



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING
Monday, December 12, 2022
6:00 p.m.**

Call to Order **Mayor Barnhardt**

Moment of Silence

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Consent Agenda

A. Approval of the Minutes

1) Regular Meeting November 14, 2022

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

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

D. Certification of Fire Roster

3. Citizen Comments

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

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

Old Business

5. Adoption

Fund Balance Policy

ACTION REQUESTED: Motion to adopt Resolution 2022-09 to adopt a Town Fund Balance Policy.

New Business

6. Presentation

Audit

7. Appointments **Centralina & MPO's TAC**

A. Transportation Advisory Committee, Cabarrus-Rowan MPO

ACTION REQUESTED: Motion to appoint _____ as the Cabarrus Rowan MPO TAC representative and _____ as the alternate representative.

B. Centralina Board of Delegate Representatives

ACTION REQUESTED: Motion to appoint _____ to the Centralina Board of Delegates and _____ as the alternate.

8. Introduction **Rules of Procedure**

9. Budget Amendment **Police Maintenance and Repairs - Vehicles**

To decrease General Fund Contingency (01-4110-97) and increase Police – Maint & Repair Vehicles in the amount of \$3,900 for an emergency repair to Vehicle 141 and additional maintenance to the fleet for the remainder of the fiscal year.

ACTION REQUESTED: Motion to adopt Budget Amendment #5 as presented.

10. Board Comments

11. Announcements and Date Reminders

A.	Thursday	December 15	7:30 a.m.	Power in Partnership Breakfast
B.	Monday	December 19	5:00 p.m.	Parks, Events and Recreation Committee
C.	Monday	December 19	6:00 p.m.	Zoning Board of Adjustment
D.	Tuesday	December 20	3:30 p.m.	Revitalization
E.	Friday	December 23		Office Closed
F.	Monday	December 26		Office Closed
G.	Tuesday	December 27		Office Closed
H.	Monday	January 2		Office Closed
I.	Tuesday	January 3	6:00 p.m.	Planning Board

Adjourn

Agenda Item Summary

Regular Meeting
December 12, 2022
Agenda Item 1

Summary:

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

Action Requested:

Motion to adopt the December 12, 2022 Board of Aldermen Meeting Agenda (as presented / as amended).

Approval of Agenda

Motion Made By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Second By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

For:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Against:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

For
Against

Agenda Item Summary

Regular Meeting
December 12, 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 November 14, 2022

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

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

D. Certification of Fire Roster

Action Requested:

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

Approval of Consent Agenda

Motion Made By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Second By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

For:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Against:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

For
Against



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, November 14, 2022
6:00 p.m.**

Present: Mayor Brittany Barnhardt, Mayor Pro Tem John Linker, Alderman Jim Costantino, Alderman Doug Shelton, Alderman Jeff Cannon

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

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 the agenda. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

2. Approval of the Consent Agenda

A. Approval of the Minutes

- 1) Special Meeting October 6, 2022
- 2) Regular Meeting October 10, 2022

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

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

D. Committee Appointment – Zoning Board of Adjustment

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

3. Citizen Comments – There were no citizen comments.

4. Town Manager's Update

Manager Smith shared updates from his report in the agenda packet including the change to the Waste Management route. Currently, the route for the full town is one day; Waste Management proposed moving to two days due to growth. All those affected will be contacted by Waste Management directly. Manager Smith shared that the newest contracted planner from N-Focus began the transition today.

Board members were advised that any questions regarding the audit report could be sent in before the next meeting. The audit presentation will be made at the December meeting. The statement that has appeared each year regarding a deficiency in the process due to the size of the town and the number of town staff was removed this year due to internal controls and measures put into place. The removal of the statement represents a huge accomplishment for the town.

Old Business

5. Adoption

Core Values

ACTION: Alderman Costantino made a motion to approve (*the final Strategic Goal-Setting document*). Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

6. Budget Amendment

Flail Mower

Manager Smith shared that last month the Board approved a budget amendment to purchase a flail mower. New information came to light indicating the purchase would not be eligible for Powell Bill funds. Staff requested a reversal of Budget Amendment #2 (approved at last meeting) by the adoption of Budget Amendment #2B.

ACTION: Mayor Pro Tem Linker made a motion to adopt Budget Amendment #2B as presented. Alderman Costantino seconded the motion. The motion failed 2-3 with Mayor Pro Tem Linker and Alderman Costantino in favor; Alderman Shelton and Alderman Cannon opposed; and Mayor Barnhardt voting in opposition to break the tie.

There was discussion regarding reversing BA #2 and making the purchase without moving funds.

ACTION: Alderman Shelton made a motion to reverse Budget Amendment #2 with the appropriation from the Powell Bill funds. Alderman Cannon seconded the motion. The motion passed 4-0.

New Business

7. Approval

Longevity Pay

ACTION: Alderman Shelton made a motion to approve Longevity Pay as budgeted (*for FY22-23*). Alderman Costantino seconded the motion. The motion passed 4-0.

8. Adoption

Fund Balance Policy

Manager Smith stated the proposed policy would give the manager and finance officer direction when preparing the budget each year. Board members stated they would like Finance Officer Shockley to provide input.

ACTION: Alderman Shelton made a motion to table until the December meeting when Finance Officer Shockley could be present. Alderman Costantino seconded the motion. The motion passed 4-0.

9. Budget Amendment

Goose Masters

Chief Hord addressed the Board and shared the various methods that had been tried in-house for goose deterrents. The proposed program was tried on a trial basis and found to be effective. Chief Hord shared that residents are split on their opinion of having geese at the park. Board members discussed their desire to find an alternative to the proposed program and all expressed a desire to have ducks at the park. Alderman Cannon shared that he had spoken with representatives from Carolina Waterfowl Rescue regarding goose deterrents and the necessity for an enclosure for the ducks for winter. By Board consensus, he will work with Chief Hord to determine options.

Introduction of New Officer (from Town Manager’s Update)

Mayor Barnhardt invited Chief Cook to introduce the newest police officer, Anastasiia Shumeiko. Officer Shumeiko began in October and is currently in the field training program.

10. Approval

TAP Funding Request Application

Mayor Barnhardt introduced the opportunity for funding through the MPO and stated there would be a 20% match required of the town. The funding for this project is separate from the MPO’s discretionary funds.

ACTION: Alderman Costantino made a motion to approve (*Resolution 2022-10 in support of the application for Transportation Alternatives Program Funds*). Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

11. Approval

Transformational Projects - Scope of Services

Manager Smith shared the updated summary handed out at the meeting with clarifications from Stewart regarding the scope of services.

There was Board discussion regarding using funds freed up by ARPA to pay for this. Board members also stated a desire to see a report showing how funds freed up by ARPA were being used on an ongoing basis. Manager Smith shared that would be shown on the Capital Project Ordinance.

ACTION: Alderman Shelton made a motion to approve the Scope of Services and funding sources for the Town’s Transformational Projects with Stewart as presented. Alderman Costantino seconded the motion. Alderman Shelton amended his motion to stipulate the approval for the full amount of \$39,100 (*Tasks 1 & 2*). Alderman Costantino seconded the amendment. The amended motion passed 4-0.

12. Board Comments

- Mayor Barnhardt gave kudos to Manager Smith and staff for hard work on all the current projects.
- Alderman Shelton stated that he was disappointed and that he feels nothing tangible had been done at the parks. There was Board discussion on Alderman Shelton’s statement.

13. Announcements and Date Reminders

A.	Tuesday	November 15	3:30 p.m.	Revitalization Team
B.	Wednesday	November 16	5:30 p.m.	CRMPO TAC Meeting
C.	Thursday	November 17	7:30 a.m.	Power in Partnership Breakfast
D.	Monday	November 21	5:00 p.m.	Parks, Events and Recreation Committee
E.	Monday	November 21	5:30 p.m.	Zoning Board of Adjustment
F.	Thursday	November 24		Thanksgiving (Office Closed 24th & 25th)
G.	Saturday	December 3	2:00 p.m.	Christmas at the Lake
H.	Monday	December 5	6:00 p.m.	Planning Board
I.	Thursday	December 8	6:00 p.m.	Community Appearance Commission

14. Closed Session

ACTION: Mayor Pro Tem Linker made a motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(5)(ii) to discuss other material terms of an employment contract or proposed employment contract. Alderman Costantino seconded the motion. The motion passed 4-0.

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

There was no action taken in closed session.

Board Comments continued

- There was discussion regarding the volunteer and staff get-together that was formerly held at Christmas. PERC will discuss moving the gathering to a family event at the park in the spring.
- Mayor Barnhardt expressed a desire to have refreshments beginning at 5:00 p.m. before the December Board meeting and inviting staff to a meet and greet. No Board action was taken.
- Individual Board members discussed branded items like shirts and water bottles to be given away to Board members and staff. No Board action was taken.
- Mayor Barnhardt discussed the possibility of breakfast or snacks for staff as a token of appreciation. No Board action was taken.

Adjournment

ACTION: Alderman Costantino made a motion to adjourn. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

The meeting ended at 7:26 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk



November Work 2022 Public Works Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- PM check on generator
- Leaf pickup bi-weekly
- Nature trail maintenance weekly
- Filled various potholes
- Put up Christmas lights
- Mulched town signs
- Patched Town Hall roof
- New doors installed at Town Hall
- Cleaned carpets at Town Hall

2007 Ford Truck	Mileage – 63,854	+49 miles
1995 Ford Dump Truck	Mileage – 43,640	+240 miles
2009 Ford Truck	Mileage – 92,477	+269 miles
2019 Ford Truck F350	Mileage – 17,787	+318 miles
2022 Chevy Silverado	Mileage – 7,196	+821 miles



Town of Granite Quarry Fire Department

Established May 15th, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



Board Report December/2022 Chief Hord

Emergency Calls for Service November 2022

34 calls in district

- 27 - EMS (including strokes, falls, diabetic, CPR and other medical needs)
- 2 - Motor Vehicle Accident
- 1 - Vehicle Fire
- 4 - Fire Alarms

18 calls to Salisbury

- 10 - Alarm/Structure, EMS calls canceled en-route
- 3 - Standby from our station
- 2 - EMS (including strokes, falls, diabetic, CPR and other medical needs)
- 1 - Fire Alarm
- 2 - Structure Fires

9 calls to Rockwell Rural

- 2 - EMS
- 1 - Fire Alarm
- 2 - Structure Fires
- 4 - Cancelled en route

3 calls to Union cancelled en route

2 calls to Rockwell City cancelled en route

5 calls to South Salisbury cancelled en route

TOTAL – 71

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.
- 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
- Communities in school visits on Thursdays.
- Annual pump testing completed
- Annual hose testing completed

E-571

- Mileage – 19727
- Hours – 1740

E-572

- Mileage – 40124
- Hours – 3257

R-57

- Mileage – 37677
- Hours – 3441

SQ-57

- Mileage – 4904
- Hours – 665

Planning Department Monthly Report November 2022

Permits

- 3 Permit Applications
- 3 Permits approved
- 00 Permits denied

Date	Address	Permit	Status
11/03/2022	155 Stonefield Ln	Deck/Porch/Patio	Issued
11/28/2022	1304 Stonewyck Drive	Accessory Building/Storage	Issued
11/28/2022	1216 Claiborne Road	Accessory Building/Storage	Issued

Planning/Zoning Inquiries

Date	Inquiry	Zoning	Comments
11/28/2022	Mixed SFR & townhomes (Strokes Ferry Rd) development	RL	Major subdivision; rezoning required
11/29/2022	Possible major subdivision (St. Luke's Ch. Rd)	RL	Possible 5- lots for SFR development; major subdivision review

Planning Board. Met 11/7/2022 – Began Granite Quarry Development Ordinance Project with N-Focus.

