



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN MEETING MINUTES  
July 6, 2017**

**Present:** Mayor Bill Feather, Mayor Pro Tem Mike Brinkley, Alderman Arin Wilhelm, Alderman Jim Costantino, and Alderman Jim LaFevers

**Staff:** Mr. Phil Conrad – Town Manager, Mr. Scott Stewart – Deputy Clerk/Finance/HR Analyst, Mr. Jim Philyaw – Finance Officer, Mr. Dale Brown – Fire Chief, Mr. Jason Hord – Maintenance Supervisor, Mr. Wayne Trivett – Police Officer, Mr. Graham Corriher – Town Attorney, and Ms. Shelly Shockley – Office Assistant

**Guests:** Mr. Doug Shelton, Mr. Ed Shell, Mrs. Sandra Shell, Mr. Mark Wineka, Mr. Robert Anderson, and Mr. Kevin Strobel

**Call to Order:** Mayor Feather called the meeting to order at 7:00 pm.

**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:**

A correction to the date of the Granite Quarry Athletic Club was made. They will meet on July 13 at 6PM, not July 17.

**ACTION:** Mayor Pro Tem Brinkley made a motion to approve the agenda. Alderman LaFevers seconded the motion. The motion passed with all in favor.

**Approval of the Consent Agenda:**

**ACTION:** Mayor Pro Tem Brinkley made a motion to approve the consent agenda. Alderman Wilhelm seconded the motion. The motion passed with all in favor.

**Citizen Comments:**

Doug Shelton commented, "I have two things I'd like to make a very brief comment on. One of them is a repetition of something I said at the last meeting, for the benefit of those who weren't there, that's with regard to the change of the Town Charter for electing the mayor to a term of 4 years. At the last meeting, I said I have no particular objection of the whole idea of a 4 year term, but we only just started this in the last election cycle. I think we need to go some more cycles before we go changing this part of the Town Charter. The second item is I would like to encourage this Town to consider very carefully any additions, or any other comments, instructions, and impediments in encouraging new businesses to come to Granite Quarry. I have not read the Text Amendment that is mentioned here, and I don't know anything about it. I'm not speaking about that specifically, but I do think the Town needs to work on its image as being welcoming to new businesses. We've had a lot of hubris. We've had a lot of comments back and forth.

We've had issues for the last years. We need to bear that in mind and we need to be very welcoming to people that were interested in investing in our community. Thank you".

**Guests and Presentations:**

There were no guest presentations.

**Public Hearing**

Mayor Feather opened the Public Hearing to comments regarding a Text Amendment (TA-2017-02) to add Building Design Guidelines and Requirements to the Unified Development Ordinance as Appendix A.

**Discussion:**

Phil Conrad presented an overview of the Text Amendment for the Board's consideration.

**Citizen Comments:**

No citizens spoke for or against the Text Amendment.

**Town Manager's Update:**

1. Phil Conrad asked Kevin Strobel to speak regarding the Trackless Mobile Shelving Quote for the Vault. Mr. Strobel presented shelving details and informed the Town that the quote includes shipping and installation. Mr. Conrad stated that funds will need to be appropriated.

**ACTION:**

Mayor Pro Tem Brinkley made a motion to approve the Trackless Mobile Shelving Quote. Alderman Wilhelm seconded that motion. The motion passed with all in favor.

2. The new accounting software, FMS, is now active and the Town is operating under the new Chart of Account numbers.
3. The Town has outsourced payroll with Paylocity. Last week was the first payroll using Paylocity without any issues.
4. Mr. Conrad discussed some candidates to fill some positions in the Town. The Town Clerk position should be filled by the end of August. The candidate comes with many years experience in municipal government as well as being a Town Clerk. The Planning and Zoning position is looking to be filled by the end of August as well.

**Old Business:**

1. The Draft Personnel Policy was provided for review and will be revisited at the next Board Meeting.
2. Alderman LaFevers made a motion against the adoption of an ordinance to amend the Charter of the Town of Granite Quarry to provide for electing the Mayor to a term of four (4) years by all the qualified voters of the Town pursuant to G.S. 160A-101 and 160A-102. Mayor Pro Tem Brinkley seconded the motion. All voted in favor of the motion.

**New Business & Action Items:**

1. Mayor Pro Tem Brinkley made a motion to approve an ordinance to establish policies and procedures for Petty Cash and Cash Change Funds. Alderman Wilhelm seconded that motion. The motion passed with all in favor.

2. There was a discussion regarding the Text Amendment (TA-2017-02) to add Building Design Guidelines and Requirements to the Unified Development Ordinance as Appendix A. Mayor Feather explained that the Text Amendment was only presented to the Planning Board 2-3 days prior to them adopting it and more time should have been spent reviewing it by the Board. Mayor Feather recommended that the Planning Board be more educated and trained with the support of the Board of Aldermen and suggested a joint meeting between the Planning Board and the Board of Aldermen.

**ACTION:**

Mayor Pro Tem Brinkley made a motion to send the Text Amendment back to the Planning Board for review. Alderman Costantino seconded that motion. All were in favor of sending the Text Amendment back to the Planning Board for review.

3. Mayor Pro Tem Brinkley made a motion to approve a resolution to amend the Town ordinance for leaf collection to include grass clippings. Alderman Wilhelm seconded the motion. The motion passed with all in favor.

4. Alderman Wilhelm made a motion to approve a donation request from the United Way of \$1000 for Granite Elementary School. Alderman Costantino seconded the motion. The motion passed with all in favor.

**Mayor's Notes:**

Mayor Feather presented the calendar of events and announcements as a reminder.

**Mayor's Action:**

Mayor Pro Tem Brinkley made a motion to appoint Sandra Shell to the Planning Board. Alderman Costantino seconded the motion. The motion passed with all in favor.

**Closed Session:**

**A motion is needed as follows: To go into closed session pursuant to N.C. General Statute Section 143-318.11.A.5.6 personnel and property issues.**

**ACTION:** Mayor Pro Tem Brinkley made a motion to go into closed session at 7:55 pm pursuant to N.C. General Statute Section 143-318.11.A.5.6 for personnel and property issues. Alderman Wilhelm seconded the motion. The motion passed with all in favor.

**A motion is needed as follows: To come out of closed session pursuant to N.C. General Statute Section 143-318.11.A.5.6 personnel and property issues. The Board takes the following action (if any).**

**ACTION:** Mayor Pro Tem Brinkley made a motion to come out of closed session at 8:33 pm pursuant to N.C. General Statute Section 143-318.11.A.5.6 and the Board took no action. Alderman Wilhelm seconded the motion. The motion passed with all in favor.

Mayor Pro Tem made a motion to adjourn the meeting at 8:33 PM. Alderman Costantino seconded the motion. The motion passed with all in favor.

Respectfully Submitted,

*Scott Stewart*

Scott Stewart

Deputy Clerk / Finance / HR Analyst