

7. Resolution 2021-16 **Check Signatures**

At the July 12, 2021 meeting when this item was originally presented, the Board voted to table the item until the August meeting.

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

New Business

8. Sponsorship **Fiddlers' Convention**

The Funding of Non-Profit Organizations Policy adopted in 2020 requires that organizations requesting sponsorships fill out an application with the town. The GQ Civitan Club is a known entity, and the Town has sponsored the Fiddlers' Convention on a regular basis throughout the years. If the Board so desires, it can choose to waive the Funding of Non-Profit Organizations Policy to sponsor the Fiddlers' Convention for the amount of \$100.00.

ACTION REQUESTED: Motion to waive the Funding of Non-Profit Organizations Policy and sponsor the Annual Granite Quarry Fiddlers' Convention for the amount of \$100.00.

9. Grant Project Ordinance 2021-13 **ARPA Funds**

ACTION REQUESTED: Motion to adopt Grant Project Ordinance 2021-13 regarding American Rescue Plan Act Funds.

10. Grant Project Ordinance 2020-05 **IDF Closeout**

ACTION REQUESTED: Motion to adopt the Grant Project Ordinance 2020-05 closeout as presented.

11. Budget Amendment **FY21-22 #1 Parks and Rec Plan**

ACTION REQUESTED: Motion to approve Budget Amendment FY21-22 #1 to increase Fund Balance Appropriated and Parks – Professional Services in the amount of \$17,750 for the remaining Parks and Rec Master Plan balance.

12. Ordinance 2021-14 **Livestock Ordinance Revision**

Statement of Consistency and Reasonableness:

In voting to adopt the proposed text amendment to the Unified Development Ordinance, the Granite Quarry Board of Aldermen does find this decision to be in the best interest of the public and to be consistent in general with policies stated in the Town's Comprehensive Plan

ACTION REQUESTED: Motion to adopt Ordinance 2021-14 to amend the text of the Code of Ordinances by modifying the Livestock text and approve the statement of consistency and reasonableness as written.

13. Discussion **Burial Site Location**

ACTION REQUESTED: Direction from the Board on how it wishes to proceed.

14. Proclamation **National Day of Service and Remembrance**

15. Board Comments

16. Mayor’s Notes

- A. Wednesday August 11
- B. Thursday August 12
- C. Monday August 16
- D. Monday August 16
- E. Tuesday August 17
- F. Wednesday August 25
- G. Monday September 6
- H. Tuesday September 7
- I. Wednesday September 8
- J. Thursday September 9
- K. Monday September 13

Announcements and Date Reminders

- 5:00 p.m. Centralina Board of Delegates Meeting
- 6:00 p.m. Community Appearance Commission
- 5:00 p.m. Parks, Events, and Recreation Committee
- 5:30 p.m. Zoning Board of Adjustment
- 3:30 p.m. Revitalization Team
- 5:30 p.m. Cabarrus-Rowan County MPO TAC
- Labor Day – Offices Closed
- 6:00 p.m. Planning Board
- 5:00 p.m. Centralina Executive Board Meeting
- 6:00 p.m. Community Appearance Commission
- 5:00 p.m. Rowan Chamber Business After Hours

Adjourn

Agenda Item Summary

Regular Meeting

August 9, 2021

Agenda Item 1

Summary:

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

Action Requested:

Motion to adopt the August 9, 2021 Board of Aldermen Meeting Agenda (as presented / as amended).

Approval of Agenda

Motion Made By:

Jim Costantino
Kim Cress
John Linker
Doug Shelton

Second By:

Jim Costantino
Kim Cress
John Linker
Doug Shelton

For:

Jim Costantino
Kim Cress
John Linker
Doug Shelton

Against:

Jim Costantino
Kim Cress
John Linker
Doug Shelton

In case of tie:

Mayor Bill Feather

For
Against

Agenda Item Summary

Regular Meeting
August 9, 2021
Agenda Item 2

Summary:

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

A. Approval of the Minutes

1) Regular Meeting Minutes July 12, 2021

B. Departmental Reports (Reports in Board packet)

C. Financial Reports (Reports in Board packet)

Action Requested:

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

Approval of Consent Agenda

Motion Made By:

Jim Costantino
Kim Cress
John Linker
Doug Shelton

Second By:

Jim Costantino
Kim Cress
John Linker
Doug Shelton

For:

Jim Costantino
Kim Cress
John Linker
Doug Shelton

Against:

Jim Costantino
Kim Cress
John Linker
Doug Shelton

In case of tie:

Mayor Bill Feather

For
Against



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, July 12, 2021
7:00 p.m.**

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

Staff: Town Manager Larry Smith, Town Clerk Aubrey Smith, Town Attorney Chip Short, Fire Chief/
Public Works Director Jason Hord, Town Planner Steve Blount

Call to Order: Mayor Feather called the meeting to order at 7:00 p.m.

Determination of Quorum: Mayor Feather determined there was a quorum present.

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

Pledge of Allegiance: The Pledge of Allegiance was led by representatives of Troop 1612 Hannah Franco and Torrie Bailey, who was Rowan County's 2021 Top Cookie Seller.

1. Approval of the Agenda

ACTION: Alderman Shelton made a motion to approve the agenda with the addition of Item **15.A – Discussion of Mayor's Email from YourRowan.com**. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

2. Approval of the Consent Agenda

A. Approval of the Minutes

1) Regular Meeting Minutes June 14, 2021

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

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

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. **Guests and Presentations**

A. **Kendall Henderson, Rowan EDC Director of Business Services**

Ms. Henderson presented highlights from the EDC and provided the Board with a handout. She invited the Board to the annual meeting to be held October 14, 2021 from 10:30 a.m. to 12:00 p.m. at the City Tavern.

5. **Town Manager's Update**

Manager Smith reviewed highlights from the items on his report in the agenda packet and gave special kudos to the Finance Officer Shelly Shockley for all the hard work she has put in to implementing the training she has received by updating policies and procedures.

Old Business

6. **Discussion**

Social Media Follow-up

Clerk Smith shared that after making the recommendation to the Board at the June meeting that the local business owner running the Granite Quarry Facebook page (Jason Smith) be asked to discontinue use of the Town's branding and information to remove the appearance of the page being government-run, she spoke with Mr. Smith. Mr. Smith stated he would remove the Town branding at the Board's direction and continue to operate the Facebook page as an independent page. He has already replaced the Town logo.

ACTION: Alderman Costantino made a motion to request that Mr. Smith remove all Town branding and the current policy from the Granite Quarry Facebook page. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

7. **Discussion**

Tobacco Free Parks

After the presentation on Tobacco Free Parks from Amy Smith at the June meeting, Mayor Pro Tem Linker asked that this item be revisited. Sample tobacco and smoke-free policies from other municipalities in Rowan County were provided for reference.

Board discussion included comments on health, freedoms, enforceability, and litter.

ACTION: Mayor Pro Tem Linker made a motion to ban tobacco use at all town parks and town property. Alderman Cress seconded the motion. The motion failed 2-3 with Mayor Pro Tem Linker and Alderman Cress in favor and Alderman Shelton, Alderman Costantino, and Mayor Feather opposed.

New Business

8. **Appointment**

GQFD Relief Fund Board of Trustees

Trustee #4 moved out of Granite Quarry creating a vacancy on the Granite Quarry Fire Department Relief Fund Board of Trustees. Fire Chief Hord recommended that Randy Corl be appointed to fill the vacant seat.

ACTION: Alderman Cress made a motion to appoint Randy Corl to the GQFD Relief Fund Board of Trustees seat number 4. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

9. Reappointments **Revitalization Team**

At their June 22, 2021 meeting the Revitalization Team voted to recommend that the Board of Aldermen reappoint Donnie Pressley and Connie Brown to Revitalization Team seats with a term expiration of 7/31/2024. Donnie Pressley then moved out of Granite Quarry. Manager Smith informed the Board that there was an exception for a non-resident to serve on the Revitalization Team if the person had experience that would make them an asset.

Manager Smith asked that the Board reappoint Connie Brown as a member and appoint Donnie Pressley as a non-resident member contingent on the Revitalization Team's acceptance.

ACTION: Alderman Costantino made a motion to reappoint Donnie Pressley and Connie Brown to Revitalization Team seats with a term expiration of 7/31/2024. Alderman Shelton seconded the motion. The motion passed 4-0.

10. Resolution 2021-13 **No Refund Policy**

Staff shared that over the past year reservation cancellations have increased. General Statutes require that funds collected be deposited on a daily basis, including park shelter and building reservation fees. This means any person requesting a refund must be entered as a vendor and a check must be processed, reviewed, approved, and signed before being mailed to the person. Staff stated the recommended policy would allow the town to offer the same level of service to the community while reducing administrative burden.

ACTION: Alderman Costantino made a motion to adopt Resolution 2021-13 adopting the new No Refund Policy for park shelters and buildings. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

11. Resolution 2021-14 **Finance Internal Controls Policy**

The proposed Internal Controls Policy included in the agenda packet offered an update to the current finance policies in accordance with General Statutes and best practices as stated by the School of Government.

