



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN MEETING MINUTES
Monday, November 5, 2018**

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

Staff: Mr. Phil Conrad – Town Manager, Ms. Tanya Word – Town Clerk/HR Officer, Mr. Scott Stewart – Deputy Clerk/Finance/HR Analyst, Mr. Jason Hord – Maintenance Supervisor/Interim Fire Chief, Ms. Shelly Shockley – Finance Officer/Event Coordinator, Mr. Steve Blount – Town Planner, Mr. Mark Cook – Chief of Police, Mr. Brian Peoples – Assistant Fire Chief, Mr. Travis Barnhardt – Deputy Fire Chief, Mr. Chip Short– Town Attorney

Guests: There were 10 guests present.

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

Moment of Silence: Mayor Feather opened the meeting with a moment of silence.

Pledge of Allegiance: Mayor Feather led the Pledge of Allegiance.

Approval of the Agenda:

ACTION: Alderman Linker made a motion to approve the agenda as with the changes of postponing discussion of the purchasing policy and electronic purchase order forms until December and moving the Byrd property discussion to Closed Session. Alderman Costantino seconded the motion. The motion passed with all in favor.

Approval of the Consent Agenda:

ACTION: Alderman Costantino made a motion to approve the consent agenda. Alderman Cress seconded the motion. The motion passed with all in favor.

Community Events

Ms. Shockley updated the Board on the following events.

- Family Fun Fest was on Saturday, October 27. There was a large crowd for the candy, bounce houses, food, hay rides, and a live band. The Fire Department, Police Department, and Rowan County Sheriff's Department participated. 287 people signed in that they were present at the event and would like to receive notification of future events.
- The Food Drive began in September and will continue through December 31. The Town encourages citizens and employees to donate non-perishable food items and other items such as socks, diapers, and toiletries. There is a donation box in the Town Hall lobby and all items donated go to Grateful Heart community Services on Dunns Mountain Road. One box of food and supplies has already been donated.
- Santa in the Park and Christmas Tree Lighting will be on Saturday, December 1 at Granite Lake Park from 3:00 PM until 5:00 PM. Lighting and trees will be installed at the park during the week after Thanksgiving and the trees will be complete by November 30.

Citizen Comments

Guests and Presentations

Elaine Spalding - President of the Rowan County Chamber of Commerce spoke, stating that Granite Quarry is a valued member and recently worked together on the ribbon cutting ceremony at Granite Crossing. Ms. Spalding invited to Board to attend upcoming events. The November Power & Partnership Breakfast Meeting will feature Frank Emory – Chairman of NC Economic Development Partnership on November 15 at 7:30 AM at Trinity Oaks. The Chamber of Commerce will also host Mayors' Round Table meetings on a quarterly basis. There also will be trips to Raleigh and Washington D.C. in 2018. Mayor Feather requested that Ms. Word add these upcoming events to the Board calendar.

Planning and Zoning

Mr. Blount shared the following history of the Stone Glen subdivision project:

- We have drawings for the proposed subdivision at this location dating back to 1992
- Detailed drawings for a 33-lot subdivision were approved by the Town on October 1, 2007
- Project was put on hold due to State and national economic downturn
- Developer contacted Planner in November of 2017 indicating desire to revive project
- Met with developer on 12/6/17 and advised project would have to be revised to meet current UDO standards
- Numerous emails were exchanged starting in January 2018 attempting to resolve all issues
- A preliminary drawing showing 33 lots was submitted for comment on 2/1/18
- Common Open Space (UDO Section 7.3) and Connectivity (UDO Section 10.1.9.9) were identified as issues difficult to solve. The developer decided to use the payment-in-lieu of option for the open space requirement and request a variance to resolve the connectivity issues
- Variance application on connectivity issue received on or about 8/3/18
- Original drawings indicated all lots would meet UDO size requirements. On or about 9/6/18 the developer realized that some number of lots did not meet the lot width requirements for the RL zoning classification. This problem prompted this rezoning request.

Project description:

- Project will consist of a 31-lot subdivision of a 12.44-acre parcel 404 012. Single family homes will be built on these lots.
- An internal road system will access onto Byrd Rd approximately 500 feet east of Garland Dr.

