



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN REGULAR MEETING  
April 6, 2020 ~ 7:00 p.m.**

**Call to Order** Mayor Feather

*Determination of Quorum / Announcing Remote Participants if Necessary*

**1. Approval of Agenda**

**2. Approval of Consent Agenda**

**A. Approval of the Minutes**

- 1) Planning Retreat Meeting Minutes February 28, 2020
- 2) Regular Meeting Minutes March 2, 2020
- 3) Recess Meeting Minutes March 9, 2020
- 4) Recess Meeting Minutes March 11, 2020
- 5) Resolution 2020-04 in support of Salisbury's request for water protection
- 6) Resolution 2020-05 in support of an application for the Bicycle and Pedestrian Plan Grant
- 7) Audit Contract with Eddie Carrick, CPA, PC for audit of accounts for FY1920

**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. Town Manager Update** (*Report in Board packet*)

**New Business**

**5. Public Hearing**

**Capital Streets Project Installment Financing**

**A. Open Public Hearing**

**B. Public Comments**

**C. Close Public Hearing**

**D. Board Discussion / Review of Amended Resolution 2020-03**

**ACTION REQUESTED:** Motion to amend Resolution 2020-03, authorizing the Town Manager to act on behalf of the Town in filing an application for approval of the project, the proposed financing contract with F&M Bank, and other actions not inconsistent with the Resolution for the 2020 Capital Streets Improvement Project.

**6. Capital Project Ordinance 2020-07**

**2020 Capital Streets Improvement Project**

**ACTION REQUESTED:** Motion to approve Capital Project Ordinance 2020-07 for the 2020 Capital Streets Improvement Project.

**7. Quarry Site Grading & Fence Repair Quotes Chief Hord**

Request for Board action to appropriate funds to bring quarry site up to standards for eligibility for use as limb site.

**ACTION REQUESTED:** Motion to move money from fund balance to line item 01-4190-24 in the amount of \$25,000 to bring the quarry site up to the standard required to make the property useable for leaf and limb storage.

**8. Moratorium on Code Enforcement for 60 Days Discussion**

**9. Approval of Contract**

**GoToMeeting/ LogMeIn**

**ACTION REQUESTED:** Motion to approve entering a contract with LogMeIn for \$10.00 per month for twelve months for virtual meeting platform hosting services.

**Adjourn**

**Agenda Item Summary**

Regular Meeting

April 6, 2020

Agenda Item 1

**Summary:**

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

**Action Requested:**

***Motion to adopt the April 6, 2020 Board of Aldermen Meeting Agenda (as presented / as amended).***

**Approval of Agenda**

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against

**Agenda Item Summary**

Regular Meeting

April 6, 2020

Agenda Item 2

**Summary:**

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

**Attachments:**

- Planning Retreat Meeting Minutes February 28, 2020
- Regular Meeting Minutes March 2, 2020
- Recess Meeting Minutes March 9, 2020
- Recess Meeting Minutes March 11, 2020
- Resolution 2020-04 in support of Salisbury’s request for water protection
- Resolution 2020-05 in support of an application for the Bicycle and Pedestrian Plan Grant
- Audit Contract with Eddie Carrick, CPA, PC for audit of accounts for FY1920
- Departmental Reports
- Financial Reports

**Action Requested:**

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

**Approval of Consent Agenda**

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
PLANNING RETREAT MEETING MINUTES  
Friday, February 28, 2020 8:30 a.m.**

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

**Staff:** Interim Town Manager Larry Smith, Town Planner Steve Blount, Town Clerk Aubrey Smith, Planning Coordinator Holly-Anne Franco, Fire Chief/ Maintenance Supervisor Jason Hord, Finance Officer Shelly Shockley, Police Chief Mark Cook

**Call to Order:** Mayor Feather called the meeting to order at 8:30 a.m.

**1. Approval of the Agenda**

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

**2. Agreement on Ground Rules/ Objectives for the day**

**ACTION:** Alderman Shelton made a motion to accept the ground rules as presented. Mayor Pro Tem Linker seconded the motion. The motion passed with all in favor.

**3. Year End Review/ Carryover Items/ Pending Projects      Larry Smith**

Mr. Smith reviewed the goal tracking sheet that showed several projects that were worked on and/ or completed over the last year. Completed projects included organizational assessments that will allow for comparison of duties rather than titles during the upcoming salary survey. He also spoke about the park projects, including steps and gazebo rails, being completed at the Lake Park.

Other completed projects included the electronic information sign and the monitors in the Board Room. He gave updates to the Board on the status of multiple Town properties including 316 S. Main, the Marple properties, and the Byrd property. The Town Square design was completed and is ready for costing and the Industrial Development Grant is being worked on. The maintenance team partnered with Faith to build a sectional stage to be used at events for both towns. The FEMA Lake Park project, Capital Streets project, and the Town Hall Upgrades project are also in progress.

#### **4. Addressing Board Objective Lists**

The Board reviewed the list of objectives compiled from what they each submitted and agreed that having five strategic projects and perhaps a secondary tier of department-level goals would be ideal for the coming year.

#### **5. Departmental Reports**

##### **A. Finance**

**Shelly Shockley**

##### **1) Finance Department Goals**

Ms. Shockley shared that her goals for the coming year were to research and bring recommendations for Town finance policies to the Board, continue to work towards her Finance Officer certification, and monitor investments to grow whenever possible.

The Board complimented Ms. Shockley on the level of financial reporting and asked whether she needed any additional resources. She responded that she did not at this time.

##### **2) Parks, Events, and Recreation Committee Goals**

PERC will work on a parks master plan and focus on fewer events with pooled resources. The Board expressed support for this plan and discussed having a plan for sidewalks, trails, and parks in the town. The Board suggested working with other community groups including the Civitans.

##### **B. Fire**

**Chief Hord**

##### **1) Personnel training and standards/ ISO prep**

Chief Hord discussed his strategy to invest in personnel training and ISO prep. A change in the ISO will affect homeowner insurance rates.

##### **2) Fleet and equipment needs**

The Fire Department will continue the refurb on the second engine. They hope to add another vehicle for medical response and lose a second, older vehicle. There was Board discussion regarding bay doors and extending the bays in the future.

##### **C. Maintenance**

**Chief Hord**

##### **1) Increase street maintenance abilities**

Chief Hord shared that street maintenance is the biggest issue his team faces. His goal is to have an asphalt patching trailer and motorized tamp. The Board discussed this plan and voiced support of an additional building for storing maintenance equipment.

##### **2) Fleet needs**

Chief Hord stated that he would like to increase his fleet by adding a vehicle for maintenance and code enforcement. There was Board discussion regarding what size vehicle it should be.

## **D. Police**

**Chief Cook**

Chief Cook shared that he is looking at funding sources including grants for staffing needs. He reviewed a League program for free Risk Review. The process would involve assessment of areas for improvement including policies, training, supervision, and performance. The process would take one year. The amount saved on insurance rates could help cover any additional administrative cost during the process.

Chief Cook shared that his second major goal was a review of salary and staffing levels. He stated the Joint Police Authority is, on average, offering four to five thousand dollars less than anywhere else in the county and that retention would eventually become an issue.

There was discussion regarding the Joint Police Authority's funding and whether a flat rate from Faith, a contractual relationship, or the Authority running itself would be options worth considering. The funding will be brought up at the upcoming JPA meeting.

*The Board took a ten-minute recess from 10:25 a.m. to 10:35 a.m.*

## **E. Administration**

**Larry Smith**

### **1) Charter, Ordinance, Policy, Rules of Procedure**

Outside resources are being considered for the policy updates. The charter and ordinance revisions are ongoing. There was brief discussion regarding the fact that 160D will require changes to the ordinance and some Board procedures.

### **2) Salary/ Compensation Survey**

Mr. Smith shared that staff would continue to straighten out manuals and procedures. Priority focus is on recruitment, retention, and training for staff. More on this topic will be presented during the budget workshop.

### **3) Revitalization Team Goals**

- **Town Square**
- **Downtown Master Plan**

Ideally a joint meeting with the Revitalization Team and the Board of Aldermen will take place to discuss moving forward with the Town Square Project and to review the Downtown Master Plan.

- **Support US 52 Sidewalks/ Curb & Gutter**

There was Board discussion regarding the curb and gutter project and the desired outcomes.

## **F. Planning**

### **1) Code Enforcement**

**Holly-Anne Franco**

- **Numbers – where emphasis has been**

- **Existing approach to code enforcement**

Ms. Franco shared handouts that included a table of what types of violations had been recorded and a flowchart of the current process for code enforcement. Currently she focuses on the town in quadrants to devote equal attention to each. The Board was in support of her plan to educate and continue to enforce the ordinances without being selective. The Board agreed they could address necessary changes to the ordinances after review.

- **Community Appearance Commission**

Ms. Franco shared her current efforts to recruit for the CAC and will continue outreach. The Board suggested working with the Civitans since they are also trying to recruit.

**6. Presentations/ Board Discussion**

**Steve Blount**

**G. Town Growth**

**H. Comprehensive Land Use Plan**

**I. Preliminary Sidewalk Plan**

Mr. Blount reviewed a combined presentation on town growth, critical issues, and action items identified in the recently updated Comprehensive Land Use Plan. He also presented to the Board a Preliminary Sidewalk Plan as an example of a way to address the critical issue of achieving the goal to be a walkable community.

There was Board discussion on stormwater management, sidewalk and trail systems, and subdivisions. Mr. Blount will present individual issues and text amendments at regular Board meetings.

