

Agenda Item Summary

Regular Meeting
February 15, 2022
Agenda Item 1

Summary:

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

Action Requested:

Motion to adopt the February 15, 2022 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 Brittany Barnhardt

For
Against

Agenda Item Summary

Regular Meeting
February 15, 2022
Agenda Item 2

Summary:

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

A. Approval of the Minutes

1) Regular Meeting Minutes January 10, 2022

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

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

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

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 Brittany Barnhardt

For
Against



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, January 10, 2022
6:00 p.m.**

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

Staff: Town Manager Larry Smith, Town Clerk Aubrey Smith, Town Attorney Chip Short, Finance Officer Shelly Shockley, Fire Chief / Public Works Director Jason Hord, Police Investigator Todd Taylor

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

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

Pledge of Allegiance: The Pledge of Allegiance was led by Mayor Barnhardt.

1. Approval of the Agenda

ACTION: Alderman Costantino made a motion to approve and follow the agenda as presented. Alderman Shelton seconded the motion. The motion passed 4-0.

2. Approval of the Consent Agenda

A. Approval of the Minutes

1) Regular Meeting Minutes December 13, 2021

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

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

D. Appointment of Jeff Cannon to Parks, Events, and Recreation Committee

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

3. Citizen Comments

- Christopher Ealey, 117 E. Kerns Street – requested a speed limit sign on either end of Kerns Street and that the speed limit be enforced.

4. Town Manager's Update

Manager Smith reviewed highlights from his report in the agenda packet including the budget watchlist. Fuel is being watched carefully. Department heads are taking fuel efficiency measures, but a budget

amendment may be coming. Manager Smith shared that Powell Bill funds being received were roughly \$14,000 over what was estimated. Manager Smith asked if there were any questions on the materials that were sent out regarding retreat facilitation and suggested a motion to authorize staff to engage Centralina Council of Governments for planning retreat facilitation services. Mayor Pro Tem Linker suggested discussion on dates for the retreat at the end of the meeting.

ACTION: Mayor Pro Tem Linker made a motion to approve (*authorizing Manager Smith to engage Centralina Council of Governments for planning retreat facilitation services*). Alderman Costantino seconded the motion. The motion passed 4-0.

Manager Smith referenced the draft agreement included in the packet for planning and code enforcement services. The Board discussed whether the hours included travel. Attorney Short stated that based on paragraph 10, he read that travel was not counted against the 12 weekly hours that would be dedicated to planning.

ACTION: Alderman Shelton made a motion to authorize the Manager to move forward with the contract (*with NFocus for planning and code enforcement services*). Alderman Costantino seconded the motion. The motion passed 4-0.

Old Business

5. Ordinance 2021-18

Driveway Standards Text Amendment

Manager Smith requested that the item be removed from the agenda until it could be reviewed and presented by a future planner.

ACTION: Mayor Pro Tem made a motion to remove Ordinance 2021-18 from the agenda. Alderman Cress seconded the motion. The motion passed 4-0.

New Business

6. Budget Amendment #7

Granite Fest Performer Contract

The Board discussed the reasons for the budget amendment.

ACTION: Alderman Shelton made a motion to approve (*Budget Amendment request #7 in the amount of \$2,000 to cover the down payment for recommended entertainment at Granite Fest 2022*). Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

7. Budget Amendment #6

Whitney Court Street Light

The Board discussed the recommendation to add a street light to Whitney Court. Chief Hord informed the Board that the residents in the cul-de-sac had pursued putting in a light on their own but that was not a possibility because of the bump outs. Chief Hord commented on the process for lighting plans through Duke's engineers and the lack of alternatives. The Board members expressed a desire for mast arms. Chief Hord stated the other street lights in the neighborhood will be upgraded with mast arms and LED lights as supplies are available.

ACTION: Alderman Costantino made a motion to approve (*Budget Amendment #6 to increase Fund Balance Appropriated (01-3991-99) and increase Streets – Cap Outlay-Bldg/Infrastructure (01-4511-58) in an amount not to exceed \$8,000 for pole installation and underground boring to add a streetlight to Whitney Court*). Alderman Shelton seconded the motion. The motion passed 3-1 with Alderman Cress opposed.

8. Proclamations

Mayor Barnhardt acknowledged the following proclamations.

- A. Martin Luther King, Jr. Day January 17, 2022
- B. Black History Month February 2022

9. Board Comments

- Alderman Costantino asked about whether any candidates had been identified for the full-time planner position. Manager Smith stated all avenues are being investigated.
- Alderman Costantino asked about moving the February meeting since it falls on Valentines Day. No Board members were opposed.

ACTION: Alderman Costantino made a motion to change February’s meeting date from Monday, February 14, 2022 to Tuesday, February 15, 2022. Alderman Cress seconded the motion. The motion passed 4-0.

- Mayor Barnhardt stated she recently attended a lunch for veterans that occurs at Christiana Lutheran every Tuesday at 11:00 a.m. She invited the other Board members to attend.
- The Board discussed dates for the planning retreat. By consensus February 10, 11, 24, 25, March 3, and 4 were identified as dates that board members were available. Board members were in favor of half-day meetings. Board members stated 9:00 a.m. to 1:00 p.m. would work for them.
- Alderman Shelton asked about whether storm drain connections and light poles were covered under Powell Bill funds. Manager Smith stated that light poles were not, but some storm drain connections could qualify depending on the project.
- Alderman Shelton asked if the Board wanted to re-institute the COVID Emergency Paid Sick Leave policy. Staff will bring sample policies to the next meeting for Board review and feedback.

10. Announcements and Date Reminders

A. Weekdays	January		Food Drive – Drop Off in Town Hall Lobby
B. Wednesday	January 12	5:00 p.m.	Centralina Executive Board Meeting virtual
C. Thursday	January 13	6:00 p.m.	Community Appearance Commission
D. Monday	January 17		Office Closed MLK, Jr. Day
E. Tuesday	January 18	3:30 p.m.	Revitalization Team
F. Tuesday	January 18	5:00 p.m.	Parks, Events, and Recreation Committee
G. Tuesday	January 18	5:30 p.m.	Zoning Board of Adjustment
H. Thursday	January 20	7:30 a.m.	Rowan Chamber Power in Partnership Breakfast
I. Monday	January 24	5:00 p.m.	Rowan Chamber Business After Hours
J. Wednesday	January 26	5:30 p.m.	Cabarrus-Rowan County MPO TAC
K. Thursday	January 27	4:00 p.m.	Rowan Chamber New Member Reception
L. Monday	February 7	6:00 p.m.	Planning Board
M. Wednesday	February 9	5:00 p.m.	Centralina Board of Delegates Meeting virtual
N. Thursday	February 10	6:00 p.m.	Community Appearance Commission
O. Saturday	March 5		Save the Date – Volunteer & Staff Banquet

11. Closed Session

Legion Building

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)(i) to instruct staff concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a proposed contract for the Legion Building lease. Alderman Costantino seconded the motion. The motion passed 4-0.

ACTION: Mayor Pro Tem Link made a motion to return to open session. Alderman Costantino seconded the motion. The motion passed 4-0.

No action was taken during the closed session. Mayor Barnhardt and Manager Smith will reach out to set up a meeting with Civitan representatives.

Adjournment

ACTION: Alderman Costantino made a motion to adjourn. Alderman Cress seconded the motion. The meeting ended at 7:36 p.m.

Respectfully Submitted,

Aubrey Smith
Town Clerk

DRAFT



January Work 2022 Public Works Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- PM check on generator
- Sanitized town hall, playgrounds at parks and restrooms
- Nature trail maintenance weekly and keeping leaves off
- Leaf pickup 2nd and 4th weeks
- Installed new street signs – continues
- Sprayed Geese repellent at Lake Park
- Potholes patched
- PM and inspections on all fleet trucks
- Snow plowing during storms
- Repaired sink hole on Wrenwood Ct.
- Took down and stored all Christmas lights and décor
- New flag light installed at lake park
- Gov. Deals Surplus - \$351.00 (old street signs)
- Landscape & Agriculture workshop (Colton and Gabe)

2007 Ford Truck	Mileage – 62,341	+255 miles
1995 Ford Dump Truck	Mileage – 41,913	+813 miles
2009 Ford Truck	Mileage – 88,219	+995 miles
2019 Ford Truck F350	Mileage – 13,927	+731 miles



Granite Quarry-Faith Joint Police Authority

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



Police Department Report

February 2022

- Call volume report for the month of January 2022:

- Date of Report: 02/07/2022

- Total calls for service/activities – 466
- Calls for service/activities Granite Quarry: 368
- Calls for service/activities Faith: 88
- Incident Reports- 10
- Arrest Reports- 8
- Crash Reports- 13
- Traffic Citations- 17

- See Attached for Total Calls for Service.

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

131 Chevy Impala-	End-	75,560
141 Ford Taurus-	End-	81,176
161 Ford Utility-	End-	69,835
171 Ford Utility -	End-	47,500
172 Ford Utility -	End-	79,709
173 Ford Utility -	End-	39,848
181 Ford F150 -	End-	69,215
191 Dodge Durango -	End-	37,149
201 Ford Utility-	End-	16,998
211 Ford Utility-	End-	8,276
212 Ford Utility-	End-	17,230

- Other Information:

- Average response time for January 2021 CFS is 3.91 minutes.
- Drug Collection Box. January 2022: 26.54 pounds collected.
- Jan. CID Report. 3 Cases assigned; 6 Cases cleared; 12 follow-ups conducted; 87 open assigned cases.
- Officers completed 79 hours of in-service or continuing education training in January.