ACTION: Mayor Pro Tem Linker made a motion to adopt Resolution 2021-14 adopting the new Internal Controls Policy. Alderman Cress seconded the motion. After discussion, the motion failed 0-4.

Alderman Shelton shared concerns regarding the Cash Disbursement section of the proposed policy. There was Board discussion regarding whether a member of the Board needed to sign each check. Alderman Shelton would like to hear from the Finance Officer before approving the policy.

ACTION: Alderman Costantino made a motion to table the item until the next meeting. Alderman Cress seconded the motion. The motion passed 4-0.

12. Resolution 2021-16 **Check Signatures**

An update to the check signatures would be necessary with the proposed Internal Controls Policy.

ACTION: Alderman Costantino made a motion to table the item until the next meeting. Alderman Cress seconded the motion. The motion passed 4-0.

13. Resolution 2021-15

Petty Cash Policy

Staff shared that the proposed policy outlined the current process as guided by the General Statutes.

ACTION: Alderman Shelton made a motion to adopt Resolution 2021-15 adopting the new Petty Cash Policy. Alderman Costantino seconded the motion. The motion passed 4-0.

14. Resolution 2021-10

**Accepting SECU Improvements
Accepting Mayor Ponds St. and Roadway “B”
Naming Roadway “B”**

The Board discussed whether all the requirements for acceptance had been met. Attorney Short replied that they still lacked the signature on the easement and DOT approval. Planner Blount shared that the CDC engineer had signed a stamped letter stating that the DOT criteria had been met.

ACTION: Alderman Costantino made a motion to approve Resolution 2021-10 as presented, accepting streets and other infrastructure improvements of the State Employees Credit Union development plans contingent upon the additional requirements of signatures. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

15. Discussion

Accepting American Rescue Plan Act Funds

ACTION: Alderman Costantino made a motion to authorize receipt of the American Rescue Plan Act funds, and to authorize the Town Manager to execute any necessary agreements on behalf of the Board to receive the funds. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

15.A Discussion

Mayor’s Email from YourRowan.com

Mayor Feather stated that he had received an email from YourRowan.com requesting that the town send in examples of what makes Granite Quarry stand out as a place to locate a business and what makes Granite Quarry a good place to live. Mayor Feather asked that the Board Members send any ideas to Manager Smith by Friday.

16. Board Comments

- Alderman Costantino stated that he felt since Highway 52 was currently being resurfaced, it was time to revisit the stamping of the Town Square. All Board Members stated their agreement.

17. Mayor’s Notes

Announcements and Date Reminders

A.	Monday	July 19	5:00 p.m.	Parks, Events, and Recreation Committee
B.	Tuesday	July 20	3:30 p.m.	Revitalization Team
C.	Saturday	July 24		Rowan Chamber Dragon Boat Festival
D.	Monday	August 2	6:00 p.m.	Planning Board
E.	Monday	August 9	5:00 p.m.	Rowan Chamber Business After Hours

Adjourn

ACTION: Alderman Costantino made a motion to adjourn. Alderman Shelton seconded the motion. The meeting ended at 8:09 p.m.

Respectfully Submitted,

Aubrey Smith
Town Clerk



Planning Department Monthly Report July 2021

ZONING PERMITS

(1 for new home, 3 other)

Date	Address	Permit	Purpose
7/6/2021	516 N Main St	Residential	zoning permit swimming pool
7/7/2021	409C S Salisbury Ave	Commercial	sign permit
7/12/2021	226 S Cleo Ave	Residential	zoning permit for new home
7/19/2021	324 N Cleo Ave	Residential	zoning permit for storage bldg

Code Violations

(9 new violations cited, 4 resolved including previous month's)

Date	Address	Issue	Status
7/6/2021	211-215 N Oak St	notice of pending code violation high grass	Resolved
7/19/2021	0 S Kayla Dr	code violation high grass	
7/19/2021	308 N Salisbury Ave	code violation tires stored outside	
7/22/2021	101 Granite St	code violation high grass	Resolved
7/26/2021	616 E Campbell	dirt at street complaint	
7/26/2021	Faith Rd	sign permit violation	
7/26/2021	308 Legion St	code violation high grass	
7/28/2021	145 S Salisbury Ave	code violation tires stored outside	
7/28/2021	217 Railroad St	code violation grass and junk	

Planning and Zoning Enquiries

Date	Type	Issue
7/6/2021	Commercial	question about sign permit
7/7/2021	Commercial	use enquiry for gun store
7/12/2021	Residential	possible development of small lot
7/12/2021	Residential	possible subdivision for new home
7/14/2021	Residential	possible development of lot
7/22/2021	Residential	checking on outstanding code violation for bank
7/22/2021	Residential	confirming modular home is allowed

7/22/2021	Residential	information on family emergency mobile home
7/26/2021	Residential	questions concerning modular vs mobile home
7/26/2021	Residential	discussed review process for phase 3 with LGI and engineer
7/26/2021	Residential	discussed setback requirements for property

Miscellaneous

- 7/5/2021 Planning Board meeting - canceled due to scheduling
- 7/12/2021 Board of Aldermen meeting - attended
- 7/19/2021 Zoning Board of Adjustment meeting – canceled due to lack of business



July Work 2021 Public Works Report

- Normal Maintenance Duties, Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- PM check on generator
- Sanitized town hall, playgrounds at parks and restrooms
- Nature trail maintenance
- Lake project in progress, lake wall 75% complete
- Sprayed various right of ways
- Grading, ditch cut, storm pipe, S. Cleo St / Brinkley St
- Pier work and paint work at Lake Park
- New tires F250
- Monthly FEMA construction meeting

2007 Ford Truck	Mileage – 60,865	+170 miles
1995 Ford Dump Truck	Mileage – 40,418	+113 miles
2009 Ford Truck	Mileage – 82,349	+1085 miles
2019 Ford Truck F350	Mileage – 10,539	+347 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 July/2021 Chief Hord

Emergency Calls for Service July 2021

31 calls in district

- 23 - EMS (including strokes, falls, diabetic, CPR and other medical needs)
- 1 - MVA
- 1 - Vehicle Fire
- 3 - Fire Alarms
- 2 - Service Assignments
- 1 - Structure Fire

8 calls to Salisbury

- 2 - Alarm/Structure, EMS calls canceled en-route
- 2 - MVA
- 1 - Structure fires - Manpower
- 3 - EMS

7 calls to Rockwell Rural

- 3 - MVA- canceled en-route
- 3 - EMS (including strokes, falls, diabetic, CPR and other medical needs)
- 1 - Alarm/Structure canceled en-route

1 call to Union

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

2 Calls to Rockwell City

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

1 Call to Bostian Heights canceled en-route

TOTAL – 50

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.
- Yearly SCBA compressor maintenance and inspection complete.
- Rigorous cleaning/decontamination, due to suggested COVID response multiple times daily.
- Monthly training included E.M.T continuing education and Joint Training with Faith F.D.
- Multiple days of ladder training, water point training, hose evolutions, extrication tool familiarization, and district familiarization. Weekly shift training/ officer's choice.
- Car Seat Check Station on Thursday from 1 p.m.to 4 p.m. – 5 seats installed/checked.
- Starter replaced in house on Engine 572.
- Yearly required Harassment / Safety trainings completed by FT Lieutenants.



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

August 2021

- Call volume report for the month of July 2021:

- Date of Report: 08/02/2021

- Total calls for service/activities – 543
- Calls for service/activities Granite Quarry: 428
- Calls for service/activities Faith: 115
- Incident Reports- 14
- Arrest Reports- 12
- Crash Reports- 7
- Traffic Citations- 58

- See Attached for Total Calls for Service.

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

131 Chevy Impala-	End-	71,054
141 Ford Taurus-	End-	79,920
161 Ford Utility-	End-	65,208
171 Ford Utility -	End-	44,200
172 Ford Utility -	End-	71,950
173 Ford Utility -	End-	35,632
181 Ford F150 -	End-	59,868
191 Dodge Durango -	End-	31,914
201 Ford Utility-	End-	11,336
211 Ford Utility-	End-	3,140
212 Ford Utility-	End-	6,481

- Other Information:

- Average response time for July 2021 CFS is 2.46 minutes.
- Drug Collection Box. July 2021: 15.04 pounds collected.
- July CID Report. 3 Cases assigned; 9 Cases cleared; 20 follow-ups conducted; 85 open assigned cases.
- Officers completed 10 hours of in-service or continuing education training in July.

