402 Elm St, Salisbury, NC 28146	704-754-2066		<a href="mailto:jlinker@granitequarrync.gov">jlinker@granitequarrync.gov</a>	12/4/17
12/2/2019	Mayor Bill Feather	135 Kerns St, Granite Quarry, NC 28072	704-212-2808		<a href="mailto:wfeather@granitequarrync.gov">wfeather@granitequarrync.gov</a>	Art II, Sec 2-21
<i>(Ex-officio member of all committees per Art II, Sec 2-21)</i>						
<b>Staff Support:</b>						
	Larry Smith (Interim Town Mgr)	143 N Salisbury Ave, Granite Quarry, NC 28072	704-279-5596		<a href="mailto:townmanager@granitequarrync.gov">townmanager@granitequarrync.gov</a>	
	Tanya Word (Town Clerk)	143 N Salisbury Ave, Granite Quarry, NC 28072	704-279-5596		<a href="mailto:clerk@granitequarrync.gov">clerk@granitequarrync.gov</a>	
<sup>1</sup> Have been looking through minutes as time allows, but so far it appears the default from 2013 creation was 'every 2 years, expiring July 31st'.						
Revitalization Team - Proposed						
Term Exp <sup>1</sup>	Name	Address	Phone	Phone Alt	Email	Appointed
7/31/2020	Doug Shelton, Chair	PO Box 3312, Salisbury, NC 28146	704-279-2150 h	704-213-7483 c	<a href="mailto:dsheltongq@yahoo.com">dsheltongq@yahoo.com</a>	
7/31/2020	Garry Mattingly	2345 Crescent Rd, Salisbury, NC 28146	704-224-1471 c	704-209-0784 w	<a href="mailto:sliceofheavenpizza@yahoo.com">sliceofheavenpizza@yahoo.com</a>	2/13/13
7/31/2021	Mike Brinkley	PO Box 433, Granite Quarry, NC 28072	704-202-6098 c	704-279-7211 w	<a href="mailto:brinkleyinc@windstream.net">brinkleyinc@windstream.net</a>	2/13/13
7/31/2021	Connie Brown	223 Meadow Wood Dr, Salisbury, NC 28146	704-279-3406 h	704-213-3650 c	<a href="mailto:covobro@gmail.com">covobro@gmail.com</a>	
7/31/2022	Robert Miller	138 N Salisbury Ave, Granite Quarry, NC 28072	704-762-2277 w		<a href="mailto:Rmiller@fmbnc.com">Rmiller@fmbnc.com</a>	
7/31/2022	Hunter Fisher	115 Brown St, Granite Quarry, NC 28146	704-279-7234 w	704-239-2719 c	<a href="mailto:hunter@fishergreene.com">hunter@fishergreene.com</a>	
7/31/2022	Mike West (SRU)	322 Brookwood Dr, Salisbury, NC 28146	704-213-6652 c	704-638-5392 w	<a href="mailto:Mwest@salisburync.gov">Mwest@salisburync.gov</a>	2/13/13
<b>Technical Liaison(s)<sup>2</sup>:</b>						
	Randy Welch (Duke Energy)	1103 Hillcrest Ridge Dr, Salisbury, NC 28146	704-604-7935 c	704-638-4050 w	<a href="mailto:Randy.Welch@duke-energy.com">Randy.Welch@duke-energy.com</a>	2/13/13
<b>Board of Aldermen Liaisons<sup>3</sup>:</b>						
	Jim Costantino (Alderman)	718 Foil St, Salisbury, NC 28146	704-279-0460		<a href="mailto:jcostantino@granitequarrync.gov">jcostantino@granitequarrync.gov</a>	12/4/17
	John Linker (Alderman)	402 Elm St, Salisbury, NC 28146	704-754-2066		<a href="mailto:jlinker@granitequarrync.gov">jlinker@granitequarrync.gov</a>	12/4/17
	Mayor Bill Feather	135 Kerns St, Granite Quarry, NC 28072	704-212-2808		<a href="mailto:wfeather@granitequarrync.gov">wfeather@granitequarrync.gov</a>	Art II, Sec 2-21
<i>(Ex-officio liaison of all committees per Art II, Sec 2-21)</i>						
<b>Staff Support:</b>						
	Larry Smith (Interim Town Mgr)	143 N Salisbury Ave, Granite Quarry, NC 28072	704-279-5596		<a href="mailto:townmanager@granitequarrync.gov">townmanager@granitequarrync.gov</a>	
	Tanya Word (Town Clerk)	143 N Salisbury Ave, Granite Quarry, NC 28072	704-279-5596		<a href="mailto:clerk@granitequarrync.gov">clerk@granitequarrync.gov</a>	

<sup>1</sup> Currently 2-yr terms; most other committees 3-yr terms.