GQPD**Number of Events by Nature**

CFS Jan 2022

Nature	# Events
102B1 PAST ABUSE	1
102O2 ABUSE-INFORMATION	1
103A4 ADMIN (OTHER)	2
103B4 SECURITY ESCORT	1
104B01 ATM ALARM	3
104C2 COMMERCIAL BURG (INTRUSI	15
104C3 RESIDENTAL BURG (INTRUSI	6
109O2 BOMB THREAT-INFORMATION	1
111D1 DAMAGE TO PROPERTY	1
113D1 DISTURBANCE / PHYSICAL	1
113D2 DISTURBANCE / VERBAL	1
114C1 PHYSICAL DOMESTIC	1
114D1 PHYSICAL DOMESTIC	1
114D2 VERBAL DOMESTIC	1
119B4 SOCIAL MEDIA HARASSMENT	1
119C2 THREAT - JUST OCCURED	1
121O2 MENTAL COMMITMENT	1
122O2 MISC - INFORMATION	1
123D1 MISSING PERSON (AT RISK)	1
125B1 CHECK WELFARE - ROUTINE	3
125B2 LOCKOUT - ROUTINE	6
125C1 KEEP THE PEACE	1
125D1 CHECK WELFARE-URGENT	1
129C1 SUSPICIOUS PERSON	7
129C2 WANTED PERSON	1
129C3 SUSPICIOUS VEHICLE	6
129C5 SUSPICIOUS CIRCUMSTANCE	2
130B2 VEHICLE LARCENY (PAST)	2
130B3 THEFT FROM VEH (PAST)	1

Nature	# Events
130D1 LARCENY	1
131B1 TRAFFIC ACCIDENT - PD	4
131B3 HIT & RUN	1
131D1 TRAFFIC ACCIDENT - INJUR	1
132A1 ABANDONED VEHICLE	1
132A2 PAST TRAFFIC VIOLATION	1
132C1 SEVERE TRAFFIC VIOLATION	1
132C3 HAZARDOUS VEHICLE	1
133B1 PAST TRESPASSING	1
133D1 TRESPASSING	3
23D2 OVERDOSE (UNCONSCIOUS)	1
25A2 PSYCHIATRIC (SUICIDAL)	1
69D1 STRUCTURE FIRE	1
77B1 TRAFFIC ACC - INJURY	1
77D3 TRAFFIC ACC - MULTI VEH	1
911 HANG UP	12
9E1 CARDIAC OR RESP ARREST	3
ASSIST EMS	1
ASSIST FIRE DEPT	4
ASSIST MOTORIST	7
ATTEMPT TO LOCATE	2
BUSINESS OR HOUSE CHECK	206
CIVIL PROCESS	1
COMMUNITY PROGRAM	3
DELIVER MESSAGE	13
DIRECTED PATROL	2
DOMESTIC PROPERTY PICKUP	3
FOLLOWUP	23
FOOT PATROL	1
GENERAL INFORMATION	10
MISDIAL	5
PARK CHECK	37

Nature	# Events
SCHOOL SECURITY CHECK	4
SEARCH WARRANT	1
SUBPOENA SERVICE	9
TRAFFIC CHECK	7
TRAFFIC STOP	32
VEHICLE ACCIDENT PROP DAMAGE	5
WARRANT SERVICE	1
Total	483



Town of Granite Quarry Fire Department

Established May 15th, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



Board Report February/2022 Chief Hord

Emergency Calls for Service January 2022

69 calls in district

- 59 – EMS (including strokes, falls, diabetic, CPR and other medical needs)
- 2 – Structure fire
- 2 – Fire Alarms
- 4 – Motor Vehicle Accidents
- 2 – Service assignment/ Public service assistance

13 calls to Salisbury

- 5 – Alarm/Structure, EMS calls canceled en-route
- 1 – EMS
- 1 – Structure Fire
- 2 – Motor Vehicle Accidents

9 calls to Rockwell Rural

- 9 – Alarm/Structure, EMS calls canceled en-route
- 2 – Motor Vehicle Accidents

2 calls to Faith

- 2 – canceled en-route

3 calls to South Salisbury

- 1 – Structure Fire
- 1 – canceled en-route
- 1 – Service assignment/ Public service assistance

3 calls to Bostian Heights

- 2 – structure fires

4 calls to Union

- 2 – canceled en-route
- 1 – Structure fire
- 1 – EMS

2 calls to Rockwell City

- 2 – canceled en-route

1 Special Call – Structure Fire – Stanley County

TOTAL – 106

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.

Rigorous cleaning/decontamination, due to suggested COVID response multiple times daily.

Monthly training included E.M.T continuing education and Joint Training with Faith F.D.

Multiple days of ladder training, water point training, hose evolutions, extrication tool familiarization, and district familiarization. Weekly shift training/ officer's choice.

Car Seat Check Station on Thursday from 1 p.m.to 4 p.m. – 4 seats installed/checked.

Grounds care on Thursdays.

Joint county training at Mar Rock quarry .



Finance Department

Breakdown of Departments:
As of January 31, 2022

Department	Budgeted	Encumbered	YTD	
Revenues:	<u>2,699,707</u>		<u>1,855,235</u>	<u>69%</u>
Total Revenues:	\$ 2,699,707		\$ 1,855,235	69%
Expenses:				
Governing Body	54,422	35	35,664	66%
Administration	568,053	2,636	268,380	48%
Public Works	371,377	37,516	208,213	66%
Police	751,991	-	455,999	61%
Fire	544,429	625	337,621	62%
Streets	177,936	-	102,006	57%
Sanitation	152,250	-	84,393	55%
Parks & Recreation	<u>79,250</u>	<u>12,500</u>	<u>45,081</u>	<u>73%</u>
Total Expenses	\$ 2,699,707	\$ 53,313	\$ 1,537,357	59%
Expense to Revenue:				83%

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

Revenues:					
Account	Budget	YTD	Variance	%	Notes
01-3100-12 Taxes - Budget Year	989,710	885,724	(103,986)	89%	1
01-3100-17 Tax Penalties & Interest	3,000	1,527	(1,473)	51%	
01-3101-12 Taxes - Prior Years	6,000	5,595	(405)	93%	1
01-3102-12 Vehicle Tax	117,034	79,842	(37,192)	68%	
01-3230-31 Local Option Sales Tax	846,600	536,430	(310,170)	63%	
01-3231-31 Solid Waste Disposal Tax	2,370	1,160	(1,210)	49%	
01-3316-32 Powell Pave & Patch Funds	76,722	90,391	13,669	118%	2
01-3322-31 Beer & Wine - State	13,736	-	(13,736)	0%	3
01-3324-31 Utilities Franchise Tax	132,854	66,476	(66,379)	50%	
01-3330-84 County First Responders	4,020	2,345	(1,675)	58%	
01-3411-89 Community Appearance Rev	-	150	150	100%	
01-3413-89 Miscellaneous Revenue	500	1,836	1,336	367%	4
01-3431-41 Police Authority Revenue_Faith	136,000	68,000	(68,000)	50%	
01-3431-45 Police Report Revenue	100	155	55	155%	
01-3431-89 Police Miscellaneous	1,100	794	(307)	72%	
01-3471-51 Environmental Fee Collection	169,632	86,797	(82,835)	51%	
01-3491-41 Subdivision & Zoning Fees	5,500	4,080	(1,420)	74%	
01-3613-41 Parks Miscellaneous	5,050	11,275	6,225	223%	5
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	-	(50,000)	0%	3
01-3831-89 Interest on Investments	10,000	4,093	(5,907)	41%	6
01-3834-41 Park Shelter Rentals (Maint)	2,500	2,355	(145)	94%	
01-3835-80 Police Surplus Items Sold	-	5	5	0%	
01-3835-81 Surplus items Sold	1,000	1,092	92	109%	
01-3837-31 ABC Net Revenue-Co.	11,500	5,113	(6,387)	44%	
01-3991-99 Fund Balance Appropriated	114,779	-	(114,779)	0%	7
	2,699,707	1,855,235	(844,473)	69%	

Notes:

- 1 A majority of Ad Valorem Taxes are received in the first few months of the fiscal year
- 2 Received both allocations, second allocation larger than expected due to session law changes
- 3 Will receive in the last quarter
- 4 Refund from NC Department of Insurance
- 5 Includes Vendor Registration Fees & Sponsorships for Granite Fest
- 6 See Interest on Investments page for breakdown (ARPA Money Market Interest is accounted for in the ARPA GPO Fund)
- 7 Original \$57,795 + BA# 1 (Parks & Rec Master Plan \$17,750), BA# 2 (IDF Close-out \$31,815), BA# 6 (Street Light \$7,419)

Governing Body:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4110-02 Mayor/Aldermen Salary	12,828	-	6,413	6,415	50%	
01-4110-09 FICA Expense	981	-	491	490	50%	
01-4110-14 Insurance - Workers Comp	50	-	41	9	83%	6
01-4110-18 Professional Services	20,000	-	11,000	9,000	55%	
01-4110-26 Office Expense	700	35	273	392	44%	
01-4110-31 Training & Schools	375	-	225	150	60%	
01-4110-40 Dues & Subscriptions	12,600	-	11,885	715	94%	7
01-4110-45 Insurance & Bonds	1,700	-	1,674	26	98%	6
01-4110-61 Grants - Nonprofit Grant Program	350	-	350	-	100%	8
01-4110-63 Elections	3,500	-	3,312	188	95%	9
01-4110-97 Board Contingency	1,338	-	-	1,338	0%	
	54,422	35	35,664	18,723	66%	

Notes:

- 6 Paid once annually at the beginning of the fiscal year
7 Includes \$4,135 for NCLM dues and \$5,338 for Rowan EDC dues paid annually
8 Includes \$100 for Fiddler's Convention and \$250 for Granite Quarry Fire Dept Auxiliary donations
9 Paid once annually in municipal election years

Administration:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4120-00 Salaries - Regular	291,076	-	148,060	143,016	51%	
01-4120-02 Salaries - Part-Time	14,115	-	14,115	-	100%	10
01-4120-03 Salaries - Longevity	1,000	-	1,000	-	100%	
01-4120-07 401K Expense	14,558	-	7,393	7,165	51%	
01-4120-09 FICA Expense	23,424	-	12,221	11,203	52%	
01-4120-10 Retirement Expense	33,159	-	16,827	16,332	51%	
01-4120-11 Group Insurance	46,500	-	20,132	26,368	43%	
01-4120-14 Insurance - Workers Comp	750	-	395	355	53%	
01-4120-17 Insurance – HRA/Admin Cost	1,200	-	700	500	58%	
01-4120-18 Professional Services	19,204	1,031	4,796	13,377	30%	
01-4120-22 Banquet Expense	1,700	-	-	1,700	0%	
01-4120-26 Office Expense	10,000	35	2,382	7,583	24%	
01-4120-29 Supplies & Equipment	200	-	-	200	0%	
01-4120-31 Training & Schools	7,000	500	2,408	4,092	42%	
01-4120-32 Telephone/Communications	3,500	-	1,989	1,511	57%	
01-4120-33 Utilities	4,800	-	2,555	2,245	53%	
01-4120-34 Printing	5,000	-	3,055	1,945	61%	
01-4120-35 Maint & Repair - Equipment	500	-	-	500	0%	
01-4120-37 Advertising	3,200	-	1,292	1,908	40%	
01-4120-40 Dues & Subscriptions	3,750	-	1,159	2,591	31%	
01-4120-44 Contracted Services	15,346	1,070	10,017	4,259	72%	11
01-4120-45 Insurance & Bonds	5,150	-	5,091	59	99%	12
01-4120-62 Committees - CAC	500	-	399	101	80%	13
01-4120-68 Tax Collection	9,600	-	10,757	(1,157)	112%	14
01-4120-71 Water Line - Principal	50,000	-	-	50,000	0%	15
01-4120-72 Water Line - Interest	2,821	-	1,635	1,186	58%	
	568,053	2,636	268,380	297,037	48%	