GQPD**Number of Events by Nature**

CFS July 2021

Nature	# Events
103A3 LOST PROPERTY	1
104C1 BANK ALARM (INTRUSION)	1
104C2 COMMERCIAL BURG (INTRUSI	7
104C3 RESIDENTIAL BURG (INTRUSI	5
104D1 BANK HOLD UP ALARM	1
104D3 RESIDENTIAL HOLDUP/PANIC	1
106B3 PAST SEXUAL ASLT-CHILD	1
107B1 ASST OTHER AGENCY-ROUTIN	1
107O2 ASSIST OTHER AGENCY-INFO	1
110B2 PAST RESIDENTIAL B&E	2
110B3 PAST COMMERCIAL B&E	1
110D2 RESIDENTIAL B&E	1
111B1 PAST DAMAGE TO PROPERTY	1
111O2 DAMAGE TO PROPERTY	1
113B3 NUISANCE COMPLAINT	1
113C2 INTOXICATED/IMPAIRED	3
113D1 DISTURBANCE / PHYSICAL	1
113D2 DISTURBANCE / VERBAL	5
114B1 PAST DOMESTIC	1
114D1 PHYSICAL DOMESTIC	3
114D2 VERBAL DOMESTIC	2
114D3 PHYSICAL FAMILY DOMESTIC	1
114D4 VERBAL FAMILY DOMESTIC	1
115D1 DRIVING UNDER INFLUENCE	3
116D2 DRUGS (SALE)	1
118D2 FRAUD-FORGERY	1
121O2 MENTAL COMMITMENT	3
123B2 RUNAWAY	1
123B3 FOUND PERSON	1

Nature	# Events
123D2 MISSING PERSON	1
125B1 CHECK WELFARE - ROUTINE	3
125D1 CHECK WELFARE-URGENT	1
127D2 SUICIDE THREAT	1
129C1 SUSPICIOUS PERSON	9
129C3 SUSPICIOUS VEHICLE	5
129C5 SUSPICIOUS CIRCUMSTANCE	1
130B2 VEHICLE LARCENY (PAST)	1
130B3 THEFT FROM VEH (PAST)	1
130D1 LARCENY	2
131B1 TRAFFIC ACCIDENT - PD	1
132B2 PARKING COMPLAINT	1
132C1 SEVERE TRAFFIC VIOLATION	1
132C2 HAZARDOUS ROAD CONDITION	3
132D1 ROAD RAGE	1
133B1 PAST TRESPASSING	1
133D1 TRESPASSING	5
135C1 SHOTS FIRED (HEARD)	2
23C1 OVERDOSE OR POISON	1
69D6 STRUCTURE FIRE	1
71B1 VEHICLE FIRE	1
77B2 TRAFFIC ACC - INJURY	1
911 HANG UP	9
9E2 CARDIAC OR RESP ARREST	1
ASSIST EMS	4
ASSIST FIRE DEPT	2
ASSIST MOTORIST	5
ATTEMPT TO LOCATE	1
BURGLARY ALARM	1
BUSINESS OR HOUSE CHECK	197
CIVIL PROCESS	1
COMMUNITY PROGRAM	4

Nature	# Events
DELIVER MESSAGE	14
DOMESTIC PROPERTY PICKUP	1
ESCORT FUNERAL OR OTHER	1
FOLLOWUP	32
GENERAL INFORMATION	13
K9 UTILIZATION	1
OPEN DOOR	1
PARK CHECK	20
SCHOOL SECURITY CHECK	4
SPECIAL EVENT	2
SUBPOENA SERVICE	4
TRAFFIC CHECK	31
TRAFFIC CONTROL	9
TRAFFIC STOP	80
VEHICLE ACCIDENT PROP DAMAGE	5
WARRANT SERVICE	3
Total	543



Finance Department

Breakdown of Departments:
As of July 31, 2021

Department	Budgeted	Encumbered	YTD	
Revenues:	<u>2,637,723</u>		<u>78,890</u>	<u>3%</u>
Total Revenues:	\$ 2,637,723		\$ 78,890	3%
Expenses:				
Governing Body	54,422	-	6,627	12%
Administration	568,053	-	49,932	9%
Maintenance	339,561	540.00	38,138	11%
Parks & Recreation	56,500	1,925.00	1,491	6%
Streets	170,517	-	2,747	2%
Police Dept.	751,991	-	106,421	14%
Fire Department	544,429	139.35	62,025	11%
Sanitation	<u>152,250</u>	-	<u>10,025</u>	7%
Total Expenses	\$ 2,637,723	\$ 2,604	\$ 277,407	11%
Expense to Revenue:				352%

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

Revenues:					
Disp Acct	Budget	YTD	Variance	Prcnt	Notes
01-3100-12 Taxes - Budget Year	989,710	-	(989,710)	0%	
01-3100-17 Tax Penalties & Interest	3,000	-	(3,000)	0%	
01-3101-12 Taxes - Prior Years	6,000	-	(6,000)	0%	
01-3102-12 Vehicle Tax	117,034	-	(117,034)	0%	
01-3230-31 Local Option Sales Tax	846,600	75,414	(771,186)	9%	
01-3231-31 Solid Waste Disposal Tax	2,370	-	(2,370)	0%	
01-3316-32 Powell Pave & Patch Funds	76,722	-	(76,722)	0%	
01-3322-31 Beer & Wine - State	13,736	-	(13,736)	0%	
01-3324-31 Utilities Franchise Tax	132,854	-	(132,854)	0%	
01-3330-84 County First Responders	4,020	335	(3,685)	8%	
01-3340-41 Permits	4,000	280	(3,720)	7%	
01-3413-89 Miscellaneous Revenue	500	-	(500)	0%	
01-3431-41 Police Authority Revenue_Faith	136,000	-	(136,000)	0%	
01-3431-45 Police Report Revenue	100	15	(85)	15%	
01-3431-89 Police Miscellaneous	1,100	167	(934)	15%	
01-3471-51 Environmental Fee Collection	169,632	-	(169,632)	0%	
01-3491-41 Subdivision & Zoning Fees	1,500	-	(1,500)	0%	
01-3613-41 Parks Miscellaneous	50	1,575	1,525	3150%	1
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	-	(50,000)	0%	
01-3831-89 Interest on Investments*	10,000	870	(9,130)	9%	
01-3834-41 Park Shelter Rentals (Maint)	2,500	235	(2,265)	9%	
01-3835-81 Surplus items Sold	1,000	-	(1,000)	0%	
01-3837-31 ABC Net Revenue-Co.	11,500	-	(11,500)	0%	
01-3991-99 Fund Balance Appropriated	57,795	-	(57,795)	0%	
	2,637,723	78,890	(2,558,833)	3%	

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

Notes:

1: Includes Vendor Registration Fees for Granite Fest

Governing Body:							Notes
Disp Acct	Budget	Encumbered	YTD	Variance	Prcnt		
01-4110-02 Mayor/Aldermen Salary	12,828	-	-	12,828	0%		
01-4110-09 FICA Expense	981	-	-	981	0%		
01-4110-14 Insurance - Workers Comp	50	-	38	12	76%	2	
01-4110-18 Professional Services	20,000	-	-	20,000	0%		
01-4110-26 Office Expense	700	-	-	700	0%		
01-4110-31 Training & Schools	200	-	-	200	0%		
01-4110-40 Dues & Subscriptions	12,600	-	4,916	7,684	39%	3	
01-4110-45 Insurance & Bonds	1,700	-	1,674	26	98%	4	
01-4110-61 Grants - Nonprofit Grant Program	100	-	-	100	0%		
01-4110-63 Elections	3,500	-	-	3,500	0%		
01-4110-97 Board Contingency	1,763	-	-	1,763	0%		
	54,422	-	6,627	47,795	12%		

Notes:

- 2: Paid once annually at the beginning of the fiscal year
- 3: Includes \$4,135 for NCLM dues paid annually
- 4: Paid once annually at the beginning of the fiscal year

Administration:							Notes
Disp Acct	Budget	Encumbered	YTD	Variance	Prcnt		
01-4120-00 Salaries - Regular	291,151	-	27,420	263,731	9%		
01-4120-02 Salaries - Part-Time	14,040	-	3,255	10,785	23%	5	
01-4120-03 Salaries - Longevity	1,000	-	-	1,000	0%		
01-4120-07 401K Expense	14,558	-	1,371	13,187	9%		
01-4120-09 FICA Expense	23,424	-	2,300	21,124	10%		
01-4120-10 Retirement Expense	33,159	-	3,120	30,039	9%		
01-4120-11 Group Insurance	46,500	-	2,803	43,697	6%		
01-4120-14 Insurance - Workers Comp	750	-	412	338	55%	6	
01-4120-17 Insurance - HRA/Admin Cost	1,200	-	100	1,100	8%		
01-4120-18 Professional Services	20,000	-	-	20,000	0%		
01-4120-22 Banquet Expense	1,700	-	-	1,700	0%		
01-4120-26 Office Expense	10,000	-	154	9,846	2%		
01-4120-29 Supplies & Equipment	200	-	-	200	0%		
01-4120-31 Training & Schools	7,000	-	525	6,475	8%		
01-4120-32 Telephone/Communications	3,500	-	186	3,314	5%		
01-4120-33 Utilities	4,800	-	324	4,476	7%		
01-4120-34 Printing	5,000	-	446	4,554	9%		
01-4120-35 Maint & Repair - Equipment	500	-	-	500	0%		
01-4120-37 Advertising	3,200	-	-	3,200	0%		
01-4120-40 Dues & Subscriptions	3,750	-	238	3,513	6%		
01-4120-44 Contracted Services	14,550	-	1,973	12,577	14%		
01-4120-45 Insurance & Bonds	5,150	-	5,091	59	99%	7	
01-4120-62 Committees - CAC	500	-	-	500	0%		
01-4120-68 Tax Collection	9,600	-	-	9,600	0%		
01-4120-71 Water Line - Principal	50,000	-	-	50,000	0%		
01-4120-72 Water Line - Interest	2,821	-	213	2,608	8%		
	568,053	-	49,932	518,121	9%		

