

GRANVILLE COUNTY BOARD OF COMMISSIONERS  
November 4, 2024  
GRANVILLE CONVENTION AND EXPO CENTER  
4185 US Highway 15 South, Oxford, North Carolina

**PRESENT:**

Chair Timothy Karan  
Vice Chair Jimmy Gooch  
Commissioner Zelodis Jay  
Commissioner Robert Williford  
Commissioner Sue Hinman (*arrived at 7:03 p.m.*)  
Commissioner Tony W. Cozart  
Commissioner Russ May

County Manager Drew Cummings  
Deputy County Manager Korena Weichel  
County Attorney James C. Wrenn, Jr.

**CALL TO ORDER**

At 7:00 p.m. Chair Timothy Karan called the meeting to order. Commissioner Jimmy Gooch had the invocation and led the Pledge of Allegiance.

Chair Karan mentioned that Commissioner Hinman

**CONSENT AGENDA**

Chair Karan noted there was an updated version of the legal document attached to the Approved American Rescue Plan Act (ARPA) Project Ordinance Amendment #6 that included a more detailed breakdown of the funds. Motioned by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried, Board approved the consent agenda as follows:

**A. Approved Budget Amendment #6 for fiscal year 2024-2025.**

| BUDGET AMENDMENT No 6                                                                         |                    |          |         |
|-----------------------------------------------------------------------------------------------|--------------------|----------|---------|
| November 4, 2024                                                                              |                    |          |         |
| Legal Document                                                                                |                    |          |         |
| <i>Be it ordained,</i> the FY 2024-2025 Annual Budget Ordinance is hereby amended as follows: |                    |          |         |
| GENERAL FUND                                                                                  |                    |          |         |
| Expenditures                                                                                  | Increase           | Decrease | Total   |
| General Government .....                                                                      |                    |          | \$ -    |
| Area Projects and Other Appropriations .....                                                  |                    |          | 5,114   |
| Pass Thru Funds                                                                               | \$ 5,114           | \$ -     |         |
| Contributions to Other Funds & Contingencies. ....                                            |                    |          | \$0     |
|                                                                                               | Total Expenditures |          | 5,114   |
| Revenues                                                                                      |                    |          |         |
| Appropriated Fund Balance                                                                     | \$ 5,114           | \$ -     |         |
|                                                                                               | Total Revenues     |          | \$5,114 |

**B. Approved American Rescue Plan Act (ARPA) Project Ordinance Amendment #5 for fiscal year 2024-2025 for fiscal year 2024-2025.**

Project Ordinance  
American Rescue Plant Act  
Budget Amendment #5 for Project Ordinance  
November 4, 2024  
LEGAL DOCUMENT

*Be it ordained,* the American Rescue Plan Act Project Ordinance is hereby amended as follows:

| Expenditures                         | Increase | Decrease           | Total        |
|--------------------------------------|----------|--------------------|--------------|
| Roanoke Connect Holdings CAB Project |          | 1,398,532          | \$ 1,398,532 |
|                                      |          | Total Expenditures | \$ 1,398,532 |
| Revenues                             |          |                    |              |
| Transfer from General Fund           |          | 1,398,532          | \$ 1,398,532 |
|                                      |          | Total Revenues     | \$ 1,398,532 |

C. Approved American Rescue Plan Act (ARPA) Project Ordinance Amendment #6 for fiscal year 2024-2025.

Project Ordinance  
American Rescue Plan Act  
Project Ordinance Amendment #6 November 4, 2024  
LEGAL DOCUMENT

*Be it ordained;* the American Rescue Plan Grant Ordinance adopted by the Granville County Board of Commissioners on June 21, 2021 and amended on June 20, 2022, September 3, 2024, and November 4, 2024 is superseded and hereby replaced as follows:

GRANT PROJECT ORDINANCE FOR THE COUNTY OF GRANVILLE AMERICAN RESCUE PLAN ACT OF 2021:  
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

**BE IT ORDAINED** by the Board of Commissioners of the County of Granville, 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 (ARP/CSLFRF). The County of Granville (County) has received \$11,740,344 of CSLFRF funds. 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 County has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend \$10,000,000 of its ARP/CSLFRF funds for the provision of government services.