Notes:

- 10 PT planning position was budgeted for the first 6 month of the fiscal year
- 11 Annual support for Southern Software paid once at the beginning of the fiscal year, website hosting & ACA reporting encumbered
- 12 Paid once annually at the beginning of the fiscal year
- 13 Promotional magnets for Granite Fest and yard signs for the year
- 14 Cost of Tax Collection proportionate to Ad Valorem Taxes in revenues (higher in first few months of FY)
- 15 Paid once annually in June

Public Works:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4190-00 Salaries - Regular	124,296	-	75,873	48,423	61%	
01-4190-02 Salaries - Part-Time	35,500	-	25,540	9,961	72%	
01-4190-03 Salaries - Longevity	838	-	838	-	100%	
01-4190-07 401K Expense	6,215	-	3,794	2,421	61%	
01-4190-09 FICA Expense	12,282	-	7,822	4,460	64%	
01-4190-10 Retirement Expense	14,193	-	8,634	5,559	61%	
01-4190-11 Group Insurance	24,662	-	13,888	10,774	56%	
01-4190-14 Insurance - Workers Comp	7,600	-	5,440	2,160	72%	16
01-4190-20 Motor Fuel	7,100	-	6,271	829	88%	17
01-4190-21 Uniforms	1,900	-	523	1,377	28%	
01-4190-24 Maint & Repair - Bldgs/Grounds	12,000	-	3,930	8,070	33%	
01-4190-25 Maint & Repair - Vehicles	3,500	125	3,253	122	97%	18
01-4190-29 Supplies & Equipment	10,000	-	3,902	6,098	39%	
01-4190-31 Training & Schools	250	-	100	150	40%	
01-4190-32 Telephone/Communications	850	-	386	464	45%	
01-4190-33 Utilities	3,500	-	1,811	1,689	52%	
01-4190-34 Printing	25	-	6	19	26%	
01-4190-35 Maint & Repairs - Equipment	17,000	-	7,783	9,217	46%	
01-4190-40 Dues & Subscriptions	250	-	128	123	51%	
01-4190-44 Contracted Services	16,000	391	2,063	13,545	15%	
01-4190-45 Insurance & Bonds	4,600	-	4,410	190	96%	16
01-4190-54 Cap Outlay - Vehicles	37,000	37,000	-	-	100%	19
01-4190-96 Interfund Transfer	31,816	-	31,816	-	100%	20
	\$371,377	37,516	208,213	125,648	66%	

Notes:

- 16 Paid once annually at the beginning of the fiscal year
- 17 High fuel prices - recommend Budget Amendment #8
- 18 Includes Dump Truck repairs and 2 sets of tires
- 19 Public Works truck is encumbered, still no ETA available, recommend Budget Amendment #10
- 20 Industrial Development Fund GPO Project closeout, offset by Fund Balance Appropriated (Note 7)

Police:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4310-00 Salaries - Regular	433,768	-	267,237	166,531	62%	
01-4310-02 Salaries - Part-Time	15,000	-	6,135	8,865	41%	
01-4310-03 Salaries - Longevity	2,500	-	2,350	150	94%	
01-4310-07 401K Expense	21,688	-	13,246	8,442	61%	
01-4310-09 FICA Expense	34,522	-	21,002	13,520	61%	
01-4310-10 Retirement Expense	52,788	-	31,895	20,893	60%	
01-4310-11 Group Insurance	86,625	-	46,059	40,566	53%	
01-4310-14 Insurance - Workers Comp	10,700	-	8,069	2,631	75%	21
01-4310-20 Motor Fuel	19,000	-	13,802	5,198	73%	22
01-4310-21 Uniforms	3,000	-	2,144	856	71%	
01-4310-25 Maint & Repair - Vehicles	6,000	-	2,286	3,714	38%	
01-4310-26 Office Expense	1,500	-	516	984	34%	
01-4310-29 Supplies & Equipment	8,000	-	3,278	4,722	41%	
01-4310-31 Training & Schools	4,000	-	2,915	1,085	73%	
01-4310-32 Telephone/Communications	8,000	-	4,408	3,592	55%	
01-4310-33 Utilities	3,000	-	909	2,091	30%	
01-4310-34 Printing	1,000	-	613	387	61%	
01-4310-35 Maint & Repair - Equipment	2,000	-	179	1,821	9%	
01-4310-40 Dues & Subscriptions	3,650	-	2,596	1,054	71%	
01-4310-44 Contracted Services	23,250	-	14,901	8,349	64%	
01-4310-45 Insurance & Bonds	12,000	-	11,459	541	95%	21
	751,991	-	455,999	295,992	61%	

Notes:

- 21 Paid once annually at the beginning of the fiscal year
- 22 High fuel prices - recommend Budget Amendment #8

Fire:							
Account	Budget	Encum.	YTD	Variance	%	Notes	
01-4340-00 Salaries - Regular	131,849	-	77,255	54,594	59%		
01-4340-02 Salaries - Part-Time	209,994	-	120,173	89,821	57%		
01-4340-03 Salaries - Longevity	1,831	-	1,831	-	100%		
01-4340-07 401K Expense	6,592	-	4,363	2,229	66%		
01-4340-09 FICA Expense	26,291	-	14,936	11,355	57%		
01-4340-10 Retirement Expense	15,172	-	9,931	5,241	65%		
01-4340-11 Group Insurance	30,400	-	14,021	16,380	46%		
01-4340-14 Insurance - Workers Comp	11,500	-	8,357	3,143	73%	23	
01-4340-20 Motor Fuel	5,000	-	2,930	2,070	59%		
01-4340-21 Uniforms	3,000	150	1,465	1,385	54%		
01-4340-25 Maint & Repair - Vehicles	7,500	-	7,042	458	94%	24	
01-4340-26 Office Expense	150	-	38	112	25%		
01-4340-29 Supplies & Equipment	21,000	475	13,726	6,799	68%		
01-4340-31 Training & Schools	2,000	-	1,519	481	76%		
01-4340-32 Telephone/Communications	4,500	-	2,444	2,056	54%		
01-4340-33 Utilities	6,100	-	3,387	2,713	56%		
01-4340-34 Printing	325	-	96	229	30%		
01-4340-35 Maint & Repair - Equipment	2,500	-	973	1,527	39%		
01-4340-40 Dues & Subscriptions	3,300	-	1,981	1,319	60%		
01-4340-44 Contracted Services	10,000	-	5,869	4,131	59%		
01-4340-45 Insurance & Bonds	9,425	-	9,361	64	99%	23	
01-4340-55 Cap Outlay - Equipment	36,000	-	35,923	77	100%	25	
	544,429	625	337,621	206,183	62%		

Notes:

- 23 Paid once annually at the beginning of the fiscal year
- 24 AC Compressor, Valve and Air Chamber Repairs to E572
- 25 E572 Refurbishment is complete

Streets:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4510-18 Professional Services	900	-	900	-	100%	26
01-4510-29 Supplies & Equipment	2,500	-	-	2,500	0%	
01-4510-39 Maint & Repair	7,400	-	2,900	4,500	39%	
01-4510-58 Cap Outlay - Bldg/Infrastructure	65,000	-	41,400	23,600	64%	27
01-4510-71 Debt Service - Principal	50,000	-	25,000	25,000	50%	28
01-4510-72 Debt Services - Interest	8,717	-	4,568	4,149	52%	28
01-4511-33 Utilities - Street Lights	36,000	-	19,819	16,181	55%	
01-4511-58 Cap Outlay - Bldg/Infrastructure	7,419	-	7,419	-	100%	29
	177,936	-	102,006	75,930	57%	

Notes:

- 26 Powell Bill maps paid for once annually
- 27 Includes Brinkley St. storm water improvements and sink hole repair on Wall St.
- 28 Paid once in December and once in June
- 29 Street Light on Whitney Court

Sanitation:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4710-44 Contracted Services	152,250	-	84,393	67,857	55%	
	152,250	-	84,393	67,857	55%	

Parks & Rec:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-6130-18 Professional Services	17,750	12,500	5,250	-	100%	30
01-6130-24 Maint & Repair - Bldgs/Grounds	26,000	-	19,233	6,767	74%	
01-6130-29 Supplies & Equipment	7,000	-	2,027	4,973	29%	
01-6130-33 Utilities	16,500	-	8,777	7,723	53%	
01-6130-44 Contracted Services	2,000	-	-	2,000	0%	
01-6130-62 Committees - PERC	10,000	-	9,793	207	98%	31
	79,250	12,500	45,081	21,669	73%	

Notes:

- 30 Parks and Rec Master Plan balance encumbered
- 31 Includes Granite Fest 2021 expenses

FEMA Granite Lake Project							
Account	Budget	Encum.	YTD	Variance	%	Notes	
<u>Revenues:</u>							
04-3613-26 FEMA Grant	576,286	-	478,291	97,995	83%		
04-3613-36 NC DEM Grant	192,095	-	159,430	32,665	83%		
Total Revenues:	768,381	-	637,722	(130,659)	83%		
<u>Expenses:</u>							
04-6130-18 Professional Services	166,000	11,987	154,013	-	100%	32	
04-6130-69 Cap Outlay - Construction	547,619	-	503,524	44,095	92%	33	
04-6130-97 Contingency	54,762	-	-	54,762	0%		
Total Expenses:	768,381	11,987	657,536	98,857	87%		

Notes:

- 32 Awaiting final engineering invoices, entire engineering services contract encumbered, estimated to come in under budget
- 33 Final amounts for construction

ARPA FUND							
Account	Budget	Encum.	YTD	Variance	%	Notes	
<u>Revenues:</u>							
07-3301-23 ARPA Funds	959,917	-	479,958	479,958	50%		
07-3831-89 Interest on ARPA Funds	-	-	230	-	100%	34	
Total Revenues:	959,917	-	480,189	(479,728)	50%		
<u>Expenses:</u>							
07-4110-61 Grant Related Expenditures	959,917	-	-	959,917	0%	35	
Total Expenses:	959,917	-	-	959,917	0%		