Zoning Board of Adjustment. Met 11/21/2022 – Approved SUPs for Woodville Station townhome project and 6060 US Hwy 52 accessory dwelling.



PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Granite Quarry

Updated
December 5, 2022

MH - Minimum Housing / OL - Overgrown Lot / JV - Junk Vehicle / JP - Junk Pile (open storage) / AC - Animal Control / ZV - Zoning Violation / Open Red - Open Active Case / Open Yellow - Open Inactive Case / Abated Green - Case Closed & Cleared / Unfounded Blue - No Violation Found, Case Closed / NOV - Notice of Violation / NOH - Notice of Hearing / FOF - Finding of Fact		
ADDRESS	VIOLATION	STATUS
308 Legion St	JP	NOH
518 Railroad St	MH	Still working to find a family member to contact about the property. NEEDS NOH
518 S Main St	JP/JV	NOH
111 W Lyerly St	MH	NOH
504 S Salisbury Ave	MH	NOH for rubble/remains
1280 Dunns Mtn Rd	ZV	NOH
1190 Summer Ln	MH/JP/JV	NOH
315 N Oak St	MH/OL	12/16
225 Hill St	JV	ABATED
344 Brookwood Dr	MH/OL	12/16
720 S Main St	ZV	NOH
302 W Peeler St	JV	11/30
341 Brookwood Dr	JP/OL	NOH
107 N Walnut St	ZV	ABATED
221 S Oak St	MH	NOH
604 N Salisbury	JV	NOH
315 N Salisbury	JP	ABATED
106 E Church St	JP	NOH
114 N Oak St	OL	ABATED
555 Hummingbird Ln	OL	Significant progress. Observed crews working on it.
723 N Salisbury Ave	OL	ABATED
240 N Salisbury Ave	OL	ABATED
702 W Campbell Ave	JP	NOH
203 E Church St	JP/JV	NOH
150 Queeners Ct	JP/JV	Property in ETJ but working to get it abated
211 N Oak St	OL	ABATED



PROTECTING QUALITY OF LIFE

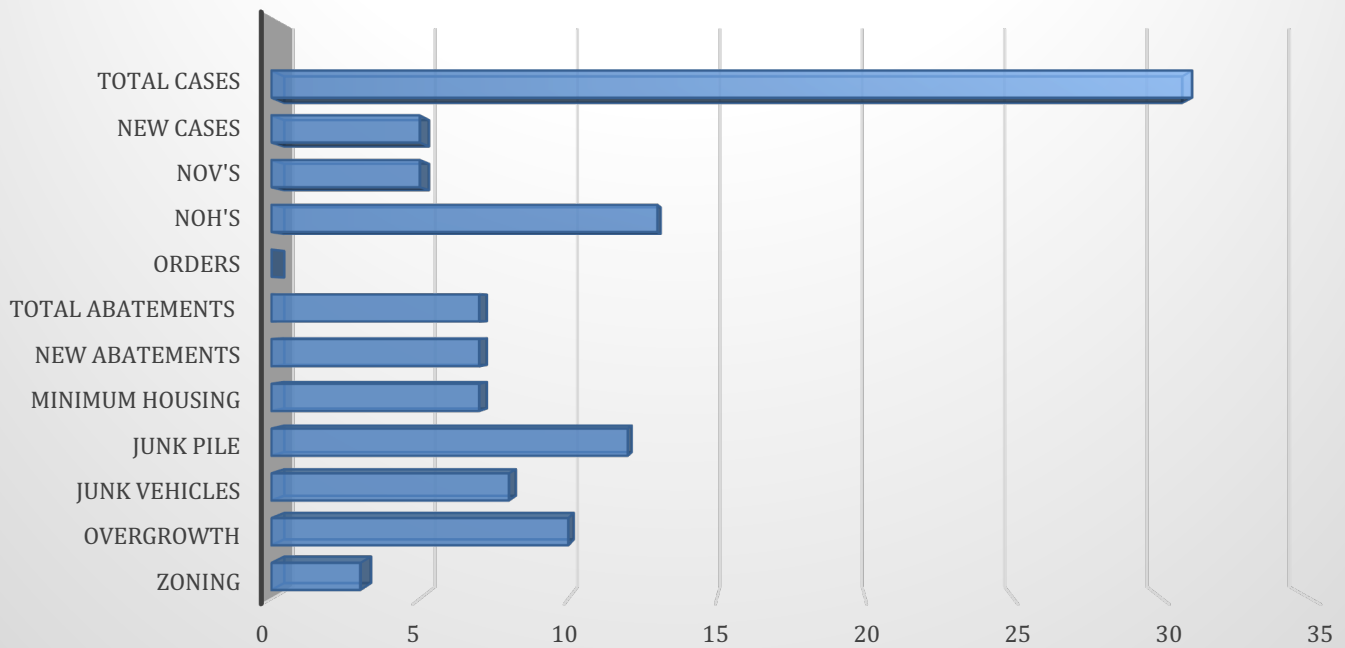
Alliance Code
Enforcement LLC

Monthly Report
Town of Granite Quarry

Updated
December 5, 2022

411 S Main St	JV	Monitoring
303 S Oak St	JP/OL	12/9
507 Troutman Rd	JP	New Case burned house remains 01/05/23
Norfolk Southern	OL	12/21
1103 Crestview	JP	12/21

By the Numbers



	Zoning	Overgro wth	Junk Vehicles	Junk Pile	Minimu m Housing	New Abateme nts	Total Abateme nts	Orders	NOH's	NOV's	New Cases	Total Cases	
■ Amounts	3	10	8	12	7	7	7	0	13	5	5	31	



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

December 2022

- Call volume report for the month of November 2022:
 - Date of Report: 11/06/2022
 - Total calls for service/activities – 1219
 - Calls for service/activities Granite Quarry: 1047
 - Calls for service/activities Faith: 172
 - Incident Reports- 7
 - Arrest Reports- 7
 - Crash Reports- 9
 - Traffic Citations- 30
- See Attached for Total Calls for Service.
- The following is the ending and average mileage for each vehicle by month:

131 Chevy Impala-	End-	77,200
141 Ford Taurus-	End-	84,290
161 Ford Utility-	End-	76,259
171 Ford Utility -	End-	57,815
172 Ford Utility -	End-	92,544
173 Ford Utility -	End-	46,295
181 Ford F150 -	End-	83,223
191 Dodge Durango -	End-	45,602
201 Ford Utility-	End-	27,536
211 Ford Utility-	End-	15,418
212 Ford Utility-	End-	37,500

- Other Information:
 - Drug Collection Box. Nov. 2022: 19.11 pounds collected.
 - November CID Report. 5 Cases assigned; 1 Cases cleared; 34 follow-ups conducted; 107 open assigned cases.
 - Officers completed 67 hours of in-service or continuing education training in Nov.

GQPD

Number of Events by Nature

CFS Nov 2022 Granite Quarry

Nature	# Events
103A2 FOUND PROPERTY	1
104B01 ATM ALARM	1
104C2 COMMERCIAL BURG (INTRUSI	2
104C3 RESIDENTIAL BURG (INTRUSI	2
106B3 PAST SEXUAL ASLT-CHILD	1
110B2 PAST RESIDENTIAL B&E	1
113A1 DISTURBANCE - PAST	1
113B3 NUISANCE COMPLAINT	1
113D1 DISTURBANCE / PHYSICAL	2
113D2 DISTURBANCE / VERBAL	3
114D1 PHYSICAL DOMESTIC	1
120B3 PORNOGRAPHY	1
121B1 MENTAL - NOT VIOLENT	1
121O2 MENTAL COMMITMENT	1
123D1 MISSING PERSON (AT RISK)	1
125B1 CHECK WELFARE - ROUTINE	2
125B2 LOCKOUT - ROUTINE	3
125D1 CHECK WELFARE-URGENT	7
127D2 SUICIDE THREAT	1
129C1 SUSPICIOUS PERSON	6
129C3 SUSPICIOUS VEHICLE	6
129C5 SUSPICIOUS CIRCUMSTANCE	1
130B3 THEFT FROM VEH (PAST)	1
131B1 TRAFFIC ACCIDENT - PD	1
131B3 HIT & RUN	1
131O2 TRAFFIC - INFORMATION	2
132A1 ABANDONED VEHICLE	1
132C1 SEVERE TRAFFIC VIOLATION	1
133D1 TRESPASSING	1

Nature	# Events
135C1 SHOTS FIRED (HEARD)	2
135D2 SHOTS FIRED (SUSP SEEN)	1
32B1 UNKNOWN MEDICAL	2
69D6 STRUCTURE FIRE	1
911 HANG UP	8
ASSIST EMS	3
ASSIST MOTORIST	2
BURGLARY ALARM	2
BUSINESS OR HOUSE CHECK	883
COMMUNITY PROGRAM	3
DELIVER MESSAGE	1
ESCORT FUNERAL OR OTHER	1
FOLLOWUP	25
FOOT PATROL	2
GENERAL INFORMATION	6
LAW CALL	1
MISDIAL	4
PARK CHECK	1
SCHOOL SECURITY CHECK	2
SEARCH WARRANT	1
SUBPOENA SERVICE	3
TRAFFIC CHECK	6
TRAFFIC CONTROL	5
TRAFFIC STOP	20
VEHICLE ACCIDENT PROP DAMAGE	6
WARRANT SERVICE	2
Total	1047