Notes:

- 5: Budget for planning positions split between FT and PT
- 6: Paid once annually at the beginning of the fiscal year
- 7: Paid once annually at the beginning of the fiscal year

Maintenance:							Notes
Disp Acct	Budget	Encumbered	YTD	Variance	Prcnt		
01-4190-00 Salaries - Regular	124,296	-	14,131	110,165	11%		
01-4190-02 Salaries - Part-Time	35,500	-	4,379	31,122	12%		
01-4190-03 Salaries - Longevity	750	-	-	750	0%		
01-4190-07 401K Expense	6,215	-	809	5,406	13%		
01-4190-09 FICA Expense	12,282	-	1,572	10,710	13%		
01-4190-10 Retirement Expense	14,193	-	1,840	12,353	13%		
01-4190-11 Group Insurance	24,750	-	1,974	22,776	8%		
01-4190-14 Insurance - Workers Comp	7,600	-	5,058	2,542	67%	8	
01-4190-20 Motor Fuel	7,100	-	668	6,432	9%		
01-4190-21 Uniforms	2,000	-	249	1,751	12%		
01-4190-24 Maint & Repair - Bldgs/Grounds	12,000	-	-	12,000	0%		
01-4190-25 Maint & Repair - Vehicles	3,500	-	536	2,964	15%		
01-4190-29 Supplies & Equipment	10,000	-	774	9,226	8%		
01-4190-31 Training & Schools	250	-	-	250	0%		
01-4190-32 Telephone/Communications	850	-	62	788	7%		
01-4190-33 Utilities	3,500	-	231	3,269	7%		
01-4190-34 Printing	25	-	1	24	6%		
01-4190-35 Maint & Repairs - Equipment	17,000	-	1,066	15,934	6%		
01-4190-40 Dues & Subscriptions	150	-	13	138	8%		
01-4190-44 Contracted Services	16,000	540	366	15,094	6%		
01-4190-45 Insurance & Bonds	4,600	-	4,410	190	96%	9	
01-4190-54 Cap Outlay - Vehicles	37,000	-	-	37,000	0%		
	\$339,561	540	38,138	\$300,883	11%		

Notes:

8: Paid once annually at the beginning of the fiscal year

9: Paid once annually at the beginning of the fiscal year

Parks & Rec:							Notes
Disp Acct	Budget	Encumbered	YTD	Variance	Prcnt		
01-6130-24 Maint & Repair - Bldgs/Grounds	26,000	-	67	25,933	0%		
01-6130-29 Supplies & Equipment	7,000	-	252	6,748	4%		
01-6130-33 Utilities	16,500	-	1,023	15,477	6%		
01-6130-44 Contracted Services	2,000	-	-	2,000	0%		
01-6130-62 Committees - PERC	5,000	1,925	150	2,925	42%	10	
	56,500	1,925	1,491	53,084	6%		

Notes:

10: Includes balance on Darrell Harwood performance and F&M Trolley for Granite Fest 2021

Streets:						
Disp Acct	Budget	Encumbered	YTD	Variance	Prcnt	
01-4510-18 Professional Services	800	-	-	800	0%	
01-4510-29 Supplies & Equipment	2,500	-	-	2,500	0%	
01-4510-39 Maint & Repair	7,500	-	-	7,500	0%	
01-4510-58 Cap Outlay - Bldg/Infrastructure	65,000	-	-	65,000	0%	
01-4510-71 Debt Service - Principal	50,000	-	-	50,000	0%	
01-4510-72 Debt Services - Interest	8,717	-	-	8,717	0%	
01-4511-33 Utilities - Street Lights	36,000	-	2,747	33,253	8%	
	170,517	-	2,747	167,770	2%	

Police Department:							Notes
Disp Acct	Budget	Encumbered	YTD	Variance	Prcnt		
01-4310-00 Salaries - Regular	433,768	-	50,066	383,702	12%		
01-4310-02 Salaries - Part-Time	15,000	-	1,133	13,868	8%		
01-4310-03 Salaries - Longevity	2,500	-	-	2,500	0%		
01-4310-07 401K Expense	21,688	-	2,503	19,185	12%		
01-4310-09 FICA Expense	34,522	-	3,830	30,692	11%		
01-4310-10 Retirement Expense	52,788	-	6,028	46,760	11%		
01-4310-11 Group Insurance	86,625	-	6,999	79,626	8%		
01-4310-14 Insurance - Workers Comp	10,700	-	8,270	2,430	77%	11	
01-4310-20 Motor Fuel	19,000	-	1,729	17,271	9%		
01-4310-21 Uniforms	3,000	-	50	2,950	2%		
01-4310-25 Maint & Repair - Vehicles	6,000	-	552	5,448	9%		
01-4310-26 Office Expense	1,500	-	52	1,448	3%		
01-4310-29 Supplies & Equipment	8,000	-	-	8,000	0%		
01-4310-31 Training & Schools	4,000	-	861	3,139	22%	12	
01-4310-32 Telephone/Communications	8,000	-	642	7,358	8%		
01-4310-33 Utilities	3,000	-	115	2,885	4%		
01-4310-34 Printing	1,000	-	36	964	4%		
01-4310-35 Maint & Repair - Equipment	2,000	-	-	2,000	0%		
01-4310-40 Dues & Subscriptions	3,650	-	428	3,222	12%		
01-4310-44 Contracted Services	23,250	-	11,668	11,582	50%	13	
01-4310-45 Insurance & Bonds	12,000	-	11,459	541	95%	14	
	751,991	-	106,421	645,570	14%		

Notes:

- 11: Paid once annually at the beginning of the fiscal year
- 12: Tuition assistance paid at the beginning of semester
- 13: Includes Law Enforcement Attorney fees and equipment service fees paid once annually
- 14: Paid once annually at the beginning of the fiscal year

Fire Department:						
Disp Acct	Budget	Encumbered	YTD	Variance	Prcnt	Notes
01-4340-00 Salaries - Regular	131,849	-	13,784	118,065	10%	
01-4340-02 Salaries - Part-Time	210,000	-	22,804	187,196	11%	
01-4340-03 Salaries - Longevity	1,825	-	-	1,825	0%	
01-4340-07 401K Expense	6,592	-	646	5,946	10%	
01-4340-09 FICA Expense	26,291	-	2,586	23,705	10%	
01-4340-10 Retirement Expense	15,172	-	1,470	13,702	10%	
01-4340-11 Group Insurance	30,400	-	1,366	29,035	4%	15
01-4340-14 Insurance - Workers Comp	11,500	-	9,437	2,063	82%	16
01-4340-20 Motor Fuel	5,000	-	384	4,616	8%	
01-4340-21 Uniforms	3,000	-	-	3,000	0%	
01-4340-25 Maint & Repair - Vehicles	7,500	-	239	7,261	3%	
01-4340-26 Office Expense	150	-	-	150	0%	
01-4340-29 Supplies & Equipment	21,000	139	1,372	19,489	7%	
01-4340-31 Training & Schools	2,000	-	-	2,000	0%	
01-4340-32 Telephone/Communications	4,500	-	346	4,154	8%	
01-4340-33 Utilities	6,100	-	429	5,671	7%	
01-4340-34 Printing	325	-	22	303	7%	
01-4340-35 Maint & Repair - Equipment	2,500	-	-	2,500	0%	
01-4340-40 Dues & Subscriptions	3,300	-	85	3,215	3%	
01-4340-44 Contracted Services	10,000	-	209	9,791	2%	
01-4340-45 Insurance & Bonds	9,425	-	6,847	2,578	73%	17
01-4340-55 Cap Outlay - Equipment	36,000	-	-	36,000	0%	
	544,429	139	62,025	482,265	11%	

Notes:

- 15: New full-time firefighter not eligible for health insurance until August
- 16: Paid once annually at the beginning of the fiscal year
- 17: Paid once annually at the beginning of the fiscal year

Sanitation:						
Disp Acct	Budget	Encumbered	YTD	Variance	Prcnt	
01-4710-44 Contracted Services	152,250	-	10,025	142,225	7%	
	152,250	-	10,025	142,225	7%	

Capital / Grant Project Ordinances:						
Disp Acct	Budget	Encumbered	YTD	Variance	Prcnt	
FEMA Granite Lake Project	768,381	546,527	167,092	54,762	93%	
Industrial Development Sewer Grant Project	323,892	-	280,653	43,239	87%	
	1,092,273	546,527	447,744	98,001	91%	