Notes:

- 34 See Interest on Investments page for breakdown of ARPA Money Market interest
- 35 Grant Project Ordinance will be amended once expenditures/project has been determined

Interest on Investments by Month														
FY 2021-2022														
Acct#	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Interest YTD	Invested Balance
Certificates of Deposits:														
XX7779	418.18	432.13	432.13	418.18	432.14	418.18	432.13	-	-	-	-	-	2,983.07	250,431.38
XX7151	357.43	Matured	-	-	-	-	-	-	-	-	-	-	357.43	-
	775.61	432.13	432.13	418.18	432.14	418.18	432.13	-	-	-	-	-	\$ 3,340.50	\$ 250,431.38
Money Market Accounts:														
XX9011	87.42	76.67	99.82	105.42	102.02	118.05	122.43	-	-	-	-	-	711.83	1,241,294.49
XX1186	5.48	5.15	5.14	5.32	5.15	5.31	5.32	-	-	-	-	-	36.87	62,601.88
ARPA	-	28.92	39.46	40.77	39.46	40.78	40.78	-	-	-	-	-	230.17	480,067.50
	92.90	110.74	144.42	151.51	146.63	164.14	168.53	-	-	-	-	-	\$ 978.87	\$ 1,783,963.87
NC Capital Management Trust:														
XX4319	1.20	0.43	0.42	0.43	0.42	0.43	0.43	-	-	-	-	-	3.76	50,964.83
	1.20	0.43	0.42	0.43	0.42	0.43	0.43	-	-	-	-	-	\$ 3.76	\$ 50,964.83
Totals													\$ 4,323	\$ 2,085,360

* Includes Interest in ARPA Fund

Total Invested Balance	\$ 2,085,360
Cash Balance (As of 12/31/21)	\$ 448,025
Minus Outstanding Transactions (As of 12/31/21)	<u>\$ (13,267)</u>
Total Reconciled Cash Balance	<u>\$ 434,758</u>
Total Available Funds (Includes Restricted ARPA Funds)	\$ 2,520,118

Agenda Item Summary

Regular Meeting
February 15, 2022
Agenda Item **2D**

Appointment Recommendations

Summary:

The Zoning Board of Adjustment reviewed two applications for their two vacant town resident seats and made the recommendation that the Board of Aldermen appoint Angela Nee and Laurie Mack to the vacant town resident Zoning Board of Adjustment seats with expiration dates of 7/31/2024.

Attachments:

- A. Clerk’s Summary
- B. Applications

Action Requested:

Approval of appointment as part of the consent agenda

OR

Consideration of the Zoning Board of Adjustment’s recommendation and possible action to appoint Angela Nee and Laurie Mack to the vacant town resident Zoning Board of Adjustment seats with expiration dates of 7/31/2024.

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 Brittany Barnhardt

- For
- Against

SUMMARY

TO: Board of Aldermen
FROM: Town Clerk Aubrey Smith
RE: **Summary of Application Review**
DATE: 11/9/2021



The current Committee Membership Recruiting and Appointment Policy, adopted by the Board of Aldermen 9/8/2020, directs the Clerk or designee to conduct an administrative review of an application, comparing with:

- Any ordinance requirements for qualifications;
- The current compositions of the applicable committee's membership for diversity of backgrounds and residence locations with a goal of fair representation of the town's jurisdiction.

Requirements for Qualification

UDO Sec. 15.5 – Board of Adjustment

15.5.1 *Establishment.*

- A. A zoning Board of Adjustment is hereby established. This board shall consist of 7 members as follows:
1. Four (4) members shall reside within the municipal corporate limits and shall be appointed by the Town Board of Aldermen;
 2. Three (3) members shall reside within the town's one-mile extraterritorial jurisdictional area and shall be appointed by the Rowan County Board of Commissioners.
 3. The members of the Zoning Board of Adjustment already serving on the board prior to the passage of this amended section shall be considered as the four members appointed by the Town Board of Aldermen, and each of these members shall serve the balance of the term to which such member was appointed.

The current Zoning Board of Adjustment membership consists of the following:

- 2 filled Town seats 2 vacant Town seats
- 3 filled ETJ seats 0 vacant ETJ seats

Diversity of Backgrounds

The current Zoning Board of Adjustment members have a wide variety of background experience and/or occupations including:

- Sales, vending, real estate, emergency services
 - Retired with 30 years of experience in management accounting
 - Retired teacher
 - Retired Duke Energy
 - Compliance records manager
- Ms. Mack is retired elementary school teacher and leader.
- Ms. Nee is a senior customer service representative and clerk to the board.

Diversity of Residence Locations

- Ms. Mack is a resident of the town and lives on Veronica Lane.
- Ms. Nee is a resident of the town and lives on Kenton Place.

The residences of the two Zoning Board of Adjustment members currently representing the Town are located on the following streets:

- Meadow Wood Court
- North Main Street



P.O. Box 351
 Granite Quarry, NC 28072-0351
 704-279-5596
www.granitequarrync.gov

BOARDS AND COMMITTEES APPLICATION

NAME Laurie Mack

PHYSICAL ADDRESS 325 Veronica Lane ZIP 28146

MAILING ADDRESS " " ZIP " "

PHONE ~~910~~ 980-332-9078 PHONE (business or cell) 310-809-2559

EMAIL Macklaurie@yahoo.com

OCCUPATION Elementary Teacher / Leader (Retired)

ARE YOU CURRENTLY SERVING ON A GRANITE QUARRY BOARD OR COMMITTEE Yes No

IF SO, PLEASE PROVIDE THE NAME OF THE BOARD OR COMMITTEE

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARDS OR COMMITTEES IN ORDER OF PREFERENCE (please number up to three applicable committees)

- | | |
|--------------------------------------------------|-------------------------------------|
| <u> </u> Community Appearance Commission | <u>2</u> Planning Board |
| <u>X</u> Revitalization Team | <u>1</u> Zoning Board of Adjustment |
| <u>3</u> Parks, Events, and Recreation Committee | |

WORK EXPERIENCE (List your four most recent employment experiences, listing present or most recent first)

Dates	Company Name/Location	Position	Job Description
2011-2018	Los Angeles Unified Sch. Dist.	3rd Grade Teacher	Taught Gen. subjects
2011-2014	Burlington School Dist. (VT)	4th Grade Teacher/Diversity	" "
1997-2008	Paramount Unified Sch. Dist. (CA)	3rd Grade Teacher (grade level leader)	" "

EDUCATION (List your three most recent educational experiences, listing present or most recent first)

Educational Institution/School	Degree Received	Area(s) of Study
National University (CA)	Yes Educational Admin. Certification	K-12 Educational Leadership
SUNY Plattsburgh	Yes	Education
SUNY Plattsburgh	Yes	Mass Media Communication

WHY DO YOU FEEL YOU ARE QUALIFIED FOR THIS APPOINTMENT?

I believe my passion to serve my local community and my background in education and leadership will make me an idea candidate to help my community continue to grow.

BOARDS/ COMMITTEES ON WHICH YOU HAVE SERVED (LIST MUNICIPALITIES AND DATES)

N/A

EVER CONVICTED OF A FELONY Yes No If yes, state details: _____

I affirm that I understand this application may be considered a public record and as such, portions may be subject to release under North Carolina General Statute Chapter 132, Public Records. I certify that the facts contained in this application are true and correct to the best of my knowledge. I agree that by my submission of this application form, I shall be deemed to have affixed my signature hereto.

Signature Laura M. [Signature] Date 10-4-2021

FOR OFFICE USE ONLY

Application Received: 10/4/2021 ACS Interview Date & Time: Mtng.
 Confirmation Date: _____ Term Ending: _____



P.O. Box 351
 Granite Quarry, NC 28072-0351
 704-279-5596
www.granitequarrync.gov

BOARDS AND COMMITTEES APPLICATION

NAME Angela Nee

PHYSICAL ADDRESS 1002 Kenton Pl, Salisbury, NC ZIP 28146

MAILING ADDRESS PO Box 902, Granite Quarry, NC ZIP 29072

PHONE 336-470-4634 (cell) PHONE (business or cell) _____

EMAIL Angie.nee@aol.com

OCCUPATION Sr. Customer service Rep / Clerk to the Board

ARE YOU CURRENTLY SERVING ON A GRANITE QUARRY BOARD OR COMMITTEE Yes No

IF SO, PLEASE PROVIDE THE NAME OF THE BOARD OR COMMITTEE

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARDS OR COMMITTEES IN ORDER OF PREFERENCE (please number up to three applicable committees)

- | | |
|------------------------------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Community Appearance Commission | <u>1</u> Planning Board |
| <u>3</u> Revitalization Team | <u>2</u> Zoning Board of Adjustment |
| <input type="checkbox"/> Parks, Events, and Recreation Committee | |

WORK EXPERIENCE (List your four most recent employment experiences, listing present or most recent first)

Dates	Company Name/Location	Position	Job Description
3/2005-Present	Handy Sanitary Dist/Denton	Sr. CSR / Clerk to the Board	clerical / admin

EDUCATION (List your three most recent educational experiences, listing present or most recent first)

Educational Institution/School	Degree Received	Area(s) of Study
UMGC	in pursuit	English / Art

WHY DO YOU FEEL YOU ARE QUALIFIED FOR THIS APPOINTMENT?

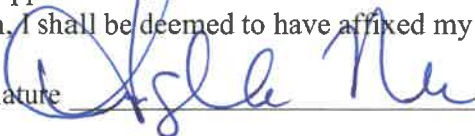
As a new resident, I feel I could bring some fresh ideas to the table. Most recently I've lived in Mint Hill, NC & grew up in Lexington, NC.

BOARDS/ COMMITTEES ON WHICH YOU HAVE SERVED (LIST MUNICIPALITIES AND DATES)

N/A

EVER CONVICTED OF A FELONY Yes No If yes, state details: _____

I affirm that I understand this application may be considered a public record and as such, portions may be subject to release under North Carolina General Statute Chapter 132, Public Records. I certify that the facts contained in this application are true and correct to the best of my knowledge. I agree that by my submission of this application form, I shall be deemed to have affixed my signature hereto.