GQPD**Number of Events by Nature**

CFS Nov 2022 Faith

Nature	# Events
104C1 BANK ALARM (INTRUSION)	1
104C3 RESIDENTAL BURG (INTRUSI	2
106B4 PAST SEXUAL ASLT-ADULT	1
110C4 RES BURGLARY JUST OCC	1
111B1 PAST DAMAGE TO PROPERTY	1
111D2 MISCHIEF-DAMAGE TO PROP	1
114D4 VERBAL FAMILY DOMESTIC	1
129C1 SUSPICIOUS PERSON	1
129C3 SUSPICIOUS VEHICLE	1
129C5 SUSPICIOUS CIRCUMSTANCE	1
133D1 TRESPASSING	2
911 HANG UP	1
BURGLARY ALARM	1
BUSINESS OR HOUSE CHECK	127
COMMUNITY PROGRAM	1
DELIVER MESSAGE	1
ESCORT FUNERAL OR OTHER	1
FOLLOWUP	3
FOOT PATROL	1
GENERAL INFORMATION	4
MISDIAL	1
REPOSSESSION	1
SCHOOL SECURITY CHECK	2
SUBPOENA SERVICE	1
TRAFFIC CHECK	2
TRAFFIC CONTROL	2
TRAFFIC STOP	6
VEHICLE ACCIDENT PROP DAMAGE	1
WARRANT SERVICE	2

Nature

Events

WATER PROBLEM

1

Total

172



Finance Department

Breakdown by Department:
As of November 30, 2022

Department	Budgeted	Encumbered	YTD	
Revenues:	<u>3,025,883</u>		<u>2,021,344</u>	<u>67%</u>
Total Revenues:	\$ 3,025,883		\$ 2,021,344	67%
Expenses:				
Governing Body	175,727	49,125	53,155	58%
Administration	621,023	1,320	212,954	35%
Public Works	341,475	540	156,261	46%
Police	910,616	17,930	367,000	42%
Fire	598,990	19,233	261,903	47%
Streets	126,102	-	58,263	46%
Sanitation	175,000	-	73,487	42%
Parks & Recreation	<u>76,950</u>	<u>-</u>	<u>27,427</u>	<u>36%</u>
Total Expenses:	\$ 3,025,883	\$ 88,149	\$ 1,210,449	43%
Expense to Revenue:				60%

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

Revenues:					
Account	Budget	YTD	Variance	%	Notes
01-3100-12 Taxes - Budget Year	1,121,777	830,482	(291,295)	74%	1
01-3100-17 Tax Penalties & Interest	3,700	2,837	(863)	77%	1
01-3101-12 Taxes - Prior Years	7,000	8,052	1,052	115%	1
01-3102-12 Vehicle Tax	142,823	64,325	(78,498)	45%	
01-3230-31 Local Option Sales Tax	963,578	430,187	(533,391)	45%	
01-3231-31 Solid Waste Disposal Tax	2,374	1,106	(1,268)	47%	
01-3316-32 Powell Pave & Patch Funds	89,302	46,002	(43,300)	52%	
01-3322-31 Beer & Wine - State	12,762	-	(12,762)	0%	
01-3324-31 Utilities Franchise Tax	137,447	32,498	(104,949)	24%	
01-3330-84 County First Responders	4,020	1,675	(2,345)	42%	
01-3413-89 Miscellaneous Revenue	2,900	1,738	(1,162)	60%	
01-3431-41 Police Authority Revenue_Faith	146,000	36,500	(109,500)	25%	
01-3431-45 Police Report Revenue	100	50	(50)	50%	
01-3431-89 Police Miscellaneous	1,100	532	(568)	48%	
01-3451-85 Property Damage Claims	-	2,700	2,700	100%	2
01-3471-51 Environmental Fee Collection	178,500	32,236	(146,264)	18%	
01-3491-41 Subdivision & Zoning Fees	5,500	4,642	(858)	84%	
01-3613-41 Parks Miscellaneous	21,000	10,890	(10,110)	52%	
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	-	(50,000)	0%	
01-3831-89 Interest on Investments	3,000	21,351	18,351	712%	3
01-3834-41 Park Shelter Rentals (Maint)	3,750	3,785	35	101%	4
01-3835-80 Police Surplus Items Sold	1,350	2,350	1,000	174%	5
01-3835-81 Surplus items Sold	1,000	180	(820)	18%	
01-3837-31 ABC Net Revenue-Co.	11,400	7,266	(4,134)	64%	
01-3982-96 Transfer In - ARPA Fund	-	479,958	479,958	100%	
01-3991-99 Fund Balance Appropriated	115,500	-	(115,500)	0%	6
	3,025,883	2,021,344	(1,004,539)	67%	

Notes:

- 1 A majority of Ad Valorem Taxes are received in the first few months of the fiscal year
- 2 Storm damage to Lake Park fence covered by insurance
- 3 Invested a large amount into the NC Capital Management Trust
- 4 Includes GQ Civitans annual rental fee of \$1,200
- 5 Includes sale of surplus pistols thus far
- 6 Rowan County Fire Dept .25 Cent Appropriation (\$50,000) allocated in 01-4340-29 and CLUP/UDO (\$65,500)

Governing Body:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4110-02 Mayor/Aldermen Salary	18,745	-	8,934	9,811	48%	
01-4110-09 FICA Expense	1,434	-	683	-	48%	
01-4110-14 Insurance - Workers Comp	50	-	36	14	72%	7
01-4110-18 Professional Services	85,500	49,125	28,425	7,950	91%	8
01-4110-26 Office Expense	900	-	260	640	29%	
01-4110-31 Training & Schools	900	-	210	690	23%	
01-4110-40 Dues & Subscriptions	13,565	-	11,250	2,315	83%	
01-4110-45 Insurance & Bonds	1,814	-	1,814	-	100%	7
01-4110-60 Special Projects	24,438	-	1,443	22,995	6%	
01-4110-61 Grants - Nonprofit Grant Program	350	-	100	250	29%	
01-4110-97 General Fund Contingency	28,031	-	-	28,031	0%	
	175,727	49,125	53,155	73,447	58%	

Notes:

- 7 Paid once annually at the beginning of the Fiscal Year
- 8 Annual audit complete, CLUP/UDO encumbered

Administration:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4120-00 Salaries - Regular	292,500	-	106,910	185,590	37%	
01-4120-03 Salaries - Longevity	850	-	850	-	100%	
01-4120-07 401K Expense	14,625	-	5,346	9,279	37%	
01-4120-09 FICA Expense	22,442	-	8,076	14,366	36%	
01-4120-10 Retirement Expense	35,584	-	12,968	22,616	36%	
01-4120-11 Group Insurance	37,000	-	17,013	19,988	46%	
01-4120-14 Insurance - Workers Comp	500	-	435	65	87%	9
01-4120-17 Insurance – HRA/Admin Cost	1,200	-	500	700	42%	
01-4120-18 Professional Services	81,500	500	26,664	54,336	33%	
01-4120-22 Banquet Expense	1,700	-	-	1,700	0%	
01-4120-26 Office Expense	9,500	250	1,948	7,302	23%	
01-4120-31 Training & Schools	7,000	-	2,812	4,188	40%	
01-4120-32 Telephone/Communications	4,500	-	1,296	3,204	29%	
01-4120-33 Utilities	4,800	-	1,781	3,019	37%	
01-4120-34 Printing	6,000	-	2,475	3,525	41%	
01-4120-37 Advertising	3,000	-	363	2,637	12%	
01-4120-40 Dues & Subscriptions	3,300	-	568	2,733	17%	
01-4120-44 Contracted Services	19,500	570	9,743	9,187	53%	
01-4120-45 Insurance & Bonds	5,200	-	5,177	23	100%	9
01-4120-62 Committees - CAC	700	-	56	644	8%	
01-4120-68 Tax Collection	16,775	-	7,387	9,388	44%	
01-4120-71 Water Line - Principal	51,536	-	-	51,536	0%	
01-4120-72 Water Line - Interest	1,311	-	589	722	45%	
	621,023	1,320	212,954	406,749	35%	

Notes:

9 Paid once annually at the beginning of the Fiscal Year

Public Works:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4190-00 Salaries - Regular	134,500	-	52,918	81,582	39%	
01-4190-02 Salaries - Part-Time	45,000	-	21,908	23,092	49%	
01-4190-03 Salaries - Longevity	1,150	-	933	217	81%	
01-4190-07 401K Expense	6,725	-	2,646	4,079	39%	
01-4190-09 FICA Expense	13,820	-	5,796	8,024	42%	
01-4190-10 Retirement Expense	16,455	-	6,405	10,050	39%	
01-4190-11 Group Insurance	25,500	-	11,332	14,168	44%	
01-4190-14 Insurance - Workers Comp	6,500	-	6,444	56	99%	10
01-4190-20 Motor Fuel	16,500	-	7,188	9,312	44%	
01-4190-21 Uniforms	1,600	-	680	920	43%	
01-4190-24 Maint & Repair - Bldgs/Grounds	23,300	-	19,203	4,097	82%	11
01-4190-25 Maint & Repair - Vehicles	4,500	-	347	4,153	8%	
01-4190-29 Supplies & Equipment	11,000	-	10,200	800	93%	12
01-4190-31 Training & Schools	250	-	-	250	0%	
01-4190-32 Telephone/Communications	850	-	309	541	36%	
01-4190-33 Utilities	3,500	-	1,265	2,235	36%	
01-4190-34 Printing	25	-	5	20	22%	
01-4190-35 Maint & Repairs - Equipment	8,000	-	2,473	5,527	31%	
01-4190-40 Dues & Subscriptions	200	-	87	113	44%	
01-4190-44 Contracted Services	17,500	540	1,559	15,401	12%	
01-4190-45 Insurance & Bonds	4,600	-	4,563	37	99%	10
	\$341,475	540	156,261	184,674	46%	

Notes:

- 10 Paid once annually at the beginning of the Fiscal Year
- 11 Storm damage to Lake Park fence reimbursed by insurance, Board Room and Town Hall front doors
- 12 Flail mower purchased