**Interest on Investments by Month
FY 2021-2022**

Acct#	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Interest YTD	Balance
Certificates of Deposits:														
XX7779	418	-	-	-	-	-	-	-	-	-	-	-	418.18	250,431.38
XX7151	357	-	-	-	-	-	-	-	-	-	-	-	357.43	Matured
	776	-	-	-	-	-	-	-	-	-	-	-	\$ 775.61	\$ 250,431.38
Money Market Accounts:														
XX9011	87	-	-	-	-	-	-	-	-	-	-	-	87.42	840,922.50
XX1186	5	-	-	-	-	-	-	-	-	-	-	-	5.48	62,580.79
	93	-	-	-	-	-	-	-	-	-	-	-	92.90	903,503.29
NC Capital Management Trust:														
XX4319	1	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 1.20	\$ 150,962.35
	1	-	-	-	-	-	-	-	-	-	-	-	1.20	150,962.35

Total Interest YTD:	\$	869.71
Total Invested Balance:	\$	1,304,897.02
Cash on Hand *	\$	655,940.52

*(As of Bank Statement on 07/31/2021)

Town of Granite Quarry
Town Manager's Report
August 2021



1. **Finance**

A. **Internal controls, policies, practices, accountability, succession planning/organizational stability.**

Quite a mouthful of an intro line, but we've continued our *normal* internal controls reviews this past month, along with follow up to the Board discussion/questions from last month.

B. **Monthly report feedback.** One of the specific things you might notice from that follow up is a change in the monthly Finance Report's format & info within the Consent Agenda this month. I will go over that a little more during the manager's report at the meeting to get Board feedback.

2. **Other follow up items from last meeting / outstanding items:**

A. **SECU improvements.** These were approved contingent upon the required legal signatures. Their engineer has since finalized obtaining those signatures and we have approved the plat for filing.

B. **Policy follow ups.** All the research and diligence preparing Policy drafts we bring to the Board for direction are of course just the first step in the process. Following adoption of a Town policy, professional staff then works out the operational / administrative procedures needed to ensure it is carried out faithfully, and trains staff. We've been focusing the largest priority on personnel policy and finance policies this past month.

C. **Revitalization.**

- **Appointment.** The Team confirmed the Board's reappointment of Donnie Pressley as an "outside" member (based on his unique and invaluable experience in branding & marketing).
- **Crosswalks.** With Hwy 52 resurfacing underway, last month the Board felt it was time to revisit crosswalk stamping at the Square. The Team began reviewing it again at its July meeting.

D. **ARPA funds.** We received the payment of course and prepared the Grant Project Ordinance for this agenda. We've continued training & updates. As of time of report there has still (confirmed by Treasury itself) been no final guidance issued; allegedly that's still coming 'any day now'.

E. **Civitan Agreement.** Mrs. Miller thought another board member was going to follow up with me after their last meeting. I offered to attend if there were any specific questions or concerns we have not yet answered; she has tentatively invited me for their August 16th board meeting.

F. **Annexations.** The only remaining follow up is the recombination of the 3 quarry parcels from our yard waste permitting. I'll continue follow up with our attorney's office until that's finalized.

G. **Joint Police Authority Interlocal Agreement.** The recommendation to Faith's Board to amend our interlocal agreement with removal of provision #4 (automatic reappropriation) was deferred to committee to brief their Mayor and Mayor Pro-Tem first. It took several months to find a common date that worked, but a committee meeting is scheduled for August 5th.

3. **Civic Park lot.** Manager will update on Parks & Rec plan thoughts, get feedback about use and general Board direction on the Town's overflow lot across from Civic Park.

4. **Phones, internet, network issues.** We continued to have issues with connectivity this past month. Our government rep with Spectrum was finally able to get a site audit completed and will be meeting with us about possible solutions possibly even the 1st week of August.

5. **FEMA Grant – Lake Park repairs**

A. **Overall.** Construction is still outrunning the project schedule and underrunning project estimates. Three minimal change requests from our engineers to FEMA so far:

- **Drainpipe extension.** During the pond draining we found an issue with where the original pipe currently exits and drains under rock and vegetation. Our engineers recommended an extension to resolve future issues.
- **Sod around pond and retention wall.** Original project *scope* anticipated a Fall completion. *Actual* completion schedule will make seeding and subsequent erosion control requirements difficult. Engineer is recommending sod instead for immediate vegetation and soil stability.
- **Trexler Creek mitigation.** On-site work has identified several natural debris obstructions that should be removed to prevent further disturbance of the banks by diversion of water.

The total (< \$16k) falls well within the contingency built into the construction contract itself (which again, *actual* costs so far are already underrunning). That means we aren't even looking at the additional contingency amount adopted with the Town's *Grant Project Ordinance* (GPO) as of right now, and the Town's total GPO-adopted budget is roughly *another* \$90k less than FEMA has obligated for this project. So we indeed hope to be able to continue this pace and trend.

B. **Trexler Creek.** Some south bank wall failures were a pre-existing condition to the specific scope of this grant. The manager will give the Board the latest updates as of the meeting on where we are with the second phase of the project: "Trexler Creek / wall C".

6. **Committee Reports**

A. **Community Appearance Commission**

Continues to meet and select Yards of the Month. Awareness of the program and community interest continues to be steady; this past month even stirring up another potential member.

B. **Revitalization Team (rescheduled monthly meeting)**

- Confirmed Donnie Pressley's reappointment.
- Discussed crosswalk review from the last BOA meeting discussion (plus the larger Town Square plan). Also discussed Farmer's Markets.
- Economic Development training: How to Cultivate an Economic Champion

C. **Parks, Events, and Recreation Committee**

- Continues to work on Granite Fest planning and remainder of 2021 events.
- Discussed how the past several years the Volunteer/Staff Banquet has fallen on the same weekend as the Christmas at the Lake event; and how busy people are between Thanksgiving & Christmas, and how that affects attendance. Planning to move the Banquet to January or February unless there is any objection from the Board.

**** Any Board objection to moving the Volunteer/Staff Banquet permanently to January or February? ****

Agenda Item Summary

Regular Meeting

August 9, 2021

Agenda Item 6

Summary:

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

This item was first presented at the July 12, 2021 meeting and continued to this meeting.

Attachments:

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

Action Requested:

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

Internal Controls Policy

Motion Made By:

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

Second By:

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

For:

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

Against:

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

In case of tie:

Mayor Bill Feather

For

Against



RESOLUTION 2021-14

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

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

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

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

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

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

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

RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE ____ DAY OF _____ 2021.

William D. Feather, Mayor

ATTEST:

Aubrey Smith, Town Clerk



2021-14

INTERNAL CONTROLS POLICY

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I. PURPOSE

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

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

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

Units of government have various accounting functions, which include:

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

Each of these areas are addressed below.

II. CASH MANAGEMENT

2.1 Bonding

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

2.2 Bank Accounts

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

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

2.3 Deposits

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

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

Deposit Guidelines:

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

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

2.4 Collateralization

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

The Finance Officer shall:

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

2.5 Petty Cash

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

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

For specific petty cash procedures see the Petty Cash Policy.

III. CASH DISBURSEMENT

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

3.1 Pre-Audit Certificate

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

3.2 Checks

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

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

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

3.3 Insufficient Funds

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

3.4 Absence

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

IV. INVESTMENT MANAGEMENT

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

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

4.1 Interest

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

4.2 Authorized Investments

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

V. RECORDING & RECOGNIZING

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

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

Agenda Item Summary

Regular Meeting

August 9, 2021

Agenda Item 7

Summary:

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

This item was first presented at the July 12, 2021 meeting and continued to this meeting.

Attachment:

- *Resolution 2021-16*

Action Requested:

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

Check Signatures

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



RESOLUTION 2021-16

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

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

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

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

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

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

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

Shelly Shockley, Finance Officer
Larry Smith, Town Manager
William D. Feather, Mayor
Aubrey Smith, Town Clerk

RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE ____ DAY OF ____ 2021.

William D. Feather, Mayor

ATTEST:

Aubrey Smith, Town Clerk

Agenda Item Summary

Regular Meeting

August 9, 2021

Agenda Item 8

Fiddlers' Convention Sponsorship

Summary:

The Funding of Non-Profit Organizations Policy adopted in 2020 requires that organizations requesting sponsorships fill out an application with the town. The GQ Civitan Club is a known entity, and the Town has sponsored the Fiddlers' Convention on a regular basis throughout the years. If the Board so desires, it can choose to waive the Funding of Non-Profit Organizations Policy to sponsor the Fiddlers' Convention for the amount of \$100.00.

Attachment:

- *Event Brochure*
- *Sponsorship Application*

Action Requested:

Motion to waive the Funding of Non-Profit Organizations Policy and sponsor the Annual Granite Quarry Fiddlers' Convention for the amount of \$100.00.