Signature  Date 7/9/2021

FOR OFFICE USE ONLY

Application Received: _____ Interview Date & Time: _____

Confirmation Date: _____ Term Ending: _____

Agenda Item Summary

Regular Meeting
February 15, 2022
Agenda Item 5

Local EPSL Policy

Summary:

Local Emergency Paid Sick Leave (EPSL) policies are varied. Most municipalities have chosen to offer one of the following:

- 1) Provide up to 80 hours of paid leave for all employees meeting criteria.
- 2) Provide up to 80 hours of paid leave for vaccinated employees only.
- 3) Require employees to use available accrued leave time.

The CDC is no longer requiring vaccinated individuals or individuals who had confirmed COVID-19 within the past 90 days who have been exposed but are not showing symptoms to isolate or quarantine. If an individual has tested positive for COVID-19 or has symptoms, the CDC recommends a 5-day isolation.

Granite Quarry’s previous policy was based on the federal EPSL that expired 12/31/2020. The 80 hours of pay for full-time employees was based on the CDC recommendations at the time for quarantine and isolation.

Since a large number of the Town’s part-time employees have another full-time employer, the recommendation is that - if reinstated - the policy only affect full-time employees.

Attachments:

- A. Sample GQ Policy
- B. CDC Recommendations

Action Requested:

Direction from the Board on how it wishes to proceed.

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 Brittany Barnhardt

- For
- Against

MEMORANDUM



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

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

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

Town of Granite Quarry Emergency Paid Sick Leave

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

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

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

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

Duration/Compensation

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

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

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

General GQEPSL Rules

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

Definitions

Child Care Provider Defined for the Purposes of GQEPSL

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

School Defined for Purposes of GQEPSL

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

Quarantine and Isolation

Updated Jan. 20, 2022

Quarantine

If you were exposed

[Quarantine](#) and stay away from others when you have been in close contact with someone who has COVID-19.

Isolate

If you are sick or test positive

[Isolate](#) when you are sick or when you have COVID-19, even if you don't have symptoms.

When to Stay Home

Calculating Quarantine

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days. [Learn why CDC updated guidance for the general public.](#)

IF YOU

Were exposed to COVID-19 and are NOT [up-to-date](#) on COVID-19 vaccinations

Quarantine for at least 5 days

Stay home

Stay home and [quarantine](#) for at least 5 full days.

Wear a well-fitted mask if you must be around others in your home.

Get tested

Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

After quarantine

Watch for symptoms

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

[Isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

Take precautions until day 10

Wear a mask

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

Avoid travel**Avoid being around people who are at high risk****IF YOU****Were exposed to COVID-19 and are [up-to-date](#) on COVID-19 vaccinations****No quarantine**

You do not need to stay home **unless** you develop symptoms.

Get tested

Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

Watch for symptoms

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

[Isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

Take precautions until day 10**Wear a mask**

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

Avoid travel**Avoid being around people who are at high risk****IF YOU****were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test)****No quarantine**

You do not need to stay home **unless** you develop symptoms.

Watch for symptoms

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

[Isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

Take precautions until day 10**Wear a mask**

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

Avoid travel

Avoid being around people who are at high risk**Calculating Isolation**

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

IF YOU**Tested positive for COVID-19 or have symptoms, regardless of vaccination status****Stay home for at least 5 days**

Stay home for 5 days and [isolate](#) from others in your home.

Wear a well-fitted mask if you must be around others in your home.

Ending isolation if you had symptoms

[End isolation after 5 full days](#) if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.

Ending isolation if you did NOT have symptoms

[End isolation after at least 5 full days](#) after your positive test.

If you were severely ill with COVID-19

You should isolate for at least 10 days. [Consult your doctor before ending isolation.](#)

Take precautions until day 10**Wear a mask**

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

Avoid travel**Avoid being around people who are at high risk****DEFINITIONS****Exposure**

Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

Close Contact

Close contacts are someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes.

Agenda Item Summary

Regular Meeting
February 15, 2022
Agenda Item 7

Summary: Continued from July & August 2021 discussion

Over the past few years as our finance software and technology have improved, some of the procedures and guidelines set forth in current policies have become inaccurate and no longer practical. Strong internal controls aid in the prevention of fraud and the detection of accidental errors and oversight in the accounting process. The procedures and guidelines in this policy outline cash handling procedures, segregation of duties, and adequate safeguards to ensure proper internal controls of the Town's assets.

Attachments:

- *Resolution 2021-14*
- *Internal Controls Policy 2021-14*

Action Requested:

Motion to adopt Resolution 2021-14 adopting the new Town Internal Controls Policy.

Internal Controls Policy

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 Brittany Barnhardt

- For
- Against



RESOLUTION 2021-14

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

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

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

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

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

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

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

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

Brittany H. Barnhardt, Mayor

ATTEST:

Aubrey Smith, Town Clerk



2021-14

INTERNAL CONTROLS POLICY

Table of Contents

I.	PURPOSE.....	2
II.	CASH MANAGEMENT.....	3
2.1	Bonding	3
2.2	Bank Accounts	3
2.3	Deposits.....	3
2.4	Collateralization	4
2.5	Petty Cash.....	4
III.	CASH DISBURSEMENT	5
3.1	Pre-Audit Certificate.....	5
3.2	Checks.....	5
3.3	Insufficient Funds	5
3.4	Absence	5
IV.	INVESTMENT MANAGEMENT	6
4.1	Interest	6
4.2	Authorized Investments	6
V.	RECORDING & RECOGNIZING	6

I. PURPOSE

Elected Officials and Town employees have a responsibility to provide taxpayers with reasonable assurance that government finances are adequately controlled. An environment with strong internal controls reflects the reliability of the accounting records and financial statements. Strong internal controls aid in the prevention of fraud and the detection of accidental errors and oversight in the accounting process.

Cash handling procedures are necessary to ensure proper internal controls, segregation of duties and adequate safeguard of the Town's assets. No one person should have complete control over a transaction, and in a perfect situation, a separation of duties between at least three people is preferred in any cash handling transaction. The Town's limited office staff does not permit three people to be involved in all cash handling situations, but safeguards have been put in place and the Town assumes responsibility for the limited controls. Alternative controls should be used to compensate in instances where there is a lack of separation. The Governing Board members as well as the Town Manager must be called upon to provide some of these controls.

Staff are responsible for complying with the procedures set out in this policy to ensure funds are accepted following the same process each time, deposited in a timely manner, and easily tracked while keeping both the funds and the staff handling the funds secure. Any staff handling funds must adhere to the Conflict of Interest sections of the Town's Personnel Policy and Purchasing Policy. These policies set out the integrity and ethical values and communicate the code of conduct that town employees are expected to follow.

Units of government have various accounting functions, which include:

- Cash Management
- Cash Disbursements
- Investment Management
- Recording & Recognizing

Each of these areas are addressed below.

II. CASH MANAGEMENT

2.1 Bonding

All employees who handle funds must be bonded either individually or under a blanket bond according to G.S. 159-29. The Finance Officer must be individually bonded for at least \$50,000. All others may be included in a blanket bond.

2.2 Bank Accounts

No official or employee shall have the authority to open a bank account in the name of the Town or any of its departments using public funds without authorization by the governing body (G.S. 159-31(a)). The Governing Board shall designate an official depository within the state of North Carolina. It is unlawful for any public funds to be deposited in a depository other than a bank, savings and loan association, or trust company within North Carolina.

Bank accounts for checking, money market, and certificates of deposit must be reconciled within the accounting system by finance at the end of each month. Any accrued interest on the accounts will be recorded in the accounting system. The bank reconciliations will be reviewed and approved by the Town Manager. The Finance Officer shall have online access to Town bank accounts in order to perform direct deposits, transfers, and to review and reconcile accounts.

2.3 Deposits

All public funds shall follow the deposit guidelines below. No official or employee of the Town shall have the authority to cash a check payable to the Town, except to replenish petty cash. Payments shall be made in the form of cash or checks made payable to the Town of Granite Quarry.

Funds received must be deposited either on a daily basis or when funds amount to \$250.00 or greater. Until deposited, all funds must be maintained in a secure location. Deposits shall be immediately reported to finance by means of a duplicate deposit ticket (G.S. 159-32).

Deposit Guidelines:

- When funds are received by front office staff a three-part pre-numbered receipt will be issued. Part one of the receipt will be received by the payee, part two will remain with the funds until deposited, and part three will be kept in the receipt book for reference.
- Prior to deposit, funds will be kept in the safe within the vault.
- Front office staff will prepare the funds for deposit and record on a two-part deposit slip. Funds to be deposited will be matched with pre-numbered receipt book and receipts.
- Front office staff provides deposit and two-part deposit slip to the Town Clerk for review and approval. In the absence of the Town Clerk, the Town Manager or Finance Officer can review and approve. Deposit slip must be initialed indicating who reviewed and approved the deposit.
- Front office staff takes deposit and two-part deposit slip to the bank and returns with one part of deposit slip and bank receipt.
- A report detailing what funds were deposited, along with the deposit slip, bank receipt, check stubs, part two of receipt, and any other backup information is provided to finance.

- Finance verifies that two parties agreed to the funds prior to deposit and reconciles the bank receipt and deposit slip to the report sent by front office staff.
- Finance enters the deposit into the accounting system and approves the transaction.

2.4 Collateralization

Bank accounts should be properly collateralized in accordance with G.S. 159-31(b) and [20 NCAC 7](#).

The Finance Officer shall:

- Annually complete COLL-91 Notification of Public Deposit and submit to Financial Institution and State Treasurer. Form will be reviewed by the Town's independent auditor prior to submission.
- Review all releases or substitutions of collateral securities resulting in a decrease of the market value of pledged securities.
- Complete Form LGC-203 on a semiannual basis to report status of deposits and investments (G.S. 159-33). Form LGC-203 will be reviewed and approved by Town Manager prior to submission to Local Government Commission (LGC).

2.5 Petty Cash

Petty cash will be reconciled by the Finance Officer on a random basis, at least quarterly. These reconciliations will be completed by the Finance Officer and a member of the front office staff, each independently completing a reconciliation form. The reconciliation forms will be compared for accuracy.

Total expenditures and cash on hand should always equal the total authorized Petty Cash Fund amount. Petty cash will be kept secure in the vault and locked at the end of each workday. The combination to the vault will be known only to the Finance Officer, Town Clerk, and Office Assistant.

For specific petty cash procedures see the Petty Cash Policy.

III. CASH DISBURSEMENT

When a bill, invoice, or other claim against the Town is presented, the Finance Officer shall either approve or disapprove the necessary disbursement. The Finance Officer may approve the claim only if 1) the amount is determined to be payable; and 2) the budget ordinance or a project ordinance includes an appropriation authorizing the expenditure; and either (i) an encumbrance has been previously created for the transaction; or (ii) an unencumbered balance remains in the appropriation sufficient to pay the amount to be disbursed (G.S. 159-28(b)).