*The Board recessed for lunch from 12:30 p.m. to 1:08 p.m.*

**7. Board Discussion                      Set Goals and Priorities**

The Board gave input on each of the twelve goals that was identified during the morning discussion. The Board members' level of priority for each item was tallied to recognize those with the highest priority. The results are shown in the table below.

Item	High	Medium	Low
1. Streets	5	0	0
2. Sidewalks	5	0	0
3. Police Department Salaries	4	1	0
4. Charter/Ord./Policies	4	1	0
5. Stormwater	3	1	1
6. Master Plan (Town)	3	1	1
7. Finance Policies	0	5	0
8. Sidewalk & Trail Plan	0	4	1
9. Maintenance Equipment	1	4	0
10. Code Enforce. Ord. Review	2	3	0
11. Building Needs	1	3	1
12. Parks Master Plan	1	3	1

**Board Expectations for Each High Priority Item:**

**A. Streets** - There was discussion regarding the status of the current capital streets project spanning budget years and staggering the streets that are repaired in the future. There was a recommendation to identify money in each year’s budget for streets in the future and to list the completion of the current capital streets project as this year’s goal.

Chief Hord’s recommendation was to consider hot patch as an alternative. The approximate timeframe for the purchase of equipment and training staff would be six months.

**B. Sidewalks** - Chief Hord shared that currently 25% of all non-US 52 sidewalk repairs from his priority list, roughly \$26,000 worth, are in progress. It was suggested that the other 75% be completed in the next year and that the sidewalk project on US 52 begin. There was discussion on traffic control and sidewalk connectivity.

**C. Police Department Salaries** – Salaries will be covered more during the budget discussions.

**D. Charter/ Ordinances/ Policies** – Policies will be discussed during the budget retreat; the other items are carryover projects that will continue.

**E. Stormwater** – Mr. Blount asked the Board where they wanted to focus, how strict they wanted the controls to be, and what they would like stormwater management to look like in different areas of the Town.

***Mr. Smith left the meeting at 2:20 p.m.***

Mr. Blount revisited his presentation and discussed future growth opportunities and the need for a sidewalk and trail plan with the Board. There was discussion that included access to I-85, transportation corridors, and utility expansion. Mr. Blount asked that the Board let him know what their priorities were for the different action items and critical issues.

- F. Town Master Plan** – no discussion.
- G. Finance Policies** – Ms. Shockley will work to collect information and policies for Board review and discussion as necessary.
- H. Sidewalk and Trail Plan** – The necessity of a plan was discussed during Stormwater item. This item will be revisited in the future.
- I. Maintenance Equipment** – There was further discussion on a hot patch machine, tamper, and trailer. The Board would like to develop a plan on where maintenance equipment will be stored in the future and identify steps to work towards that goal.
- J. Code Enforcement Ordinance Review** – The Board will let the planning staff know when they receive feedback so the planning staff will know which areas will need review and/or updates. There was discussion regarding current code enforcement issues.
- K. Building Needs** – There was discussion on whether breaking departments off into additional buildings would be a good idea and what would be necessary if that was done.
- L. Parks Master Plan** - There was a suggestion that the Board put together general guidelines and then turn over to the PERC group for completion.

The Board discussed holding a series of additional, shorter meetings to discuss the items one at a time. The Board would like to include all twelve of the identified items, both high and medium priority, on the goal list with emphasis on completing those with high priority.

### **Adjourn**

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

The meeting ended at 3:38 p.m.

Respectfully Submitted,

*Aubrey Smith*

Town Clerk



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
REGULAR MEETING MINUTES  
Monday, March 2, 2020**

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

**Staff:** Interim Town Manager Larry Smith, Town Planner Steve Blount, Town Attorney Chip Short, Town Clerk Aubrey Smith, Planning Coordinator Holly-Anne Franco, Fire Chief/Maintenance Supervisor Jason Hord, Finance Officer Shelly Shockley, Police Chief Mark Cook

**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:** The Pledge of Allegiance was led by Scout Preston Stevens.

**1. Approval of the Agenda**

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

**2. Approval of the Consent Agenda**

**A. Approval of the Minutes**

- 1) Regular Meeting Minutes February 3, 2020
- 2) Recess Meeting Minutes February 6, 2020

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

**C. Financial Reports**

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

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

**4. Guests and Presentations:**

- **Shari Evans, Executive Director of the Pregnancy Support Center** - spoke to the Board about the services they offer members of the community.

## **5. Town Manager's Update**

Mr. Smith updated the Board on the progress of many of the Town's current goals and projects including the status of the permitting for the quarry property. He also shared about the Tinkergarten program that will be operating classes out of the Granite Lake Park.

There were questions from the Board regarding the status of the FEMA grant and the Town Hall Project bids. The bids are due Thursday, March 5, 2020.

## **Old Business**

### **6. Committee Updates**

#### **A. Parks, Events and Recreation Committee**

Alderman Shelton shared that he attended the last meeting and the Committee was making progress on events for this year with the philosophy of fewer, but better.

#### **B. Revitalization Team**

Alderman Costantino stated the biggest issue for the Revitalization Team is the Town Hall Project and it is on target.

### **7. MPO Grant Review**

Mr. Smith reviewed the information on his memo to the Board regarding the MPO grant application for Dunns Mountain Church Road. The estimate for the project is \$715,000 with the requirement of a 20% match (between \$150,000 - \$175,000).

**ACTION:** Alderman Shelton made a motion to not apply at this time. Mayor Pro Tem Linker seconded the motion. The motion passed with all in favor.

## **New Business**

### **8. Board Appointments**

On January 20, 2020 Planning Board member Sandra Shell resigned her position as a full Town member. This seat's term expiration is 7/31/2020. Three applications were submitted to fill the vacant position.

The Planning Board voted to recommend Alternate Member Jamie Vanhoy be moved into the unexpired term of Sandra Shell and one of the new applicants be appointed to serve in the Alternate position Ms. Vanhoy would be vacating.

**ACTION:** Alderman Costantino made a motion to appoint Jamie Vanhoy to fill the unexpired Planning Board term of Sandra Shell ending 7/31/2020. Alderman Shelton seconded the motion. The motion passed with all in favor.

*Alderman Costantino requested to be, and was, excused from the vote on the appointment to the newly vacated position because his wife's application was being considered.*

**ACTION:** Alderman Cress made a motion to appoint Brenda Costantino to fill the unexpired Planning Board Alternate term of Jamie Vanhoy ending 7/31/2022. Mayor Pro Tem seconded the motion. The motion passed with all in favor.

## **9. Grant Project Ordinances**

### **a. FEMA Grant at Granite Lake Park**

Mr. Smith presented Ordinance 2020-04. The funds for this project would all be reimbursed but the numbers may change.

**ACTION:** Mayor Pro Tem Linker made a motion to approve Ordinance 2020-04 for the FEMA Granite Lake Repairs Project. Alderman Shelton seconded the motion. The motion passed with all in favor.

### **b. IDF Grant (Granite Industrial Park)**

Mr. Smith presented Ordinance 2020-05. The Board asked for clarification on the scope of the project. This would be for the sewer line extension.

**ACTION:** Mayor Pro Tem Linker made a motion to approve Ordinance 2020-05 for the Industrial Development Fund Project. Alderman Costantino seconded the motion. The motion passed with all in favor.

## **10. Capital Project Ordinance**

### **Town Hall Upgrades Project**

Mr. Smith reviewed Ordinance 2020-06 for the Town Hall Upgrades Project.

**ACTION:** Alderman Costantino made a motion to approve Ordinance 2020-06 for the Town Hall Upgrades Project. Mayor Pro Tem Linker seconded the motion. The motion passed with all in favor.

Mr. Smith also reviewed his memo to the Board regarding the bid review and award process and suggested a possible waiver of the Town policy for the Board review and award of contract to expedite the process. The Board discussed the option to delegate to the architect and decided they would like to review the bids. They will recess the current meeting until Monday for that purpose.

## **11. Capital Streets Improvement Project Resolution**

Mr. Smith reviewed Resolution 2020-03 authorizing the filing of an application for approval of a financing agreement authorized by NC GS 160A-20.

**ACTION:** Mayor Pro Tem Linker made a motion to approve Resolution 2020-03. Alderman Costantino seconded the motion. The motion passed with all in favor.

## **12. Presentation**

### **Subdivision Review Process**

#### **a. Presentation**

Mr. Blount presented from a PowerPoint. The information he covered included:

- the current subdivision review process,
- the statutory requirements for the review process,
- the Planning Board's recommendation that the breakpoint for minor and major subdivisions move from five lots to three lots,
- and his suggestion as Planner that instead of changes to the ordinance, a sign be placed at all proposed subdivisions with a number to call for information.

**b. Discussion**

The Board discussed the process and the recommended changes then asked that the Planning Board revisit the review process and discuss possible modifications or options that may allow more opportunity for citizen input.

Mr. Blount also asked for direction from the Board on whether to reapply for the Bicycle and Pedestrian Grant. There was Board consensus for the Planner to pursue the grant.

**13. Set Date for Budget Workshop**

The Board discussed holding a budget workshop on the proposed date of March 20, 2020 at 3:30 p.m. There were no conflicts and the Board consensus was to move forward with scheduling the meeting for the proposed date and time.