Police:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4310-00 Salaries - Regular	494,750	-	195,799	298,951	40%	
01-4310-02 Salaries - Part-Time	5,000	-	1,148	3,853	23%	
01-4310-03 Salaries - Longevity	2,550	-	2,500	50	98%	
01-4310-07 401K Expense	24,738	-	9,790	14,948	40%	
01-4310-09 FICA Expense	38,426	-	15,610	22,816	41%	
01-4310-10 Retirement Expense	64,848	-	25,532	39,316	39%	
01-4310-11 Group Insurance	91,111	-	39,202	51,909	43%	
01-4310-14 Insurance - Workers Comp	10,614	-	10,613	1	100%	13
01-4310-20 Motor Fuel	36,000	-	14,706	21,294	41%	
01-4310-21 Uniforms	4,400	1,074	1,871	1,455	67%	
01-4310-25 Maint & Repair - Vehicles	6,000	1,825	3,542	633	89%	14
01-4310-26 Office Expense	1,500	-	207	1,293	14%	
01-4310-29 Supplies & Equipment	16,890	-	11,635	5,255	69%	
01-4310-31 Training & Schools	5,500	-	1,504	3,996	27%	
01-4310-32 Telephone/Communications	8,000	-	3,080	4,920	39%	
01-4310-33 Utilities	1,725	-	633	1,092	37%	
01-4310-34 Printing	1,000	-	308	692	31%	
01-4310-35 Maint & Repair - Equipment	1,664	-	-	1,664	0%	
01-4310-40 Dues & Subscriptions	3,650	-	1,382	2,268	38%	
01-4310-44 Contracted Services	23,250	31	13,937	9,282	60%	
01-4310-45 Insurance & Bonds	14,000	-	14,000	-	100%	13
01-4310-54 Cap Outlay - Vehicles	50,000	15,000	-	35,000	30%	15
01-4310-55 Cap Outlay - Equipment	5,000	-	-	5,000	0%	
	910,616	17,930	367,000	525,686	42%	

Notes:

13 Paid once annually at the beginning of the Fiscal Year

14 Vehicle upfit encumbered

Fire:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4340-00 Salaries - Regular	134,000	-	57,344	76,656	43%	
01-4340-02 Salaries - Part-Time	225,000	-	91,219	133,781	41%	
01-4340-03 Salaries - Longevity	2,200	-	1,946	254	88%	
01-4340-07 401K Expense	7,645	-	3,256	4,389	43%	
01-4340-09 FICA Expense	27,632	-	11,409	16,223	41%	
01-4340-10 Retirement Expense	18,813	-	7,913	10,900	42%	
01-4340-11 Group Insurance	28,000	-	12,330	15,670	44%	
01-4340-14 Insurance - Workers Comp	9,198	-	9,197	1	100%	15
01-4340-17 Firemen's Pension Fund	1,800	-	160	1,640	9%	
01-4340-20 Motor Fuel	8,000	-	3,920	4,080	49%	
01-4340-21 Uniforms	3,000	-	1,712	1,288	57%	
01-4340-25 Maint & Repair - Vehicles	16,000	-	15,528	472	97%	16
01-4340-26 Office Expense	150	-	109	41	73%	
01-4340-29 Supplies & Equipment	74,000	19,233	24,993	29,773	60%	17
01-4340-31 Training & Schools	2,500	-	661	1,839	26%	
01-4340-32 Telephone/Communications	4,500	-	1,808	2,692	40%	
01-4340-33 Utilities	6,300	-	2,360	3,940	37%	
01-4340-34 Printing	275	-	81	194	29%	
01-4340-35 Maint & Repair - Equipment	6,500	-	615	5,885	9%	
01-4340-40 Dues & Subscriptions	3,675	-	910	2,765	25%	
01-4340-44 Contracted Services	10,000	-	4,900	5,100	49%	
01-4340-45 Insurance & Bonds	9,802	-	9,532	270	97%	15
	598,990	19,233	261,903	317,853	47%	

Notes:

- 15 Paid once annually at the beginning of the Fiscal Year
- 16 Intake relief valves on E571, R57 valves and A/C Repair, Preventative Maintenance
- 17 Rescue 57 items - Fire Stipend, Turn Out Gear encumbered

Streets:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4510-18 Professional Services	2,425	-	2,422	3	100%	18
01-4510-29 Supplies & Equipment	975	-	35	940	4%	
01-4510-39 Maint & Repair	10,000	-	5,500	4,500	55%	19
01-4510-55 Cap Outlay - Equipment	9,000	-	7,160	1,840	80%	20
01-4510-71 Debt Service - Principal	50,000	-	25,000	25,000	50%	
01-4510-72 Debt Services - Interest	7,225	-	3,802	3,423	53%	
01-4510-99 Unappropriated Fund Balance	9,677	-	-	9,677	0%	
01-4511-33 Utilities - Street Lights	36,500	-	14,346	22,154	39%	
01-4511-58 Cap Outlay - Bldg/Infrastructure	300	-	-	300	0%	
	126,102	-	58,263	67,839	46%	

Notes:

- 18 Powell Bill maps paid for once annually
- 19 Timber Run sink hole repair
- 20 Snow Plow

Sanitation:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4710-44 Contracted Services	175,000	-	73,487	101,513	42%	
	175,000	-	73,487	101,513	42%	

Notes:

Parks & Rec:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-6130-24 Maint & Repair - Bldgs/Grounds	26,000	-	9,531	16,469	37%	
01-6130-29 Supplies & Equipment	8,400	-	1,512	6,888	18%	
01-6130-32 Telephone/Communications	1,650	-	159	1,491	10%	
01-6130-33 Utilities	16,900	-	5,753	11,147	34%	
01-6130-44 Contracted Services	1,500	-	-	1,500	0%	
01-6130-62 Committees - PERC	22,500	-	10,471	12,029	47%	
	76,950	-	27,427	49,523	36%	

Notes:

FEMA Granite Lake Project						
Account	Budget	Encum.	YTD	Variance	%	Notes
<u>Revenues:</u>						
04-3613-26 FEMA Grant	576,286	-	502,170	74,116	87%	
04-3613-36 NC DEM Grant	192,095	-	167,390	24,705	87%	
Total Revenues:	768,381	-	669,560	(98,821)	87%	
<u>Expenses:</u>						
04-6130-18 Professional Services	174,250	8,213	166,037	-	100%	21
04-6130-69 Cap Outlay - Construction	547,619	-	503,524	44,095	92%	22
04-6130-97 Contingency	46,512	-	-	46,512	0%	
Total Expenses:	768,381	8,213	669,560	90,607	88%	

Notes:

- 21 Awaiting final engineering invoices, entire engineering services contract encumbered
- 22 Final amounts for construction

ARPA FUND						
Account	Budget	Encum.	YTD	Variance	%	Notes
<u>Revenues:</u>						
07-3301-23 ARPA Funds	959,917	-	959,917	-	100%	23
Total Revenues:	959,917	-	959,917	-	100%	
<u>Expenses:</u>						
07-4110-61 Grant Related Expenditures	959,917	-	959,917	-	100%	23
Total Expenses:	959,917	-	959,917	-	100%	

Notes:

- 23 Project complete and 100% of funds are unrestricted. GPO will be closed out after audit presentation.

Interest on Investments by Month FY 2022-2023

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	-	-	-	-	-	-	-	-	-	1,282.44	Matured
	418.18	432.13	432.13	-	-	-	-	-	-	-	-	-	\$ 1,282.44	\$ -
Money Market Accounts:														
XX9011	126.75	124.59	49.98	38.52	56.62	-	-	-	-	-	-	-	396.46	153,109.10
XX1186	5.32	5.32	5.49	11.51	18.03	-	-	-	-	-	-	-	45.67	62,690.07
ARPA	19.23	28.76	-	-	closed	-	-	-	-	-	-	-	47.99	Closed
	151.30	158.67	55.47	50.03	74.65	-	-	-	-	-	-	-	\$ 490.12	\$ 215,799.17
NC Capital Management Trust:														
XX4319	65.72	396.81	4,372.14	6,738.04	8,006.15	-	-	-	-	-	-	-	19,578.86	2,770,623.76
	65.72	396.81	4,372.14	6,738.04	8,006.15	-	-	-	-	-	-	-	\$ 19,578.86	\$ 2,770,623.76
Totals													\$ 21,351.42	\$ 2,986,423

Total Invested Balance	\$ 2,986,423
Cash Balance (As of 11/30/22)	\$ 330,081
Minus Outstanding Transactions (As of 11/30/22)	\$ (48,033)
Total Reconciled Cash Balance	\$ 282,048
Total Available Funds	\$ 3,268,471

Fire Department Roster on 12/5/2022



Granite Quarry Fire Department

NC State Firefighters' Association
 323 West Jones St, Suite 401
 Raleigh, NC 27603
 888-546-2732
 919-821-9382

This Roster was last updated on 11/17/2022 10:56:51 AM

Granite Quarry Fire Department

PO Box 351
 Granite Quarry, NC 28072

Day Phone (704) 279-5597
 Email jhord@granitequarrync.gov

Member Id: 100401
 Member Type: FDC / Fire Dept Combo
 Department Chief: Mr. Matthew Jason Hord
 Paid thru: 12/31/2022

Paid	<u>21</u>	Retired	<u>0</u>
Vol	<u>14</u>	Life	<u>0</u>
Member	<u>0</u>	Non-Mem	<u>0</u>
Rescue	<u>0</u>	Vacant	<u>0</u>
Total	<u>35</u>		

NCSFA Member Y Certification Letter 2021

County: Rowan

Name on Credit Card _____	Credit Card _____
Expiration Date _____	Signature _____

Showing certification for hours completed in 2021

	SSN	ID	Name/DOB	Address	PHONE/Email	GEN	MAR	P/V/R	CERT
1	XXXX-XX-11/15/22 - now	255169	Dakota L Anderson	Spencer, NC 28159		M	S	P	N
2	XXXX-XX-5/1/16 - now	208354	Mr. Carl Travis Barnhardt	Granite Quarry, NC 28072		M	M	V	Y
3	XXXX-XX-7/7/22 - now	181127	Mr. Allen Dale Bennett	Granite Quarry, 28072		M	M	P	Y
4	XXXX-XX-4/8/19 - now	229085	Mr. Tyler Allen Bennett	Salisbury, NC 28146		M	S	V	N
5	XXXX-XX-3/16/20 - now	235997	Mr. Corey Heath Blevins	Salisbury, NC 28146		M	M	V	Y
6	XXXX-XX-7/7/22 - now	232224	Mrs. Holly-Anne Blevins	Salisbury, NC 28146		F	M	P	Y
7	XXXX-XX-11/12/18 - now	226776	Mrs. Laura Elaine Carlton	Salisbury, NC 28146		F	M	V	N
8	XXXX-XX-7/7/22 - now	138068	Mr. Phillip Jake Chambers	Salisbury, NC 28146		M	S	V	Y