Motion Made By:

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

Second By:

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

For:

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

Against:

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

In case of tie:

Mayor Bill Feather

For

Against

Please support the Fiddlers' Convention

For more than fifty years, the annual Fiddlers Convention was sponsored by the Granite Quarry Civitan Club as its major fund raising activity. With the turmoil caused by the pandemic of 2020, it has become necessary for the club to hand off the event to the East Rowan Community Service Foundation. The Granite Quarry Civitan Club continues to assist in the organizing, planning and staffing of the convention. The ER Community Service Foundation supports many of the same initiatives as the GQ Civitan Club.

The ER Community Service Foundation is a 501(c)(3) foundation that supports charitable activities in and related to the greater East Rowan Community. In addition to supporting the various schools, it also supports other community improvement and educational initiatives.

East Rowan Community Service Foundation

ER Community Service
Foundation
109 Ackert Ave
Salisbury, NC 28144

Questions about sponsorship?
Call Linda Merrell 704-213-9585

Town of Granite Quarry

Proceeds help sponsor:

- Victory Junction Gang Camp
- Boys' & Girls' Homes of NC
- Special Olympics — local, state, national & international
- Nazareth Child & Family Connection
- East Rowan Scholars Banquet
- East Rowan Civitan Scholarship
- Rowan Early College Scholarship
- Clergy Appreciation Month
- Service to the Mentally and Physically handicapped
- Granite Quarry Elementary School
- Erwin Middle School
- East Rowan High School
- Junior Civitan Clubs at ERHS and Rowan County Early College
- Civitan Research Center, Birmingham, AL (research on cognitive disorders and some cancers)
- Rowan Homes cookout

Annual Granite Quarry Fiddlers' Convention

East Rowan Community Service Foundation

109 Ackert Ave
Salisbury, NC 28144



Help Support our Community through the Fiddlers Convention

The Granite Quarry Civitan Fiddlers' Convention has been our major fund-raising project for 50+ years. From a small beginning at the Granite Quarry Elementary School Auditorium, the event has grown to utilize the entire campus of East Rowan High School. In addition to the fantastic Bluegrass, and Gospel music, there's BBQ pork, hamburgers, hot dogs, and home-made desserts for sale. The convention is held on the second Saturday in October and upward of 1000 people will attend the evening event. Many of the best bluegrass and old-time music bands in the Carolinas and Virginia are contestants. The Granite Quarry Civitan Fiddlers' Convention has been compared to conventions at Union Grove and Southside Virginia. Tickets to the event are available in mid-August from various sources.

East Rowan Community Service

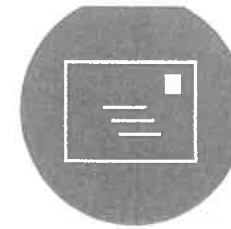
ER Community Service
Foundation
109 Ackert Ave
Salisbury, NC 28144.

Questions about sponsorships?
Call Linda Merrell 704-213-9585

Town of Granite Quarry

Support Levels

Guitar Level Business card size recognition in the convention program and four complimentary admission tickets	\$50 - \$99
Fiddle Level Quarter-page recognition in the convention program and six complimentary admission tickets	\$100 - \$249
Banjo Level Half-page recognition in the convention program and eight complimentary admission tickets	\$250 - \$499
Mandolin Level Full-page recognition in the convention program and ten complimentary admission tickets	\$500 - \$999
Named Champion Award Naming rights for one of five champion awards and a full page recognition in the convention program plus fifteen complimentary admission tickets	\$1000 - up



Indicate your support level and mail this form to the address below.

YES!

We will support the Annual Fiddlers' Convention of the East Rowan Community Service Foundation

You can count on our support at the following level:

- Named Champion Award — \$1000 - up (five available)
- Mandolin Level — \$500 - \$999
- Banjo Level — \$250 - \$499
- Fiddle Level — \$100 - \$249
- Guitar Level — \$50 - \$99

Organization Name _____

Address _____

Phone _____

Contact Name _____

East Rowan Community Service Foundation

ER Community Service Foundation
109 Ackert Ave
Salisbury, NC 28144

Page 40

54th Annual Granite Quarry Fiddlers Convention
 October 9, 2021
 East Rowan High School
 Salisbury, North Carolina



Sponsor Application Form
 (Please Print Information Clearly)

Company/Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact: _____ Tele: _____
 Email: _____

Company Representative Signature: _____

SPONSORSHIPS: Please check the appropriate box(es). Thanks in Advance for Your Support!

<p align="center">Named Champion Award - \$1,000.00 - up Acknowledgement at the convention, full page recognition in the program, organization name on the trophy, 15 complimentary tickets</p>	
<p align="center">Mandolin Sponsor - \$500.00 - \$999 Acknowledgement at the convention, full-page recognition in the program, 10 complimentary tickets</p>	
<p align="center">Banjo Sponsor - \$250.00 - \$499 Half-page recognition in the program, 8 complimentary tickets</p>	
<p align="center">Fiddle Sponsor - \$100 - \$249 Quarter-page recognition in the program, 6 complimentary tickets</p>	
<p align="center">Guitar Sponsor - \$50 - \$99 Business card size listing in the program, 4 complimentary tickets</p>	
<p align="center">Please enclose artwork for your recognition or email to: gqfiddlers@gmail.com *.jpg, *.pdf, and *.gif formats are acceptable <i>Deadline for artwork submission is September 6, 2021</i></p>	
<p align="center">TOTAL AMOUNT ENCLOSED Make checks payable to: East Rowan Community Service Foundation 109 Ackert Ave. Salisbury, NC 28144</p>	

Questions?? Please call Linda Merrell @ 704-213-9585

Agenda Item Summary

Regular Meeting

August 9, 2021

Agenda Item 9

GPO 2021-13 ARPA

Summary:

Attached is the recommended Grant Project Ordinance based on the suggested template provided by the School of Government. Staff will update the Board about the funds and latest guidance updates at the meeting. In short, regarding the GPO specifically: staff amended the School of Government’s Section 2 by deleting the original wording that authorizes expenditures (“The following amounts are appropriated for the project ~~and authorized for expenditure~~”), and instead included the asterisk note to clearly define that these ARPA funds will remain restricted for use unless or until the Board has developed and adopted any specific plans for their use.

Attachment:

- *GPO 2021-13 ARPA*
- *ARPA Money Market Account Resolution*

Action Requested:

Motion to adopt Grant Project Ordinance 2021-13 regarding American Rescue Plan Act Funds.

Motion Made By:

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

Second By:

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

For:

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

Against:

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

In case of tie:

Mayor Bill Feather

For

Against



GRANT PROJECT ORDINANCE

2021-13

TOWN OF GRANITE QUARRY, NC AMERICAN RESCUE PLAN ACT FUND

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

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLRF). The Town of Granite Quarry has received the first tranche in the amount of \$479,958.35 of CSLRF funds. The total estimated allocation is \$959,916.70, with the remainder to be distributed to the town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Section 2: The following amounts are appropriated for the project*:

	Appropriated
CSLRF Funds	\$ 959,916.70
Total Appropriations	\$ 959,916.70

** Once it determines how it will spend all or a portion of the ARP funds, the governing board will amend this section to authorize appropriations and expenditures for specific programs, services, projects, and activities.*

Section 3: The following revenues are anticipated to be available to complete the project:

	Anticipated
CSLRF Funds	\$ 959,916.70
Total Revenues	\$ 959,916.70

Section 4: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and all state and federal regulations.

Section 5: The Finance Officer is hereby authorized to account for and invest the funds in an account separate from the General Fund, and the Government Entity Resolution attached and incorporated by reference herein is duly authorized and adopted.

Section 6: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 7: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Town Clerk.

Section 8: This grant project ordinance expires on December 31, 2026, or when all CSLRF funds have been obligated and expended by the town, whichever occurs sooner.

Adopted the ___ day of _____, 2021

(Seal)

William D. Feather, Mayor

Attest: _____
Aubrey Smith, Town Clerk

**RESOLUTION
GOVERNMENTAL ENTITY**



138 N. Salisbury Ave., Granite Quarry, NC 28072
(704) 279-7291

GOVERNMENTAL ENTITY NAME AND ADDRESS

TOWN OF GRANITE QUARRY
ARPA FUND
143 N SALISBURY GQ AVE
SALISBURY, NC 28146-8144

Initial Resolution.

DATE OF RESOLUTION	ACCOUNT NUMBER	Tax Identification Number
August 9, 2021	Checking #3135349	56-0814166

By signing below, we certify to F&M Bank ("Financial Institution") that: we are the FINANCE OFFICER and MAYOR of the above named Governmental Entity ("Entity"), validly chartered and operating under the laws of the State of North Carolina; the following is a true and complete copy of the Resolution, properly adopted at a duly called open legal meeting of the officers of the Entity held on August 9, 2021 in accordance with the charter of the Entity, if any; this Resolution is contained in the minutes of that meeting and that such Resolution is still in force and effect and has not been amended or rescinded, and was and still is in accordance with the charter of the Entity, if any; the Financial Institution has been provided a true and complete copy of the charter of the Entity, if any, as in effect as of the date of this Resolution; provided below are the correct names, titles, and genuine signatures of the persons authorized to exercise the powers provided in the Resolution ("Authorized Signers"); and the Financial Institution may rely upon our certification as to our authority to execute this Resolution and to make the representations in this Resolution.