Rezoning Request:

- The property owner is requesting rezoning from RL to RM. While the Table of Allowed Uses (Table 3.3 in the UDO) is very similar for RL and RM zoning, there are some differences in the Dimensional Table (Table 3.4.2 in UDO) which will be explained in another slide.
- The need for the rezoning is to allow for 70-foot wide lots and smaller lot size.

	Units/Acre	Min. Lot Size	Min. Lot Width	Min. Front Setback
RL	4	10,000	80	30
RM	6	7,500	60	25
Proposed Subdivision	2.428	8,947	70.56	30

Zoning Classification Definitions:

3.2.2 Residential Low Density (RL) District

The Residential Low-Density District is established for conventional subdivision development of low-density single-family residences and their customary accessory uses.

3.2.3 Residential Medium Density (RM) District

The Residential Medium Density District is intended to create medium density residential areas providing for a mix of housing types including single-family and two-family dwellings along with their customary accessory uses.

Mr. Blount also showed maps of several developments with varying lot widths, some of which were as narrow as 48 feet. There also was information shared regarding NCDOT considerations and Mr. Blount stated it was unlikely that turn lanes or traffic management systems would be required.

Additional Comments from the Planner:

- The density increase from RL to RM is usually achieved by the use of duplex units, which are not allowed in the RL zoning classification. By attaching a site-specific plan to the rezoning request, however, the developer is limited to the 31 single family homes shown.
- The actual density of the proposed subdivision (2.428 homes per acre) is considerably less than the 4 homes per acre that is allowed in the current RL zoning classification
- Higher density development (1/4 to 1/2 acre lots) is becoming more common than the once more highly desired 1 to 1 1/2 acre lot size.
- A mix of housing sizes and development types is beneficial to the community as it provides a range of affordable price-points for all potential homeowners.

Staff Recommendation:

1. Board should vote to approve the rezoning from RL to RM as requested with the stipulation that the subdivision will be built as shown in the attached site-specific site plan including required revisions as determined during the Technical Review Committee and Engineering Drawing review processes.
2. Deed restrictions shall be included to advise individual property owners that, “Lots in this subdivision are to be used for single-family residences only. No duplex apartments will be allowed.”
3. If the rezoning is approved, adopt the following Statement of Consistency.

PUBLIC HEARING

Mayor Feather opened the Public Hearing at 7:25 PM.

Jeff Young of 2578 Sunberry Lane in Concord spoke in favor of rezoning the Stone Glen subdivision. Mr. Young stated that he agreed with everything Mr. Blount presented. Mr. Young stated in his work on the subdivision, his goal had been to bring a quality development that is consistent with the area in Granite Quarry. The developers and engineers have worked with staff to modify all subdivision plans including the addition of stormwater control. Mr. Young stated his appreciation for the work of staff and his hope that the plan would be approved as presented.

There was not anyone present who wished to speak against the proposed rezoning. Mayor Feather closed the Public Hearing at 7:29 PM.

Board Discussion of Stone Glen Rezoning:

Alderman Linker asked about the location of the stormwater retention area. Mr. Blount pointed out an area without a lot between two cul de sacs as the location for stormwater retention, also noting that stormwater management will be a topic of discussion at the upcoming Planning Board meeting on Tuesday, November 13. Mayor Pro Tem LaFavers asked if there will be berms or landscaping around the stormwater retention area. Mr. Blount replied that it will be built to Town and State standards. This will be submitted for design and engineering review, but at this point a design has not been presented. Mayor Feather stated that he would appreciate some way to maintain the area around stormwater retention, whether through an HOA or some other means. Mr. Blount also confirmed that the plan will include sidewalks and curbing.

ACTION: Alderman Linker made a motion to approve the recommendation from the Planning Board; rezoning the Stone Glen site from RL to RM with the stipulation that the subdivision will be built as shown in the proposed site plan including revisions as determined by the Technical Review Committee. Deed restrictions shall be included to advise individual property owners that, “Lots in this subdivision are to be used for single-family residences only. No duplex apartments will be allowed. Alderman Cress seconded the motion. The motion passed with all in favor.

ACTION: Alderman Linker made a motion to adopt the following Statement of Consistency with the Comprehensive Plan:

In voting to approve the rezoning of this property, 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.

