



TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN – RECESS MEETING MINUTES
May 17, 2018 • 3:00 P.M.

Board Members Present: Mayor Bill Feather, Mayor Pro Tem Jim LaFevers, Alderman Jim Costantino, Alderman John Linker, Alderman Kim Cress.

Staff: Mr. Phil Conrad – Town Manager, Ms. Tanya Word – Town Clerk, Mr. Steve Blount – Town Planner, Ms. Shelly Shockley – Finance Analyst / Event Planner

Visitor: Ms. Martha Cranford

Call to Order: Mayor Feather called the meeting to order and requested a motion to come out of recess.

ACTION: Alderman Costantino made a motion at 3:02 P.M. to come out of recess from May 7, 2018. Alderman Linker seconded the motion. The motion passed with all in favor.

Approval of the Agenda:

ACTION: Mayor Pro Tem LaFevers made a motion to approve the agenda with the addition of Revenue as item A. Alderman Costantino seconded the motion. The motion passed with all in favor.

FY 2018-19 Budget Planning Session:

A. Revenue

Mr. Conrad introduced Martha Cranford to the Board of Aldermen. Ms. Cranford is Shelly's professor and is the Accounting Department Head at RCCC; and has been assisting with the budget. There have been some line items identified that are not current.

Mayor Feather questioned the 3% increase in revenue to from the previous budget to. The last five years have shown 2.5% increase to the tax base. Ms. Cranford reported that analysis of the previous three years led to showing the 3% increase, also stating that it could be changed to show 2.5%. The Board also reviewed and discussed the individual tax and revenue line items. Mayor Feather also stated that he thought the ordinances needed to be updated to state

the collection of fees for Business Registration with the Town. Mayor Feather also asked about the subdivision zoning fees, which showed \$699 to date. Mr. Conrad stated that this expectation was reduced to match what was occurring.

Mayor Feather asked if we should review the CD accounts that Town money is in due to the current return from those investment. Ms. Cranford stated that it was a good practice to check the rates on that type of account periodically, but not every year. The Town accounts have varying maturity dates, so they would not all be available to change at the same date.

Donations and contributions was shown as a separate line item. This was also reviewed in the Police Department section. Ms. Cranford thought this was an error and the line should be removed. Mr. Conrad added that he thought the error was carried over from budgeting the previous year.

Under "sale of land" Mayor Feather suggested having a section at the bottom of the sheet including an estimate of what revenue is expected. Then later talk about the land purchase for a space to store leaves and limbs.

B. Administration

The Board reviewed the Administration budget starting with discussion about salaries and the staffing shift from having a full-time Planner and part-time Finance staff to having full-time Finance that also covers event planning and a part-time planner who uses an outside contractor to assist with complex code enforcement issues.

Group insurance is a separate number. There was a change in plans mid-year. The upcoming budget includes the likelihood of an increase in December 2018 at the renewal time. There is an expense shown for unemployment expense under the Administration budget. Mayor Feather questioned why it was all applied to Administration rather than across departments.

The Board discussed the training needs of staff compared to the current budgeted amount of \$3,500. It was agreed that this amount would not meet training needs and should be revised.

There are Visionary Funds that were set aside for projects to be completed by the Revitalization Team. This had \$35,347 in it and nothing has been funded for the next year. Mayor Feather suggested that at least the amount that was previously in the account should be available for Revitalization projects. Alderman Linker mentioned that they just worked on a request for upgrades at the Town Square that total \$17,500 to \$20,000. The Board agreed to keep the \$35,000 in that account line.

Mayor Feather disapproved of the Land Purchase amount

C. Governing Body

Bids for Auditor:

Due to time constraints, staff is recommending to the Board that we retain the current auditor Eddie Carrick, CPA for this fiscal year and open the bid request for next year on November 26, 2018.

Set Public Hearing

ACTION:

For June 4, 2018 @ 7:00 P.M. to hear public comments on the Resolution of support for the State grant application on behalf of Cold Storage

Recess Meeting:

Alderman Linker made a motion at 4:15 P.M. to recess the meeting and reconvene at 3:00 P.M. on May 22, 2018 pursuant to N.C. General Statute Section 160A-71 for review of the 2018-2019 Budget. Alderman Costantino seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

Scott Stewart
Deputy Clerk