IT IS RESOLVED:

The Authorized Signers shall possess the powers indicated as contained in this Resolution.

DEPOSITORY ACCOUNT. Perform the following activities in regards to the depository account(s) indicated above in the name of the Entity, subject to any terms and conditions governing the account(s), including:

- **Account Opening and Maintenance.** Open and maintain the Entity account(s).
Number of signers required: 1
- **Make Deposits.** Make deposits to the Entity account(s).
Number of signers required: 1
- **Endorsements.** Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing.
Number of signers required: 1
- **Make withdrawals.** Make withdrawals from the Entity account(s) in any manner permitted by the account(s) regardless whether such action will create or increase an overdraft of the involved account.
Number of signers required: 1
- **Transfer Funds.** Transfer funds from the Entity account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity and execute any agreements related to such transfers.
Number of signers required: 1
- **Approve, Endorse, Guarantee and Identify Payees.** Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft, or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money.
Number of signers required: 1
- **Delegate Authority.** Delegate to others the authority to approve, endorse, guarantee, and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft, or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft, or order for the payment of money.
Number of signers required: 1

SAFE DEPOSIT BOX. Lease a Safe Deposit Box(es) with Financial Institution, make inspections of, deposits to and removals from the Box(es), and exercise all rights and be subject to all responsibilities under the Lease.

Number of signers required: 1

NIGHT DEPOSITORY. Enter into a Night Depository Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.

Number of signers required: 1

LOCKBOX. Enter into a Lockbox Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.

Number of signers required: 1

DEBIT CARD/ACCESS CARD. Apply for, receive and utilize debit, automated teller machine cards, or other access devices to exercise those powers authorized by this Resolution or other Resolutions then in effect.

Number of signers required: 1

CASH MANAGEMENT. Enter into a Cash Management Agreement with Financial Institution, and exercise all rights and be subject to all responsibilities under the Agreement.

Number of signers required: 1

IT IS FURTHER RESOLVED THAT:

DESIGNATED DEPOSITORY. Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this Resolution.

AUTHORIZED SIGNER'S POWERS. Authorized Signers are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercise of their powers.

SIGNATURES. The Financial Institution shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the Financial Institution. The Financial Institution shall also be permitted to rely upon non-signature security and verification codes which it provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from their use.

IMPROPER ENDORSEMENT. Any negotiable instrument, check, draft, or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Entity by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Entity any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

DISPOSITION OF FUNDS. When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Entity, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

PRIOR ENDORSEMENTS. All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Entity.

PRE-RESOLUTION TRANSACTIONS. All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Entity.

WARRANTY. That the Financial Institution may rely upon the certification as to the Entity authority to execute this Resolution and make the representations in this Resolution.

NOTIFICATION OF CHANGES. The Entity shall notify Financial Institution in writing at its address shown above in advance of any changes which would affect the validity of any matter certified in this Resolution.

REVOCATION AND MODIFICATION. An act ("Act") to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Entity, its legal representatives, heirs, successors and assigns.

DESIGNATION OF AUTHORIZED SIGNERS

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
MICHELLE LYNN SHOCKLEY FINANCE OFFICER	_____	Account Opening and Maintenance; Lease Safe; Night Depository; Lockbox; Debit Card/Access Card; Cash Management; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority
AUBREY C SMITH TOWN CLERK	_____	Account Opening and Maintenance; Lease Safe; Night Depository; Lockbox; Debit Card/Access Card; Cash Management; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority
WILLIAM D FEATHER MAYOR	_____	Account Opening and Maintenance; Lease Safe; Night Depository; Lockbox; Debit Card/Access Card; Cash Management; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority
JOHN T LINKER MAYOR PRO TEM	_____	Account Opening and Maintenance; Lease Safe; Night Depository; Lockbox; Debit Card/Access Card; Cash Management; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority

By signing this Resolution, we acknowledge reading, understanding, and agreeing to all of its provisions and certify, personally and on behalf of the Entity, that all statements made in this Resolution are true and correct.

MICHELLE LYNN SHOCKLEY Date
FINANCE OFFICER

WILLIAM D FEATHER Date
MAYOR

Agenda Item Summary

Regular Meeting

August 9, 2021

Agenda Item 10

GPO 2020-05 IDF

Summary:

Please see attached ordinance closeout draft 2020-05. Project came in \$43,239.47 under budget. The only other unanticipated anomaly with the project budget was with the local match. Granite Quarry was 100% responsible for the local match portion of the grant from its inception, but apparently early on there was some discussion about whether the County might reimburse GQ half of the local match. That was never formalized but had already been submitted in the grant package. The attached closeout ordinance includes a transfer of \$31,815.53 from general fund to account for the local match clarification.

Attachment:

- *GPO 2020-05 IDF Granite Industrial Park Closeout*
- *Budget Amendment FY21-22 #2*

Action Requested:

Motion to adopt the Grant Project Ordinance 2020-05 closeout as presented.

Motion Made By:

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

Second By:

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

For:

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

Against:

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

In case of tie:

Mayor Bill Feather

For

Against



GRANT PROJECT ORDINANCE

2020-05

**TOWN OF GRANITE QUARRY, NC
INDUSTRIAL DEVELOPMENT FUND PROJECT**

BE IT ORDAINED by the Governing Board of the Town of Granite Quarry, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby *completed and closed as follows*:

Section 1: The project authorized was the construction of a sanitary sewer line extension to service additional development in the Granite Industrial Park, to be partially funded by a Rural Economic Development Grant.

Section 2: The difference between the anticipated and final Local Match – GQ Fund Balance Appropriated as specified by FY2021-2022 Budget Amendment #2, incorporated as an attachment hereto, is hereby duly adopted and transferred.

Section 3: The following expenditures were appropriated and realized for this project:

	Appropriated	BA #2	Final
Grant Administration Costs	\$ 20,000	--	20,000.00
Engineering and Legal Fees	66,660	(17,115.86)	49,544.14
Construction Costs	237,232	(26,123.61)	211,108.39
Total Appropriations	\$ 323,892	(43,239.47)	280,652.53

Section 4: The following revenues were anticipated and realized for this project:

	Anticipated	BA #2	Final
Local Match - GQ Fund Balance Appropriated	\$ 40,487	31,815.53	72,302.53
Local Match - Rowan County Shared Cost	40,487	(40,487.00)	--
Rural Economic Development Grant	242,918	(34,568.00)	208,350.00
Total Appropriations	\$ 323,892	(43,239.47)	280,652.53

Section 5: The Finance Officer is directed to maintain sufficient detailed accounting records of the project to satisfy the requirements of the grantor agency, the grant agreements, and all state and federal regulations.

Section 6: A copy of this grant project ordinance closeout shall be entered into the Governing Board's meeting minutes, and within five days after adoption, copies shall be filed with the Finance Officer, Budget Officer, and in the Office of the Town Clerk to complete and close out this project.

Adopted this 9th day of August 2021

(Seal)

William D. Feather, Mayor

Attest: _____
Aubrey Smith, Town Clerk

**FISCAL YEAR 2021-2022
BUDGET AMENDMENT REQUEST #2**

August 9, 2021

PURPOSE: To transfer additional funds from the General Fund to the Industrial Development Fund Project for the Local Match – GQ Fund Balance and to close and finalize GPO 2020-05 Industrial Development Fund Project.

Industrial Development Fund Project – Fund 05

Revenues:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
05-3714-36	Rural Economic Development Grant	(\$ 34,568.00)
05-3714-37	Rowan County Match	(\$ 40,487.00)
05-3981-96	Transfer from General Fund	\$ 31,815.53
Total Increase/Decrease:		(\$ 43,239.47)

Expenses:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
05-7140-18	Professional Services	(\$ 17,115.86)
05-7140-58	Capital Outlay – Construction	(\$ 26,123.61)
Total Increase/Decrease:		(\$ 43,239.47)

General Fund – Fund 01

Revenues:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-3991-99	Fund Balance Appropriated	\$ 31,815.53
Total Increase/Decrease:		\$ 31,815.53

Expenses:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-4190-96	Maintenance – Interfund Transfer	\$ 31,815.53
Total Increase/Decrease:		\$ 31,815.53

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

William Feather, Mayor

Shelly Shockley, Finance Officer

Agenda Item Summary

Regular Meeting

August 9, 2021

Agenda Item 11

Budget Amendment FY21-22 #1

Summary:

The Board prioritized and allocated up to \$30k for the Parks and Rec Master Plan in the FY20-21 budget but held it within the BOA Contingency line for further review before authorizing. The request to move forward in November 2020 was tabled until January 2021. Staff and the firm subsequently hired to develop the plan were unable to condense timelines within the process to still complete the project before June 30th despite best efforts. The remaining balance after FY20/21 invoices through June 30th is \$17,750. The attached Budget Amendment #1 would reappropriate the balance into the current FY for the completion of the project.