	<u>SSN</u>	<u>ID</u>	<u>Name/DOB</u>	<u>Address</u>	<u>PHONE/Email</u>	<u>GEN</u>	<u>MAR</u>	<u>P/V/R</u>	<u>CERT</u>
9	XXXX-XX 1/15/14 - now	151181	Mr. Sean Desmond Dunham	Salisbury, NC 28146		M	M	P	Y
10	XXXX-XX 4/1/17 - now	215230	Mr. James Perry Garris, Jr.	Salisbury, NC 28146		M	S	P	Y
11	XXXX-XX 9/4/20 - now	238403	Mitchell V. Holt	Rockwell, NC 28138		M	M	P	Y
12	XXXX-XX 3/27/17 - now	215229	Mr. Matthew Jason Hord	Rockwell, NC 28138	(704)279-5596 jhord@granitequarrync.gov	M	M	P	Y
13	XXXX-XX 11/17/22 - now	255266	David B. Jones	Lancaster, SC 29720		M	S	P	N
14	XXXX-XX 4/6/22 - now	251239	Mr. Nathan Kimmer	Salisbury, NC 28146		M	M	V	N
15	XXXX-XX 3/26/13 - now	151187	Mr. Cameron Clark Lapham	Granite Quarry, NC 28072		M	S	P	Y
16	XXXX-XX 7/13/22 - now	252992	Ms. Gracie B Lewis	Salisbury, NC 28147		F	S	P	N
17	XXXX-XX 11/2/21 - now	246816	Mr. Alexander Jon Loflin	Salisbury, NC 28146		M	S	V	N
18	XXXX-XX 10/29/14 - now	195126	Baxter L. Miller	Salisbury, NC 28146	bmillier@granitequarrync.gov	M	S	P	Y
19	XXXX-XX- 7/7/22 - now	230480	Mrs. Judy Wilt Morgan	Salisbury, NC 28146		F	S	V	N
20	XXXX-XX 6/28/21 - now	244387	Chad S Moss	Kannapolis, NC 28083		M	M	P	Y
21	XXXX-XX 11/12/21 - now	247055	Mr. Christopher Peter Nee	Granite Quarry, NC 28072		M	M	V	N
22	XXXX-XX 11/22/20 - now	239812	Mr. Jacob C. Nichols	Salisbury, NC 28146		M	S	P	N
23	XXXX-XX 2/28/20 - now	235664	Jenna Overcash	Landis, NC 28088		F	M	P	Y
24	9/21/21 - now	246112	William Parrish	PO Box 351 Granite Quarry, NC 28072		M	M	P	Y
25	XXXX-XX 5/2/22 - now	251663	Mr. Christopher Daniel Paton	Salisbury, NC 28147	704-279-5596	M	M	P	N
26	XXXX-XX 11/10/21 - now	247027	Miss Hailey M Peeples	Salisbury, NC 28146		F	S	V	N
27	XXXX-XX 5/1/09 - now	151194	Jennifer Peeples	Granite Quarry, NC 28072		F	M	V	Y
28	XXXX-XX 3/26/13 - now	112568	Mr. Michael Brian Peeples	Granite Quarry, NC 28072	bpeeples@granitequarrync.gov	M	M	P	Y
29	XXXX-XX 1/15/14 - now	151206	Daniel Peters	Salisbury, NC 28146	(704) 279-8149	M	M	V	Y
30	XXXX-XX 8/17/15 - now	202394	Mr. John Patrick Piana	Salisbury, NC 28146		M	M	V	Y
31	XXXX-XX 12/4/18 - now	226777	Mr. Alan Thomas Shinn	Rockwell, NC 28138		M	M	P	Y
32	XXXX-XX 1/1/10 - now	151192	Kevin Neil Strobel	Granite Quarry, NC 28072	kstrobel@granitequarrync.gov	M	M	V	Y
33	XXXX-XX 6/2/21 - now	244221	Emily Torrence	Salisbury, NC 28146		F	S	P	Y

	<u>SSN</u>	<u>ID</u>	<u>Name/DOB</u>	<u>Address</u>	<u>PHONE/Email</u>	<u>GEN</u>	<u>MAR</u>	<u>P/V/R</u>	<u>CERT</u>
34	XXXX-XX 10/5/22 - now	254470	Mr. Jason William Ussery	Kannapolis, NC Kannapolis, NC 28081		M	S	P	N
35	XXXX-XX 7/13/22 - now	252993	Austin A. Waller	Salisbury, NC 28146		M	S	P	N

Agenda Item Summary

Regular Meeting
December 12, 2022
Agenda Item 5

Summary:

As we have continued to improve upon our finance policies it is imperative that the Town establish goals to improve and maintain fiscal responsibility by defining the minimum level of Unassigned Fund Balance required annually in order to provide sufficient financial flexibility to meet future obligations, enhance the financial position of the Town, plan for contingencies in the event of an emergency, and to ensure adequate cash flow.

The Board of Aldermen tabled this item at the November 14, 2022 meeting to delay discussion until the Finance Officer could be present.

Finance Officer Shelly Shockley updated the draft policy to reflect recommendations from the NC State and Local Government Finance Division. The changes made include some wording about peer groups and a range of 40% - 60% rather than a set-in-stone 50% goal. The changes are reflected in sections 4.1, 4.3, 5.2, 6.2.

Attachments:

- Resolution 2022-09
- *Draft Fund Balance Policy 2022-09*

Action Requested:

Motion to adopt Resolution 2022-09 to adopt a Town Fund Balance Policy.

Fund Balance Policy

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against



2022-09

FUND BALANCE POLICY

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I. PURPOSE

For the purposes of:

- 1.1 Improving and maintaining fiscal responsibility as required under the Local Government Budget and Fiscal Control Act.
- 1.2 Defining the minimum level of Unassigned Fund Balance required annually within the General Fund.
- 1.3 Establishing guidelines for preserving an adequate fund balance in the Town of Granite Quarry General Fund in order to provide sufficient financial flexibility to meet future obligations, enhance the financial position of the Town, plan for contingencies in the event of an emergency, and to ensure adequate cash flow.

II. DEFINITIONS

- 2.1 Fund Balance - the measurement of available financial resources. The sum of total assets minus total liabilities within a fund.
- 2.2 In accordance with GASB (Governmental Accounting Standards Board) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, fund balance will be classified as follows:
 - Nonspendable - Amounts not in a spendable form or that are required to be maintained intact. Examples include inventory and prepaid items.
 - Restricted - Amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutional provisions, or through enabling legislation. Examples include grants, Powell Bill Funds, and debt proceeds.
 - Committed - Amounts that can be used only for specific purposes determined by a formal action of the Town's highest level of decision-making authority which is the Board of Aldermen. Commitments may be changed or lifted only by the Board of Aldermen taking the same formal action that imposed the commitment originally. Examples include Board Resolutions.
 - Assigned - Amounts intended to be used by the Town for specific purposes. Intent can be expressed by the Board in the form of a budget appropriation. Examples include normal budget appropriations and capital projects.
 - Unassigned – Amounts available for appropriation for public purposes. Unassigned Fund Balance is the residual classification of the General Fund and includes all amounts not contained in other classifications.

The last three classifications, Committed, Assigned and Unassigned, together comprise "Unrestricted Fund Balance." The constraints placed upon Committed and Assigned are self-imposed and constraints can be removed to make fund balances available for other purposes.

III. OBJECTIVES

- 3.1 The Town staff and Board of Aldermen recognize that it is essential to maintain adequate unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.
- 3.2 The fund balance also provides cash flow liquidity for the Town's operations and increases the potential for investment income.
- 3.3 Ample fund balance enhances short-term and long-term financial credit by helping to achieve the highest credit and bond ratings possible to provide the Town the ability to borrow at the lowest possible rate.
- 3.4 A fund balance policy promotes long-term financial stability by establishing clear and consistent guidelines.
- 3.5 Adequate unassigned fund balance will provide funding flexibility during unanticipated emergencies and natural disasters.

IV. GUIDELINES

- 4.1 The North Carolina Local Government Commission, which is charged with the oversight of the fiscal health of North Carolina cities and counties, recommends that a minimum of eight percent (8%) of annual budgeted expenditures be maintained for unassigned fund balance. Higher levels may be set based on the current operating needs of the Town, the individual fund, and future funding needs. The LGC annually compares the percentage of available fund balance to fund expenditures against peer group municipalities.
- 4.2 The Town of Granite Quarry commits to maintain reserves required by law, ordinance, and/or bond covenants.
- 4.3 The Granite Quarry Board of Aldermen hereby establishes a goal to maintain approximately 40%-60% of the previous fiscal year's budgeted General Fund expenditures as unassigned fund balance. This amounts to approximately six months of the next fiscal year's annual budgeted General Fund expenditures. The Board will adjust this goal as appropriate, based upon recommendations from the NC Local Government Commission or significant change in the Town's policy or financial outlook.
- 4.4 In the event that unassigned fund balances are available over and beyond the targeted range, those funds may be transferred to capital project funds or capital reserve funds or used for other one-time, non-recurring, expenditures at the discretion of the Board of Aldermen.
- 4.5 All expenditures made using appropriations from fund balance require Board of Aldermen approval unless previously authorized by the Board for expenditure within the Town's annual budget.
- 4.6 The Board of Aldermen may, from time to time, appropriate fund balance reducing unassigned fund balance below the minimum forty percent (40%) minimum goal in the General Fund for the purpose of a declared fiscal emergency or other such global purposes as to protect the long-term fiscal

security of the Town. In such circumstances, the Board of Aldermen will adopt a plan to restore the unassigned fund balance to the policy level within thirty-six (36) months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the Town, the Board will establish a different appropriate time period.

4.7 Staff is expected to manage the budget and ensure that revenue shortfalls and expenditure increases do not impact the Town's targeted fund balance levels outlined above.

4.8 The Town Manager is charged with annually monitoring and reporting to the Board of Aldermen during the preparation for the annual operating budget the health and status of unassigned fund balance and compliance with the stated range goals.

V. CAPITAL RESERVES

5.1 Under North Carolina General Statute 159-18, the Town is authorized to establish and maintain a capital reserve fund for any purpose for which bonds may be issued.

5.2 Should the Town wish to establish a capital reserve fund, the Finance Officer is authorized by the Board of Aldermen to transfer up to all remaining unassigned fund balance to the capital reserve fund once the target range of unassigned fund balance is realized in the General Fund.

VI. EXPENDITURE OF FUNDS

6.1 Unassigned fund balance above the Town's goal should be considered, through the annual budget process, as a funding source for capital needs funded with pay-as-you-go capital. Appropriations outside the annual budget will generally be limited to:

6.1.1 Expenditures to support or facilitate projects that generate new revenues or cost savings in excess of the investments within established time frames

6.1.2 Interim partial year funding for new programs that are needed before the next fiscal year

6.1.3 Costs related to unanticipated workload in the current fiscal year that cannot be addressed with budgeted resources

6.1.4 Prudent supplemental funding for existing capital projects that require additional resources before the next fiscal year in order to fund unanticipated costs, avoid excessive delays, or improve service levels.