<sup>2</sup> Not able / applicable to attend meetings regularly, but currently considered a member & thus counts toward a quorum.

<sup>3</sup> Currently 2 Aldermen are appointed as members, and a town ordinance deems the Mayor an ex-officio member of every town committee. However, 3 members of the Town Board can't attend at the same time without it constituting a quorum of the Board of Aldermen.

**Agenda Item Summary**

Regular Monthly Meeting

July 8, 2019

Agenda Item **8e**

**Ordinance No. 2019-06**

Summary

This is an amendment to the Code of Ordinances Chapter 2, Article II Mayor, Section 2-21.

**Sec. 2-21 Participation on committees**

The Mayor shall be an ex officio ~~member~~ **liaison** of all committees of the town.

Attachment

A. Ordinance No. 2019-06

Action Requested

***Motion to adopt Ordinance No. 2019-06 amending the Code of Ordinances Chapter 2, Article II Mayor, Section 2-21***

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against

**ORDINANCE NO. 2019-06**

**AN ORDINANCE OF THE TOWN OF GRANITE QUARRY NORTH CAROLINA,  
AMENDING THE CODE OF ORDINANCES CHAPTER 2,  
ARTICLE II MAYOR, SECTION 2-21**

**II. MAYOR**

**BE IT ORDAINED** by the Board of Aldermen of the Town of Granite Quarry, North Carolina as follows:

**Section 1.** That Chapter 2, Article II: Section 2-21 be amended as follows:

**Sec. 2-21 Participation on committees**

The Mayor shall be an ex officio ~~member~~ **liaison** of all committees of the town.

**Section 2.** That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict, and that this ordinance shall be effective from the date of its passage.

*Adopted this, the 8<sup>th</sup> day of July, 2019.*

\_\_\_\_\_  
William D. Feather, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Tanya Maria Word, CMC  
Town Clerk

\_\_\_\_\_  
Carl M. Short  
Town Attorney

# July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independence Day	5	6
7	8 Board of Aldermen Meeting 7:00 P.M.	9	10	11	12	13 Movie in the Park/Slip n Slide 6:00 P.M. @ Civic Park
14	15 Planning Board Meeting 5:30 P.M.	16 Revitalization Team 3:30 P.M.	17	18	19	20
21	22 Parks and Recreation Comm. 5:00 P.M.	23	24 Cabarrus-Rowan County MPO Meeting 5:30 P.M.	25 Rowan Municipal Mtg. 6:00 P.M. @ Trinity Oaks	26	27 6 <sup>th</sup> Annual Rowan Chamber Dragon Boat Festival
28	29	30	31			

## EVENTS

### 6<sup>th</sup> Annual Rowan Chamber Dragon Boat Festival

9:00 A.M. – 3:00 P.M.  
The Shrine Club on High Rock Lake  
(6480 Long Ferry Road)

### Next Board of Aldermen Regular Meeting

Monday, August 5<sup>th</sup> @ 7:00 P.M.

### Heading

View and edit this document in Word on your computer, tablet, or phone.

TO: Mayors, Elected Officials, Managers, Administrators, and Clerks  
FROM: Cathy Payne, Town Clerk/Finance Officer  
SUBJECT: Rowan Municipal Association Meeting  
DATE: July 2, 2019

It is once again time for the Rowan Municipal Association Meeting. We look forward to seeing everyone at our July meeting!

Please mark your calendars for our upcoming Rowan Municipal Meeting on **Thursday, July 25, 2019**. The meeting will be held at Trinity Oaks Retirement Community in the Special Events Room located at 728 Klumac Road in Salisbury. Please remember there will be a meet and greet from 6:00 to 6:15 p.m., and dinner and meeting beginning at 6:15 p.m. You are asked to please sign-in on the sheet provided at the meeting so that we have a record of attendance.

Our guest speaker will be Mr. James Meacham, CEO of the Rowan County Convention and Visitors Bureau who will speak on the topic of the wayfinding signage in the county.

Please email [clevelandclerk@clevelandnc.org](mailto:clevelandclerk@clevelandnc.org) or call 704-278-4777 to RSVP. Your response with the names of those attending by **Tuesday, July 16, 2019** is greatly appreciated. We look forward to continuing to grow our municipal relationships by enjoying a consistently strong turnout at the 2019 Rowan Municipal Meetings.

Thank you.

# ROWAN CHAMBER DRAGON BOAT FESTIVAL

SATURDAY, JULY 27, 2019 9AM TO 3PM  
ROWAN SHRINE CLUB, SALISBURY, NC

