

Agenda

Granville County Board of Commissioners

November 15, 2021

AGENDA

GRANVILLE COUNTY BOARD OF COMMISSIONERS

Monday, November 15, 2021



Call to order @ 7:00 p.m. Chair Sue Hinman
Invocation and Pledge of Allegiance Chair Sue Hinman

Consent Agenda

1. Contingency Summary (p. 2)
2. Tax Refunds, Releases and Write-offs (p. 4)
3. Minutes (p. 5)

Introductions, Recognitions and Presentations

4. Vance-Granville Community College Presentation (p. 33)

Public Comments

5. Public Comments (p. 39)

Redistricting Matters

6. Voting on District Boundary Map - Redistricting Matters (p. 40)

Social Services Matters

7. Social Services Service Expansions (p. 43)

Solid Waste Matters

8. MSW Landfill Facility Plan Modification (p. 49)
9. Landfill Expansion Bidding and Construction Documents (p. 55)
10. Leachate Tank No.2 Bidding and Construction Documents (p. 60)

Appointments

11. Creedmoor Board of Adjustment – ETJ (p. 65)
12. Vaya CCAB Appointments (p. 66)

County Manager's Report

13. Increase to Part-Time Hourly Rates & Adoption of Standardized Pay Schedule (p. 71)

14. Service Expansion Summary (p. 74)

County Attorney's Report

15. County Attorney's Report (p. 81)

Presentations by County Board Members

16. Presentations by County Board Members (p. 82)

Any Other Matters

17. Any Other Matters (p. 83)

Closed Session

18. Closed Session as Allowed by G.S. 143-318.11(a)(3) - Attorney-Client Matter (p. 84)
19. Closed Session as allowed by G.S. 143-318.11(a)(6) – Personnel (p. 85)



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: November 10, 2021
Title: Contingency Summary

RECOMMENDATION:

Finance Director recommends approval of the contingency summary.

ATTACHMENTS:

Contingency Summary 11/15/2021

ACTION TAKEN:

Summary of Contingency and Use of Fund Balance

Contingency Summary For FY 2021-2022 Budget November 15, 2021

Use of Contingency Summary - General Fund

General Contingency (10-9910-991):

Date	Description/Action	Adjustment Amount	Balance
7/1/2021	Budget Ordinance		\$ 180,000
9/7/2021	Fund balance of GVHD renovation project	\$ 51,000	\$ 129,000
9/7/2021	COTT Register of Deeds automation project	\$ 17,550	\$ 111,450
10/18/2021	Fire, Ambulance and Rescue consulting services	\$ 60,000	\$ 51,450

Environmental Disaster Contingency (10-9910-993):

Date	Description/Action	Adjustment Amount	Balance
7/1/2021	Budget Ordinance		\$ 10,000

School Bond D/S Contingency (10-9910-994):

Date	Description/Action	Adjustment Amount	Balance
7/1/2021	Budget Ordinance		\$ 100,000
9/7/2021	Fund replacing fire alarm system an Butner/Stem Elementary, BoCC approved 7/6/21	\$ 100,000	\$ -

Use of Fund Balance Summary - General Fund

Date	Description/Action	Adjustment Amount	Balance
7/1/2021	Budget Ordinance		\$ 5,645,236
9/7/2021	Roll over unexpended FY 21 Reach grant funds	\$ 15,000	\$ 5,660,236
9/7/2021	Adjust 4H Best funding per initial funding agreement	\$ (58,237)	\$ 5,601,999
9/7/2021	Adjust funding for FY 22 JCPC programs per PDS funding plan	\$ (20,876)	\$ 5,581,122
9/7/2021	Carry forward unexpended funds from FY 21 GVHD project	\$ 379,000	\$ 5,960,122
9/7/2021	Carry forward from FY 21 Engineering services for Triangle North	\$ 40,000	\$ 6,000,122
9/7/2021	Debtbooks lease accounting software for Finance	\$ 9,750	\$ 6,009,872
9/7/2021	Carry forward from FY 21 funding for County 275 Anniversary book	\$ 6,000	\$ 6,015,872
9/7/2021	Additional fee to cover total FY 22 W/C fee from NCACC	\$ 44,000	\$ 6,059,872
9/7/2021	Carry forward from FY 21 Engineering services for Triangle North	\$ 10,496	\$ 6,070,368
9/7/2021	Replace vehicle for Emergency Management. Should have been in Ordinance	\$ 30,000	\$ 6,100,368
9/7/2021	Fire Department stipend.	\$ 39,720	\$ 6,140,088
10/18/2021	Purchase replacement radios	\$ 575,000	\$ 6,715,088
10/18/2021	Parks and Grounds administrative position - 9 months	\$ 43,350	\$ 6,758,438
10/18/2021	Stovall property for future Senio Services North building	\$ 92,570	\$ 6,851,008
10/18/2021	Fund \$200,000 match for the \$400,000 One NC Fund Grant for Carolina Coops	\$ 200,000	\$ 7,051,008



Granville County Tax Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Jenny Griffin
Department: Tax Administration
Date: November 2, 2021
Title: Tax Refunds, Releases and Write-offs

PURPOSE:

To approve tax refunds, releases and write-offs.

BACKGROUND:

Tax releases and refunds are generated according to N.C.G.S. 105-381.

According to the resolution adopted May 1, 2003 the Board of Commissioners authorized the Tax Collector to forego the collection for all taxes which do not exceed \$2.00.

The following tax refunds, releases and write-offs are recommended for approval:

Refunds	September 2021:	\$ 2,462.16
Releases	September 2021:	\$355,777.81
Write-offs (\$2 and less)	September 2021:	\$ 23.66
Refunds	October 2021:	\$ 7,524.55
Releases	October 2021:	\$ 4,030.94
Write-offs (\$2 and less)	October 2021:	\$ 2.73

A copy of the tax refunds, releases and write-offs is located in the Tax Administrator's Office for inspection.

RECOMMENDATION:

Approval of tax refunds, releases and write-offs for September and October 2021.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: November 10, 2021
Title: Minutes

PURPOSE:

To approve minutes of the July 6, 2021 Regular Meeting.

RECOMMENDATION:

Approval

ATTACHMENTS:

July 6, 2021 Draft Minutes

ACTION TAKEN:

OXFORD, NORTH CAROLINA
July 6, 2021

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Tuesday, July 6, 2021, at 7:00 p.m. in the Meeting Room, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chairman: Sue Hinman

Commissioners: Tony W. Cozart Jimmy Gooch
Zelodis Jay Timothy Karan
Russ May David T. Smith

County Manager: Michael S. Felts

Assistant County Manager: Korena Weichel

County Attorney: James C. Wrenn, Jr.

News Reporters: Amanda Dixon – Butner-Creedmoor News
Donna Perkins – Oxford Public Ledger

MEETING CALLED TO ORDER

At 7:00 p.m., Chair Sue Hinman called the meeting to order. She then recognized Commissioner Tony W. Cozart for the invocation and Pledge of Allegiance.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the consent agenda as follows:

- (A) Approved the Summary of Contingency and Use of Fund Balance report that showed the following balances:

General Contingency Balance	\$	180,000
School Bond D/S Contingency	\$	100,000
Environmental Disaster Contingency	\$	10,000
General Fund Appropriated Fund Balance	\$	5,645,236

- (B) Approved the Authorizing Resolution for Project Home – Carolina Coops as follows:

AUTHORIZING RESOLUTION BY GOVERNING BODY OF THE APPLICANT
North Carolina Department of Commerce Building Reuse Program

WHEREAS, in June 2004, the North Carolina General Assembly passed House Bill 1352, authorizing funds to stimulate economic development and job creation in distressed areas through constructing critical water and wastewater facilities, addressing technology needs, renovation of vacant buildings, and implementation of research and demonstration projects; and,

WHEREAS, in July 2007, the General Assembly passed House Bill 1473 to expand the Economic Infrastructure Fund and to provide funding to facilitate economic transitions in rural communities; and,

WHEREAS, The North Carolina Department of Commerce's Rural Economic Development Division's Building Reuse Program was created to spur economic activity and job creation by assisting in the productive use of buildings in rural areas; and,

WHEREAS, the County of Granville is engaged in activities to assist in the productive use of buildings, specifically the renovation of the building for Carolina Coops located at 2144 E Lyon Station Rd., Butner, NC that will increase the number of jobs in the area; and,

WHEREAS, the County of Granville requested grant assistance from the North Carolina Department of Commerce's Rural Economic Development Division's Building Reuse Program;

NOW, THEREFORE, BE IT RESOLVED, BY THE COUNTY COMMISSIONERS OF THE COUNTY OF GRANVILLE:

That the County of Granville will provide 50% match of the \$400,000 One NC grant award for the project,

That the County of Granville will provide for efficient administration, implementation, and operation/maintenance of the grant.