6.2 Appropriation of unassigned fund balance exceeding the target range goal may only be used at the discretion of the Board of Aldermen in dire financial circumstances in order to provide resources to offset unforeseen revenue shortfalls in combination with expenditure reductions or fund emergency expenditures in a disaster.

6.3 If multiple classifications of fund balance are available for an expenditure, the Town will start with the most restricted classification prior to moving to the next classification with available funds.



RESOLUTION 2022-09

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, TO ADOPT A FUND BALANCE POLICY

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

WHEREAS, improving and maintaining fiscal responsibility is a priority to the Town; and

WHEREAS, it is necessary for the Town to establish guidelines for preserving an adequate fund balance in the Town of Granite Quarry General Fund in order to provide sufficient financial flexibility to meet future obligations, enhance the financial position of the Town, plan for contingencies in the event of an emergency, and to ensure adequate cash flow; and

WHEREAS, the Town staff and Board of Aldermen recognize that it is essential to maintain adequate unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances; 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 Fund Balance 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

Agenda Item Summary

Regular Meeting
December 12, 2022
Agenda Item 7

Appointments

Summary:

Each year the Board of Aldermen appoints a representative and alternate to the following:

- **Cabarrus Rowan MPO Transportation Advisory Committee (TAC).** At present, Mayor Barnhardt is serving as the appointed member and Alderman Costantino is serving as the alternate representative.
- **Centralina Board of Delegates.** At present, Mayor Barnhardt represents the Town on the Board of Delegates and Alderman Costantino is serving as the alternate.

Attachment

CRMPO Appointments Email

Action Requested:

Motion to appoint _____ as the Cabarrus Rowan MPO TAC representative and _____ as the alternate representative.

AND

Motion to appoint _____ to the Centralina Board of Delegates and _____ as the alternate.

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

Admin

From: Connie Cunningham <ccunningham@mblsolution.com>
Sent: Tuesday, November 29, 2022 1:39 PM
To: Town Manager
Cc: Admin
Subject: Cabarrus Rowan MPO Appointments for 2023

Categories: Hold

November 29, 2022

Mr. Larry Smith, Town Manager
Town of Granite Quarry
P. O. Box 351
Granite Quarry, North Carolina 28072

SUBJECT: 2023 Appointments to the Transportation Advisory Committee (TAC) and the Technical Coordinating Committee (TCC) of the Cabarrus-Rowan Urban Area Metropolitan Planning Organization (CRMPO)

Dear Mr. Smith,

Each year the North Carolina Department of Transportation (NCDOT) requires the MPO to supply a list of current TAC and TCC representatives along with their alternates. At present, Alderman Brittany Barnhardt is serving as the appointed member and Alderman Jim Costantino is serving as the alternate representative for the Town of Granite Quarry on the TAC. Currently Mr. Jason Hord is the TCC representative and you are the alternate to serve on behalf of the Town. Please notify the MPO as to who will serve in 2023 as your designated appointees to the TAC (elected officials only), as well as the TCC (staff) appointee and alternate. The TAC and TCC appointees must be available to attend regular monthly meetings and to participate on regional transportation planning committees. Attendance at the meetings is critical to the success of our planning efforts and to bring information back to their respective communities. A schedule of the meetings will be sent to your designated representative as soon as their information is made available to us.

As the current TAC members are aware, there is a requirement to serve as a member or alternate of the TAC. TAC members are subject to provisions of the NC State Government Ethics Act, Chapter 138A of the NC General Statutes. There are two specific requirements: 1) State of Economic Interest (SEI) application, and 2) Real Estate Disclosure Form. Current MPO TAC members and their alternate must electronically file their SEI and Real Estate Disclosure Form annually by April 15th. This information can be found at <http://www.ethicscommission.nc.gov/sei>. Go to Statement of Economic Interest and click on MPO/RPO filers. Please alert your TAC representatives of this requirement when making your selections.

Please provide current contact information for your selected individuals to include mailing address, telephone number, fax number and e-mail address to Connie Cunningham at the CRMPO office by January 6, 2023. Please email your information to ccunningham@mblsolution.com.

Thank you for your attention to this matter.

Sincerely,

Phil Conrad

Agenda Item Summary

Regular Meeting
December 12, 2022
Agenda Item 8

Summary:

The Board of Aldermen does not have any current Rules of Procedure on file. The drafted Rules of Procedure are from a template recommended by the School of Government and amended in the highlighted areas.

Staff requests that the Board of Aldermen review the draft and discuss at the next meeting.

Attachments:

- *Draft* Rules of Procedure

Action Requested:
Review.

Rules of Procedure

Motion Made By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Second By:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

For:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

Against:

Jim Costantino
John Linker
Doug Shelton
Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

For
Against

Rules of Procedure for the Board of Aldermen of the Town of Granite Quarry

Part I. Applicability

Rule 1. Applicability of Rules

These rules apply to all meetings of the Town of Granite Quarry's Board of Aldermen. For purposes of these rules, a meeting of the board occurs whenever a majority of the board's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the board's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

Part II. Quorum

Rule 2. Quorum

The presence of a quorum is necessary for the board to conduct business. A majority of the board's actual membership plus the mayor, excluding vacant seats, constitutes a quorum. A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

Part III. Open Meetings

Rule 3. Remote Participation in Board Meetings

No member who is not physically present for a board meeting may participate in the meeting by electronic means except in accordance with a policy adopted by the board.

(Remote Participation Policy 2020-01 adopted 4/3/2020)

Rule 4. Meetings to Be Open to the Public

Except as permitted by Rule 5, all meetings of the board shall be open to the public, and any person may attend its meetings.

Rule 5. Closed Sessions

(a) Motion to Enter Closed Session. The town board may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session listed in paragraph (b) of this rule. A motion to enter closed session under subparagraph (b)(1) or (b)(2) must contain the additional information specified in those provisions.

(b) Bases for Closed Session. A closed session is permissible under the following circumstances and no others:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.
- (2) To consult with the town attorney or another attorney employed or retained by the town in order to preserve the attorney–client privilege. If the board expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.
- (3) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the town or (b) the closure or realignment of a military installation. The board may reach agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.
- (4) To establish or instruct staff or agents concerning the town’s position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease.
- (5) To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective public officer or employee, except when the individual in question is a member of the town board or other public body or is being considered to fill a vacancy on the town board or other public body. Final action to appoint or employ a public officer or employee must take place in open session.
- (7) To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.
- (8) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (9) To view a law enforcement recording released pursuant to G.S. 132-1.4A.
- (10) On any other basis permitted by law.

(c) Closed Session Participants. Unless the board directs otherwise, the town manager, town attorney, and town clerk may attend closed sessions of the board. No other person may attend a closed session unless invited by majority vote of the board.

(d) Motion to Return to Open Session. Upon completing its closed session business, the board shall end the closed session by adopting a duly made motion to return to open session.

Rule 6. Meeting Minutes

(a) Minutes Required for All Meetings. The board must keep full and accurate minutes of all of its meetings, including closed sessions. To be “full and accurate,” minutes must record all actions taken by the board. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the board,

though the board in its discretion may decide to incorporate such details into the minutes.

(b) Record of “Ayes” and “Noes.” At the request of any member of the board, the minutes shall list each member by name and record how each member voted on a particular matter.

(c) General Accounts of Closed Sessions. In addition to minutes, the board must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The board may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.

(d) Sealing Closed Session Records. Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the board or, if the board delegates the authority to unseal to one or more staff members, in accordance with guidelines adopted by the board. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

Rule 7. Broadcasting and Recording Meetings

(a) Right to Broadcast and Record. Any person may photograph, film, tape-record, or otherwise reproduce any part of a board meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a board meeting.

(b) Advance Notice. Any radio or television station that plans to broadcast any portion of a board meeting shall so notify the town clerk or town manager/ no later than twenty-four hours before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a board meeting.

(c) Equipment Placement. The town manager may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a board meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the town manager determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the town manager may require the pooling of the equipment and the personnel operating it.

(d) Alternative Meeting Site. If the news media request an alternative meeting site to accommodate news coverage, and the board grants the request, the news media making the request shall pay the costs incurred by the town in securing an alternative meeting site.

Part IV. Organization of the Board

Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore

(a) Scheduling Organizational Meeting. The board must hold an organizational meeting following each general election in which board members are elected. The organizational meeting must be held either (1) on the date and at the time of the board’s first regular meeting in December following the election or (2) at an earlier date, if any, set by the incumbent board. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.

(b) Oath of Office. As the first order of business at the organizational meeting, all newly elected mem-

bers of the board must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the town clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.

(c) Selection of Mayor Pro Tempore. As the second order of business at the organizational meeting, the board shall elect from among its members a mayor pro tempore using the procedures specified in Rule 38. The mayor pro tempore shall serve at the board's pleasure.

Part V. Types of Meetings

Rule 9. Regular Meetings

(a) Regular Meeting Schedule. The board shall hold a regular meeting on the second Monday of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at 143 N. Salisbury Ave. in downtown Granite Quarry and begin at 6:00 p.m. The board shall adopt a meeting schedule each year consistent with this rule. A copy of the board's current meeting schedule shall be filed with the town clerk and posted on the town's website.

(b) Change to Meeting Schedule. Notwithstanding paragraph (a) of this rule, the board may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the town clerk at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the town's website.

Rule 10. Special Meetings

(a) Calling Special Meetings. A special meeting of the board may be called by the mayor, the mayor pro tempore, or any two board members. A special meeting may also be called by vote of the board in open session during a regular meeting or another duly called special meeting.

(b) Notice to the Public. At least forty-eight hours before a special meeting of the board, notice of the date, time, place, and purpose of the meeting shall be (1) posted on the board's principal bulletin board or, if the board has no such board, at the door of the board's usual meeting room and (2) delivered, e-mailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the town clerk. Furthermore, if the board has a website maintained by at least one town employee, notice of the special meeting's date, time, place, and purpose shall be posted on the website in advance of the meeting.

(c) Notice to Members.

- (1) *Meeting called by the mayor, the mayor pro tempore, or any two board members.* At least forty-eight hours before a special meeting called by the mayor, the mayor pro tempore, or any two board members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the mayor and each board member or left at his or her usual dwelling place.
- (2) *Meeting called by vote of the board in open session.* When a special meeting is called by vote of the board in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and

purpose. Written notice of the special meeting's date, time, place, and purpose shall be mailed or delivered at least forty-eight hours before the meeting to each board member not present for the meeting at which the special meeting was called, and to the mayor if he or she was not present at that meeting.