Specifically, it addresses the following:

- Policy 8- The continued viability of single-family homes as a major housing source shall be encouraged.
- Policy 10- The housing needs of the elderly, handicapped and low to moderate income households shall be particularly recognized in the Town's policies and actions regarding residential developments.
- Policy 17- Provisions of open space and recreation facilities in private development shall be encouraged to compliment the demand for publicly financed facilities.

Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

Mayor Feather mentioned the "pay in lieu of" policy and asked about earmarking incoming funds for future projects. Mr. Blount replied that the money had to be earmarked for similar uses. If the development would have designated 15% open space it could have been for several different functions with playground areas or walking trails as examples. There are a variety of potential uses listed in a chapter of the UDO. Mayor Feather asked Mr. Blount to share the list of potential uses with the Board so they are aware of what the money can be used for.

Town Manager's Update

Phil Conrad – Town Manager shared the following:

- The Village at Granite engineering drawings have been approved for phase 1. Work is currently ongoing for the final plat registration. There is ongoing communication with LGI regarding construction, the entry sign, and playground design.
- Easter Creek phase 2 subdivision was approved by the Planning Board subject to resolution of road paving issues. The developer has been asked to provide substantiation of the claim that the current paving meets DOT standards. The Town is currently waiting for the paving information and engineering drawings for the project.
- Stone Glen was approved by the Planning Board and presented rezoning tonight.
- IOM Enterprises, two 30,000 SF additions at the Heilig Road plant have submitted engineering drawings for review by technical review committee. Erosion control and stormwater management calculations were submitted for approval. Part of the parcel is in Rowan County Planning jurisdiction and they are currently reviewing plans along with the Town of Granite Quarry.
- Highway 52 South commercial development was a new item at the October meeting. The owner / developer will be requesting a conditional rezoning of the front portion of this parcel to Highway Business, with the rear portion remaining zoned as RL. Conditional rezoning will include a limiting list of retail uses defining what his intentions are. They are working with NCDOT to determine driveway locations.
- Knight Property Development has been issued a Zoning Permit and construction is proceeding on Byrd Road.

- The Industrial Park has been working on grant opportunities to assist with the cost of connecting from Faith sewer lines onto the property. There is an engineering estimate of as much as \$200,000. There is an opportunity with the State of NC to assess the entire need at the Industrial Park with a match of approximately 25%, which would be \$50,000 for the entire project. Scott Shelton with EDC is leading this process through a grant writer and will be following up with the Manager.
- SECU has been affected by recent hurricanes on their construction bidding. We are currently waiting to hear details from the bidding process.
- Mr. Conrad asked Jason Hord to provide a status update on Maintenance and Fire Department operations. Mr. Hord shared that Maintenance was hectic in October with the major storms that came through, also thanking everyone for their efforts. Leaf and Limb collection is proceeding as scheduled. The Fire Department had 60 service calls during the month. Mr. Hord has reviewed mutual aid processes and had conversations with other Fire Chiefs in the area and made some modifications to ensure that protecting the citizens of Granite Quarry was the primary focus of the Department, while remaining involved in the mutual aid process within the area. Pump testing is now caught up and hose testing will be complete this Thursday.

Fire Prevention Week was a success, with significant involvement at Granite Quarry Elementary. The Fire Department's first annual Trunk or Treat went well and was visited by over 350 children. The Mayor and Manager were involved with the event as well. Mr. Hord has also been focused on morale in the department and has heard positive feedback from personnel.

There has been significant work on the grant received in the amount of \$150,000 for air pacs. Several manufacturers brought their products in to be tested. Two of the three required quotes have been received. The new air pacs have a telemetry capability that could assist with locating fire fighters inside a structure at an additional cost.

Mr. Hord requested the following items in addition to the grant funds, noting that the Fire Department was \$80,000 under budget for the year:

- 1) Addition of telemetry functions to air pacs and additional masks at a cost of \$4,639;
- 2) Bluetooth functionality for existing radios to improve communications at a cost of \$5,000;
- 3) Replacement of 4 laptop and 2 desktop computers that are currently ten years old at a cost of \$5,500;
- 4) 10 new pagers for issue to volunteers at \$3,000. Currently there are 4 new applicants to serve as volunteers.

The total of Mr. Hord's requests for the Fire Department would involve spending \$18,139 of the remaining \$80,000 from the previous budget year. The remainder of the funds would repay the \$6,778 paid to the grant writer and the \$7,116 percentage paid toward the grant with the remainder absorbed into the General Fund.