3.1 Pre-Audit Certificate

All purchase orders, invoices, and checks should have a properly signed pre-audit certificate as directed by G.S. 159-28 and the Town's Purchasing Policy. Prior to signing the pre-audit certificate on purchase orders or invoices, the Finance Officer shall confirm that sufficient funds are budgeted for the appropriation. Prior to printing and satisfying the pre-audit certificate requirement on any check, the Finance Officer shall confirm that there are sufficient funds in the checking account to cover the payment. The Governing Board may approve a bill, invoice, or other claim against the local government that has been disapproved by the Finance Officer (G.S. 159-28(c)). This must be done by formal resolution.

3.2 Checks

Pre-numbered checks will be used for all disbursements. The Finance Officer will account for all check numbers at the end of each month, including voided checks. Unused and voided checks will be made available for inspection by the Town Manager or Town's independent auditor. Any missing checks will be investigated. The unused check stock will be maintained in the Finance Officer's locked office. Voided checks should be so indicated on the check register. Voided checks should be sufficiently defaced to avoid use.

Checks will only be signed after thorough review of documentation supporting the disbursement. Thorough review will be documented by the signing of the check and by the initialing of the check register. Checks will be signed by two designated check signers (G.S. 159-25(b)).

It is the Town's policy to have four designated check signers to allow for absences. After thorough review, checks will be signed by the Finance Officer and the Town Manager. In the event that either is unavailable to sign, one of the other two designated check signers will be permitted to sign. Current signature cards will be maintained on file with the financial institution at all times, indicating those authorized to sign checks. In no case will any check be signed by anyone whose signature card is not on file.

3.3 Insufficient Funds

Any insufficient funds notices will be brought immediately to the attention of the Town Manager and the Governing Board.

3.4 Absence

In the event of the Finance Officer's extended absence, cash disbursements will be processed by the designated Deputy Finance Officer using the procedures outlined above.

IV. INVESTMENT MANAGEMENT

Funds of the Town will be invested in accordance with G.S. 159-30. The Finance Officer shall have the responsibility for the investment of any idle funds and the safe keeping of all investments purchased on behalf of the Town (G.S. 159-25 (a)(6)). The following must be considered, in order of priority, when managing and investing public funds:

- Safety – To minimize credit risk, the risk of loss due to failure of the investment issuer or backer,
- Liquidity – To invest in a manner that can be easily converted into cash, and
- Yield – Attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs.

4.1 Interest

Interest accrued on investments shall be recorded monthly in the accounting system by the Finance Officer. The investment program shall be managed so that investments and deposits can be converted to cash when needed. To ensure cash is available when needed, investments made in certificates of deposits must have maturities of at least once per fiscal year.

4.2 Authorized Investments

Funds may be deposited in any bank, savings and loan association, or trust company in this state in the form of certificates of deposits or such other forms of time deposits (G.S. 159-30). There are no statutory guidelines limiting the amount of idle funds in any one type of investment. However, to avoid unreasonable risk, it is the Town's policy that the investments will be re-evaluated at least annually.

V. RECORDING & RECOGNIZING

The Finance Officer shall keep the accounts of the Town in accordance with Generally Accepted Accounting Principles (GAAP) of governmental accounting and the rules and regulations of the Local Government Commission (LGC) (G.S. 159-25) by:

- Maintaining an accounting system containing (at a minimum) a General Fund and any other funds (G.S. 159-26).
- Maintaining administrative rights to the accounting system and designating other users as needed, providing each individual user with his/her own confidential password.
- Preparing and providing monthly reports to the Governing Board showing financial condition and budget versus actual.
- Ensure that a backup of the accounting system is being stored at least daily and being kept on the server.

Agenda Item Summary

Regular Meeting
February 15, 2022
Agenda Item 8

Summary:

Part of the continuous process associated with bringing policies up to date are the behind-the-scenes details that turn these policies into practice. The Town’s ordinances and internal control policies required updating in order to more accurately reflect the Town’s council-manager form of government, best practices following segregation of duties, and ultimately to more efficiently and accountably rely on the professionally trained experience of its staff. With the adequate internal controls and checks and balances set forth in the Internal Controls Policy, this change is one step closer to completing the process to ensure efficiency.

Attachment:

- *Resolution 2021-16*

Action Requested:

Motion to adopt Resolution 2021-16 enacting the updated Town Check Signatures.

Check Signatures

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 Brittany Barnhardt	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>



RESOLUTION 2021-16

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ENACTING UPDATED TOWN CHECK SIGNATURES

WHEREAS, the Town of Granite Quarry has established a bank account and investment accounts authorized by G.S. 159-31 and 20 NCAC 7; and

WHEREAS, the Town's ordinances and internal control policies required updating in order to more accurately reflect the Town's council-manager form of government, best practices following segregation of duties, and ultimately to more efficiently and accountably rely on the professionally trained experience of its staff; and

WHEREAS, the Board of Aldermen feels this will be achieved by updating the parties responsible for signing of the checks; and

WHEREAS, G.S. 159-25(b) requires that all checks for disbursement shall have two signatures; and

WHEREAS, all checks for disbursement of Town funds shall bear the signature of the Finance Officer and Town Manager, or one of the below listed persons in either's absence.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Granite Quarry the following named persons, whose signatures are shown below, are approved for the signing of checks from the General Fund account, Grant Project Funds, and Capital Project Funds, as well as making changes to investment accounts held at F & M Bank for the Town of Granite Quarry effective immediately:

Shelly Shockley, Finance Officer
Larry Smith, Town Manager
Brittany Barnhardt, Mayor
Aubrey Smith, Town Clerk

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

Brittany H. Barnhardt Mayor

ATTEST:

Aubrey Smith, Town Clerk

Agenda Item Summary

Regular Meeting
February 15, 2022
Agenda Item 9

Summary:

The final Master Plan draft is attached. Jon Wood, PLA (Professional Landscape Architect) and Senior Project Manager for the Town’s consulting firm on the plan, Benesch, will be present to go over the plan and answer any questions the Board may have.

If you have any specific questions beforehand, please email them to the Clerk or Manager and they will relay them on to Mr. Wood so he can prepare anything additional that might be needed.

Attachments:

- Granite Quarry Parks Master Plan

Action Requested:

Staff requests that the Board review the Plan and send questions to the Town Clerk before the Plan is presented for adoption at the March meeting.

Parks and Recreation Plan

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 Brittany Barnhardt

- For
- Against

Agenda Item Summary

Regular Meeting
February 15, 2022
Agenda Item 11

Summary:

During budget preparation staff tries to allow for fuel price increases. The increase that we've all experienced was much greater than staff anticipated, and fuel prices continue to climb. Although department heads are taking fuel efficiency measures, there is simply not enough to cover Town services with the remaining fuel budgets in Police, Fire, and Public Works. Staff will monitor these lines and use existing department budgets prior to using funds allowed by the attached budget amendment when allowable and practical.

Attachments:

- Budget Amendment #8
- Fleet Fuel Totals

Action Requested:

Motion to approve Budget Amendment #8.

Budget Amendment #8

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 Brittany Barnhardt

- For
- Against

Town of Granite Quarry

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

February 15, 2022

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

General Fund – Fund 01

Revenues:

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

Expenses:

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

The above Budget Amendment was approved / denied by the Manager or Board on _____.

Brittany Barnhardt, Mayor

Shelly Shockley, Finance Officer

**VOYAGER VEHICLE FUEL CHARGES
FY 2021-2022**

Invoice Date		Actual	Estimated	Estimated Total	Budget	Over Budget
P O L I C E	July	\$ 1,729.35				
	August	\$ 2,068.25				
	September	\$ 2,143.24				
	October	\$ 1,861.85				
	November	\$ 2,344.80				
	December	\$ 1,729.14				
	January	\$ 1,831.34				
	February	\$ -	\$ 1,750.00			
	March	\$ -	\$ 1,958.28			
	April	\$ -	\$ 1,958.28			
	May	\$ -	\$ 1,958.28			
	June	\$ -	\$ 1,979.44			
	Misc. Fuel Charges	\$ 94.52				
	TOTAL		\$ 13,802.49	\$ 9,604.28	\$ 23,406.77	\$ 19,000.00
F I R E	July	\$ 383.69				
	August	\$ 323.36				
	September	\$ 465.61				
	October	\$ 248.89				
	November	\$ 600.72				
	December	\$ 514.46				
	January	\$ 376.83				
	February	\$ -	\$ 400.00			
	March	\$ -	\$ 497.34			
	April	\$ -	\$ 497.34			
	May	\$ -	\$ 497.34			
	June	\$ -	\$ 497.34			
	Misc. Fuel Charges	\$ 16.65				
	TOTAL		\$ 2,930.21	\$ 2,389.35	\$ 5,319.56	\$ 5,000.00
M A I N T	July	\$ 668.33				
	August	\$ 668.56				
	September	\$ 846.02				
	October	\$ 446.33				
	November	\$ 927.69				
	December	\$ 1,004.27				
	January	\$ 800.63				
	February	\$ -	\$ 800.00			
	March	\$ -	\$ 910.86			
	April	\$ -	\$ 910.86			
	May	\$ -	\$ 765.98			
	June	\$ -	\$ 765.98			
	Misc. Fuel Charges	\$ 909.34	\$ 900.00			
	TOTAL		\$ 6,271.17	\$ 5,053.68	\$ 11,324.85	\$ 7,100.00
GRAND TOTAL		\$ 23,003.87	\$ 17,047.31	\$ 40,051.18	\$ 31,100.00	\$ (8,951.18)

Agenda Item Summary

Regular Meeting
February 15, 2022
Agenda Item 12

Summary:

The past few years the governing body budget did not incur much in training costs or members' attendance to events such as Chamber meetings, based on which the current budget was adopted.

Mayor Barnhardt has requested some training materials for which we would need to transfer funds to cover. She is also attending and representing the Town at more networking functions where we are members, such as the Chamber.

We also just found out several months ago that GQ would become host for the Rowan Municipal Association as of January 2022. We did not know beforehand and therefore did not budget for hosting any meetings (each municipality pays the host back based on their representative attendance).

Instead of having to wait and bring each such request back to the Board before we can order or register for these things, and to avoid the multiple budget amendments associated with doing so, staff proposes to distribute the remaining Contingency balance (which is only \$1,338) among these respective line items per the attached budget amendment.