(d) Transacting Other Business. Even when all members are present or any absent member has signed a waiver, the board may take up an item of business not covered by the notice only if the board first determines in good faith that the item must be discussed or acted upon immediately.

Rule 11. Emergency Meetings

(a) Grounds for Emergency Meeting. Emergency meetings of the town board may be called only to address generally unexpected circumstances demanding the board's immediate attention.

(b) Calling Emergency Meetings. There are two methods by which an emergency meeting of the board may be called.

- (1) The mayor, the mayor pro tempore, or any two members of the board may at any time call an emergency board meeting by signing a written notice stating the date, time, and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each board member or left at his or her usual dwelling place at least six hours before the meeting.
- (2) An emergency meeting may be held when the mayor and all members of the board are present and consent thereto, or when any absent member has signed a written waiver of notice.

(c) Notice to Media of Emergency Meetings. Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the town clerk for notice of emergency meetings. To be valid, the request must include the newspaper's, wire service's, or station's telephone number. Notice may be given by telephone, e-mail, or the same method used to notify board members. Notice must be provided immediately after board members have been notified and at the expense of the party notified.

(d) Transaction of Other Business Prohibited. Only business connected with the emergency may be considered at an emergency meeting.

Rule 12. Recessed Meetings

(a) Calling Recessed Meetings. When conducting a properly called regular, special, or emergency meeting, the board may recess the meeting to another date, time, or place by a procedural motion made and adopted, as provided in Rule 31, Motion 3, in open session. The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.

(b) Notice of Recessed Meetings. If the board has a website maintained by one or more town employee, notice of the recessed meeting's date, time, and place must appear on the webpage prior to the meeting. No further notice of a properly called recessed meeting is required.

Part VI. Agenda

Rule 13. Agenda

(a) Draft Agenda.

- (1) *Preparation.* The town manager and/or the town clerk shall prepare a draft agenda in advance of each meeting of the town board.
- (2) *Requesting placement of items on draft agenda.* For a regular meeting, a request to have an item of business placed on the draft agenda must be received by the town manager or the town clerk at least twelve days before the date of the meeting. The town manager and/or town clerk must place an item on the draft agenda in response to a board member's timely request.
- (3) *Supplemental information/materials.* If the council is expected to consider a proposed ordinance or ordinance amendment, a copy of the proposed ordinance or amendment shall be attached to the draft agenda. An agenda package shall be prepared that includes, for each item of business listed on the draft agenda, as much background information on the topic as is available and feasible to provide.
- (4) *Delivery to board members.* Each board member shall receive a hard or electronic copy of the draft agenda and the agenda package. Except in the case of an emergency meeting, the agenda and agenda package shall be furnished to each member at least **twenty-four hours** before the meeting.
- (5) *Public inspection.* The draft agenda and agenda package shall be available to the public when the documents are ready to be, or have been, circulated.

(b) Adoption of the Agenda.

- (1) *Adoption.* As its first order of business at each meeting, the board shall review the draft agenda, make whatever revisions it deems appropriate, and adopt a formal agenda for the meeting.
- (2) *Amending the agenda.* Both before and after it adopts the agenda, the board may add or subtract agenda items by majority vote of the members present and voting, except that
the board may not add to the items stated in the notice of a special meeting unless the requirements in Rule 10(d) are satisfied and
only business connected with the emergency may be considered at an emergency meeting.
- (3) *Designation of items "For Discussion and Possible Action."* The board may designate an agenda item "for discussion and possible action." The designation signifies that the board intends to discuss the item and may, if it so chooses, take action on the item following the discussion.

(c) Consent Agenda. The board may designate part of an agenda for a regular meeting as the *consent agenda*. Items may be placed on the consent agenda by the person(s) charged with preparing the draft agenda if the items are judged to be noncontroversial and routine. Prior to the board's adoption of the meeting agenda under subparagraph (b)(1) of this rule, the request of any member to have an item moved from the consent agenda to unfinished business must be honored by the board. All items on the consent agenda must be voted on and adopted by a single motion, with the minutes reflecting the motion and vote for each item.

(d) Informal Discussion of Agenda Items. The board may informally discuss an agenda item even when no motion regarding that item is pending.

Rule 14. Acting by Reference to Agenda or Other Document

The board shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or

any other document with the intention of preventing persons in attendance from understanding what action is being considered or undertaken. The board may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, provided copies of the agenda are available for public inspection at the meeting and are sufficiently worded to enable the public to understand what is being deliberated or acted upon.

Rule 15. Agenda Items from Members of the Public

If a member of the public wishes to request that the board include an item on its regular meeting agenda, he or she must submit the request to the town clerk and/or town manager by the deadline specified in Rule 13(a)(2). The board is not obligated to place an item on the agenda merely because such a request has been received.

Rule 16. Order of Business

Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

- adoption of the agenda,
- approval of the consent agenda,
- approval of the previous meeting minutes,
- administrative reports,
- committee reports,
- public comments,
- public hearings,
- unfinished business, and
- new business.

Without objection, the mayor may call agenda items in any order most convenient for the dispatch of business.

Part VII. Role of the Presiding Officer

Rule 17. The Mayor

(a) Presiding Officer. When present, the mayor shall preside at meetings of the board.

(b) Right to Vote. The mayor may vote only when an equal number of affirmative and negative votes have been cast ..

(c) Recognition of Members. A member must be recognized by the mayor (or other presiding officer) in order to address the board, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1.

(d) Powers as Presiding Officer. As presiding officer, the mayor is to enforce these rules and maintain order and decorum during board meetings. To that end, the mayor may

- (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in

his or her remarks and entertain and rule on objections from other members on this ground;

- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time; and
- (5) adjourn in an emergency.

(e) Appeals of Procedural Rulings. A member may appeal a decision made or answer given by the mayor under subparagraph (d)(1), (2), or (3) in accordance with Rule 31, Motion 1.

Rule 18. The Mayor Pro Tempore

(a) Presiding in Mayor's Absence. When present, the mayor pro tempore shall preside over board meetings in the mayor's absence with all the powers specified in Rule 17(d).

(b) Delegation of Mayor's Powers/Duties. In the mayor's absence, the board may confer on the mayor pro tempore any of the mayor's powers and duties. Likewise, if the mayor becomes physically or mentally unable to perform the duties of his or her office, the board may by unanimous vote declare the mayor incapacitated and confer any of the mayor's powers and duties on the mayor pro tempore. When the mayor announces that he or she is no longer incapacitated, and a majority of the board concurs, the mayor shall resume the exercise of his or her powers and duties.

(c) Duty to Vote. Even when presiding over a board meeting, the mayor pro tempore has the same duty as other members to vote on all questions unless he or she has been excused from voting on a matter in accordance with Rule 28.

Rule 19. Other Presiding Officer

If both the mayor and mayor pro tempore are absent, the board may elect from among its members a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 17(d). Service as a temporary presiding officer does not relieve a member of the duty to vote on all questions unless excused from voting pursuant to Rule 28.

Rule 20. When the Presiding Officer Is Active in Debate

If the mayor becomes active in debate on a particular proposal, he or she **[may] [must]** have the mayor pro tempore preside during the board's consideration of the matter. If the mayor pro tempore is absent or is also actively debating the matter, the mayor **[may] [must]** designate another member to preside until the matter is concluded. Similarly, if the mayor pro tempore or a temporary presiding officer is presiding and takes an active part in debating a topic, he or she **[may] [must]** designate another board member to preside temporarily.

Part VIII. Motions and Voting

Rule 21. Action by the Board

Except as otherwise provided in these rules, the board shall act by motion. Any member may make a motion, not including the mayor.

Rule 22. Second Required

A second is required on every motion, with the exception of a point of privilege, a point of order, or a request for information.

Rule 23. One Motion at a Time

A member may make only one motion at a time.

Rule 24. Withdrawal of Motion

The member who introduces a motion may withdraw the motion unless the motion has been amended or the presiding officer has put the motion to a vote.

Rule 25. Debate

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the principles listed below.

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before a member who has already spoken.
- To the extent practicable, the debate shall alternate between proponents and opponents of the measure.

Rule 26. Adoption by Majority Vote

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

Rule 27. Changing a Vote

A member may change his or her vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change his or her vote without the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

Rule 28. Duty to Vote

(a) Duty to Vote. Every board member must vote except when excused from voting as provided by this rule.

(b) Grounds for Excusal. A member may be excused from voting on a matter involving the member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to board members. Members may also be excused from voting when prohibited from voting under G.S. 14-234 (contract providing direct benefit to member), G.S. 160D-109(a) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member), or G.S. 160D-109(d) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker). Questions about whether a basis for excusal exists

should be directed to the town attorney.

(c) Procedure for Excusal.

- (1) *At member's request.* Upon being recognized at a duly called meeting of the board, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.
- (2) *On board's initiative.* Even when a member has not asked to be excused from voting on a matter, a majority of the remaining board members present may by motion and vote excuse the member from voting if grounds for doing so exist under paragraph (b).

(d) Consequence of Non-Excused Failure to Vote. Except as specified in paragraph (e), if a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote, provided

- (1) the member is physically present in the board room or
- (2) the member has physically withdrawn from the meeting without being excused by majority vote of the remaining members present.

(e) Failure to Vote on Certain Zoning Matters. A member's unexcused failure to vote shall not be recorded as an affirmative vote if the motion concerns a proposal to amend, supplement, or repeal a zoning ordinance. Instead, the member's unexcused failure to vote shall be recorded as an abstention.

Rule 29. Voting by Written Ballot

(a) Secret Ballots Prohibited. The board may not vote by secret ballot.

(b) Rules for Written Ballots. The board may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign his or her ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the town clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 30. Substantive Motions

A substantive motion is not in order if made while another motion is pending. Once the board disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 31, Motion 14.

Rule 31. Procedural Motions

(a) Certain Motions Allowed. The board may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

(b) Priority of Motions. The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and

- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

When several procedural motions are pending, voting must begin with the procedural motion highest in priority, provided that a motion to amend or end debate on the highest priority motion must be voted on first.

Motion 1. To Appeal a Ruling of the Presiding Officer. Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

Motion 2. To Adjourn. This motion may be used to close a meeting. It is not in order if the board is in closed session.

Motion 3. To Recess to a Time and Place Certain. This motion may be used to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the board is in closed session.

Motion 4. To Take a Brief Recess.