**Section 3:** The following amounts are appropriate for the project and authorized for expenditure:

| Internal Project Code | Project Description | Expenditure Category | Cost Object | Appropriation of ARP/CSLFRF Funds |
|-----------------------|---------------------|----------------------|-------------|-----------------------------------|
| 1.001                 |                     | 6.1                  | Salaries    | \$56,627`                         |

|       |                                                                                     |     |          |           |
|-------|-------------------------------------------------------------------------------------|-----|----------|-----------|
|       | Addressing/GIS services for period of August 1, 2022 through June 30, 2023          |     | Benefits | \$7,373   |
| 1.002 | Administration services for period of August 1, 2022 through June 30, 2023          | 6.1 | Salaries | \$386,200 |
|       |                                                                                     |     | Benefits | \$50,392  |
| 1.003 | Animal Control services for period of August 1, 2022 through June 30, 2023          | 6.1 | Salaries | \$385,972 |
|       |                                                                                     |     | Benefits | \$49,479  |
| 1.004 | Board of Elections services for period of August 1, 2022 through June 30, 2023      | 6.1 | Salaries | \$141,617 |
|       |                                                                                     |     | Benefits | \$17,859  |
| 1.005 | County Commissioners services for period of August 1, 2022 through June 30, 2023    | 6.1 | Salaries | \$67,500  |
|       |                                                                                     |     | Benefits | \$7,386   |
| 1.006 | Detention services for period of August 1, 2022 through June 30, 2023               | 6.1 | Salaries | \$890,574 |
|       |                                                                                     |     | Benefits | \$110,865 |
| 1.007 | Emergency Communication services for period of August 1, 2022 through June 30, 2023 | 6.1 | Salaries | \$871,794 |
|       |                                                                                     |     | Benefits | \$111,818 |
| 1.008 | Economic Development services for period of August 1, 2022 through June 30, 2023    | 6.1 | Salaries | \$225,157 |
|       |                                                                                     |     | Benefits | \$28,398  |
| 1.009 | Emergency Management services for period of August 1, 2022 through June 30, 2023    | 6.1 | Salaries | \$224,761 |
|       |                                                                                     |     | Benefits | \$28,257  |
| 1.010 | Finance services for period of August 1, 2022 through June 30, 2023                 | 6.1 | Salaries | \$276,198 |
|       |                                                                                     |     | Benefits | \$35,560  |
| 1.011 | General Services services for period of August 1, 2022 through June 30, 2023        | 6.1 | Salaries | \$140,214 |
|       |                                                                                     |     | Benefits | \$18,256  |
| 1.012 | Human Resources services for period of August 1, 2022 through June 30, 2023         | 6.1 | Salaries | \$131,000 |
|       |                                                                                     |     | Benefits | \$16,801  |
| 1.013 | Inspections services for period of August 1, 2022 through June 30, 2023             | 6.1 | Salaries | \$513,697 |
|       |                                                                                     |     | Benefits | \$66,003  |
| 1.014 | Internal Auditor services for period of August 1, 2022 through June 30, 2023        | 6.1 | Salaries | \$70,237  |
|       |                                                                                     |     | Benefits | \$9,145   |
| 1.015 | Landfill services for period of August 1, 2022 through June 30, 2023                | 6.1 | Salaries | \$197,924 |
|       |                                                                                     |     | Benefits | \$25,086  |
| 1.016 | Library services for period of August 1, 2022 through June 30, 2023                 | 6.1 | Salaries | \$571,293 |
|       |                                                                                     |     | Benefits | \$71,952  |
| 1.017 | Parks services for period of August 1, 2022 through June 30, 2023                   | 6.1 | Salaries | \$198,447 |
|       |                                                                                     |     | Benefits | \$25,873  |

|       |                                                                               |     |          |             |
|-------|-------------------------------------------------------------------------------|-----|----------|-------------|
| 1.018 | Planning services for period of August 1, 2022 through June 30, 2023          | 6.1 | Salaries | \$275,671   |
|       |                                                                               |     | Benefits | \$34,901    |
| 1.019 | Register of Deeds services for period of August 1, 2022 through June 30, 2023 | 6.1 | Salaries | \$214,358   |
|       |                                                                               |     | Benefits | \$27,909    |
| 1.020 | Senior Center services for period of August 1, 2022 through June 30, 2023     | 6.1 | Salaries | \$473,377   |
|       |                                                                               |     | Benefits | \$61,591    |
| 1.021 | Sheriff services for period of August 1, 2022 through June 30, 2023           | 6.1 | Salaries | \$1,761,274 |
|       |                                                                               |     | Benefits | \$229,501   |
| 1.022 |                                                                               | 6.1 | Salaries | \$47,195    |