Attachments:

- Budget Amendment #9

Action Requested:

Motion to approve Budget Amendment #9.

Budget Amendment #9

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 Brittany Barnhardt

- For
- Against

Town of Granite Quarry

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

February 15, 2022

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

General Fund – Fund 01

Expenses:

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

The above Budget Amendment was approved / denied by the Manager or Board on _____.

Brittany Barnhardt, Mayor

Shelly Shockley, Finance Officer



Summary: Public Works Vehicle Purchase

In budget year 2021/22 the public works department asked the Board of Aldermen to consider the proposal to add another vehicle to the public works department and this was graciously approved in the budget. The vehicle that was quoted was a 2021 Ford F150, crew cab in the amount of \$37,000 which would include the truck, tax, tag and title. Since that time, due to Covid-19 and shortages on semiconductor chips, Ford has changed those orders to 2022 models and still no ETA in sight for when fleet vehicles will be built or delivered.

The need for the vehicle is still there and after speaking with our contract Ford dealer and seeing no definite timeframe on the delivery of the truck, I have looked at other manufacturers. The neighboring Town of Faith purchased a Chevrolet and had no issues with supply chain on delivery. Upon investigation, I was able to locate a 2022 Chevy Silverado 1500 that is in the process of build from the State Contract Chevrolet dealer. The truck is very close to the same spec as the Ford and will work great for its intent. As you may know, available vehicles are being sold above MSRP at the current demand level. This vehicle is still offered at State Contract price, which is \$42,000 before taxes, tag and title.

Action requested is that the board would allocate an additional \$7,000 to the capital outlay line, for a total “not to exceed” amount of \$44,000 for the purchase of the Chevrolet 1500. Upon your approval the truck has a delivery date of mid-March 2022.

Town of Granite Quarry

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

February 15, 2022

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

General Fund – Fund 01

Revenues:

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

Expenses:

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

The above Budget Amendment was approved / denied by the Manager or Board on _____.

Brittany Barnhardt, Mayor

Shelly Shockley, Finance Officer

Agenda Item Summary

Regular Meeting
February 15, 2022
Agenda Item 14

Moratoriums

Summary:

The Mayor asked that this item be placed on the agenda for discussion.

Attachments:

- § 160D-107. Moratoria.
- Moratoria blog

Action Requested:

Direction from the Board on how it wishes to proceed.

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 Brittany Barnhardt

For
Against

§ 160D-107. Moratoria.

(a) Authority. - As provided in this section, local governments may adopt temporary moratoria on any development approval required by law, except for the purpose of developing and adopting new or amended plans or development regulations governing residential uses. The duration of any moratorium shall be reasonable in light of the specific conditions that warrant imposition of the moratorium and may not exceed the period of time necessary to correct, modify, or resolve such conditions.

(b) Hearing Required. - Except in cases of imminent and substantial threat to public health or safety, before adopting a development regulation imposing a development moratorium with a duration of 60 days or any shorter period, the governing board shall hold a legislative hearing and shall publish a notice of the hearing in a newspaper having general circulation in the area not less than seven days before the date set for the hearing. A development moratorium with a duration of 61 days or longer, and any extension of a moratorium so that the total duration is 61 days or longer, is subject to the notice and hearing requirements of G.S. 160D-601.

(c) Exempt Projects. - Absent an imminent threat to public health or safety, a development moratorium adopted pursuant to this section does not apply to any project for which a valid building permit issued pursuant to G.S. 160D-1108 is outstanding, to any project for which a special use permit application has been accepted as complete, to development set forth in a site-specific vesting plan approved pursuant to G.S. 160D-108.1, to development for which substantial expenditures have already been made in good-faith reliance on a prior valid development approval, or to preliminary or final subdivision plats that have been accepted for review by the local government prior to the call for a hearing to adopt the moratorium. Any preliminary subdivision plat accepted for review by the local government prior to the call for a hearing, if subsequently approved, shall be allowed to proceed to final plat approval without being subject to the moratorium. Notwithstanding the foregoing, if a complete application for a development approval has been submitted prior to the effective date of a moratorium, G.S. 160D-108(b) applies when permit processing resumes.

(d) Required Statements. - Any development regulation establishing a development moratorium must include, at the time of adoption, each of the following:

(1) A statement of the problems or conditions necessitating the moratorium and what courses of action, alternative to a moratorium, were considered by the local government and why those alternative courses of action were not deemed adequate.

(2) A statement of the development approvals subject to the moratorium and how a moratorium on those approvals will address the problems or conditions leading to imposition of the moratorium.

(3) A date for termination of the moratorium and a statement setting forth why that duration is reasonably necessary to address the problems or conditions leading to imposition of the moratorium.

(4) A statement of the actions, and the schedule for those actions, proposed to be taken by the local government during the duration of the moratorium to address the problems or conditions leading to imposition of the moratorium.

(e) Limit on Renewal or Extension. - No moratorium may be subsequently renewed or extended for any additional period unless the local government has taken all reasonable and feasible steps proposed

to be taken in its ordinance establishing the moratorium to address the problems or conditions leading to imposition of the moratorium and unless new facts and conditions warrant an extension. Any ordinance renewing or extending a development moratorium must include, at the time of adoption, the findings set forth in subdivisions (1) through (4) of subsection (d) of this section, including what new facts or conditions warrant the extension.

(f) Expedited Judicial Review. - Any person aggrieved by the imposition of a moratorium on development approvals required by law may apply to the General Court of Justice for an order enjoining the enforcement of the moratorium. Actions brought pursuant to this section shall be scheduled for expedited hearing, and subsequent proceedings in those actions shall be accorded priority by the trial and appellate courts. In such actions, the local government has the burden of showing compliance with the procedural requirements of this subsection. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 4, 51(a), (b), (d).)

Moratoria

David W. Owens

May, 2014

Legislative summary(ies)

Given the time needed to complete the procedures required for adoption or amendment of development regulations or to even rezone property, local governments sometimes adopt moratoria on development to preserve the status quo while plans are made, management strategies are devised and debated, ordinances are revised, or other development management concerns are addressed. Moratoria are also sometimes used when there are insufficient public services necessary to support development, such as inadequate water supply or wastewater treatment capacity.

Summary:

Use of temporary development moratoria is not uncommon in North Carolina. Nearly 20% of the state's cities and counties responding to a 2008 School of Government survey reported adoption of a moratorium in the previous three-year period. The moratoria are most often of short duration (typically six months) and are normally focused on particular types of development. The most common reason cited for moratoria was the need to develop regulations for a particular land use, followed by needs to update plans and the lack of infrastructure to support development.^[1]

Local governments and the courts have long recognized the planning value of temporary moratoria in certain circumstances. The U.S. Supreme Court noted, "[M]oratoria . . . are used widely among land-use planners to preserve the status quo while formulating a more permanent development strategy. In fact, the consensus of the planning community appears to be that moratoria . . . are an essential tool of successful development."^[2] Even so, the impact of a moratorium on individual landowners can be significant for at least the duration of the moratorium. Thus it is not surprising that controversy and sometimes litigation follow a decision to apply a development moratorium.

Statutory Authority

In 2005 the General Assembly amended the zoning enabling statutes to explicitly authorize use of development moratoria and set a number of rules regarding their use.^[3]

G.S. 153A-340(h) and 160A-381(e) allow temporary development moratoria to be placed on any city or county development approval. While these statutes are located within the zoning enabling statute, they authorize moratoria on "any development approval required by law." This includes all zoning permits, land subdivision plats, building permits, sign permits, and any other approvals required prior to development.

Any confusion in the case law regarding which process is to be followed in adoption is clarified by these statutes, which provide that if there is an imminent threat to public health and safety, the moratorium may be adopted without notice and hearing. Otherwise, a moratorium with a duration of sixty days or

less requires a single public hearing with a notice published not less than seven days in advance of the hearing; a moratorium with a duration of more than sixty days (and any extension of a moratorium so that the total duration is more than sixty days) requires a public hearing with the same two published notices required for other land use regulations. The initial notice of the hearing must be published at least ten but not more than twenty-five days prior to the day of the hearing, and the second notice must be published in a separate calendar week.

The moratorium must be adopted as an ordinance by the city or county. The ordinance establishing it must expressly include the following four items:

1. A clear statement of the problems or conditions necessitating the moratorium, what courses of action other than a moratorium were considered by the city or county, and why those alternatives were not deemed adequate.
2. A clear statement of the development approvals subject to the moratorium and how a moratorium on those approvals will address the problems that led to its imposition.
3. An express date for termination of the moratorium and a statement setting forth why that duration is reasonably necessary to address the problems that led to its imposition.^[4]
4. A clear statement of the actions, and the schedule for those actions, proposed to be taken by the city or county during the moratorium to address the problems that led to its imposition.

The statutes contain several exemptions from the coverage of moratoria. Absent an imminent threat to public health and safety, moratoria may not be applied to projects with legally established vested rights—those with a valid outstanding building permit, an outstanding approved site specific or phased development plan, or where substantial expenditures have been made in good faith reliance on a prior valid administrative or quasi-judicial permit or approval. The statutes also provide that moratoria do not apply to certain projects for which complete applications have been accepted by the city or county prior to the call for a public hearing^[5] to adopt the moratorium. These include special or conditional use permits and preliminary or final plats. If a preliminary plat application is subsequently approved while a moratorium is in effect, that project can also proceed to final plat approval. In 2011 the statutes were amended to provide that moratoria may not be applied for the purpose of developing or adopting plans or ordinances as to residential uses.^[6]

Renewal or extensions of moratoria are also limited by these statutes. Extensions are prohibited unless the city or county has taken all reasonable and feasible steps to address the problems or conditions that led to imposition of the moratorium. An ordinance extending a moratorium must explicitly address this point, in addition to the four points noted above, and set forth any new facts or conditions warranting the extension.

Finally, these statutes provide for expedited judicial review of moratoria. Any person aggrieved by the imposition of a moratorium may petition the court for an order enjoining its enforcement. These actions are to be set for immediate hearing and are to be given priority scheduling by both trial and appellate courts. The burden is on the city or county in these challenges to show compliance with the procedural requirements of the statute regarding moratoria adoption.