Motion 5. To Follow the Agenda. This motion must be made at the time an item of business that deviates from the agenda is proposed; otherwise, the motion is out of order as to that item.

Motion 6. To Suspend the Rules. To be adopted, a motion to suspend the rules must receive affirmative votes equal to at least two-thirds of the board's actual membership, excluding vacant seats and not counting the mayor if the mayor votes only in case of a tie. The board may not suspend provisions in these rules that are required under state law.

Motion 7. To Divide a Complex Motion. This motion is in order whenever a member wishes to consider and vote on parts of a complex motion separately. The member who makes this motion must specify how the complex motion will be divided.

Motion 8. To Defer Consideration. The board may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the board votes to revive it pursuant to Motion 13 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

Motion 9. To End Debate (Call the Previous Question). If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.

Motion 10. To Postpone to a Certain Time. This motion may be employed to delay the board's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

Motion 11. To Refer a Motion to a Committee. The board may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 60 days of the

referral date, the board must take up the motion if asked to do so by the member who introduced it.

Motion 12. To Amend.

(a) Germaneness. A motion to amend must concern the same subject matter as the motion it seeks to alter.

(b) Limit on Number of Motions to Amend. When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

(c) Amendments to Ordinances. Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

Motion 13. To Revive Consideration. The board may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 8, provided it does so within 100 days of its vote to defer consideration.

Motion 14. To Reconsider. The board may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting during which the action to be reconsidered was taken and (b) by a member who voted with the prevailing side. For purposes of this motion, “the same meeting” includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the board’s deliberation on a pending matter.

Motion 15. To Rescind. The board may vote to rescind an action taken at a prior meeting provided rescission is not forbidden by law.

Motion 16. To Prevent Reintroduction for Six Months. This motion may be used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion’s defeat. To be adopted, this motion must receive votes equal to at least two-thirds of the board’s actual membership, excluding vacant seats and not counting the mayor, unless the mayor may vote on all questions. If this motion is adopted, the ban on reintroduction remains in effect for six months or until the board’s next organizational meeting, whichever occurs first.

Part IX. Ordinances and Contracts

Rule 32. Introduction of Ordinances

For purposes of these rules, the “date of introduction” for a proposed ordinance is the date on which the board first votes on the proposed ordinance’s subject matter. The board votes on the subject matter of a proposed ordinance when it votes on whether to adopt or make changes to the proposed ordinance.

Rule 33. Adoption, Amendment, and Repeal of Ordinances

(a) Adoption of Ordinances.

- (1) *Proposed ordinances to be in writing.* No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to members before a vote on adoption is taken.
- (2) *Adoption on date of introduction.* To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least two-thirds of the board’s actual membership, excluding vacant seats and not counting the mayor, unless the mayor has the right to vote on all questions before the board.
- (3) *Adoption after date of introduction.* To be approved after the date of introduction, a proposed

ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all board members not excused from voting on the matter. In calculating the number of affirmative votes necessary for approval, the mayor's vote counts if there is an equal division.

(b) Amendment and Repeal of Ordinances. The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

Rule 34. Adoption of the Budget Ordinance

(a) Special Rules for the Adoption or Amendment of the Budget Ordinance. Notwithstanding any provision in the town charter, general law, or local act,

- (1) the board may adopt or amend the budget ordinance at a regular or special meeting of the board by a simple majority of those members present and voting, a quorum being present;
- (2) no action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the board; and
- (3) the adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any town charter or local act concerning initiative or referendum.

(b) Notice Requirements for Budget Meetings. During the period beginning with the submission of the budget to the board and ending with the adoption of the budget ordinance, the board may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as

- each member of the board has actual notice of each special meeting called for the purpose of considering the budget and
- no business other than consideration of the budget is taken up.

(c) No Authority for Closed Sessions. This rule shall not be construed to authorize the board to hold closed sessions on any basis other than the grounds set out in Rule 5.

Rule 35. Approval of Contracts and Authorization of Expenditures

(a) Contracts to be in Writing. No contract shall be approved or ratified by the town board unless it has been reduced to writing at the time of the board's vote.

(b) Approval of Contracts. To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all board members not excused from voting on the contract, including the mayor's vote in the event of a tie.

(c) Authorization of Expenditure of Public Funds. The same vote necessary to approve or ratify a contract is required for the board to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 34.

Part X. Public Hearings and Comment Periods

Rule 36. Public Hearings

(a) Calling Public Hearings. In addition to holding public hearings required by law, the board may hold any public hearings it deems advisable. The board may schedule hearings or delegate that responsibility to town staff members, as appropriate, except when state law directs the board itself to call the hearing. If the board delegates scheduling authority, it must provide adequate guidance to assist staff members in exercising that authority.

(b) Public Hearing Locations. Public hearings may be held anywhere within the town or within the county where the town is located.

(c) Rules for Public Hearings. The board may adopt reasonable rules for public hearings that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups of persons supporting or opposing the same positions,
- provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

(d) Notice of Public Hearings. Any public hearing at which a majority of the board is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.

(e) Continuing Public Hearings. The board may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to paragraph (g), if a quorum of the board is not present for a properly scheduled public hearing, the hearing must be continued until the board's next regular meeting without further advertisement.

(f) Conduct of Public Hearings. At the time appointed for the hearing, the mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the board for the hearing. Unless the board extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the mayor shall declare the hearing closed, and the board shall resume the regular order of business.

(g) Public Hearings by Less Than a Majority of Board Members. Nothing in this rule prevents the board from appointing a member or members to hold a public hearing on the board's behalf, except when state law requires that the board itself conduct the hearing.

Rule 37. Public Comment Periods

(a) Frequency of Public Comment Periods. The board must provide at least one opportunity for public

comment each month at a regular meeting, except that the board need not offer a public comment period during any month in which it does not hold a regular meeting.

(b) Rules for Public Comment Periods. The board may adopt reasonable rules for public comment periods that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups supporting or opposing the same positions,
- provide for the selection of delegates from groups supporting or opposing the same positions when the number of persons wishing to attend the public comment period exceeds the capacity of the hall (so long as arrangements are made for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

(c) Content-Based Restrictions Generally Prohibited. The board may not restrict speakers based on subject matter, as long as their comments pertain to subjects within the board’s real or apparent jurisdiction.

Part XI. Appointments and Appointed Bodies

Rule 38. Appointments

(a) Appointments in Open Session. The board must consider and make any appointment to another body or, in the event of a vacancy on the board, to its own membership in open session.

(b) Nomination and Voting Procedure. The board shall use the following procedure to fill a vacancy in the board itself or in any other body over which it has the power of appointment. The board will set a timeframe to receive applications for the vacancy. The town clerk will compile the applications and present as part of the agenda packet. After the board has reviewed the applications in open session, the mayor shall call the roll of the members, and each member shall cast a vote for his or her preferred nominee. The voting shall continue until a nominee receives a majority of votes cast during a single balloting.

(c) Mayor. The mayor may not vote on appointments under this rule.

(d) Multiple Appointments. If the board is filling more than one vacancy, each member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of members voting shall be required for each appointment. No member may cast more than one vote for the same candidate for the same vacancy during a single balloting.

(e) Duty to Vote. It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a member’s ballot.

(f) Vote by Written Ballot. The board may vote on proposed appointments by written ballot in accordance with Rule 29.

Rule 39. Committees and Boards

(a) Establishment and Appointment. The board may establish temporary and standing committees, boards, and other bodies to help carry on the work of town government. Unless otherwise provided by

law or the board, the power of appointment to such bodies lies with the board.

(b) Open Meetings Law. The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the town's professional staff.

(c) Procedural Rules. The board may prescribe the procedures by which the town's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules adopted by the board, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

Part XII. Miscellaneous

Rule 40. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the town charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the board's members, excluding vacant seats and counting the mayor only if the mayor may vote on all questions.

Rule 41. Reference to Robert's Rules of Order Newly Revised

The board shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the mayor shall make a ruling on the issue subject to appeal to the board under Rule 31, Motion 1.

Rule 42. Communication Guidelines (?)

Agenda Item Summary

Regular Meeting
December 12, 2022
Agenda Item 9

Summary:

As summarized in August, the manufacturer cancelled our 2022 replacement patrol vehicle order, and currently has no estimated build or delivery date for the 2023 waiting list. The PD has continued repairing our formerly secondary sedans for front-line usage in the meantime, while looking for alternate options.

This has depleted the Maint & Repair line item that was budgeted anticipating the new vehicle (one of the sedans would have been surplus'd instead of repaired). There is no good one or two lines from which we could safely pull this amount from within the existing dept budget, but PD projects that this will cover the remainder of the fiscal year barring any major unforeseeable issues.

Attachments:

- Budget Amendment #5

Action Requested:

Motion to adopt Budget Amendment #5 as presented.

Budget Amendment

Motion Made By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Second By:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

For:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

Against:

- Jim Costantino
- John Linker
- Doug Shelton
- Jeff Cannon

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

**FISCAL YEAR 2022-2023
BUDGET AMENDMENT REQUEST #5**

December 12, 2022

PURPOSE: To decrease General Fund Contingency (01-4110-97) and increase Police – Maint & Repair Vehicles in the amount of \$3,900 for an emergency repair to Vehicle 141 and additional maintenance to the fleet for the remainder of the fiscal year.

General Fund – Fund 01

Expenses:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-4110-97	General Fund Contingency	(3,900)
01-4310-25	Police – Maint & Repair – Vehicles	3,900
Total Increase/Decrease:		\$ 0

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

Brittany H. Barnhardt, Mayor

Shelly Shockley, Finance Officer

December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
						Christmas at the Lake 2-7pm
4	5	6	7	8	9	10
	Planning Board 6pm			CAC 6pm		
11	12	13	14	15	16	17
	Business After Hours 5pm BoA Mtg. 6pm			Power in Partnership Breakfast 7:30am		
18	19	20	21	22	23	24
	P.E.R.C. 5pm ZBA 6pm	Revitalization 3:30pm			Town Hall Closed	Christmas Eve
25	26	27	28	29	30	31
Christmas	Town Hall Closed	Town Hall Closed				New Year's Eve

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Town Hall Closed	Planning Board 6pm				
8	9	10	11	12	13	14
	BoA Mtg. 6pm			CAC 6pm		
15	16	17	18	19	20	21
	MLK Jr. Day Town Hall Closed	Revitalization 3:30pm P.E.R.C. 5pm ZBA 6pm		Power in Partnership Breakfast 7:30am		
22	23	24	25	26	27	28
			CRMPO TAC 5:30pm	RMA 6-8pm		
29	30	31				