**14. Board Comments – There were no Board comments.**

**15. Mayor’s Notes**

**Announcements and Date Reminders**

- |                        |            |  |
|------------------------|------------|--|
| a. Tuesday, March 3    | 6:30 a.m.  | Primary Elections                            |
| b. Monday, March 9     | 5:00 p.m.  | Rowan Chamber Business After Hours           |
| c. Monday, March 9     | 5:30 p.m.  | Planning Board                               |
| d. Wednesday, March 11 | 6:00 p.m.  | CCOG Executive Board Meeting                 |
| e. Monday, March 16    | 5:00 p.m.  | Parks, Events, and Recreation Committee      |
| f. Monday, March 16    | 5:30 p.m.  | Zoning Board of Adjustment                   |
| g. Tuesday, March 17   | 3:30 p.m.  | Revitalization Team                          |
| h. Thursday, March 19  | 7:30 a.m.  | Rowan Chamber Power in Partnership Breakfast |
| i. Friday, March 20    | 11:00 a.m. | GQFD Port-a-Pit Fundraiser at Lake Park      |
| j. Wednesday, March 25 | 5:30 p.m.  | Cabarrus-Rowan County MPO Meeting            |

**16. Closed Session**

**ACTION:** Mayor Pro Tem Linker made a motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(5)(ii) to discuss the amount of compensation and other material terms of an employment contract or proposed employment contract. Alderman Cress seconded the motion. The motion passed with all in favor.

**ACTION:** Mayor Pro Tem Linker made a motion to return to open session. Alderman Cress seconded the motion. The motion passed with all in favor.

**Recess**

**ACTION:** Mayor Pro Tem Linker made a motion to recess the meeting until Monday, March 9, 2020 at 3:30 p.m. Alderman Costantino seconded the motion. The motion passed with all in favor.

The meeting ended at 8:37 p.m.

Respectfully Submitted,

*Aubrey Smith*

Town Clerk



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
RECESS MEETING MINUTES  
Monday, March 9, 2020**

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

**Staff:** Interim Town Manager Larry Smith, Town Planner Steve Blount, Town Clerk Aubrey Smith, Fire Chief/ Maintenance Supervisor Jason Hord, Finance Officer Shelly Shockley

**Guest:** Architect Danny Ray Norman, Jr. AIA of Ramsay Burgin Smith Architects, Inc

**Call to Order:** Mayor Feather called the meeting to order at 3:30 p.m.

**1. Motion to Come out of Recess**

**ACTION:** Mayor Pro Tem Linker made a motion to come out of recess. Alderman Costantino seconded the motion. The motion passed with all in favor.

**2. Approval of the Agenda**

Mayor Pro Tem Linker suggested adding discussion of the Water and Sewer Easements with Faith as item 3A.

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

**3. Review of Bids for Town Hall Upgrades Project**

The bids for the Town Hall Update project were received on Thursday, March 5, 2020. Architect Danny Ray Norman, Jr. AIA of Ramsay Burgin Smith Architects, Inc verified each of the bids and bidders as “responsive” and “responsible”, respectively.

The Board reviewed the tabulation of bids and the architect’s recommendation. There was discussion regarding the price of the project being higher than anticipated and the possibility of a budget amendment should it become necessary. Mr. Smith answered questions from the Board regarding the HUB reporting requirements necessary if the project exceeded \$300,000.

Mr. Norman answered questions from the Board including what the bid amount covered and the timeframe for completion. It would include the canopy, lighting, signage, and two light poles. It would not include landscaping and the side parking lot. It would be roughly a four-month project after the contracts are complete.

**ACTION:** Mayor Pro Tem Linker made a motion to award the Town Hall Façade Upgrades contract to Vertex Construction Company for the base bid of \$298,120. Alderman Costantino seconded the motion. The motion passed with all in favor.

**A. Discussion of Water and Sewer Easements with Faith**

The Board discussed the water easement, location, history, and what was required of the Town. Mr. Smith and Mr. Short are working to resolve the issue by reaching out to the property owners, the engineer, and SRU. Mr. Smith will know more later in the week and be able to update the Board.

**ACTION:** Mayor Pro Tem Linker made a motion that the Manager and Attorney be the only people involved in the discussions going forward. Alderman Cress seconded the motion. The motion passed with all in favor.

The Board discussed recessing today's meeting until Wednesday, March 11, 2020 to discuss the matter further.

There was Board discussion regarding the sewer line and whether an agreement with Faith was made. There is no formal agreement. Mr. Smith will follow up on the sewer line easement as well.

**4. Closed Session**

**ACTION:** Mayor Pro Tem Linker made a motion to enter Closed Session pursuant to N.C. GS Section 143-318.11(a)(5)(ii) to discuss the amount of compensation and other material terms of an employment contract or proposed employment contract. Alderman Costantino seconded the motion. The motion passed with all in favor.

**ACTION:** Alderman Costantino made a motion to leave Closed Session pursuant to N.C. GS Section 143-318.11(a)(5)(ii) to discuss the amount of compensation and other material terms of an employment contract or proposed employment contract. Alderman Shelton seconded the motion. The motion passed with all in favor.

**Action Taken in Closed Session:**

**ACTION:** Mayor Pro Tem Linker made a motion to approve the employment contract for Larry Smith as Town Manager. Alderman Cress seconded the motion. The motion passed with all in favor.

**Recess**

**ACTION:** Alderman Costantino made a motion to recess until Wednesday, March 11, 2020 at 5:00 p.m. Alderman Cress seconded the motion. The motion passed with all in favor.

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

Respectfully Submitted,

*Aubrey Smith*  
Town Clerk



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
RECESS MEETING MINUTES  
Wednesday, March 11, 2020 5:00 p.m.**

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

**Not Present:** Mayor Bill Feather

**Staff:** Interim Town Manager Larry Smith, Town Planner Steve Blount, Town Clerk Aubrey Smith, Fire Chief/ Maintenance Supervisor Jason Hord

**Call to Order:** Mayor Pro Tem Linker called the meeting to order at 5:00 p.m.

**1. Motion to Come out of Recess**

**ACTION:** Alderman Shelton made a motion to come out of recess. Alderman Costantino seconded the motion. The motion passed with all in favor.

**2. Approval of the Agenda**

**ACTION:** Alderman Costantino made a motion to approve the agenda with the addition of item 2A – Authorization for Town Manager to move forward with the contract with Vertex Construction Company on the Town Hall Upgrades Project. Alderman Shelton seconded the motion. The motion passed with all in favor.

**A. Authorization for Town Manager to move forward with the contract with Vertex Construction Company on the Town Hall Upgrades Project**

**ACTION:** Alderman Costantino made a motion to allow the Manager to move forward with the contract with Vertex Construction Company for the Town Hall Upgrades Project. Alderman Shelton seconded the motion. The motion passed with all in favor.

**3. Continued Discussion of Water and Sewer Easements**

Mr. Smith updated the Board on the progress made on the water and sewer easements. He summarized his efforts yesterday to clear up confusion with all parties involved including SRU and the property owners. There was conflict because the agreement in 2015 was executed with the prior landowner.

SRU has agreed to turn on the water to the Village at Granite. Going forward, the Town will need to get a revision easement.

The other issue is the IDF grant and the sewer easement that affects Faith and the current property owners. Both Faith staff and Granite Quarry staff are updating their Boards. Granite Quarry staff will sit down with the engineer to explore options including the possibility of an alternative route.

**Adjournment**

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

The meeting was adjourned at 5:21 p.m.

Respectfully Submitted,

*Aubrey Smith*

Town Clerk

DRAFT

**RESOLUTION NO. 2020-04**

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA IN SUPPORT OF THE CITY OF SALISBURY'S REQUEST FOR FEDERAL AND STATE ACTION TO PROTECT THE WATER SUPPLY FOR 52,000 NORTH CAROLINIANS**

**WHEREAS**, the Town of Granite Quarry is home to over 3,000 citizens and customers of Salisbury-Rowan Utilities, the City of Salisbury's water supply system, which relies on Salisbury's pump station at the confluence of the Yadkin River and South Yadkin River; and

**WHEREAS**, prompt implementation by Cube Yadkin Generation LLC of a complete, well-engineered sedimentation and flood protection plan for the pump station (as required by State and federal dam approvals) is critical to prevent significant damage to or destruction of the pump station by flooding; and

**WHEREAS**, the health, safety, and welfare of our citizens, and the economic well-being of our Town, depend upon the prompt implementation of a plan to avoid damage to or destruction of the pump station by future flooding.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Aldermen, that the Town of Granite Quarry fully supports the City of Salisbury's *Resolution Requesting Federal and State Action to Protect the Water Supply for 52,000 North Carolinians*, and requests that the State of North Carolina and the United States Government take the action requested in that Resolution.

Adopted at Granite Quarry, North Carolina this 6<sup>th</sup> day of April, 2020.

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William D. Feather, Mayor

**ATTEST:**

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Aubrey Smith, Town Clerk

**RESOLUTION NO. 2020-05**

**A RESOLUTION OF THE BOARD OF ALDERMEN OF  
THE TOWN OF GRANITE QUARRY, NORTH CAROLINA  
SUPPORTING THE TOWN'S APPLICATION FOR THE  
NCDOT 2020 BICYCLE AND PEDESTRIAN PLANNING GRANT**

**WHEREAS**, the North Carolina Department of Transportation (NCDOT) has made available funding for the creation of *Comprehensive Bicycle and Pedestrian Plans* for municipalities; and

**WHEREAS**, the Board of Aldermen for the Town of Granite Quarry (Town) has expressed an interest in creating such a plan; and

**WHEREAS**, such a plan would be beneficial to the health and quality of life of the Town's citizens; and

**WHEREAS**, the Town understands that a 10% match (estimated total cost of match \$3,500) will be required for funding, and that staff time will be required in the development of this Plan; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Aldermen for the Town of Granite Quarry support the Town Planner submitting a grant application for the NCDOT 2020 Bicycle and Pedestrian Planning Grant.

**RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.**

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William D. Feather, Mayor

**ATTEST:**

---

Aubrey Smith, Town Clerk

**Agenda Item Summary**

Regular Meeting

April 6, 2020

Agenda Item 2.A.7

**Summary:**

The contract to audit financials for the fiscal year ending June 30, 2020 has been submitted by Eddie Carrick, CPA, PC. The contract and engagement letters from Eddie Carrick, CPA, PC and Tony Brewer, CPA, PC have been attached for Board Review.

**Attachments:**

- Audit Contract
- Engagement Letters (2)

**Action Requested:**

***Motion to authorize the Town to enter into an Audit Contract with Eddie Carrick, CPA, PC.***

**Audit Contract**

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against

The of and	Governing Board Town Council
	Primary Government Unit (or charter holder) Town of Granite Quarry
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name Eddie Carrick, CPA, PC
	Auditor Address 151 Young Drive, Lexington, NC 27292

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending	Audit Report Due Date
	06/30/20	10/31/20

*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by *OMB Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.  
  
If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

## FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
N/A		

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

## PRIMARY GOVERNMENT FEES

Primary Government Unit	Town of Granite Quarry
Audit Fee	\$ 11,000.00
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$ 0
All Other Non-Attest Services	\$ 0
<b>75% Cap for Interim Invoice Approval</b> <i>(not applicable to hospital contracts)</i>	\$ 8,250.00

## DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
<b>75% Cap for Interim Invoice Approval</b> <i>(not applicable to hospital contracts)</i>	\$

**SIGNATURE PAGE**

**AUDIT FIRM**

Audit Firm* Eddie Carrick, CPA, PC	
Authorized Firm Representative (typed or printed)* Eddie Carrick	Signature*
Date*	Email Address* eddie@eddiecarrickcpa.com

**GOVERNMENTAL UNIT**

Governmental Unit* Town of Granite Quarry	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Pre-Audit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
N/A	
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

DPCU Finance Officer (typed or printed)*	Signature*
N/A	
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

**PRINT**

# EDDIE CARRICK, CPA, PC

Certified Public Accountant

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March 1, 2020

To the Honorable Mayor and Board of Aldermen  
Town of Granite Quarry  
Granite Quarry, North Carolina

I am pleased to confirm my understanding of the services I am to provide Granite Quarry for the year ended June 30, 2020. I will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Granite Quarry as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Granite Quarry's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to Granite Quarry's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Other Post-Employment Benefits Schedules (if applicable).

I have also been engaged to report on supplementary information other than RSI that accompanies Granite Quarry's financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and I will provide an opinion on it in relation to the financial statements as a whole, in a report combined with my auditor's report on the financial statements:

- 1) Individual fund statements and schedules.
- 2) Schedule of expenditures of federal awards (if applicable).
- 3) Law Enforcement Officers' Special Separation Allowance Report (if applicable).

## **Audit Objectives**

The objective of my audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards* (if applicable).

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) (if applicable).

If applicable, the *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. If applicable, the Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

My audit will be conducted in accordance with auditing standards generally accepted in the United States of America; if applicable, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; if applicable, the Single Audit Act Amendments of 1996; and if applicable, the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures I consider necessary to enable me to express such opinions. I will issue written reports upon completion of my Single Audit (if applicable). My reports will be addressed to management and the Board of Aldermen of Granite Quarry. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify my opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or are unable to form or have not formed opinions, I may decline to express opinions or issue reports, or I may withdraw from this engagement.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards* (if applicable). In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential, and of any material abuse that comes to my attention. I will include such matters in the reports required for a Single Audit (if applicable). My responsibility as auditor is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories (if applicable), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards (if applicable); federal award programs (if applicable); compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

My audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards* (if applicable).

As required by the Uniform Guidance (if applicable), I will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that I consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, my tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards* (if applicable), and the Uniform Guidance (if applicable).

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of Granite Quarry's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards* (if applicable).

The Uniform Guidance (if applicable) requires that I also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. My procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Granite Quarry's major programs. The purpose of these procedures will be to express an opinion on Granite Quarry's compliance with requirements applicable to each of its major programs in my report on compliance issued pursuant to the Uniform Guidance.

#### **Management Responsibilities**

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards (if applicable), and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance (if applicable), (3) additional information that I may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to me in the management representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that I report. Additionally, as required by the Uniform Guidance (if applicable), it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan (if applicable). The summary schedule of prior audit findings should be available for my review at the beginning of my fieldwork.

If applicable, you are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include my report on the schedule of expenditures of federal awards in any document that contains and indicates that I have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that include my report thereon. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which I have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains, and indicates that I have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards (if applicable), and related notes, and any other nonaudit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements, schedule of expenditures of federal awards (if applicable), and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards (if applicable), and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any documents selected by me for testing.

At the conclusion of the engagement, (if applicable) I will complete the appropriate sections of the Data Collection Form that summarizes my audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. I will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

I will provide copies of my reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Eddie Carrick CPA, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Eddie Carrick CPA, PC personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight agency. If I am aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, I will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

I expect to begin my audit after July 1, 2020 and to issue my reports no later than October 31, 2020. Eddie Carrick is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

My fee for these services will be at my agreed upon fee per my LGC contract less any amounts paid to Tony Brewer, CPA, PC for financial statement preparation and other non-attest services. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report(s). You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and

the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

I appreciate the opportunity to be of service to the Town of Granite Quarry and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.  
Very truly yours,

Eddie Carrick CPA, PC

**RESPONSE:**

This letter correctly sets forth the understanding of the Town of Granite Quarry.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# TONY BREWER, CPA, PC

Certified Public Accountant

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March 1, 2020

To the Honorable Mayor and Town Council  
Town of Granite Quarry  
Granite Quarry, North Carolina

This letter is to confirm our understanding of the arrangements regarding the services I am to perform for Town of Granite Quarry for the year ending June 30, 2020.

## Financial Preparation and Other Non-Attest Services

I will provide financial preparation services and other non-attest services as needed to accommodate the audit of the June 30, 2020 financial statements of the Town by its external auditor.

## Management's responsibilities

The Town and the external auditor have the responsibility for the reporting of financial statements as of June 30, 2020.

My work in connection with the financial preparation and other non-attest services does not include any procedures designed to disclose defalcation or other irregularities, should any exist.

My fees are based on the time required by the individuals assigned to the engagement. Individual hourly rates vary according to the degree of responsibility involved and the skill required. I will submit my bill for my services promptly after the financial preparation and other non-attest services are completed. My fee for this engagement will not exceed \$4,000.

I appreciate the opportunity of continuing to serve Town of Granite Quarry. Please call if you have any questions about any aspect of our engagement.

If this letter is in accordance with your understanding of the arrangements, please sign and date the enclosed copy and return it to me.

Sincerely,



Tony Brewer, CPA, PC

Accepted By:

Management Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Board Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# Town of Granite Quarry Fire Department

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

PO Box 351

[www.granitequarrync.gov](http://www.granitequarrync.gov)

Granite Quarry, NC

704/279-5596



## **Board Report April Meeting/2020 Chief Hord**

### Emergency Calls for Service February 2020

24 calls in district

- 14- EMS (including strokes, falls, diabetic, CPR and other Medical needs)
- 1- Structure Fire - Fire out on arrival
- 2- Service Call (non-emergency assistance)
- 2- MVA's (Motor Vehicle Accident)
- 1- Tree Down
- 2- Fire Alarm
- 1- Move up to our quarters
- 1- Gas Leak

5 calls to Salisbury

- 3- Alarm/Structure, EMS calls canceled en-route
- 2- Structure Fires, manpower

11 calls to Rockwell Rural

- 6- Alarm/Structure, EMS calls canceled en-route
- 5- EMS

5 calls to Union

- 2- Alarm/Structure, EMS calls canceled en-route
- 2- EMS
- 1- Structure fire

2 Calls to Rockwell City canceled en-route

3 Call to South Salisbury

- 2- Alarm/Structure, EMS calls canceled en-route
- 1- Structure Fire

2 Calls to Faith FD

- 1- Alarm/Structure, EMS calls canceled en-route
- 1- EMS

**TOTAL – 52**

## **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., along with monthly OSSI/MCT meeting/training.
- Multiple days of driver training, water point training and district familiarization. Weekly shift training on Vent Enter Search techniques, and ground ladder operations.
- Car Seat Check Station on Thursday from 1 p.m. to 4 p.m. – 2 seats installed/checked.
- Installed smoke detectors for resident.
- 4 Station/Apparatus Tours (Nonscheduled, Walkup, & Scheduled)
- Site Reviews and Business info updates with part-time and fulltime personnel.
- Thursday's communities in school lunch with GQ elementary school students
- Ladder testing completed

## **EQUIPMENT**

- Pump packing repaired on E-572
- E-573/R-57 work continues
- 24' ladder failed testing and was replaced.

# Police Department Report

## March 2020

- Call volume report for the month of March 2020:

- Date of Report: 03/30/2020

- Total calls for service/activities – 286
- Calls for service/activities Granite Quarry: 244
- Calls for service/activities Faith: 46
- Incident Reports- 15
- Arrest Reports- 8
- Crash Reports- 4
- Traffic Citations- 13

- See Attached for Total Calls for Service.