|       |                                                                                    |     |          |                     |
|-------|------------------------------------------------------------------------------------|-----|----------|---------------------|
|       | Soil Conservation services for period of August 1, 2022 through June 30, 2023      |     | Benefits | \$6,145             |
| 1.023 | Tax Administration services for period of August 1, 2022 through June 30, 2023     | 6.1 | Salaries | \$404,687           |
|       |                                                                                    |     | Benefits | \$51,791            |
| 1.024 | Information Technology services for period of August 1, 2022 through June 30, 2023 | 6.1 | Salaries | \$203,107           |
|       |                                                                                    |     | Benefits | \$25,946            |
| 1.025 | Tourism services for period of August 1, 2022 through June 30, 2023                | 6.1 | Salaries | \$55,289            |
|       |                                                                                    |     | Benefits | \$7,199             |
| 1.026 | Veterans Services services for period of August 1, 2022 through June 30, 2023      | 6.1 | Salaries | \$79,935            |
|       |                                                                                    |     | Benefits | \$10,408            |
|       | <b>TOTAL</b>                                                                       |     |          | <b>\$10,000,000</b> |

**Section 4:** The following revenues are anticipated to be available to complete the project:

|                               |                    |
|-------------------------------|--------------------|
| <b>ARP/CSLFRF Funds:</b>      | \$10,000,00        |
|                               | 0                  |
| <b>General Fund Transfer:</b> | \$0                |
| <b>Total:</b>                 | <b>\$10,000,00</b> |
|                               | 0                  |

**Section 5:** The County has elected to reimburse \$401,468 of its ARP/CSLFRF funds for Expansion FTE positions authorized by [31 CFR 35.6\(b\)\(3\)\(ii\)\(E\)\(2\)](#) From 07/10/2023 to 09/02/2024 as agreed upon by the Granville County Board of Commissioners on 11/04/2024.

| Internal Project Code | Project Description                                                                | Expenditure Category (EC) | Cost Object | Appropriation of ARP/CSLFRF Funds |
|-----------------------|------------------------------------------------------------------------------------|---------------------------|-------------|-----------------------------------|
| 2-1                   | County Manager services for the period of August 21, 2023 through October 13, 2024 | 3.2                       | Salaries    | \$204,000                         |
| 2-2                   | Sheriff services for the period of August 21, 2023 through October 13, 2024        | 3.2                       | Salaries    | \$129,303                         |
| 2-3                   | Chief Deputy services for the period of August 21, 2023 through October 13, 2024   | 3.2                       | Salaries    | \$68,165                          |
|                       | <b>TOTAL</b>                                                                       |                           |             | <b>\$401,468</b>                  |

**Section 6:** The following revenues are anticipated to be available to complete the project:

|                               |                  |
|-------------------------------|------------------|
| <b>ARP/CSLFRF Funds:</b>      | \$401,468        |
| <b>General Fund Transfer:</b> | \$0              |
| <b>Total:</b>                 | <b>\$401,468</b> |

**Section 7:** The County has elected to expend \$1,338,876 of its ARP/CSLFRF funds to facilitate the deployment of broadband service to areas of the state unserved with broadband through the Growing Rural Economic with Access to Technology (GREAT) Grant program.

| Internal Project Code | Project Description                                | Expenditure Category (EC) | Cost Object | Appropriation of ARP/CSLFRF Funds |
|-----------------------|----------------------------------------------------|---------------------------|-------------|-----------------------------------|
| 3                     | County match for the GREAT Grant broadband program | 5.21                      | Grant Match | \$1,338,876                       |
|                       | <b>TOTAL</b>                                       |                           |             | <b>\$1,338,876</b>                |

**Section 8:** Interest or investment proceeds earned on ARPA/CSLFRF funds are not considered part of the grant award and are not subject to its eligibility restrictions or compliance requirements, per U.S. Treasury’s “Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities.” As needed, the Project Ordinance will be amended to

recognize the interest proceeds as additional revenue and appropriate the same amount as a budget transfer to the General Fund.