That the County Manager is hereby authorized and directed to furnish such information as the North Carolina Department of Commerce may request in connection with the grant application and project; to make assurances as contained above; and to execute such other documents as may be required in connection with the application and grant.

That the County of Granville has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

Adopted this the 6th of July 2021.

****The match and resolution were approved at the June 7, 2021 Regular Meeting, but the resolution was not included in that agenda.**

- (C) Approved minor edits to the First Amendment to the Communications Site Lease Agreement between Granville County and USCOC of Greater North Carolina, LLC that was approved May 17, 2021. USCOC of Greater North Carolina, LLC rents space on the Oak Hill Tower and plan to upgrade the equipment. This will increase to rent payment from \$27,224.39 to \$35,948.69 effective July 1, 2021.

**FIRST AMENDMENT TO COMMUNICATIONS SITE LEASE AGREEMENT
BETWEEN
GRANVILLE COUNTY, NORTH CAROLINA AND
USCOC OF GREATER NORTH CAROLINA, LLC**

This First Amendment to Communications Site Lease Agreement (this "Amendment") is made this ____ day of _____, 2021, by and between **GRANVILLE COUNTY**, a body corporate and politic of the State of North Carolina, hereinafter "Lessor", and **USCOC of Greater North Carolina, LLC**, a Delaware limited liability company, hereinafter "Lessee". Lessor and Lessee are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

WHEREAS, Lessor and Lessee, or their predecessors in interest, entered into a certain Communications Site Lease Agreement on October 7, 2014, (the "Agreement"), pursuant to which Lessee leases from Lessor certain portion of Land (the "Land") and space on the Communications Tower (the "Tower Space") at 8362 Charlie Stovall Road, Oxford, North Carolina 27565, which is more particularly described in the Agreement and defined therein as the "Premises"; and

WHEREAS, Lessor and Lessee now desire to amend the Agreement for the purpose of modifying Lessee's equipment on the Premises, which will increase the Lessee's loading factor on the Tower; and

WHEREAS, Lessor is willing to permit Lessee to modify its equipment and increase the loading of the subject Tower in consideration of adjustments to the Rent payable under the Agreement and in conjunction with the modifications to the Agreement contained herein; and

WHEREAS, Lessor and Lessee desire to amend the Agreement to modify the address within the notice paragraph thereof; and

WHEREAS, the parties intend that all terms and conditions as stated in the Agreement shall remain in full force and effect, subject to and superseded by the amendments contained herein in the First Amendment; and

WHEREAS, the Lessor and Lessee have mutually agreed upon the terms and conditions as modified herein and as allowed by North Carolina law; and

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree to be legally bound to this First Amendment as follows:

1. The above recitals are incorporated herein by reference. Except as expressly set forth in this First Amendment, all defined terms herein used shall have the same meaning as set forth in the Agreement.
2. To clarify the lists and diagrams depicting Lessee's authorized equipment, the parties hereby agree that: Exhibit D to the Agreement, which sets forth the description of the equipment installed on the Premises by Lessee, is hereby deleted in its entirety and replaced with Exhibit D-1, attached hereto and made a part hereof. In the event of any discrepancy between Exhibit D and D-1, Exhibit D-1 shall control.
3. Section 22 (d) of the Agreement is amended in part to revise the Lessor and Lessee address for notices as follows:

Lessor:
Granville County
143 Williamsboro Street
Oxford, NC 27565
Attn: County Manager

Lessee:
USCOC of Greater North Carolina LLC,
8410 West Bryn Mawr Ave.
Chicago, IL 60631
Attention: Real Estate Department

With copies to:
CityScape Consultants, Inc.
2423 S Orange Ave. #317
Orlando, FL 32806
Attn: Contract Administration

With copies to:

County Attorney:
James C. Wrenn, Jr.
Hicks Wrenn, PLLC
P.O. Box 247 (mail)
111 Gilliam St. (delivery)
Oxford, NC 27565

4. Effective, July 1, 2021 ("Effective Date"), the new annual base rent ("Base Rent") amount shall be Thirty Four Thousand Nine Hundred One and 64/100 Dollars (\$34,901.64). Lessee shall pay to Lessor the difference between the new annual Base Rent amount and the sum paid on or about September 1, 2020 of Twenty Seven Thousand Two Hundred Twenty Four and 39/100 Dollars (\$27,224.39) for Annual Rent, the amount to be prorated as of the Effective Date of this First Amendment (the "Rent Adjustment Payment"). The Rent Adjustment Payment shall be paid within thirty (30) days of the execution of the First Amendment. All remaining provisions of Section 4 of the Agreement, including the annual percentage rent increases, shall remain in full force and effect. For example, On September 1, 2021, the annual rent for the year ending August 31, 2022, shall be Thirty Five Thousand Nine Hundred Forty Eight and 69/100 Dollars (\$35,948.69), which is 103% of the Annual Rent amount payable the immediately preceding year ending August 31, 2021.
5. Lessee acknowledges and agrees that it shall reasonably cooperate with any other Lessees on the Tower in coordination of its proposed modifications. Lessee further acknowledges and agrees that this First Amendment shall not become effective until the Lessor's approval of the modifications and confirmation that the improvements do not adversely affect the structural stability and wind-loading capability of the Tower.
6. Lessor and Lessee each hereby warrant to the other that the person executing this First Amendment on behalf of the warranting party has the full right, power and authority to enter into, and execute, this First Amendment on that party's behalf, and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this First Amendment, or that such consent has been given.
7. All remaining provisions of the Agreement shall remain in full force and effect as to all other terms and conditions, and shall remain binding on the Parties hereto. In the event of a conflict between the terms and conditions of this First Amendment and the terms and conditions of the Lease, the terms and conditions of this First Amendment shall govern.

8. The Agreement and this Amendment contain all agreements, promises or understandings between Lessor and Lessee and no verbal or oral agreements, promises or understandings shall be binding upon either the Lessor or Lessee in any dispute, controversy or proceeding at law, and any addition, variation or modification to the Agreement and this Amendment shall be void and ineffective unless made in writing and signed by the Parties. In the event any provision of the Agreement and this Amendment is found to be invalid or unenforceable, such a finding shall not affect the validity and enforceability of the remaining provisions of the Agreement and this Amendment.
9. Any contractor or sub-contractor hired by Lessee in association with the Agreement as amended by this Amendment shall comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. §64-25 et seq.
10. Any contractor or sub-contractor hired by Lessee in association with this Agreement as amended by this Amendment shall not be included on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.58 or the list of restricted companies determined to be engaged in a boycott of Israel created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.81.

IN WITNESS WHEREOF, the Parties have set forth their hand and seal as of the date indicated above.

IN WITNESS WHEREOF, the Parties have set forth their hand and seal as of the date indicated above.

LESSOR:

Attest:

GRANVILLE COUNTY

Debra Weary, Clerk
Granville County Board of Commissioners

By: _____ (Seal)
Name: _____
Title: _____
Date: _____

LESSEE:

Witness for Lessee:
LLC

USCOC OF GREATER NORTH CAROLINA

By:

Signature

Name: _____

Title: _____

Print

Name

Date: _____

PRE-AUDIT CERTIFICATION

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Stephen M. McNally
Finance Director, Granville County

**EXHIBIT D-1
(PAGE 1 OF 3)**

To the First Amendment dated _____, 2021, by and between
GRANVILLE COUNTY, a body corporate and politic of the State of North Carolina, as Lessor,
and **USCOC OF GREATER NORTH CAROLINA, LLC**, as Lessee.