Attachment:

- *Budget Amendment FY21-22 #1*

Action Requested:

Motion to approve Budget Amendment FY21-22 #1 to increase Fund Balance Appropriated and Parks – Professional Services in the amount of \$ 17,750 for the remaining Parks and Rec Master Plan balance.

Motion Made By:

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

Second By:

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

For:

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

Against:

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

In case of tie:

Mayor Bill Feather

For

Against

**FISCAL YEAR 2021-2022
BUDGET AMENDMENT REQUEST #1**

August 9, 2021

PURPOSE: To increase Fund Balance Appropriated (01-3991-99) and Parks – Professional Services (01-6130-18) in the amount of \$17,750 for the Parks and Rec Master Plan remaining balance. The open purchase order for FY 20-21 with a remaining balance of \$17,750 will be closed and a new purchase order for FY 21-22 will be opened.

General Fund – Fund 01

Revenues:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-3991-99	Fund Balance Appropriated	\$ 17,750.00
Total Increase/Decrease:		\$ 17,750.00

Expenses:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-6130-18	Parks – Professional Services	\$ 17,750.00
Total Increase/Decrease:		\$ 17,750.00

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

William Feather, Mayor

Shelly Shockley, Finance Officer



MEMO

Date: 07/14/2021

RE: Livestock Ordinance Revisions-Chickens

Narrative:

In September of 2018, the town adopted revisions to its livestock ordinance meant to clarify specifically when, where, and what livestock could be kept in the town's municipal limits. The limitations suggested and adopted were based on a survey of other municipalities' ordinances and have worked well except in one criterion- the keeping of chickens.

Our current restrictions start with a blanket limitation that states that NO livestock of any kind, including chickens, may be kept on a lot of less than two acres. It then goes on to explain the number of "livestock units" allowed per half acre. Five chickens equal one livestock unit so five chickens are allowed per half acre, but because of the two-acre limitation, no chickens are allowed on lots up to 1.999 acres. A two-acre lot would allow 20 chickens.

The popularity of raising chickens in urban areas has increased with interest being spurred by a desire for fresh food, expansion of a home garden, a new hobby, and even raising chickens as family pets. A current review of surrounding municipalities' ordinances shows a move to less restrictive regulations concerning the size of property with more details in how chickens must be kept. A basic internet search shows many websites dedicated to the subject of raising chickens with expansive advice on how to build fashionable coops, various breeds and their differing benefits, how to create a neighborhood-based chicken raising club and how to treat various chicken ailments.

We receive regular enquiries from prospective, new, and existing property owners concerning the town's regulations on keeping chickens. Most, as you can imagine, live on less than two acres of land, and thus are banned from keeping chickens. We offer the following text revisions (added text shown **highlighted**) as a solution to that problem:

Sec. 4-19. - Cattle, goats, sheep, horses, etc.

- (a) No livestock, **except for chickens**, shall be kept, maintained or stabled on any lot not exceeding two acres. **Chickens may be kept on lots one half (1/2) acre and larger.**
- (g) **No male chickens (roosters) may be kept on any property.**

ORDINANCE NO. 2021-14

**AN ORDINANCE AMENDING TEXT OF THE TOWN OF GRANITE QUARRY'S
CODE OF ORDINANCES**

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE
QUARRY:**

Section 1. That the Code of Ordinances of the Town of Granite Quarry, North Carolina, is hereby amended by amending Section 4-19(a), which such section shall read as follows:

Sec. 4-19. - Cattle, goats, sheep, horses, etc.

(a) No livestock, except for chickens, shall be kept, maintained or stabled on any lot not exceeding two acres. Chickens may be kept on lots one half (1/2) acre and larger.

Section 2. That the Code of Ordinances of the Town of Granite Quarry, North Carolina, is hereby amended by adding Section 4-19(g), which such section shall read as follows:

Sec. 4-19. - Cattle, goats, sheep, horses, etc.

(g) No male chickens (roosters) may be kept on any property.

Section 3. All ordinances in conflict herewith are repealed to the extent of any such conflict.

Section 4. This ordinance is effective on the ____ day of ____ 2021.

William D. Feather, Mayor

ATTEST:

APPROVED AS TO FORM:

Aubrey Smith, Town Clerk

Carl M. Short, Town Attorney



MEMO

Date: July 19, 2021

RE: Burials

Narrative:

There are extensive state regulations concerning the operation of funeral homes and cemeteries in North Carolina and while most bodies are buried in established cemeteries, there are no state laws that prohibit burial on private property. State statutes leave it to municipalities to regulate where bodies can be buried and what local regulations must be followed.

A review of multiple municipalities in our area showed a general pattern where smaller towns and cities have no regulation on this issue, and larger municipalities, which in almost all cases maintain one or more municipal cemeteries, require that all bodies be buried in municipal, church, or privately owned and operated (but State regulated) cemeteries. The City of Salisbury's regulations include language as follows:

No burials of deceased persons shall be permitted in the city except in city-owned cemeteries known as Chestnut Hill Cemetery, Memorial Park Cemetery and Oakwood Cemetery, and other cemeteries which may be acquired and maintained by the city, and except in cemeteries complying with the rules and regulations contained in G.S. ch. 65, [art. 9](#) (G.S. 65-46 et seq.). This section shall not apply to any cemetery owned or maintained by the federal government.

Other municipalities ordinances regulate this issue in other but similar ways:

No person shall bury or cause to be buried, any dead body in any other place within the town limits than in the public cemeteries.

No person may bury or cause to be buried the body of any deceased person within the town limits in any place other than a church cemetery or a cemetery operated by a governmental entity or a private cemetery licensed or specifically exempted from licensing according to the North Carolina Cemetery Act, [article 9](#) of G.S. chapter 65 (G.S. 65-46—65-73).

Granite Quarry has several church-owned and operated cemeteries, but it does not have a municipal cemetery. As it does not have any current regulations stating where bodies may be

buried, by State law, they can be buried on any piece of private property as long as they meet certain minimal requirements. As Granite Quarry is growing rapidly, it is time for us to consider whether this a good policy. If the Town decides it is time to regulate the location of burials, we should consider the options of one, limiting burials to established cemeteries or, two, developing more detailed regulations concerning placement of graves in relation to existing property lines and houses, minimum lots sizes, etc.

Proclamation

NATIONAL DAY OF SERVICE AND REMEMBRANCE

WHEREAS, on September 11, 2001, terrorists attacked the United States leading to the tragic death of thousands of innocent United States citizens and other citizens of 90 different countries and territories; and

WHEREAS, in response to the attacks in New York City, Washington D.C. and Shanksville, Pennsylvania, firefighters, police officers, emergency medical technicians, physicians, nurses, military personnel, other first responders, and passengers of Flight 93, immediately and without concern for their own well-being rose to service, in a heroic attempt to protect the lives of those still at risk, consequently saving thousands of men and women; and

WHEREAS, hundreds of thousands of brave men and women continue to serve every day, having answered the call to duty as members of our nation's armed forces with thousands having given their lives, or been injured to defend our nation's security and prevent future terrorist attacks; and

WHEREAS, North Carolina has been called the most military friendly state in the nation, and its citizens continue to support our brave men and women in uniform and the veterans that came before them; and

WHEREAS, families of 9/11 victims, survivors, first responders, rescue and recovery workers, and volunteers called for Congress to pass legislation to formally authorize the establishment of September 11 as an annually recognized "National Day of Service and Remembrance", and for the President of the United States to proclaim the day as such.

Now, Therefore, I, WILLIAM D. FEATHER, Mayor of the Town of Granite Quarry, North Carolina, do hereby proclaim September 11, 2021 as a, "Day of Service and Remembrance" and urge all citizens to commit to participate in community service in honor of those our Nation lost on this day and on an ongoing basis.

ADOPTED this 9th day of August 2021.

William D. Feather, Mayor

ATTEST:

Aubrey Smith, Town Clerk

August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	Business After Hours 5pm BoA Regular Mtg. 7pm		Centralina Board of Delegates Mtng 5pm	CAC 6pm		
15	16	17	18	19	20	21
	P.E.R.C. 5pm ZBA 5:30pm	Revitalization 3:30pm				
22	23	24	25	26	27	28
			MPO TAC 5:30pm			
29	30	31				

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
	Labor Day Offices Closed	Planning Board 6pm	Centralina Executive Board Mtng 5pm	CAC 6pm		
12	13	14	15	16	17	18
	Business After Hours 5pm BoA Regular Mtg. 7pm			Power in Partnership Breakfast 7:30am		
19	20	21	22	23	24	25
	P.E.R.C. 5pm ZBA 5:30pm	Revitalization 3:30pm	MPO TAC 5:30pm			
26	27	28	29	30		