**Section 9:** The following revenues are anticipated to be available to complete the project:

|                     |                    |
|---------------------|--------------------|
| <b>ARP/CSLFRF</b>   | <b>\$1,338,876</b> |
| <b>Funds:</b>       |                    |
| <b>General Fund</b> | <b>\$0</b>         |
| <b>Transfer:</b>    |                    |
| <b>Total:</b>       | <b>\$1,338,876</b> |

**Section 10:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the County’s Uniform Guidance Allowable Costs and Cost Principles Policy.

**Section 11:** The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section 12:** Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to the Board of Commissioners.

**Section 13:** This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the County, whichever occurs sooner.

- D. Approved the Resolution to Designate a Deputy Finance Officer, effective upon adoption on November 4, 2024, designating Deputy County Manager, Korena Weichel, as the Deputy Finance Officer for Granville County, authorizing her to sign checks and pre-audit certificates when the Finance Director is unavailable.**
- E. Approved the following tax refunds, releases, and write-offs:**
  - Refunds                                      September 26, 2024 – October 9, 2024:            \$ 3,425.78
  - Releases                                      September 26, 2024 – October 9, 2024:            \$ 6,263.63
  - Write-offs (\$2 and less)    September 26, 2024 – October 9, 2024:            \$ 39.08
- F. Approved revisions to Granville County Government Information Technology Policy.**
- G. Approved the Designation of Applicant’s Agent (DAA) form, authorizing the County Manager as the primary agent and the Assistant County Manager as the secondary agent to represent and act for Granville County in all dealings with the State of North Carolina and the Federal Emergency Management Agency for matters pertaining to disaster assistance under the Hazard Mitigation Grant Program (HMGP).**
- H. Approved minutes:**
  - October 21, 2024 Regular Meeting

**PUBLIC COMMENTS**

No one came forward for public comments.

**COUNTY MANAGER’S REPORT**

**Board Approved Additional Job Classification to the IT Department**

Commissioner May inquired of the impact, if any on the budget. Cummings responded

Motioned by Commissioner Tony W. Cozart, seconded by Commissioner Robert Williford, and unanimously carried, Board approved the addition of the position classification Senior IT

Technician (Grade 70) to the 2024-2025 Pay and Classification Plan, Position Classification & Pay Plan, Information Technology.

**Board Approved Agreements with the Granville County Sheriff's Office and Granville Health System to implement Addiction Treatment for Incarcerated Persons and Post-Overdose Response Team Programs Utilizing Opioid Settlement Funds**

**County Manager's Report**

County Manager Cummings discussed two new agreements: a memorandum of understanding with the Sheriff's Office for an addiction treatment program, and a service contract for Post-Overdose Response Teams (PORT) to be managed through Granville Health System with oversight by Granville Vance Public Health. He emphasized the inclusion of detailed performance metrics and invited questions.

Chair Karan sought clarification on the PORT's administering body, confirmed to be Granville Health System. Commissioner May requested an overview of both programs.

Sheriff Fountain then detailed the treatment initiative, explaining their approach to reentry by assigning an intake coordinator to track individuals identified with opioid addiction at booking. He noted support from a Mecklenburg County senator who provided a peer support specialist at no cost to the county. This specialist, someone with lived experience, will aid in reentry and support.

Cathy Hazlett elaborated on the role of peer support, stressing its effectiveness in guiding incarcerated individuals towards reintegration. She then described the PORT, which would utilize a dedicated vehicle to conduct follow-ups with overdose survivors within 48-72 hours, promoting harm reduction and treatment engagement.

Commissioner Williford inquired about the intake coordinator's hiring status, and Commissioner May questioned potential future funding needs. Sheriff Fountain clarified that the peer support position is funded externally for one year with no cost to the County.

Attorney Wrenn confirmed the legal agreements were in order, clarifying that Granville Health System is a separate entity under a distinct sub-recipient agreement.

Commissioner Williford asked if the vehicle for PORT would operate countywide. Hazlett confirmed it would.

Motioned by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, Board approved a Memorandum of Understanding (MOA) with the Granville County Sheriff's Office in the amount of \$196,593 and a sub-recipient agreement with Granville Health System in the amount of \$293,000 from the opioid settlement special revenue fund, agreements which will fund programs to combat the opioid epidemic in Granville County; furthermore, Board authorized the County Manager to execute both agreements once finalized by the County Attorney.

**Sheriff's Remarks**

Sheriff Fountain made the following remarks:

- Incident Report: Sheriff Fountain informed the Board of an officer-involved shooting involving a state trooper who discharged a firearm after his vehicle was rammed by suspects. The suspects fled to Durham, and the State Bureau of Investigation (SBI) has taken over the case. The vehicle involved was stolen from Granville County, but there's no further county involvement.