The list of all antennas and appurtenances are described and/or depicted as follows:

RAD CENTER – 245 FEET AGL

MOUNT TYPE (3) SABRE HD V-BOOM MOUNT

Antenna(s):

- Six (6) KMW AM-X-CW-18-65-OOT-RET;
- Three (3) Dengyo OCT8-2LX2HX-BW65
- (2) Ericsson RRUS 4449
- (3) Ericsson RRUS 4415
- (3) Ericsson RRUS 11
- (2) Raycap RUSDC-6267-PF-48
- (1) RFS PAD6-W57BC (microwave dish antenna at 200 feet)

Cables/Feedlines:

- Six (6) 1 5/8" lines
- One (1) 5/16" line
- Two (2) 1.25" Hybrid

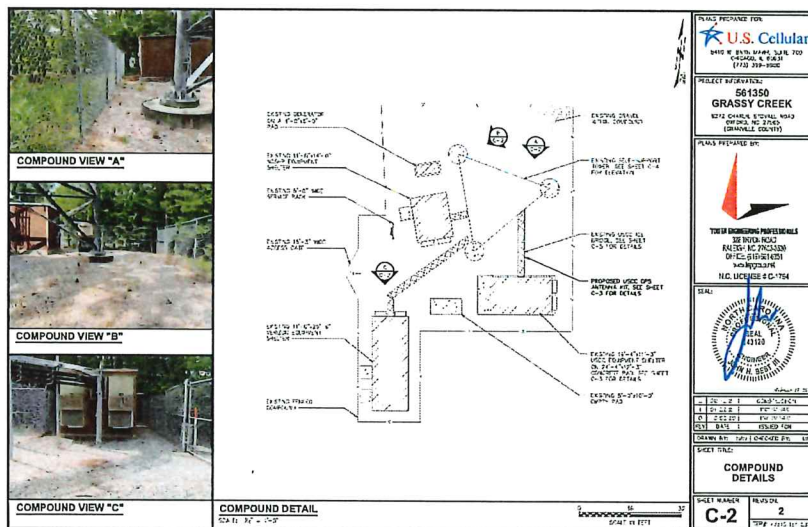
The frequencies assigned to Lessee by the FCC for use on the Premises are listed below. Any future frequencies anticipated may be listed as "Future" however no changes shall occur in any frequencies without the written approval of Lessor.

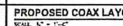
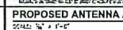
Approved Frequencies Ranges:

TX: 869-880; 890-891.5 MHz / 728-734 MHz

RX: 824-835; 845-846.5 MHz/ 698-704 MHz

**EXHIBIT D-1
(PAGE 2 OF 3)**





BOARD RECOGNIZED THE OXFORD COMMUNITY TENNIS ASSOCIATION

Chair Sue Hinman recognized Commissioner David T. Smith. Commissioner Smith mentioned the passing of Nancy Lee Currin and her work with the Oxford Community Tennis Association (OCTA). He then presented Betty Lou Davis, Ronnie Davis, Marvin Davis and Tina Clayton, members of the OCTA, with 275th Anniversary coins and a certificate that read:

Certificate of Recognition
Presented to the
Oxford Community Tennis Association
for their partnership and generous donations
for the tennis court project at
Granville Athletic Park – Phase III.

Betty Lou Davis then thanked the Board and announced that they will have organized tennis at the 275th Anniversary Event on July 24th. She also mentioned upcoming tournaments that will be held at the new tennis courts and remarked that the new courts are a nice addition for the schools.

BOARD AUTHORIZED COUNTY MANAGER TO WORK WITH DOWNTOWN OXFORD ECONOMIC DEVELOPMENT COMMISSION ON TEMPORARY ART PROJECT

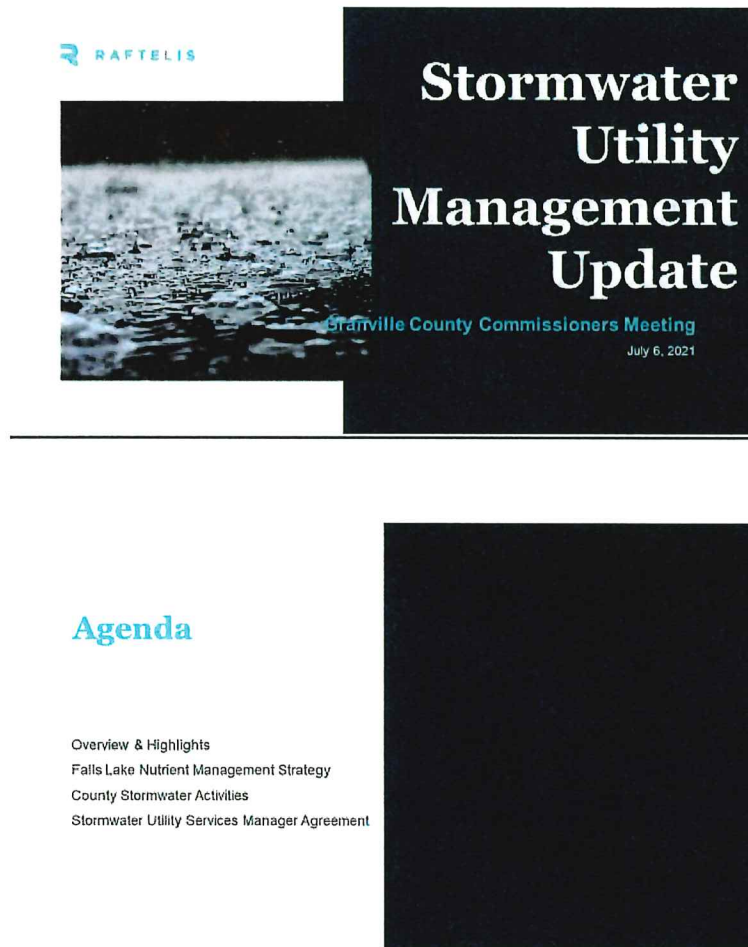
Pierre Gingue, President of the Oxford Economic Development Commission (DOEDC), presented the City of Oxford and the DOEDC's Public Art Project. He explained that the "temporary" Public Art Project is a public/private group of partners who want to start a deeper conversation around public art. The thought is to use "temporary – rented" art, allowing the community to start conversations and begin formulating ideas of what Oxford needs and/or wants when ready for permanent art. Gingue said that the committee selected two areas for art that would be on County property and requested permission to utilize space at the Richard H. Thornton Library and the courtyard area between the Granville County Planning Office and Courthouse on Williamsboro Street. Installation will require a poured concrete base that will be paid for by the City of Oxford/DOEDC. Each of the art pieces will cost about \$1,000 to \$1,500 per piece with a 12-month contract and noted that they will incur these costs as well.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved authorizing the County Manager to work with the Downtown Oxford Economic Development Commission on the project for art placement at the Richard H. Thornton Library and the courtyard area between the Granville

County Courthouse and Planning Department, and requested that when the art is changed out at county properties this will be brought back to the Board.