- The following is the ending and average mileage for each vehicle by month:

221-	End-	44,100
222-	End-	50,263
224-	End-	63,890
225-	End-	53,632
226-	End-	33,652
227-	End-	49,835
228-	End-	25,421
229-	End-	36,642
230-	End-	15,868

- Other Information:

- Average response time for March CFS is 2.59 minutes.
- Drug Collection Box. Feb 2020: 18.8 pounds collected.
- Feb. CID Report. 3 Cases assigned; 5 Cases cleared; 33 follow-ups conducted; 89 open assigned cases.
- Officers completed 50 hours of in-service or continuing education training in February.

# GQPD

## Number of Events by Nature

March 2020 CFS

Nature	# Events
104C2 COMMERCIAL BURG (INTRUSI	4
104C3 RESIDENTAL BURG ALARM	1
104D3 RESIDENTIAL HOLDUP/PANIC	1
105O2 ANIMAL-INFORMATION	1
110B2 PAST RESIDENTIAL B&E	1
110C1 POSSIBLE B&E RESIDENTIAL	1
111B1 PAST DAMAGE TO PROPERTY	1
111D1 DAMAGE TO PROPERTY	1
113B1 DISTURB / PAST VERBAL	1
113B2 OTHER NOISE COMPLAINT	2
113B4 DISTURBANCE - NUISANCE	2
113D1 DISTURBANCE / PHYSICAL	1
113D2 DISTURBANCE / VERBAL	2
114C4 VERBAL FAMILY DOMESTIC	1
114D1 PHYSICAL DOMESTIC	1
114D2 VERBAL DOMESTIC	3
114D4 VERBAL FAMILY DOMESTIC	2
116B1 DRUGS (FOUND-EQUIP)	1
118B1 FRAUD-PAST CRIMINAL	1
118B2 FRAUD-PAST FORGERY	1
123B1 MISSING PERSON	1
123B2 RUNAWAY	1
125B1 CHECK WELFARE - ROUTINE	1
125B2 LOCKOUT - ROUTINE	2
125C1 KEEP THE PEACE	1
125D1 CHECK WELFARE-URGENT	2
127D2 SUICIDE THREAT	2
129B2 SUSPICIOUS VEH (PAST)	1
129C1 SUSPICIOUS PERSON	6

Nature	# Events
129C2 WANTED PERSON	1
129C3 SUSPICIOUS VEHICLE	8
129C5 SUSPICIOUS CIRCUMSTANCE	2
130B2 VEHICLE LARCENY (PAST)	1
130D1 LARCENY	2
131B1 TRAFFIC ACCIDENT - PD	1
132C1 SEVERE TRAFFIC VIOLATION	2
133B1 PAST TRESPASSING	1
133D1 TRESPASSING	3
77C1 TRAFFIC ACC - INJURY	1
77D7 MOTORCYCLE INVOLVED	1
911 HANG UP	9
9D1 CARDIAC OR RESP ARREST	1
ASSIST FIRE DEPT	2
BURGLARY ALARM	6
BUSINESS OR HOUSE CHECK	58
COMMUNITY PROGRAM	6
DELIVER MESSAGE	2
DOMESTIC PROPERTY PICKUP	2
FOLLOWUP	32
GENERAL INFORMATION	5
LITTERING OR ILLEGAL DUMPING	1
OPEN DOOR	2
PARK CHECK	16
RESTRAINING ORDER	1
SCHOOL SECURITY CHECK	3
SUBPOENA SERVICE	7
TRAFFIC CHECK	2
TRAFFIC CONTROL	13
TRAFFIC STOP	46
VEHICLE ACCIDENT PROP DAMAGE	2
WARRANT SERVICE	1



**17 Permit Applications**

17 Permits Approved  
 00 Permits Denied

Date	Address	Permit	Status
3/9/2020	138 N Salisbury Ave	Temporary Sign	Approved
3/13/2020	246 E Kerns Street	Accessory Building	Approved
3/13/2020	215 N Salisbury Ave	Permanent Sign	Approved
3/16/2020	143 N Salisbury Ave	Building Improvements	Approved
3/18/2020	101 Chamandy Drive	Renovation to existing	Approved
3/20/2020	1035 Winding Creek Road	Residential	Approved
3/20/2020	1055 Winding Creek Road	Residential	Approved
3/20/2020	1105 Winding Creek Road	Residential	Approved
3/20/2020	1115 Winding Creek Road	Residential	Approved
3/20/2020	1125 Winding Creek Road	Residential	Approved
3/20/2020	1155 Winding Creek Road	Residential	Approved
3/20/2020	1165 Winding Creek Road	Residential	Approved
3/20/2020	1175 Winding Creek Road	Residential	Approved
3/20/2020	1185 Winding Creek Road	Residential	Approved
3/20/2020	1195 Winding Creek Road	Residential	Approved
3/20/2020	1215 Winding Creek Road	Residential	Approved
3/20/2020	1225 Winding Creek Road	Residential	Approved
3/26/2020	143 N Salisbury Ave	Temporary Sign Permit	Approved

**02 Permit Inquiries**

Inquiring Party	Zoning	Type	Notes
138 N Salisbury Avenue	HB	Sign	Inquiries about new monument sign
105 N Salisbury Avenue	HB	Sign	Inquiry about sign changes on property

**Planning Board:** PB met 3/16/2020

- Presentation by Planner – Subdivision review process, BOA Planning Retreat recap
- Voted to change meeting time from 5:30 pm to 6:00 pm

**Zoning Board of Adjustment:** Meeting cancelled - No business

**Code Enforcement:**

**24 New Offenses**

- 04 Abatement by owner / party at interest (1 abated from February)
- 01 Abatement by Town
- 20 Not yet due / pending disposition (2 still pending disposition from prior months)

## Planning Department - Activity Report

### Training & Research:

- Review other municipal sign ordinances prior to amendments
- Review of rezoning, site plan review and approval process for Rowan/S Main property
- 2020-2021 FY summary of budget item requests for Planning Department/Code Enforcement
- C.E. met with all business owners along Highway 52 face-to-face during the month; education about Ordinances and location of them on the website for review
- List of PowerPoint presentations made available to Board of Aldermen

### Text amendment review:

- Sign Ordinance text amendment review; presentation created

### Zoning:

- Multiple UDO violations handled by Code Enforcement
- Work with local sign company to ensure sign ordinance standards are met going forward
- Review of Phase 2 – Village at Granite submittals
- Participated in Bicycle/Pedestrian Planning survey for UNCC and NCDOT
- Worked with LGI on water/sewer issues at the Village at Granite
- Census data sent to Rowan County as requested
- Worked with developer for future subdivision on Cleo Street
- Meeting with NCDOT engineers about future downtown curb and gutter project

### Code Enforcement:

- Types of cited offenses for the month:

Sign Violation	5
Public Nuisance Violation	14
Landscape/Buffering	1
Vehicles	4
Complaint reviewed; no violation found	2

- One abatement by town with Notice of Bill sent to property owner
- One voluntary demolition complete in ETJ
- Overseeing voluntary demolition in Town Limits
- Quadrant visits; site visits with residents when possible
- Letter of Determination sent to parcel in ETJ; file closed for multi-agency review of property



## March 2020 Maintenance Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- PM check on generator
- Quarry property cleanup /fence per NCDEQ request
- Sidewalk project completed 3/31/20
- State pesticide inspection – passed
- Town Hall project began 3/30/20
- Sprayed Hwy 52 right of ways
- New mulch at playgrounds
- Mulched bank at lake Park
- Drains opened at Lake Park for better drainage
- Blocked off playgrounds and bathrooms for Covid-19
- Pressure washed both parks sidewalks, gazebo, shelters

2007 Ford Truck Mileage	57,389	+243 miles
1995 Ford Dump Truck Mileage	37,224	+130 miles
2009 Ford Truck Mileage	66,066	+918 miles
2019 Ford Truck F350	2,966	+584 miles



# Finance Department

Breakdown of Departments:  
As of March 30, 2020

Department	Budgeted	YTD	
Revenues:	<u>3,208,360</u>	<u>2,071,705</u>	<u>65%</u>
<b>Total Revenues:</b>	<b>\$ 3,208,360</b>	<b>\$ 2,071,705</b>	<b>65%</b>
Expenses:			
Governing Body	16,787	8,707	52%
Administration	619,481	444,152	72%
Maintenance	302,619	229,695	76%
Police Dept.	743,422	489,549	61%
Fire Department	503,781	376,565	75%
Sanitation/Environmental	185,120	144,326	78%
Parks & Recreation	39,000	28,459	73%
Special Projects	<u>798,150</u>	<u>19,353</u>	<u>29%</u>
<b>Total Expenses</b>	<b>\$ 3,208,360</b>	<b>\$ 1,740,807</b>	<b>54%</b>
<b>Expense to Revenue:</b>			<b>84%</b>