After discussion, the Board took the following actions:

ACTION: Alderman Costantino made a motion to approve up to \$10,000 for the additional air pac functionality, masks, and addition of Bluetooth functionality to existing radios. Mayor Pro Tem LaFavers seconded the motion. The motion passed with all in favor.

The remainder of the requested items including the computers and pagers are to be brought before the Board at the December meeting. Alderman Costantino recognized Mr. Hord's efforts taking on two departments and expressed appreciation for his work.

Town Clerk's Update

a. Policy and Procedure Update

Mayor Feather stated that the policy and procedure update included the first section from the manual that is coming from committee; also stating that because of being from a committee it only requires a motion and not a second.

ACTION: Alderman Cress made a motion to approve Policy No. 1300-00 Developing Policies and Procedures in Section 1300 – Corporate Governance as presented by Staff. The motion passed with all in favor.

ACTION: Alderman Cress made a motion to approve Policies No. 1000.00 – 1009.00 in Section 1000 – Administration as presented by Staff.

Policy No. 1000.00 – General

Policy No. 1001.00 – Equal Employment Opportunity

Policy No. 1002.00 – Equal Pay

Policy No. 1003.00 – Business Ethics and Conduct

Policy No. 1004.00 – Immigration Law Compliance

Policy No. 1005.00 – Nepotism

Policy No. 1006.00 – Conflicts of Interest

Policy No. 1007.00 – Political Activity

Policy No. 1008.00 – Americans with Disability Act

Policy No. 1009.00 – Employee Confidentiality

The motion passed with all in favor.

Finance Officer Update

a. **Purchasing Policy** – This was tabled until the December Board meeting.

b. **Review and Accept Audit**

Mr. Tony Brewer addressed the Board of Alderman, stating that he was available at any time if questions arise. Mr. Brewer explained that the audit binders presented are preliminary and there is an asset that needs to be verified before it is finalized. Mr. Brewer reviewed the sections of the financial audit report to the Board, highlighting some comparisons with the previous year including that total revenue for the Town increased

by approximately \$114,000. Expenditures increased by \$348,000 compared to the previous year mainly due to fire truck debt payment, Powell Bill expenditures, and several pieces of equipment and a vehicle purchased during the year. For the year, expenditures were higher than revenue, which reduced the fund balance by \$187,000. The available fund balance as of June 30, 2018 was 68% of the general fund expenditures unassigned compared to 65% as a state average. Total debt decreased by \$212,000. The collection rate was 98.6%, which is above the state average of 96%.

Mayor Feather stated that Mr. Brewer would be making some adjustments and reviews, then revised audit information will be provided for Board adoption at the December meeting.

c. **Budget Amendment Request #3**

ACTION: Alderman Linker made a motion to transfer funds from Visionary Projects (01-4120-49) to Maintenance Contingency Fund (01-4190-97) in the amount of \$20,000 for Sidewalk Improvements. Alderman Costantino seconded the motion. The motion passed with all in favor.

Old Business

a. **COMMITTEE UPDATES**

- Revitalization Team – Alderman Constantino shared that the Christmas lights were in and completed and will be put up the Tuesday before Thanksgiving, weather permitting.
- Building - Alderman Constantino shared that there was no news to report from the Building Committee. They are currently waiting on quotes.
- Parks and Recreation – Mayor Pro Tem LaFevers stated that the committee would be meeting in a couple of weeks. They will be reviewing a list of all the issues in the parks for future consideration of the Board.
- FEMA meetings – Mr. Hord shared that they attended the first preliminary meetings. Rowan County has since then been declared an emergency. There will be another meeting on November 13 that Mr. Hord, Alderman Cress, and Ms. Shockley plan to attend. Claims being submitted for consideration will include damage to trails at Centennial Park, several trees that fell, erosion to the lake at Granite Lake Park.

Alderman Linker inquired about the limb grinding process. Mr. Hord shared that a contractor will be providing an estimate on limb grinding on November 6th.