**BOARD HEARD PRESENTATION ON STORMWATER UTILITY
MANAGEMENT PROGRAM**

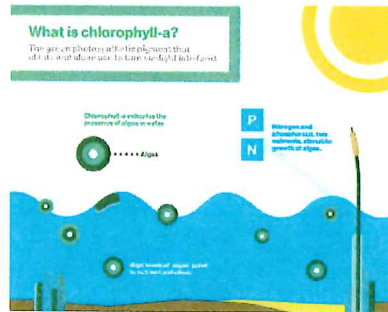
Jennifer Tavantzis, Manager with Raftelis who serves as the Stormwater Utility Manager, spoke from the following presentation to give an update on the Stormwater Management Program:



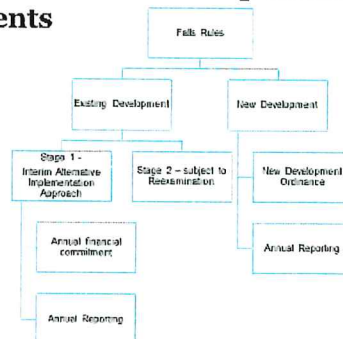
Overview & Highlights

- 2010: State passes the Falls Lake Nutrient Management Strategy
 - 2012:
 - › Granville County creates Stormwater Utility;
 - › Adopts local program for New Development
 - › Enters into interlocal agreements with Butler, Creedmoor, Stem, and Person County
 - › Rafeleis begins serving as Stormwater Utility Services Manager
 - 2018: Work begins on revised approach to Falls Rules Stage 1 (IAIA)
 - 2020: GC removed from proposed communities subject to the Tar-Pamlico Rules when readopted in 2020
 - 2021: Implementation of IAIA program
-

Falls Lake Nutrient Management Strategy



Falls Lake Nutrient Management Strategy Components



County Stormwater Activities

- Interim Alternative Implementation Approach (IAIA) Investment- to satisfy Existing Development Phase I requirements
- Stormwater Administration activities
 - Plans Review/Coordination
 - Stormwater Permitting
- Participation in Upper Neuse River Basin Association
- Floodplain Development Review
- Support Cooperative Extension Staff



Stormwater Utility Services Manager: FY2021-2022 Scope of Work

- A. Stormwater Fee Customer Relationship Management Assistance
- B. Credit Application and Appeals Review
- C. Attendance at Meetings as SUSM and Advocacy for Governments
- D. Resources Coordination
- E. Interim Alternative Implementation Approach (IAIA) Support and Reporting
- F. New Development Rules and Existing Development Stage I Program
- G. Development-Related Services
- H. Billing Database Update and Preparation of Tax Year 2021 Bill File
- I. New Development Plans Review
- J. NPDES Program Assistance



Thank you!

Contact:

Jennifer Tavantzis
919 475 5257 / jtavantzis@raftelis.com

AFTER HOLDING A PUBLIC HEARING, BOARD APPROVED THE ZONING MAP AMENDMENT (REZONING) PETITION FROM AIMAN AND MARY BOROS TO REZONE THREE PARCELS FROM AGRICULTURAL RESIDENTIAL 40 DISTRICT (AR-40) TO NEIGHBORHOOD BUSINESS DISTRICT (NB) LOCATED AT THE INTERSECTION OF US HIGHWAY 96 AND CORNWALL ROAD, OXFORD SPECIFICALLY IDENTIFIED AS TAX MAP #190402877891, TAX MAP #190402878687, AND TAX MAP #190402878891 AS WELL AS THE PLAN CONSISTENCY & REASONABLENESS STATEMENT AND SMALL-SCALE REZONING ANALYSIS AND DENIED THE ZONING MAP AMENDMENT PETITION FOR TAX MAP #190402877216.

Chair Sue Hinman stated that the matter on the agenda was a public hearing to receive public comments on a rezoning petition (Z-3-2021) from Alman and Mary Botros by Attorney Lori Dutra. The petition is requesting to rezone three parcels from AR-40 to HB on NC Highway 96 and Cornwall Road north of Oxford.

Chair Hinman opened the public hearing and requested that anyone else who wished to speak please come forward.

Barry Baker, Planning Director, 122 Williamsboro Street, Oxford, NC, stated that all public notices had been properly published and posted in advance of this hearing. Baker reported that the application was filed by Attorney Lori Dutra on behalf of Alman and Mary Botros for three parcels either having frontage on NC Highway 96 or Cornwall Road plus one landlocked parcel. Baker reported that the Planning Board held a public hearing in May 2021, at which this item was tabled and then recommended for approval in June 2021 rezoning the three parcels on the eastern side of Highway 96 to Neighborhood Business and recommended denial of the rezoning request of the 2.61 acre lot on the west side of Highway 96.

The agenda packet includes meeting minutes from the two Planning Board meetings, a small-scale zoning analysis, rezoning petition and map, and Planning Board Consistency and Reasonableness Statement. The Planning Board requested that staff research traffic information for the NC Highway 96 and Cornwall Road intersection, and NC Department of Transportation (NC DOT) provided traffic counts for Board consideration. Staff also included a petition showing signatures of those that were against the rezoning.

Commissioner Smith discussed the NC DOT traffic count report with Planning Director Baker, which showed 5,800 vehicles travel this road per day. The anticipated travel volume by the year 2045 is 11,500 per day. Baker stated that the road capacity is 15,000 vehicles per day. The DOT report also shows 25 crashes from 2011 – 2016.

Attorney Lori Dutra, 118 Main Street, Oxford, NC, stated that she was speaking on behalf of the applicants, Alman and Mary Botros. Dutra stated that this intersection has been

slated for commercial development in the Granville County Future Land Use Map. Dutra stated that this will be an important commercial sector for citizens of rural northern Granville County. Dutra reported that the Botros' already own adjacent parcels, and this rezoning will complement the commercial development that is already present at the intersection of NC Highway 96 and Cornwall Road. Dutra reported that the Granville County Planning Board supported rezoning the parcels as Neighborhood Business (NB), but Dutra and the Botros' are requesting that the Board of Commissioners consider rezoning to Highway Business (HB) as reflected in the rezoning application. Dutra also stated that though the properties are currently zoned for agricultural uses and are too small to serve that purpose. Dutra believes that most neighbors that are opposed to the rezoning have based their opposition on traffic concerns and not concerns for what the property owners plan to do with the property. Dutra stated that commercial development will lead DOT to improve the roads in the area to deal with added traffic volume. The Botros' support any improvements that DOT is willing to do to improve the safety of the intersection of NC Highway 96 and Cornwall Road. The Botros' started a petition for DOT to add a traffic light and within two days have garnered 256 signatures. Dutra presented the petition to the Clerk to the Board for consideration for the Board of Commissioners to forward to DOT officials. Dutra explained that the Botros' have established roots in northern Granville County and are invested to improving the area where they live and run their business.

Annette Myers, 6587 Alvis Brooks Road, Oxford, NC, stated that though she does not live in the immediate vicinity of the parcels in question, but she does drive through the area several times a week. She is against the requested zoning change. Myers stated that this is already a dangerous intersection in a quiet country community. The property owners purchased these properties with the full understanding of how they were zoned, and a change will permanently change the lives of the adjacent neighbors. Myers stated that local government has the biggest impact on the daily life of citizens and asked the Board to carefully weigh their decision.

Brenda Yancey, 7512 Shep Rovster Road, Oxford, NC, spoke against the proposed rezoning application. Yancey stated that though she lives several miles away from this area, she drives through this intersection on her daily commute and is concerned about the increased

traffic that will come from commercial development. Yancey believes this will change the lives of those that live around the intersection of Cornwall Road and NC Highway 96.

Ray Elliott, 3011 Sterl Carrington Road, Oxford, NC, spoke in favor of the proposed rezoning application. Elliott lives on property that has been owned by his family for many years. Elliott stated that the applicants have become a part of the community and spend a great deal of time volunteering and improving the community. Elliott asked the Board to grant the rezoning.

Jorge Velazquez, 6179 NC Highway 96, Oxford, NC, spoke against the proposed rezoning application. His parents live beside one of the properties in question and believes the traffic will be unsafe for children to be in the yard. Velazquez stated that many people in this community are of retirement age, traffic is already making it unsafe to go in and out of driveways. Velazquez believes that NC DOT should reduce the speed limit in this area to 45 mph.

Lue Thornton, 6177 NC Highway 96, Oxford, NC, spoke against the proposed rezoning application. Thornton stated that he believes rezoning to commercial will be a big mistake for the community. Traffic is already getting dangerous and will only get worse with more commercial development in the area. Thornton would like the neighborhood to stay quiet and safe as it is now.

Ronald Fields, 6151 Cornwall Road, Oxford, NC, spoke against the proposed rezoning application. Fields talked about the petition turned in at the Planning Board meeting signed by members of the community. Fields is concerned about increased commercial development bringing crime to the area and is also concerned about the increased traffic and light pollution that could result from additional development. Fields would rather see these properties used for future residential development.

Laverne Jones Martin, 6163 NC Highway 96 North, Oxford, NC, spoke against the proposed rezoning application. Martin was born in this community, and is against the added noise, traffic, and pollution that commercial development would bring. Martin believes that the area is already losing its quiet atmosphere, and this will only increase with more commercial development.