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

<b>Revenues:</b>				
Disp Acct	Budget	YTD	Variance	Prcnt
01-3100-12 Taxes - Budget Year	880,268	896,023	15,755	102%
01-3100-17 Tax Penalties & Interest	4,000	1,812	(2,188)	45%
01-3101-12 Taxes - Prior Years	10,000	3,273	(6,727)	33%
01-3102-12 Vehicle Tax	100,000	82,409	(17,591)	82%
01-3230-31 Local Option Sales Tax	746,653	580,134	(166,519)	78%
01-3231-31 Solid Waste Disposal Tax	2,185	1,766	(419)	81%
01-3260-41 Business Registration Fees	400	690	290	173%
01-3261-31 Cable Franchise Tax	6,397	4,407	(1,990)	69%
01-3300-36 Grants	277,800	0	(277,800)	0%
01-3315-33 Fireman Retirement	2,200	0	(2,200)	0%
01-3316-32 Powell Pave & Patch Funds	82,557	83,141	584	101%
01-3322-31 Beer & Wine - State	13,499	0	(13,499)	0%
01-3324-31 Utilities Franchise Tax	146,740	101,958	(44,782)	69%
01-3330-84 County First Responders	4,020	3,015	(1,005)	75%
01-3340-41 Permits	1,350	4,640	3,290	344%
01-3346-40 Abatements	0	545	545	100%
01-3413-89 Miscellaneous Revenue	300	1,131	831	377%
01-3431-32 Federal Asset Seizure Funds	0	5,967	5,967	100%
01-3431-41 Police Authority Revenue_Faith	153,243	109,500	(43,743)	71%
01-3431-45 Police Report Revenue	100	77	(23)	77%
01-3431-89 Police Miscellaneous	1,825	949	(876)	52%
01-3471-51 Solid Waste Collection - Salisbury	144,000	117,266	(26,734)	81%
01-3491-41 Subdivision & Zoning Fees	2,500	4,085	1,585	163%
01-3493-26 FEMA Funds	437,793	34,675	(403,118)	8%
01-3613-41 Parks Miscellaneous	0	70	70	100%
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	0	(50,000)	0%
01-3831-89 Interest on Investments *	11,500	14,796	3,296	129%
01-3833-89 Donations/Contributions	0	25	25	100%
01-3834-41 Park Shelter Rentals (Maint)	5,000	2,715	(2,285)	54%
01-3835-80 Police Surplus Items Sold	1,200	174	(1,026)	15%
01-3835-81 Surplus items Sold	21,950	5,338	(16,612)	24%
01-3836-82 Sale of Land	0	3,350	3,350	100%
01-3837-31 ABC Net Revenue-Co.	9,600	7,776	(1,824)	81%
01-3991-99 Fund balance Appropriated	91,280	0	(91,280)	0%
	<b>\$3,208,360</b>	<b>\$2,071,705</b>	<b>(\$1,136,655)</b>	<b>65%</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	12,431	6,080	6,351	49%
01-4110-03 Mayor Expense	250	0	250	0%
01-4110-08 Board Expense	800	539	261	67%
01-4110-09 FICA Expense	951	465	486	49%
01-4110-14 Insurance - Workers Comp	55	60	(5)	109%
01-4110-40 Dues & Subscriptions	800	0	800	0%
01-4110-45 Insurance & Bonds	1,500	1,562	(62)	104%
01-4110-97 Board Contingency	0	0	0	0%
	<b>\$16,787</b>	<b>\$8,707</b>	<b>\$8,080</b>	<b>52%</b>

<b>Administration:</b>				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4120-00 Salaries-Regular	251,855	201,356	50,499	80%
01-4120-02 Salaries-Part Time	25,000	17,044	7,956	68%
01-4120-07 401K Expense	12,593	5,335	7,258	42%
01-4120-09 FICA Expense	21,179	16,347	4,832	77%
01-4120-10 Retirement Expense	22,541	9,487	13,054	42%
01-4120-11 Group Insurance	25,500	21,691	3,809	85%
01-4120-12 Health/Vision Insurance Overpayment	0	709	(709)	100%
01-4120-13 Unemployment Expense	0	1,033	(1,033)	100%
01-4120-14 Insurance - Workers Comp	525	557	(32)	106%
01-4120-18 Professional Services	24,000	11,228	12,772	47%
01-4120-22 Banquet Expense	1,700	1,580	120	93%
01-4120-26 Office Expense	11,000	4,731	6,269	43%
01-4120-29 Supplies & Equipment	200	141	59	71%
01-4120-31 Training & Schools	8,500	5,179	3,321	61%
01-4120-32 Telephone/Communications	3,500	2,462	1,038	70%
01-4120-33 Utilites	4,500	3,197	1,303	71%
01-4120-34 Printing	4,600	3,832	768	83%
01-4120-35 Maint/Repair Equipment	500	0	500	0%
01-4120-37 Advertising	4,500	2,823	1,677	63%
01-4120-40 Dues & Subscriptions	13,300	12,126	1,174	91%
01-4120-45 Insurance & Bonds	4,000	4,141	(141)	104%
01-4120-49 Visionary Projects	6,523	0	6,523	0%
01-4120-50 Community Projects	5,000	2,751	2,249	55%
01-4120-57 Cap Outlay - Land	62,213	62,212	1	100%
01-4120-58 Cap Outlay - Bldg	\$0	\$16,870	(16,870)	100%
01-4120-60 Contracted Services	32,000	30,138	1,862	94%
01-4120-71 Water Line - Principal	50,000	0	50,000	0%
01-4120-72 Water Line - Interest	4,167	4,207	(40)	101%
01-4140-68 Tax Collection	18,000	0	18,000	0%
01-4170-63 Elections	2,085	2,975	(890)	143%
	<b>\$619,481</b>	<b>\$444,152</b>	<b>\$175,329</b>	<b>72%</b>

<b>Maintenance:</b>				
<b>Disp Acct</b>	<b>Budget</b>	<b>YTD</b>	<b>Variance</b>	<b>Prcnt</b>
01-4190-00 Salaries - Regular	117,500	80,889	36,611	69%
01-4190-02 Salaries - Part-Time	34,000	24,284	9,716	71%
01-4190-07 401K Expense	5,875	4,507	1,368	77%
01-4190-09 FICA Expense	11,590	8,085	3,505	70%
01-4190-10 Retirement Expense	10,516	8,055	2,461	77%
01-4190-11 Group Insurance	23,500	17,523	5,977	75%
01-4190-14 Insurance - Workers Comp	4,650	7,222	(2,572)	155%
01-4190-20 Motor Fuel	7,000	5,240	1,760	75%
01-4190-21 Uniforms	2,000	828	1,172	41%
01-4190-24 Maint & Repairs Buildings & Grounds	7,965	7,470	495	94%
01-4190-25 Maint & Repairs Trucks	2,500	1,066	1,434	43%
01-4190-26 Office Expense	25	0	25	0%
01-4190-29 Supplies & Equipment	7,000	4,912	2,399	66%
01-4190-31 Training & Schools	250	48	202	19%
01-4190-32 Telephone/Communications	950	468	482	49%
01-4190-33 Utilities	3,000	2,315	685	77%
01-4190-34 Printing	50	3	47	7%
01-4190-35 Maint & Repairs Equip	9,698	7,782	1,916	80%
01-4190-45 Insurance & Bonds	3,050	3,151	(101)	103%
01-4190-51 Tools & Light Equipment	2,500	2,247	253	90%
01-4190-53 Cap Outlay - Veteran Memorial	0	0	0	0%
01-4190-54 Cap Outlay - Vehicles	32,660	32,559	101	100%
01-4190-55 Cap Outlay - Equipment	0	0	0	0%
01-4190-60 Contracted Services	16,340	11,041	5,299	68%
01-4190-97 Maintenance Contingency Fund	0	0	0	0%
	<b>\$302,619</b>	<b>\$229,695</b>	<b>\$73,235</b>	<b>76%</b>

<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	15,000	13,245	1,755	88%
01-6130-29 Supplies & Equipment	6,000	2,878	3,950	34%
01-6130-33 Utilities	15,000	11,779	3,221	79%
01-6130-60 Contracted Services	3,000	556	2,444	19%
	<b>\$39,000</b>	<b>\$28,459</b>	<b>\$11,369</b>	<b>73%</b>

<b>Environmental Protection:</b>				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4710-33 Utilities (Street Lights)	36,000	23,531	12,469	65%
01-4710-64 Recycling	42,000	33,446	8,554	80%
01-4710-65 Garbage Services	107,120	87,349	19,771	82%
	<b>\$185,120</b>	<b>\$144,326</b>	<b>\$40,794</b>	<b>78%</b>

<b>Fire Department:</b>				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4340-00 Salaries - Regular	103,500	86,651	16,849	81%
01-4340-02 Salaries - Part-Time	200,000	126,800	73,200	63%
01-4340-07 401K Expense	5,175	4,149	1,026	80%
01-4340-09 FICA Expense	23,218	15,999	7,219	69%
01-4340-10 Retirement Expense	9,263	7,361	1,902	79%
01-4340-11 Group Insurance	25,750	20,722	5,028	80%
01-4340-14 Insurance - Workers Comp	11,100	16,125	(5,025)	145%
01-4340-17 Firemen's Pension Fund	2,200	1,240	960	56%
01-4340-20 Motor Fuel	5,000	2,730	2,270	55%
01-4340-21 Uniforms	3,000	1,357	1,643	45%
01-4340-25 Maint & Repairs - Vehicles	10,000	5,709	4,291	57%
01-4340-26 Office Expense	250	55	195	22%
01-4340-29 Supplies & Equipment	23,950	19,747	5,892	75%
01-4340-31 Training & Schools	1,500	860	640	57%
01-4340-32 Telephone/Communications	3,800	2,678	1,122	70%
01-4340-33 Utilities	5,400	4,238	1,162	78%
01-4340-34 Printing	425	104	321	24%
01-4340-35 Maint & Repairs - Equipment	3,000	1,964	1,036	65%
01-4340-40 Dues & Subscriptions	2,500	1,670	830	67%
01-4340-45 Insurance & Bonds	4,750	7,402	(2,652)	156%
01-4340-55 Cap Outlay - Equipment	50,000	39,459	0	100%
01-4340-60 Contracted Services	10,000	9,544	456	95%
	<b>\$503,781</b>	<b>\$376,565</b>	<b>\$118,364</b>	<b>75%</b>