- Northern Satellite Office Update: The northern satellite office is now open on Tuesdays and Thursdays from 10:00 AM to 2:00 PM, and it has been receiving visitors. Plans are in place to expand services and staffing there, supported by Starlink internet setup for improved connectivity.

Commissioner May asked about existing satellite office hours and potential locations for new offices. Sheriff Fountain confirmed that the current southern satellite office operates Monday through Friday from 8:00 AM to 5:00 PM and expressed interest in opening another satellite office in Wilton, possibly at the fire station, to enhance countywide access to services. He requested assistance from the Board and the 911 department to support this expansion. Sheriff Fountain indicated that the northern office would offer all the same services as the southern office, including concealed carry processing.

### **COUNTY ATTORNEY'S REPORT**

#### **County Attorney's Report**

County Attorney Wrenn reported that he had one matter for closed session for personnel.

### **PRESENTATIONS BY COUNTY BOARD MEMBERS**

#### **Board Approved Appointments to the Franklin Vance Warren Opportunity Board of Directors**

Commissioner Cozart said that he would like to recommend three names to serve on the Franklin Vance Warren Opportunity Board of Directors.

Commissioner Hinman recused herself from the vote.

Motioned by Commissioner Tony W. Cozart, seconded by Commissioner Robert Williford, and unanimously carried, 6-0, Board appointed Sue Hinman – Low Income Representative; Gerald McNair - Granville-Vance Health Department – Private Sector Representative; and Carolyn Yancey - Low Income Representative to the Franklin Vance Warren Opportunity Board of Directors.

#### **Board Approved Appointments to the Granville County Library Board of Trustees**

Commissioner Jay said that Lynn Allred had resigned from the Library Board.

Motioned by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried, Board appointed Jill R. Stevens to the Granville County Library Board of Trustees District 1 seat.

#### **Board Presentations Continued**

Chair May asked that Amanda Dixon with Butner-Creedmoor news announce an opening for District 5 seat for Veterans Affairs

Commissioner Williford noted that the Board attended Commissioner Hinman's ACIM retirement party on Wednesday, October 30, 2024, as a group. He also shared that he recently observed the new incinerator at the Sheriff's Office. Lastly, he mentioned that the Board enjoyed the annual Chamber of Commerce Cluck 'n Shuck event at the Granville County Convention and Expo Center on November 1, 2024, at 5:30 p.m.

Commissioner Hinman expressed her gratitude to the staff and Board members for attending her ACIM retirement party. She shared her appreciation for everyone who was there and her excitement about participating in her final parades.

Chair Karan highlighted upcoming parades, including the Stem Veterans Day Parade, the Oxford Veterans Day Parade, and Christmas parades. He remarked on the strong turnout for early voting, appreciating the tolerance shown at the polls, and reminded everyone that tomorrow is Election Day. He expressed hope for timely results and emphasized the importance of coming together afterward to work for the betterment of the county, state, and nation. He echoed Commissioner Gooch's earlier prayer for the nation and led a brief moment of silence.

#### **ANY OTHER MATTERS**

There were no other matters for open session.

#### **CLOSED SESSION**

Motioned by Commissioner Zelodis Jay, seconded by Commissioner Robert Williford, and unanimously carried, Board went into closed session as allowed by North Carolina General Statute 143-318.11(a)(6) for personnel matters at 7:32 p.m.

#### **RETURN TO OPEN SESSION**

Motioned by Commissioner Robert Williford seconded by Commissioner Zelodis Jay, and unanimously carried, the Board returned to open session at 7:47 p.m.

#### **Board Approved Annual Pay Increases for County Manager and Department of Social Services (DSS) Director**

Motioned by Commissioner Robert Williford, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved annual pay increases of 2.5% for the County Manager, retroactive to July 1, 2024, and 3.68% for the DSS Director, in accordance with the procedural guidelines in Section 10.1(b) of the Granville County Personnel Policy.

#### **ADJOURNMENT**

Motioned by Commissioner Zelodis, seconded by Commissioner Sue Hinman, and unanimously carried, the Board adjourned at 07:48 p.m.

Respectfully submitted,  
Karen Evans  
Clerk to the Board

ATTEST:

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Timothy Karan, Chair