Abanoub Botros, 7678 US Highway 15 North, Oxford, NC spoke in favor of the rezoning application. Botros stated that he grew up in Oxford and is a graduate of J.F. Webb

High School. Botros stated that he is honored to take part in this public hearing and learning the opinions of the people that will be affected by the rezoning. Botros spoke about the need for a traffic light at the corner of NC Highway 96 and Cornwall Road. Botros also spoke about how this area doesn't get the attention it needs from NC DOT and gave examples of how the family's store has stayed open during snowstorms when power is out in the area.

Monica Botros, 7678 US Highway 15 North, Oxford, NC, spoke in favor of the rezoning application. Botros grew up in Oxford and is also a graduate of J.F. Webb High School. Botros stated that even without new development, traffic is increasing each year. She believes that the community needs more commercial development to serve those that live here.

Attorney Lori Dutra, 118 Main Street, Oxford, NC, stated that she understands the concerns of the neighboring property owners. She reminded the Board that the Zoning Ordinance has protective buffers and other safeguards that address the concerns of those living next to commercial properties. The applicants will comply with all ordinance requirements if approved. Dutra stated that commercial development will make it more likely for NC DOT to make improvements at this intersection with the addition of turn lanes and traffic lights.

Ronald Fields, 6151 Cornwall Road, Oxford, NC, stated in response to an earlier speaker that he believes that the property in question is better suited to residential development.

Chair Hinman requested that anyone else who wished to speak please come forward. With no one else coming forward to speak, Chair Hinman closed the public hearing.

Commissioner Jay talked about how he lives further up NC Highway 96 and passes this intersection regularly. Jay said he listens to the community's concerns and believes the biggest issue is traffic. Jay has attempted to get a warning light at this intersection for years from NC DOT. When traffic is heading southbound it is very dangerous with the fast-moving traffic and cars coming off Cornwall Road. Jay requested that County staff continue pushing DOT to install a traffic light at this intersection.

Commissioner Karan talked about traffic at this intersection, and how he witnessed a traffic crash. He said traffic on NC Highway 96 is not related to the current commercial development and that he doesn't think the two issues should be conflated. The orientation of the intersection is what makes it dangerous, and DOT may change the layout of the intersection itself if there is more commercial development.

Commissioner Cozart and Planning Director Barry Baker discussed the zoning of the other neighboring parcels. Baker stated that the current zoning was put in place about 30 years ago.

Upon a motion from Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the Zoning Map Amendment (Rezoning) Petition from Aiman and Mary Boros to rezone three parcels from Agricultural Residential 40 District (AR-40) to Neighborhood Business District (NB) located at the intersection of US Highway 96 and Cornwall Road, Oxford specifically identified as Tax Map #190402877891, Tax Map #190402878687, and Tax Map #190402878891 as well as the plan consistency and reasonableness statement and small-scale rezoning analysis, and denied the zoning map amendment petition for Tax Map #190402877216.

AN ORDINANCE THAT APPROVES THE AMENDMENT TO THE GRANVILLE COUNTY ZONING MAP FOR PROPERTY OWNED BY AIMAN AND MARY BOTROS PETITIONED BY LORI DUTRA, ATTORNEY IDENTIFIED AS TAX MAP #190402877891, #190402878687 AND #190402878891 FROM AGRICULTURAL RESIDENTIAL 40 DISTRICT (AR-40) TO NEIGHBORHOOD BUSINESS DISTRICT (NB) AND DENIES THE ZONING MAP AMENDMENT FOR TAX MAP #190402877216 AND SERVES AS THE BOARD OF COUNTY COMMISSIONERS' WRITTEN PLAN CONSISTENCY AND REASONABLENESS STATEMENT AND SMALL-SCALE REZONING ANALYSIS

Whereas, a zoning map amendment petition has been filed for a change to the Granville County Zoning Map by Lori Dutra, Attorney for property as follows:

Z-3-2021 Aiman and Mary Botros by Attorney Lori Dutra, Applicant, Three Parcels either having frontage on NC 96 HWY and Cornwall Road or having frontage on NC 96 HWY and One Parcel is land-locked with no frontage on a public road. All parcels north of Oxford

Aiman and Mary Botros by Attorney Lori Dutra is requesting to rezone three parcels from Agricultural Residential 40 District (AR-40) to Highway Business District (HB), and one parcel that is currently zoned partially Neighborhood Business District (NB) and Agricultural Residential 40 District (AR-40) to Highway Business District (HB). Three parcels either have frontage on both NC 96 HWY and Cornwall Road or have frontage on NC HWY 96 only, and one parcel is land-locked with no frontage on a public road. The four parcels proposed for rezoning are more specifically identified as Tax Map #190402877891, Tax Map #190402878687, Tax Map #190402878891, and Tax Map #190402877216. The properties are owned by Aiman and Mary Botros.

Whereas, the Granville County Planning Board held a legislative hearing on May 20, 2021, and made a recommendation concerning the petition to the Board of County Commissioners on June 17, 2021; and,

Whereas, a notice of legislative hearing has been given as provided in North Carolina General Statute 160D-601&602 and the Granville County Land Development Code for a Zoning Map Amendment and a legislative hearing was held by the Board of Commissioners on July 6, 2021, at which, evidence was presented at the legislative hearing.

Whereas, the Granville County Board of Commissioners hereby adopts the following Plan Consistency & Reasonableness Statement and Small-Scale Rezoning Analysis:

**GRANVILLE COUNTY BOARD OF COMMISSIONERS' WRITTEN CONSISTENCY
& REASONABLENESS STATEMENT:**

The Granville County Future Land Development Map contained within the Granville County Comprehensive Land Use Plan classifies the future land use of the properties on the eastern side of Hwy 96 as Commercial, and the western side of Hwy 96 as rural. Goal 2, Objective 2B of the Comprehensive Plan encourages "increas[ing] opportunities for commercial development." A further recommendation is to "encourage commercial and mixed use development in key areas." The proposed lots being considered for rezoning on the eastern side of Hwy 96 are located on a major highway in an area recommended by the future land use plan to be commercial. The proposed lot on the western side of Hwy 96 is shown on the Future Land Use Map contained within the Comprehensive Plan to remain rural. A commercial rezoning of the parcels on the eastern side of Highway 96 and keeping the existing zoning for the lot on the western side of Highway 96 is consistent with the recommendations of the adopted land use plan, and is reasonable from the standpoint that the properties are located on a major highway where commercial development already exists, is consistent with the future land development map contained in the Comprehensive Plan, and is in the public interest as it encourages commercial along a major highway in the County, and keeps area on the western side of HWY 96 at the intersection rural.

**GRANVILLE COUNTY BOARD OF COMMISSIONERS' SMALL-SCALE REZONING
ANALYSIS:**

The recommended rezoning of the three lots on the eastern side of Highway 96 and the recommended denial of the rezoning for the lot on the western side of Highway 96 is consistent with the Granville County Future Land Development Map contained within the Granville County Comprehensive Land Use Plan as it classifies the future land use of the property on the eastern side of Hwy 96 as Commercial, and classifies the future land use of the property on the western side of HWY 96 as rural. A major recommendation of the Comprehensive Plan is to "encourage commercial and mixed use development in key areas." Existing commercial zoning is adjacent on the eastern side of Hwy 96 and the zoning of the property on the western side of HWY 96 is residential-agricultural. A commercial rezoning of the three lots on the eastern side of HWY 96 is consistent with the recommendations of the adopted land use plan and is not an example of spot-zoning.

**NOW THEREFORE, BE IT ORDAINED BY THE GRANVILLE COUNTY
BOARD OF COMMISSIONERS THAT:**

The zoning district for properties owned by Aiman and Mary Botros identified as Tax Map #190402877891, Tax Map #190402878687 and Tax Map #190402878891 are hereby changed and amended from Agricultural Residential 40 District (AR-40) to Neighborhood Business District (NB) on the Granville County Zoning Map and the zoning map amendment petition for the

property owned by Aiman and Mary Botros identified as Tax Map #190402877216 is denied.