<b>Police Department:</b>				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4310-00 Salaries-Regular	398,000	256,512	141,488	64%
01-4310-02 Salaries-Part Time	10,000	8,330	1,670	83%
01-4310-07 401K Expense	19,900	13,169	6,731	66%
01-4310-09 FICA Expense	31,212	20,954	10,258	67%
01-4310-10 Retirement Expense	38,606	24,818	13,788	64%
01-4310-11 Group Insurance	83,000	51,945	31,055	63%
01-4310-14 Insurance - Workers Comp	12,750	14,229	(1,479)	112%
01-4310-20 Motor Fuel	19,000	10,207	8,793	54%
01-4310-21 Uniforms	3,250	1,743	1,507	54%
01-4310-25 Maint & Repair-Autos	9,000	6,570	2,430	73%
01-4310-26 Office Expense	1,500	897	603	60%
01-4310-29 Supplies & Equipment	8,000	2,922	5,078	37%
01-4310-31 Training & Schools	3,000	1,291	1,709	43%
01-4310-32 Telephone/Communications	8,000	5,227	2,773	65%
01-4310-33 Utilites	1,600	1,137	463	71%
01-4310-34 Printing	1,000	210	790	21%
01-4310-35 Maint & Repair - Equipment	2,000	695	1,305	35%
01-4310-40 Dues & Subscriptions	1,900	1,330	571	70%
01-4310-45 Insurance & Bonds	11,800	12,266	(466)	104%
01-4310-54 Cap Outlay - Vehicles	54,904	35,196	19,709	64%
01-4310-55 Cap Outlay - Equipment	0	0	0	0%
01-4310-60 Contracted Services	25,000	19,901	5,099	80%
	<b>\$743,422</b>	<b>\$489,549</b>	<b>\$253,873</b>	<b>61%</b>

<b>Special Projects:</b>				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4510-60 Chamandy Sewer/Water Taps	277,800	5,000	272,800	2%
01-4510-66 Powell - Streets	82,557	12,120	70,437	85%
01-4930-24 Community Development Maint/Rep of Bl	437,793	2,233	435,560	1%
	<b>\$798,150</b>	<b>\$19,353</b>	<b>\$778,797</b>	<b>29%</b>



**Town of Granite Quarry**  
**Interim Town Manager's Report**  
**April 2020**



**“COVID-19” ...**

...that pretty much sums up the overwhelming bulk of the past 3-4 weeks. We have gotten through the initial, nearly 100% of our days many days, reaction time where:

- Town staffs learned the symptoms and response measures needed;
- Town, county, state, and federal governments all evaluated & revamped their procedures, declarations, laws and regulations respectively;
- We began adapting infrastructure, parks, and technologies to accommodate this pandemic.

Most of the Town's executive staff is still devoting a large % of our time in webinars, teleconferences, and dealing only with COVID-19 related matters, but it has decreased at least enough to allow us to minimally get back onto projects and *normal* daily responsibilities we at first had to postpone entirely.

1. **Alderman Cress.** He obviously scared all of us a great deal week before last. The response time and amount of concerned responders was absolutely phenomenal.
2. **GQ FD Auxiliary - Port-a-Pit.** I cannot commend this group enough for their planning, response, adaptability, cooperation, and lines of communication throughout the event. What “couldn't have come at a worse time” at the initial escalation of the Coronavirus ended up being a very valued public service event as much as a fundraiser.

You've heard me talk about how the common denominator of successful town programs almost invariably is a strong 501c3 group who coordinates and works well in conjunction with Town efforts. *The Auxiliary's handling of this event is sincerely the “poster child” of that premise.*

3. **Town Hall.** The project got started and has been progressing on time. Based on feedback from a majority of you, I've had the architect working on estimates for some additional things that I'll bring to you in a separate report so you can review and mull over.
4. **Industrial Development Grant.** We were able to develop an alternative proposal that not only resolved the environmental and procedural issues we ran into with the original design, but also came in at a lower estimate! The State has given us a tentative head nod so that we can continue with the due diligence phase of vetting the alternative proposal and those estimates. Engineer has gotten me his information, next step is meeting with property owners to discuss.
5. **Capital Streets Improvement Project.** If everything goes well with the information in your packets this evening, I have requested the Local Government Commission's permission to submit the packet the next day (Tuesday, April 7<sup>th</sup>). If so:
  - We'll release the Request for Proposals for construction, due April 21<sup>st</sup>.
  - Have those bids tabulated in time for the May Town Board meeting.
  - (Hopefully) will hear back approval to proceed from the LGC after their May 5<sup>th</sup> meeting to consider the application.

**CAPITAL STREETS IMPROVEMENT PROJECT**  
**PUBLIC HEARING: FINANCING CONTRACT AWARD**



TO: Board of Aldermen  
 FROM: Town Manager  
 DATE: 4/6/2020

**SUMMARY**

The Board of Aldermen authorized staff to proceed with this project and the required application and associated processes on 3/2/20.

The Town issued a Request for Proposals (RFP) for financing of the Project on 3/18/20 with a due date of 4/1/20 @ 2:00pm. Information contained in financial proposals is confidential and proprietary information of each financial institution and therefore not public record.

*A summary of the proposals and recommendation is attached.*

The next step is for the Board to conduct a public hearing to consider whether to award and enter into such a financing contract. If it decides to do so, the attached Resolution authorizes it.

**RESOLUTION AMENDMENT / CLARIFICATION ON “TOTAL PROJECT AMOUNT”**

The stated adoption of this streets project is “not to exceed \$350,000”, and the Board’s intent from that is clearly to keep the total project limited to a *principal loan amount* of \$350,000. The estimated *capitalized interest* over the life of the loan in the recommended financing contract is \$40,750. In order to be able to count that future \$40,750 of *capitalized interest* toward future Powell Bill payments, we would need to specifically include it in this project’s adoption (otherwise, by default it would come from Fund Balance). For illustration:

**Project Expenditures:**

Construction Costs (& subsequent loan amt)	\$	350,000
Capitalized Interest (on that loan amt)		40,750
<b>Total Appropriations</b>	\$	<u>390,750</u>

**Project Funding:**

Powell Bill Allocations – Principal Loan Amt	\$	350,000
Powell Bill Allocations – Capitalized Interest		40,750
<b>Total Revenues</b>	\$	<u>390,750</u>

Therefore, the project cost – *for the purposes of the state application process and the Town’s budgeting ordinance* – would be \$390,750.

**ACTION REQUESTED**

***MOTION TO AMEND RESOLUTION 2020-03, AUTHORIZING THE TOWN MANAGER TO ACT ON BEHALF OF THE TOWN IN FILING AN APPLICATION FOR APPROVAL OF THE PROJECT, THE PROPOSED FINANCING CONTRACT WITH F&M BANK, AND OTHER ACTIONS NOT INCONSISTENT WITH THE RESOLUTION FOR THE 2020 CAPITAL STREETS IMPROVEMENT PROJECT.***

**Town of Granite Quarry**  
**2020 Capital Streets Improvement Project**  
**Certified Tabulation of Proposals**  
**FINANCING REQUEST FOR PROPOSALS**  
**Bid Opening Date: April 1, 2020 at 2:00pm**

Vendor	Principle Amount	Interest Rate	Maturity Date	Total Interest	Total Over Life of Loan	Prepayment Penalty
1	\$ 350,000	2.99%	84 mos	\$ 40,504.59	\$ 390,504.59	No
2	350,000	2.60%	84 mos	35,079.47	385,079.47	Yes
3	350,000	2.98%	84 mos	40,364.94	390,364.94	No

I certify that the above is a true and accurate tabulation of the bids received by the above referenced deadline.

*Larry Smith*  
 Larry Smith, Town Manager  
 Town of Granite Quarry, NC

*4/2/2020*  
 Date

Of the 3 responses submitted to the Town's Request for Proposals:  
 #2 was nonresponsive to our RFP by requiring a prepayment penalty (as well as several other provisions and fees contrary to the RFP's specifications and intent).  
 #1 and #2 were close enough as to only have a nominal difference of total fees and charges over the life of the loan. Since one of those two (Vendor #1) is the F&M Bank branch right here in town - where the bulk of our current finances are already held:  
***Staff respectfully recommends acceptance of Vendor #1 (F&M Bank)'s financing proposal.***



RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

WHEREAS, the Town of Granite Quarry, North Carolina desires to conduct a capital streets improvements project in an amount not to exceed \$390,750 (the “Project”) to better serve the citizens of Granite Quarry; and

WHEREAS, the Town of Granite Quarry desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Granite Quarry, North Carolina, meeting in regular session on the 6<sup>th</sup> day of April, 2020, make the following findings of fact:

1. The proposed contract is necessary or expedient because current priority repair needs exceed available Powell Bill funds on hand, and by financing the project the Town of Granite Quarry can utilize a portion of future Powell Bill fund payments toward repayment of the loan.
2. The proposed contract is preferable to a bond issue for the same purpose because the timeline for the financing process would be faster than a bond process, allowing for a paving schedule during the ideal season of the summer months. It will also have less costs associated than with issuing bonds (e.g., administrative process and bond attorney fees).
3. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because the Town has updated its priority assessment standards and cost estimations to reasonably estimate the scope of project needs at this amount of financing. Further, the cost of the project does not exceed current cash flows of general fund balance, but it is preferable to the Town and its citizens to conduct the full project now and apply future Powell Bill funds toward its financing repayment.
4. The Town of Granite Quarry’s debt management procedures and policies are good because the Town has not defaulted on any debt payments, and town budgeting and finance procedures allow staff to professionally monitor and ensure timely future payments.
5. The increase in taxes necessary to meet the sums to fall due under the proposed contract will be 0 cents per \$100 valuation and is not deemed to be excessive. No increase in taxes is proposed for this project.
6. The Town of Granite Quarry is not in default in any of its debt service obligations.
7. The attorney for the Town of Granite Quarry has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town Manager is hereby authorized to act on behalf of the Town of Granite Quarry in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 6<sup>th</sup> day of April, 2020.