New Business & Action Items

- a. **INFORMATION ITEM:** Byrd Property. *This item moved to closed session.*

b. **PROCLAMATION** – Veterans Day

Mayor Feather read a proclamation that Monday November 12, 2018 will be the day we honor Veterans Day in the Town of Granite Quarry.

c. **BOARD APPOINTMENTS** – Parks and Recreation Committee and Planning Board

ACTION: Mayor Pro Tem LaFevers made a motion to appoint Mr. Jerry Holshouser to the Planning Board through July 31, 2021; and appointing Ms. Jessica McGuire and Ms. Aubrey Smith to the PERCS committee, which currently has no set terms.

d. **POLICY CHANGE** – Policy 3008.00 Sick Leave

ACTION: Alderman Cress made a motion to adopt Policy 3008.00 Sick Leave Policy as presented by Staff. This policy will supersede all previous Sick Leave Policies. Alderman Linker seconded the motion. The motion passed with all in favor.

e. **HEALTH INSURANCE PLAN**

Mr. Stewart presented information about the health insurance plan proposed from the North Carolina League of Municipalities. The proposed plan is for 19 months, providing an opportunity to align the health insurance renewal with the fiscal year, which should better fit with the budget process. As a benefit to Town Staff, NCLM agreed to extend the current plan deductible year through June 30, 2019. Mr. Conrad added that plans were reviewed with Department Heads and this is the plan that was recommended from staff as being the best option. Mr. Conrad also added that the prospect of getting on a plan that fits the budget year is enticing.

Alderman Cress asked if the health plan is reviewed annually, asking if it was possible to stay on the same plan for longer than one year. Mr. Stewart replied that in this case, even if the Town had stayed with the same carrier, the plan benefits would change significantly with the renewal. Mayor Feather added that the only way to maintain stability was to review plans annually, and the 19-month term offered was longer than normally seen.

ACTION: Mayor Pro Tem LaFevers made a motion to approve the 2019 health insurance plan option and rates as submitted by staff. Alderman Costantino seconded the motion. The motion passed with all in favor.

f. **DISCUSSION ITEM:** Electronic purchase order discussion was tabled until the December Board Meeting.

g. **DISCUSSION ITEM:** Administration Fee (5%) for Engineering Services. Possibly consider charging a fee or a late fee.

Mayor Feather stated that for research showed that many municipalities were charging as much as 10% to 15% for administrative fees. There are also many communities charging

a late fee. The Board requested that Staff do further research and bring back information for discussion in February.

h. DISCUSSION ITEM: Limb Grinding (Lake Erosion Update)

Board Comments

There were no additional comments from the Board.

Mayor's Notes – Announcements

Mayor Feather reviewed the upcoming meeting dates and asked Board members to attend any of the meetings that they could.

Ms. Word added that the name tags and lapel pins for all Board Members had come in and were distributed.

Mayor's Action

- a. CCOG Update – There has been a new Executive Director hired that will start on January 14, 2019. The new Executive Director has expressed interest in visiting different communities.
- b. MPO Update – Rowan County had asked for a letter of support for applying to receive 5310 funds. There was a call for new projects, and there is a new project upcoming that could potentially affect connectivity at Faith Road and St. Pauls' Church Road.
- c. Municipal Association Meeting Updates – There was discussion about funding for projects, with consideration for the Old Beatty Ford Road exit. Communities in the County are looking at how to jointly fund improvements there.

Closed Session:

Mayor Pro Tem LaFevers made a motion at 8:47 PM to go into closed session pursuant to N.C. General Statute Section 143-318.11(a)(5) for property and personnel issues. Alderman Costantino seconded the motion. The motion passed with all in favor.

Mayor Pro Tem LaFevers made a motion to come out of closed session at 9:27 PM pursuant to N.C. General Statute 143-318.11(a)(5) for property issues. Alderman Costantino seconded the motion. The motion passed with all in favor. The Board took the following actions in closed session:

ACTION: Mayor Pro Tem LaFevers made a motion to accept the terms as identified for acceptance of the Byrd property. Alderman Costantino seconded the motion. The motion passed with all in favor.

ACTION: Alderman Costantino made a motion to reject the proposal to purchase the property at 316 South Main Street. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

Mayor's Statement: The Board discussed the issues at Veronica Lane and authorized the Town Manager to move ahead with negotiations.

Adjournment

Alderman Costantino made a motion at 9:30 PM to adjourn the meeting. Alderman Cress seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

Scott Stewart

Deputy Clerk