IN WITNESS WHEREOF, the Board of Commissioners of Granville County, North Carolina has caused this zoning map amendment petition for Tax Map #190402877891, Tax Map #190402878687, and Tax Map #190402878891 to be approved and that the zoning map amendment petition for Tax Map #190402877216 to be denied as well as the Plan Consistency & Reasonableness Statement and Small-Scale Rezoning Analysis to be approved and adopted.

This ordinance duly adopted by the Board of Commissioners of the County of Granville, North Carolina, this the 6th day of July, 2021.

BREAK

Chair Sue Hinman called for a brief recess at 8:31 p.m. The meeting reconvened at 8:42 p.m.

REQUEST TO STUDY INTERSECTION OF NC HIGHWAY 96 AND CORNWALL ROAD

Commissioner Smith requested that Granville County submit a formal request to NC DOT to study the intersection of NC Highway 96 and Cornwall Road.

PUBLIC COMMENTS

Chair Hinman announced that no one signed up for public comments.

BOARD APPROVED HOME AND COMMUNITY CARE BLOCK GRANT

County Manager Felts explained that North Carolina General Statute 143B-181.1(a)(11) establishes a Home and Community Care Block Grant for Older Adults to be administered by the North Carolina Division of Aging. The block grant is comprised of funding for in-home and community based services currently available through the Division of Aging as well as a portion of funding targeted for in-home and community based services previously administered by the North Carolina Division of Social Services. The block grant gives County Commissioners maximum discretion in deciding how aging funds will be administered and budgeted in the county. By endorsing a local Funding Plan, Boards of County Commissioners will define the services to be provided, determine funding levels for services, and identify the community service providers to be involved with providing Home and Community Care Block Grant services. He referred to the agenda packet for more information and noted that the Aging Funding Plan Committee voted unanimously to approve the plan as presented and that Senior Services Director Kathy May recommended approval also. It was clarified that “pc” on page 104 of the agenda packet stood for personal care.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved fiscal year 2021-2022 Home and Community Care Block Grant in the amount of \$464,230 and the required County match of \$51,582 from the Senior Center Department budget.

BOARD APPROVED LETTER OF SUPPORT

County Manager Felts said the next item was to consider providing a letter of support for the Kerr-Tar Regional Planning Organization grant application for a feasibility study for a trail near the S-Line in Granville, Vance, and Warren counties. The Kerr-Tar Regional Council of Governments is working with our Regional Planning Organization (RPO) to apply for a grant currently available from the United States Department of Transportation, the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant. Our Regional Planning Organization is applying for funding for a feasibility study for a trail near the S-Line in Granville, Vance and Warren Counties. A map of the study area and a draft copy of a letter of support were included in the agenda packet. The Kerr-Tar RPO is asking each member organization to consider providing a letter of support to be included with the grant application. Justin Jorgensen, Granville County Senior Transportation Planner, will provide this information to the Greenway Advisory Council at their meeting on Thursday, July 8th and the application deadline is July 12th. He noted that at time of preparing the agenda, he was told that there was not a request for matching funds. He did get an email later asking for a grant match between \$35,000- \$40,000.

County Manager Felts and Jorgensen recommended a letter of support. Felts said there are available funds up to \$50,000 but he did not recommend grant match at this time.

Upon a motion by Commissioner Russ May, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved a letter of support on behalf of the Board for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application and to look at funding at a later date.

BOARD APPOINTED RENZO ANCHIRAYCO WITH REVLON TO THE RESEARCH TRIANGLE REGIONAL PARTNERSHIP BOARD

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board appointed Renzo Anchirayco, Senior Director of Operations at Revlon, to the Research Triangle Regional Partnership Board (RTRP).

BOARD MADE APPOINTMENTS TO THE SOUTH GRANVILLE MEMORIAL GARDENS

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board appointed Darlene Beck as a regular member and Vickie Smoak as an alternate on the South Granville Memorial Gardens Board of Trustees.

BOARD APPROVED 275TH ANNIVERSARY BOOKS FOR AUTHOR LEWIS BOWLING

County Manager Felts said the purpose of this item was to release ten copies of the book titled “Looking Back – 275 Years of Granville County History” to the author Lewis Bowling. It is believed that Mr. Bowling was to receive 10 copies of the book when published. After a review of both the authorship contract and the publishing contract it was discovered that this language was not included in either agreement. County Administration confirmed with BW&A Books that it is a fairly common practice to include some “free” copies to the author and it is typically included within the authorship contract. He noted that final production run included 2,526 copies of the book (correction from 2,626 in agenda packet) and that County Administration has worked over the last several weeks to distribute and mail out books which were pre-sold. Currently, we are still honoring the pre-order price of \$49.95, however book prices may increase in the coming weeks.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Russ May, and unanimously carried, the Board releasing ten (10) copies of the book titled “Looking Back – 275 Years of Granville County History” to the author Lewis Bowling.

BOARD APPROVED TERMINATION OF STATE OF EMERGENCY FOR THE COUNTY OF GRANVILLE

County Manager Felts stated the next item was to consider terminating the Granville County State of Emergency effective July 12, 2021, at 12:00 p.m. On March 10, 2020, Granville County declared a state of emergency to coordinate response to and take protective actions regarding the prevention of the spread of COVID-19 within the County. With the local improvements and the reopening efforts of businesses and governmental facilities in Granville County, it is believed that the local landscape no longer constitutes a state of emergency. He noted that a copy of a draft declaration to terminate Granville County’s State of Emergency effective July 12, 2021, at 12:00 p.m. was included in the agenda packet for the Board’s consideration. The July 12, 2021 date will allow time to notify departments and will coincide with the Library returning to regular hours.

Commissioner May asked how the termination of the State of Emergency impacts the schools as far as children wearing masks.

County Manager Felts answered that this does not affect the school system as the Board of Education can implement measures for the schools that they deem appropriate.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Timothy Karan, and unanimously carried, the Board approved the Termination of a State of Emergency for the County of Granville effective July 12, 2021 at 12 noon as recommended by the County Manager and Emergency Management Director as follows:

**TERMINATION OF A STATE OF EMERGENCY
FOR
THE COUNTY OF GRANVILLE**

The following Declaration is issued by the Chair of the Granville County Board of Commissioners:

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and is a new strain of coronavirus previously unidentified in humans which can spread from person to person; and

WHEREAS, the World Health Organization declared COVID-19 a Public Health Emergency of International Concern on January 30, 2020; and

WHEREAS, the Centers for Disease Control and Prevention ("CDC") has warned of the high public health threat posed by COVID-19 globally and in the United States and has deemed it necessary to prohibit or restrict travel to areas designated by the CDC; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary declared a public health emergency in the United States for COVID-19 under Section 319 of the Public Health Service Act; and

WHEREAS, on March 13, 2020, the President of the United States, due to the spread of COVID-19, declared a national emergency under the Robert T. Stafford Disaster Relief and Emergency Assistance Act and corresponding regulations of the Federal Emergency Management Agency ("FEMA"); and

WHEREAS, on March 10, 2020, the Governor of the State of North Carolina by Executive Order No. 116 declared a state of emergency to coordinate response to and take protective actions regarding the prevention of the spread of COVID-19 within the State of North Carolina and has since issued Executive Orders 117-122, 124-125, 129-131, 133-136, 138-144, 146-153, 155-157, 161-165, 169-173, 176-177, 180-181, 183-185, 188-193, 195, 197-198, 200, 204-207, 209-212, 215-217, 219, and most recently 220 dealing with the COVID-19 emergency and may issue additional Executive Orders in the future; and

WHEREAS, in consultation with health care professionals and based upon guidance from the CDC and NCDHHS, arrangements must be made immediately to take such actions that are deemed necessary and appropriate to ensure that COVID-19 remains controlled and that residents in Granville County remain safe and secure; and

WHEREAS, on March 23rd, 2020, the County of Granville Declared a State of Emergency in Granville County to coordinate response to and take protective actions regarding the prevention of the spread of COVID-19; and

WHEREAS, the people in Granville County have been and continue to exhibit remarkable care, concern, and common sense to minimize the spread and overall impact of COVID-19 in Granville County; and