North Carolina Case Law

Prior to 2005 there was no general statutory authority in North Carolina to adopt development moratoria.^[7] Courts in most other states that addressed the scope of implied statutory authority for development moratoria had held that local governments have implied authority to adopt reasonable moratoria. The North Carolina cases prior to 2005 likewise generally found that local governments had

the implied power to adopt reasonably limited moratoria under both their general police power and their zoning authority. In *PNE AOA Media, LLC v. Jackson County*,^[8] the court held that the county had the authority to adopt a moratorium on new billboards under the general police power. In *Tri-County Paving, Inc. v. Ashe County*,^[9] the court upheld the county's adoption of a one-year moratorium on asphalt plants and other "polluting industries." In *Robins v. Town of Hillsborough*,^[10] while the decision largely addressed issues related to processing a pending complete application, the court assumed the town had authority to impose a moratorium on the location of asphalt plants within the city and its extraterritorial area the moratorium.

Apart from the authority to adopt moratoria, the key legal question in North Carolina prior to 2005 was determining which process a local government was required to follow in adopting a moratorium—the process used for general ordinances or the more involved process mandated for land development regulations. In *Vulcan Materials Co. v. Iredell County*,^[11] the county had adopted a sixty-day moratorium on building permits while it took steps to extend zoning to this unzoned portion of the county. The moratorium limited permits to those that would be consistent with the county's land use plan. The moratorium adoption did not follow the public notice and hearing requirements of the zoning statute. The court held that because the building permit system, the county's land use plan, and zoning authorities were essential to this regulatory scheme, it must be adopted in accordance with the notice and hearing requirements for zoning. A similar analysis was applied in *Sandy Mush Properties, Inc. v. Rutherford County*^[12] and *Thrash Limited Partnership v. County of Buncombe*.^[13] Adoption of specific hearing requirements for moratoria in 2005 clarified this issue.

Constitutional Limitations on Moratoria

Opponents of development moratoria have argued that a regulation that even temporarily precludes the possibility of development approvals constitutes an unconstitutional taking of private property without compensation.

The United States Supreme Court has held that a temporary moratorium on development approvals is not in and of itself an unconstitutional taking. *Tahoe-Sierra Preservation Council, Inc. v. Tahoe Regional Planning Agency*^[14] involved development moratoria imposed on sensitive lands adjacent to Lake Tahoe while studies, planning, and development regulations were being prepared. There were two moratoria challenged in this suit, which together prevented development in the most sensitive portions of the Lake Tahoe watershed for thirty-two months (other moratoria not involved in this litigation effectively extended the moratoria to six years). The plaintiff urged the Court to hold that all moratoria, no matter how short or long, violated the constitutional prohibition on taking private property without just compensation on the rationale that no economically productive use of their property could be made during the moratorium. The Court refused to accept this reasoning.

The Court held that the balancing test enumerated in *Penn Central Transportation Co. v. New York*^[15] should be applied in virtually all cases contending that a regulation is a taking. The Court ruled that the examination of the economic impact of the moratorium cannot be applied to the period of the moratorium alone, further limiting the attempt of property owners to segment property interests when making a taking analysis.^[16] Consideration of "fairness and justice" is critical, and in *Tahoe-Sierra* a careful analysis of all the factors involved led to a conclusion that there was no taking. The Court noted that temporary moratoria allow time for necessary studies, public participation, and deliberation and that the complexity of the management issues involved with developing a complex bi-state management plan justified the moratorium at issue. While noting that moratoria lasting longer than a year may well warrant special skepticism, the Court concluded that the longer period was justified in this situation.

It is legally possible, though unusual, that a moratorium can constitute an unconstitutional taking.⁶ An indefinite moratorium can constitute a taking if it deprives the landowners of all economically beneficial use of the property,^[17] though it is only the extraordinary moratorium that will fall into this category. For example, in *Monks v. City of Rancho Palos Verdes*,^[18] the city imposed a moratorium on construction of new homes in the vicinity of previous landslides in 1978. Plaintiffs owned lots that had been subject to the moratorium for thirty years. The court found that the moratorium removed all economically beneficial use of the property and that the facts did not support that these uses would be precluded by the state's common law of public nuisance, thus the moratorium constituted an unconstitutional taking. A moratorium imposed in order to depress or freeze property values pending potential public acquisition has been held to be an unconstitutional taking by a Florida court.^[19]

While rare, other constitutional issues may arise with regard to moratoria. For example, First Amendment and parallel state constitutional rights might be implicated. In *City of Woodinville v. Northside United Church of Christ*,^[20] the city had adopted a moratorium on all temporary use permits within its R-1 residential district. The defendant church had two years earlier sponsored a tent encampment in a city park for homeless persons (the program involved encampments which moved around the county, staying in individual locations for 90-day periods). During this twelve-month moratorium, the church applied for a temporary use permit to host the encampment on its property. The town denied the permit due to the moratorium. The court held that the moratorium placed a substantial burden on the church's religious freedom and thus violated the state constitutional provision on free exercise of religion. The court in *Bronco's Entertainment, Ltd. v. Charter Township of Van Buren*^[21] rejected a due process and First Amendment free speech challenge to a six-month moratorium as applied to an adult business.

Also see these blog posts in Coates Canons:

David Owens, *Can We Hit the Pause Button on Development Approvals?* (March 2010)

For additional legal analysis, see:

David W. Owens, *Land Use Law in North Carolina* (2ed. 2011)

^[1] David Owens, *Development Moratoria: The Law and Practice in North Carolina* 8-12 (School of Government Special Series No. 26, 2009).

^[2] *Tahoe-Sierra Pres. Council, Inc. v. Tahoe Reg'l Planning Agency*, 535 U.S. 302, 337-38 (2002).

^[3] S.L. 2005-426, secs. 5(a) and 5(b).

^[4] This general requirement is consistent with national case law that the permissible length of a moratorium must be reasonable and is generally considered on a case-by-case basis.

^[5] The statutes do not define what constitutes a “call for public hearing.” It is likely the time at which the governing board authorizes staff to precede with advertisement for the hearing or when the formal notice of hearing is otherwise initiated.

^[6] S.L. 2011-286.

^[7] When the General Assembly amended the statutes in 1998 to clarify city and county authority to adopt regulations on siting and operation of adult establishments, the statute included explicit authority to adopt moratoria on the opening or expansion of adult businesses while the issue is studied and appropriate regulations deliberated. G.S. § 160A-181.1(d).

^[8] 146 N.C. App. 470, 554 S.E.2d 657 (2001). The county was considering adoption of a sign regulation under its general ordinance-making authority.

^[9] 281 F.3d 430 (4th Cir. 2002).

^[10] 361 N.C. 193, 639 S.E.2d 421 (2007).

^[11] 103 N.C. App. 779, 407 S.E.2d 283 (1991). Although prevailing in the litigation, the plaintiff allowed its option on the land to expire and a quarry was not built on the site. The county subsequently adopted countywide zoning.

^[12] 164 N.C. App. 162, 595 S.E.2d 233 (2004).

^[13] 195 N.C. App. 727, 673 S.E.2d 689 (2009).

^[14] 535 U.S. 302 (2002).

^[15] 438 U.S. 104, 123–24 (1978). With this test, the courts examine a challenged regulation on a case-by-case basis to consider the character of the governmental action and the economic impact on the landowner (with a particular focus on the distinct investment-backed expectations of the owner).

^[16] When undertaking a taking analysis, the property as a whole, not just the regulated portion or the time period of the regulation, must be considered. *Concrete Pipe & Prods. v. Constr. Laborers Pension Trust*, 508 U.S. 602 (1993); *Machipongo Land & Coal Co. v. Commonwealth*, 799 A.2d 751 (Pa. 2002).

^[17] This categorical “total taking” test for a regulatory taking is set forth in *Lucas v. South Carolina Coastal Council*, 505 U.S. 1003, 1027 (1992).

^[18] 84 Cal. Rptr. 3d 75 (Cal. App. 2008).

^[19] *Joint Ventures, Inc. v. Dep’t of Transp. (DOT)*, 563 So. 2d 622 (Fla. 1990). The state imposed a five-year moratorium (which could be extended an additional five years) on any development permits on a 6.5-acre tract that the DOT needed for stormwater drainage for a future highway widening project. The court concluded this was essentially the same as deliberately attempting to depress land values in anticipation of condemnation of the property.

^[20] 211 P.3d 406 (Wash. 2009) (noting that the Washington constitution’s protections are broader than the Free Exercise Clause of the U.S. Constitution).

^[21] 421 F.3d 440 (6th Cir. 2005).

Knapp-Sanders Building
Campus Box 3330, UNC Chapel Hill
Chapel Hill, NC 27599-3330
T: 919 966 5381 | F: 919 962 0654

© Copyright 2019, The University of North Carolina at Chapel Hill

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
	Planning Board 6pm		Centralina Board of Delegates Mtg. 5pm <i>Virtual</i>	CAC 6pm		
13	14	15	16	17	18	19
		Revitalization 3:30pm BoA Mtg. 6pm		Power in Partnership Breakfast 7:30am		
20	21	22	23	24	25	26
	Business After Hours 5pm P.E.R.C. 5pm ZBA 5:30pm		MPO TAC 5:30pm			
27	28					

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
						Volunteer & Staff Banquet 6:30
6	7	8	9	10	11	12
	Planning Board 6pm		Centralina Executive Board Mtg. 5pm <i>Virtual</i>	CAC 6pm		
13	14	15	16	17	18	19
	Business After Hours 5pm BoA Mtg. 6pm	Revitalization 3:30pm		Power in Partnership Breakfast 7:30am		
20	21	22	23	24	25	26
	P.E.R.C. 5pm ZBA 5:30pm		MPO TAC 5:30pm			
27	28					

FREE MULCH

GRANITE QUARRY
RESIDENTS ONLY:

One Truck/Trailer Load per Address

-additional loads if supply holds up

Must Live Within GQ Town Limits

-please present valid drivers license
at checkin

Saturday, March 26th

8am-12pm

1040 Mar Rock Dr

For More Info Call: 704-279-5596



2022 SPRING DUMPSTER DAYS

Time to Declutter & Get Organized

FREE to Residents of Granite Quarry



The Following items WILL NOT be accepted:

Televisions - Oil - Antifreeze - Used Oil Filters - Chemicals -
Concrete Blocks - Automotive Batteries - Tires - Large Appliances

*All Paints Must Be Dried Up With Sand

www.granitequarrync.gov

WHEN:

THURSDAY, MAY 12, 9AM-3PM
FRIDAY, MAY 13, 9AM-3PM
SATURDAY, MAY 14, 8AM-12PM

WHERE:

1040 MAR ROCK DRIVE



704-279-5596