The motion to adopt this resolution was made by Alderman \_\_\_\_\_, seconded by Alderman \_\_\_\_\_, and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

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

ATTEST:

\_\_\_\_\_  
Town Clerk Aubrey Smith

This is to certify that this is a true and accurate copy of Resolution No. 2020-03, as amended and adopted by the Granite Quarry Board of Aldermen on the 6<sup>th</sup> day of April, 2020.

\_\_\_\_\_  
Town Clerk Aubrey Smith

\_\_\_\_\_  
Date

**Agenda Item Summary**

Regular Meeting

April 6, 2020

Agenda Item 6

**Capital Streets Improvement Project**

Summary:

Attached is the Capital Project Ordinance for the 2020 Capital Streets Improvement Project. If adopted it would run for the length of the project, allowing us to use a percentage of any Powell Bill allocations we receive each year toward the repayment of the financing loan and its capitalized interest.

Attachments:

- Capital Project Ordinance 2020-07 Capital Streets Improvement Project

Action Requested:

***Motion to approve Capital Project Ordinance 2020-07 for the 2020 Capital Streets Improvement Project as presented.***

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



**CAPITAL PROJECT ORDINANCE**

**2020-07**

**TOWN OF GRANITE QUARRY NC  
2020 CAPITAL STREETS IMPROVEMENT PROJECT**

**BE IT ORDAINED** by the Governing Board of the Town of Granite Quarry, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

**Section 1:** The Project authorized is the 2020 Capital Streets Improvements Project, as explained in more detail on Attachment A.

**Section 2:** The officers of this unit of government are hereby directed to proceed with the capital project within the terms of this project ordinance and the budget contained herein.

**Section 3:** The following amounts are appropriated for the capital project:

Administrative Fees	\$	10,500
Construction Costs		339,500
Capitalized Interest		40,750
Total Appropriations	\$	<u>390,750</u>

**Section 4:** The following revenues are anticipated to be available to complete this project:

Powell Bill Allocations	\$	390,750
Total Revenues	\$	<u>390,750</u>

**Section 5:** The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of all state and federal regulations.

**Section 6:** Funds may be advanced from the General Fund for the purpose of making payments as due.

**Section 7:** The Finance Officer is directed to report on the financial status of each project element in Section 3 of this ordinance on a quarterly basis.

**Section 8:** The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board until this project is complete.

**Section 9:** A copy of this capital project ordinance shall be entered into the Governing Board's meeting minutes, and within five days after adoption, copies shall be filed with the Finance Officer, Budget Officer, and in the Office of the Town Clerk for direction in carrying out this project.

Adopted this 6<sup>th</sup> day of April 2020

(Seal)

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

Attest: \_\_\_\_\_  
Aubrey Smith, Town Clerk

**2020 Capital Streets Improvement Project  
Street Paving Priority List\***

Street Name	Beginning Street	End Street	Square Yards
N Jack St	E Lyerly St	Lake Dr	1250
Yadkin St	E Church St	E Kerns St	2872
N Oak St	Crook St	Peeler St	2392
N Oak St	W Bank St	Peeler St	1955
S Oak St	W Bank St	W Lyerly St	1114
S Oak St	Rowan St	W Lyerly St	1968
Rowan St	Walnut St	Dead End	2103
Railroad St	Depot St	US Hwy 52	4394
Depot St	Main St	Railroad St	374
Depot St	Railroad St	US Hwy 52	1096
N Kayla St	Phillip Dr	cul-de-sac	1769

**21,287**

<b>Patchwork*</b>	
Kerns St	RR track fill & 12-ton dig
N Cleo St	Dig and skin 15.5 tons
Phillip Dr	Dig cul-de-sac and entrance
E Church St	Intersection at US Hwy 52 10' width
Foil St	Dig patch
Garland Dr	Dig patch
Palisade Dr	Dig patch
Dominion Dr	Dig patch
Kluttz St	Dig Patch

\*List prioritized by Asphalt Rating Database. Subject to amendment during construction based on actual site conditions and up to financial cap.

**Agenda Item Summary**

Regular Meeting

April 6, 2020

Agenda Item 7

**Quarry Site Grading & Fence Repair**

Summary:

The quarry property is in need of grading and fence repairs before it can be used as a limb and leaf site. There are several upgrades that have to be made for storm water and excavation that are included in this quote per DEQ.

Quarry Site - Small Landfill Operation	Price	Vendor
Clear and grind approx. 1 acre Strip topsoil and build required berm	7,500	Mid - Carolina
300 tons of ABC rock	3,000	Mid - Carolina
Approx 100' 15" HDPE Pipe for drainage required	10,000	Mid - Carolina
Mobilization	1,500	Mid - Carolina
Approx 90' of 6' chain length fence at road	1,000	Mid - Carolina
Project not to exceed	2,000	Feather Fencing
	<b>25,000</b>	

Attachments:

- Estimate
- Budget Amendment Request FY19-20 #13

Action Requested:

***Motion to move money from fund balance to line item 01-4190-24 in the amount of \$25,000 to bring the quarry site up to the standard required to make the property useable for leaf and limb storage.***

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against

**MID CAROLINA CONSTRUCTION SERVICES LLC  
DBA PATRICK MILLER GRADING**

**ESTIMATE**

825 Beagle Club Rd.  
Salisbury, NC 28146  
Patrick Cell: 704-507-0090 Matt Cell: 704-507-1305  
Office Phone/Fax: 704-636-0730  
Email: [midcarolinaconstruction@gmail.com](mailto:midcarolinaconstruction@gmail.com)

Date	ESTIMATE
3/2/2020	1

NAME/ADDRESS
Town of Granite Quarry

Project	Brush/Trash Site
---------	------------------

Quantity	Description	Rate	Amount
	<b>Town of Granite Quarry Brush/Trash Site - Balfour Quarry Rd</b>		
	Clear and grind Approx 1 acre		\$7,500.00
	Strip topsoil and build berm for erosion control and privacy. Move granite rocks to outside perimeter		\$3,000.00
	Install approx. 300 tons ABC Stone. Hauled and installed		\$10,000.00
	Approx 100' 15" HDPE Pipe Materials Only. Installation price to be determined based on where pipe will be installed		\$1,500.00
	Mobilization		\$1,000.00
	This is an estimate only. Final price to be determined based on actual work to be completed.		
	<b>NOTES:</b> No Surveying or GeoTech included No export of unsuitable material No mass rock removal No trench rock removal No import of structural fill		
		<b>TOTAL</b>	<b>\$23,000.00</b>

FISCAL YEAR 2019-2020  
**BUDGET AMENDMENT REQUEST #13**

April 6, 2020

**PURPOSE:** To transfer funds from Fund Balance Appropriated (01-3991-99) to Maintenance – Maint & Repair–Bldgs/Grounds (01-4190-24) in the amount of \$25,000 to bring the quarry site up to standards for leaf and limb storage.

**TRANSFER FUNDS FROM:**

General Ledger Acct. # and Description	Amount
01-3991-99 Fund Balance Appropriated	\$ 25,000
TOTAL	\$ 25,000

**ADD FUNDS TO:**

General Ledger Acct. # and Description	Amount
01-4190-24 Maintenance – Maint & Repair-Bldgs/Grounds	\$ 25,000
TOTAL	\$ 25,000

*The above Budget Amendment was approved / denied by the Manager or Board on \_\_\_\_\_.*

\_\_\_\_\_  
William Feather, Mayor

\_\_\_\_\_  
Shelly Shockley, Finance Officer

**Agenda Item Summary**

Regular Meeting

April 6, 2020

Agenda Item 9

**Virtual Meeting Platform Contract**

Summary:

After reviewing the three most highly recommended platforms [Zoom, GoToMeeting (dba LogMeIn), and WebEx], staff recommendation is that we go with the Business Plan for GoToMeeting. They have offered it for \$10/m on an annual contract (reduced from \$16/m on an annual plan or \$19/m on a monthly plan).

This plan would include:

- a dial-in conference line,
- unlimited meetings,
- no meeting time limits,
- unlimited recording,
- up to 25 webcams at once, and
- up to 250 participants.

Action Requested:

***Motion to approve entering a contract with LogMeIn for \$10.00 per month for twelve months for virtual meeting platform hosting services.***

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against

# April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 <b>Walk in the Park Lake Park 10:00am-12:00 pm</b> <b>BoA Regular Mtg. 7:00pm</b>	7	8 <b>CCOG Executive Board Mtg. 6:00pm (virtual)</b>	9	10 <b>Good Friday – Office Closed</b>	11
12	13 <b>Planning Board 6:00pm</b>	14	15	16	17	18
19	20 <b>ZBA 5:30pm</b>	21 <b>Revitalization 3:30pm</b>	22 <b>MPO TAC Mtg. 5:30pm</b>	23	24	25
26	27	28	29	30		

# EVENTS