WHEREAS, despite real loss to life, health, property, revenue, and various other impacts, the voluntary care, concern, and common sense exhibited by residents and businesses throughout Granville County have helped and continue to help minimize the overall impact of COVID-19 on Granville County

WHEREAS, Granville County-specific COVID-19 data, statistics, and trends coupled with ongoing reopening efforts at the Local, State and Federal levels render Granville County's local landscape one that no longer constitutes a state of emergency; and

NOW, THEREFORE, pursuant to the authority contained in Article 1A of Chapter 166A of the North Carolina General Statutes, Article 36A of Chapter 14 of the North Carolina General Statutes, and Chapter 20 of the Granville County Code of Ordinances, I, Sue Hinman, Chair of the Granville County Board of Commissioners do hereby proclaim, effective July 12th at 12:00 p.m.:

- A. A State of Emergency no longer exists within the County of Granville.
- B. The State of Emergency that was issued on the 23rd day of March at 4:30 p.m. is Terminated.
- C. I direct that copies of this Termination of the Granville County State of Emergency be disseminated to the mass communications media for publication and broadcast, Web-EOC, and that a copy of this Declaration be posted in Granville County Courthouse and other public buildings as appropriate.

Proclaimed this the 6th day of July 2021.

**BOARD APPROVED THE GRANVILLE COUNTY PUBLIC SCHOOL SYSTEM
EMERGENCY CAPITAL NEEDS REQUEST**

County Manager Felts said the purpose of this item was to consider a request from the Granville County Public School System for emergency capital needs funding to replace fire alarm systems at Butner-Stem Middle School (BSMS) and West Oxford Elementary School (WOES). In 2018, the school system replaced the fire alarm system at J.F. Webb High School for approximately \$100,000 which led staff to set aside approximately a quarter million dollars to fund the needed fire alarm replacements at BSMS and WOES. Bids received on June 8, 2021, came in at \$560,000, about \$300,000 over available funding. Projects need to be completed this summer while the facilities are not in full operation. The School System requested the use of the \$100,000 in school facility contingency and the remaining \$200,000 as a one-time general capital outlay appropriation. Felts said he was amending his recommendation included in the agenda and recommending funding \$100,000 from the contingency line item and requesting that the school system use \$200,000 from their existing capital outlay provided by the County. He mentioned that he anticipates an American Rescue Plan budget workshop to be held in August or September to discuss how that funding can be used. He noted that it is believed that the cost of the fire alarm increase is related to the rising cost of construction and equipment seen due to COVID.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Russ May, and unanimously carried, the Board approved one-time funding of \$100,000 from School Facility Contingency and requested that the school system use \$200,000 from fiscal year 2021-

2022 Capital Outlay funding provided to the school system to replace fire alarm systems at Butner-Stem Middle School and West Oxford Elementary School.

COMMENTS AND DIRECTION FOR STAFF REGARDING FUNDING TO THE GRANVILLE COUNTY PUBLIC SCHOOL SYSTEM FROM CHAIR HINMAN

County Manager Felts said that he handed out a summary of school funding for the last five years.

Chair Hinman noted the County Manager provided a summary of school funding for the past five years and then she made the following comments:

You can see that over the past five to six years the State's funding has increased just about eight percent while the County's funding has increased over thirty-one percent. County funding to the school system for operating in 2016 was a little more than twelve million dollars and in 2022 it is over seventeen million dollars.

As noted by the Board of Education, the school system continues to lose students to the charter school system which results in decreased funding from the State to the school system, yet the County continues to increase funding each year. We know the Board of Education has difficult decisions to make and the County will continue to support them the best we can with the resources that are available.

The Granville County Board of Commissioners and Granville Board of Education have enjoyed a great working relationship over the past several years which is one of the best in the State. We plan to continue this great relationship going forward.

Chair Hinman then made the following statement and direction to staff:

"In the future County Manager, to provide better clarity to citizens, County Commissioners, School Board members, and others around the local school funding, I would like the Board of Commissioners to direct County Administration and Finance not to include any increase in the continuation budget and show the Board of Education's full budget increase request in the Service Expansion portion of the budget. This will allow for any approved increase to be fully transparent to the public."

BOARD APPROVED REQUEST FROM FIRE DEPARTMENT NEEDS SUBCOMMITTEE

The Fire Needs Subcommittee has been actively gathering and researching data to aid in the development of a structure and funding recommendation to provide fire protection services throughout Granville County in a manner which will meet the firefighters and the County's needs. While the group is to be commended for the dedicated efforts to advance the fire and rescue services into the future, the task, as many understand, is very technical in nature. The Group has identified the potential need for some expert counsel regarding this issue.

County Manager Felts explained that County Administration is requesting authorization to develop and release, in conjunction with the Fire Needs Subcommittee's input, a Request for Proposal (RFP) for consulting services to assist in the development and implementation of a service district or service districts for fire protection and possibly

ambulance and rescue service for Granville County. It is anticipated that the services to meet the “draft” Scope of Services included in the agenda packet would potentially range between \$40,000 - \$80,000. He said funding was not needed at this time but would be needed when brought back for protentional award recommendation possibly in August or September. He then clarified his recommendation in the agenda packet with the removal of the word “possibly.”

Commissioner Russ May made a motion to develop and release a Request for Proposal for Consulting Services to assist in the development and implementation of a service district or service districts for fire protection and possibly ambulance and rescue service for Granville County.

Commissioner Smith asked for clarification as the County Manager left out the word “possibly” out of his recommendation

Commissioner May said he would take the word “possibly” out as they wanted this to be a comprehensive package as the Fire Needs Subcommittee is working with the volunteer and full-time fire departments and the Emergency Services Committee is working the other route.

Commissioner Zelodis Jay seconded the motion.

When Chair Hinman called for a vote on the matter, it passed unanimously to approve authorizing County Administration, working with the Fire Needs Subcommittee, to develop and release a Request for Proposal for Consulting Services to assist in the development and implementation of a service district or service districts for fire protection, ambulance and rescue services for Granville County.

**BOARD APPROVED FILING A PROOF OF CLAIM IN THE PERDUE PHARMA
BANKRUPTCY CASE REGARDING OPIOID LITIGATION**

County Manager Felts said that the next item was regarding the Opioid Litigation Memorandum of Agreement (MOA). He noted that the Board received a copy of the Litigation Attorney’s recommendation to not take action tonight, but perhaps at a future meeting. He said this item was in the agenda to review, discuss, and consider the North Carolina Memorandum of Agreement (MOA) which would govern how NC would use the proceeds of any future national settlement related to the litigation around opioid manufacturers and distributors. He then referred to the agenda packet that included the one-page summary of the MOA, the final draft Opioid MOA as it exists today, and a sample Resolution Approving the

MOA. He said the recommendation before receiving the recommendation from the Litigation Attorney was after reviewing the material, discussing, and receiving input from the County Attorney; to consider adopting the attached draft resolution approving the MOA. He said that he would recommend treating this as information only for tonight and asked if the Board had any questions.

County Attorney Jim Wrenn said he did not see any urgency to act on the MOA at this time. He reported that he did receive a proof of claim in the bankruptcy case by Perdue Pharma and that the Litigation Attorney was recommending its approval. He said he did not have a strong feeling about acting on the MOA tonight until things are worked out about the settlement, but that the Board should act on the Perdue Pharma matter to meet the deadline of July 9th. County Manager Felts concurred with Attorney Wrenn.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved authorizing the County Attorney and County Manager to file a proof of claim in the Perdue Pharma bankruptcy case.

County Manager Felts said this item will be put on the next agenda for consideration.

CLOSED SESSION FOR ATTORNEY-CLIENT MATTERS PULLED FROM AGENDA

County Manager Felts asked that item #22, closed session for attorney-client matters, be pulled from the agenda as it was not needed.

BOARD PRESENTATIONS

Commissioner Jay reported that KARTS had ten vehicles vandalized, three that were brand new, and the catalytic converters were removed. He said the same thing happened with his church van and reminded staff to keep check on County vehicles. He thanked Commissioner Smith for the request to send a letter to NC DOT regarding the intersection at NC Highway 96 and Cornwall Road as a man was recently killed there when he pulled out in front of a transfer truck.

Commissioner Smith commended Parks and Grounds Maintenance Manager Raymond Allen and staff for their hard work during this busy season and noted that the monument rock has been installed at the Granville Athletic Park Phase III.

Commissioner Cozart said he was encouraged by the report of tennis tournaments at the Granville Athletic Park and knows that is a sign of many good things to come. He said that

he saw Ernestine Howard, former Social Services employee, in attendance and was hoping she was going to tell him she is ready to come back to work.

Commissioner May thanked NC DOT for the installation of a four-way stop at US Highway 15 and Hester Road. He commended the Board for the stipend for the firefighters for their retirement that was included in the budget for each Volunteer Fire Department. He also thanked the Board for approval of the RFP and moving forward as the Fire Department Needs Subcommittee is working vigorously to find avenues and means to put together a solid strategic plan for the next five years for Granville County's volunteer and full-time fire departments and working on funding streams. He said he was saddened by some of the statements regarding Independence Day and then made the following comments and provided a copy to the Clerk, noting this was his statement and not that of the Board of Commissioners:

First of all, I want to acknowledge July 4, 2021 – I hope all enjoyed and celebrated Independence Day. It is a solemn and celebratory day for my family. We have a long history of military and law enforcement service to which we have served proudly for generations to defend the constitution and greatness of America. I see America as the greatest and most exceptional nation in the world. I stand proudly as a public servant in the past and present to defend and support our constitution and the freedoms and liberties provided to all Americans. I believe our Constitution is not an arbitrary document to be interpreted upon political whim or by one's world view.

On Independence Day we celebrate the "Declaration of Independence which states that the United States of America is a country, independent of England, and included a list of grievances against the king of England, while the U.S. Constitution formed our federal government and set the laws of the land." By nature, we are a people who gain freedom by destroying a King and his tyranny over common men. These patriots believed our liberties, freedom and self-determination are derived from the All Mighty.

I hold fast to the Declaration of Independence and we all should be reminded of: "We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the pursuit of Happiness." These unalienable Rights are for all, endowed by our Creator. No political agenda or political ideology should have the fiat to dictate a view contrary to the Declaration of Independence or our Constitution. Let there be no misunderstanding, should any matter come before this Board that promotes divisiveness or by nature contrary to these age hold truths, I will oppose them with vigor and resolve. God Bless America

Chair Hinman reported that most of the County Commissioners attended the Community Initiative Engagement meeting recently regarding a seven-week initiative that is being worked on to keep our children safe. She reported that it was good to attend a North Carolina Association of County Commissioners (NCACC) Board meeting last week in person. She noted that the food system report is out and that she serves as Co-Chair of the Food

Resilience Initiative Task Force with NCACC. She said she looks forward to attending the National Association of Counties conference in Maryland with the Board and other commissioners from other counties. She thanked those that stayed for the meeting until the end.

BOARD ANNOUNCED THE 275TH ANNIVERSARY CELEBRATION AND EVENT AND APPROVED A RESOLUTION COMMEMORATING THE EVENT

Chair Hinman announced that Granville County will celebrate its 275th Anniversary on Saturday, July 24, 2021 at the Granville Athletic Park located at 4615 Belltown Road, Oxford. The event will be from 10:00 a.m. – 4:00 p.m. and there will be speakers, music, food and fun. Commemorative coins and a book by Lewis Bowling entitled “*Looking Back – 275 Years of Granville County History*” will be for sale. Mr. Bowling will be there to sign the books and if you have already purchased one you can bring it to have it signed.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the following resolution titled *A Resolution Commemorating the 275th Anniversary of the County of Granville*:

**A RESOLUTION COMMEMORATING THE 275TH ANNIVERSARY
OF THE COUNTY OF GRANVILLE**

WHEREAS, the “County of Granville” was formed in 1746, thirty years before the Declaration of Independence; and

WHEREAS, the County of Granville was named in honor of the second Earl of Granville, Lord John Carteret, after King George II had given him land as part of the Granville Grant of the 1660s; and

WHEREAS, notable residents of Granville County include John Penn (signer of the Declaration of Independence), John Chavis (the first African-American known to attend college in the U.S.), Henry Plummer Cheatham (one of only five African-Americans elected to Congress during the Reconstruction era), Tiny Broadwick (the first woman to jump from an airplane and inventor of the rip cord), James Webb (head of NASA from 1961 through 1968) and many others; and

WHEREAS, Granville County has a long history of agriculture and industry which once centered around tobacco and the railroad. Today, agriculture, industry, and the county’s proximity to major transportation routes continue to be economic assets; and

WHEREAS, Granville County has grown to include the five municipalities of Oxford (county seat), Butner, Creedmoor, Stem and Stovall and is now home to more than 60,000 people; and

WHEREAS, in 2021, Granville County is observing 275 years of history and progress, and will host a county-wide celebration on July 24 at the Granville Athletic Park to mark this significant milestone

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Granville County Board of Commissioners, that the 24th day of July, 2021, be declared a day of celebration to commemorate the 275th Anniversary of the County of Granville.

This the 24th day of July, 2021.

Commissioner Karan mentioned the email circulating for volunteers for the 275th Anniversary Celebration and asked if volunteers were still needed.

Chair Hinman said that volunteers are still needed.

Assistant County Manager Weichel said that the volunteer portal sign-up expired today. Anyone interested in volunteering should contact the Administration Office and sign-up in order to get a tee-shirt.

ANY OTHER MATTERS

Commissioner Smith asked for an update on the airport. County Manager Felts said he would try to coordinate a presentation for the September meeting.

Commissioner Jay asked municipalities to try to stagger events such as for Memorial Day and Veterans Day so they will not overlap with other municipalities as County Commissioners like to attend them. He said he was asked why there were not any County Commissioners at a recent Memorial Day event, but they were at an event in Butner that was scheduled at the same time.

BOARD ADJOURNED

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board adjourned the meeting at 9:34 p.m.

Respectfully submitted,
Debra A. Weary, NCCMC, CMC
Clerk to the Board

APPROVED BY:

Sue Hinman, Chair



Granville County Economic Development

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Economic Development
Date: November 9, 2021
Title: Vance-Granville Community College Presentation

PURPOSE:

Dr. Rachel Desmarais, VGCC President is present this evening to provide information about a proposed Applied Technical Center for Advanced Manufacturing in the Triangle North – Granville site.

BACKGROUND:

Harry Mills, Granville County Economic Development Director and Community College representatives met with the Granville County Economic Development Advisory Board on Monday, November 8th to discuss workforce development opportunities and to outline the proposed Applied Technical Center for Advanced Manufacturing. Also, President Desmarais met with County Manager Felts, Harry Mills, County Attorney Wrenn, Commissioners Karan (EDC Commissioner Liaison), and Commissioner Smith (Chairperson of the Kerr-Tar EDC Board) on Tuesday, November 2nd to discuss this proposed project.

As a vital stakeholder in the regional workforce space, VGCC is requesting support to build an Applied Technical Center for Advanced Manufacturing in Triangle North – Granville. The vision includes recognition that having adequate, modernized facilities is a critical component of a successful workforce training program.

Attached for your reference are documents outlining the proposed project, estimated construction costs, and projected operating costs.

FUNDING:

If approved, funding would be determined based on the availability of grant proceeds and the selected size of the facility to be constructed. It would be recommended that use of assigned fund balance for economic development purposes would be the primary source to provide grant matching.

RECOMMENDATION:

The Economic Development Advisory Board, Economic Development Director, and County Manager recommend authorizing Vance-Granville Community College to develop and submit a grant application and authorize the County Manager to provide a letter of support acknowledging Granville County's intent to provide required grant matching funds for the project. And further authorize County staff to assist VGCC in seeking other grant opportunities which may fulfill the grant match requirements.

ATTACHMENTS:

Proposed Advanced Manufacturing Center - Draft
Estimated Cost of Construction
Projected Operating Costs

ACTION TAKEN:

Applied Technical Center *for* Advanced Manufacturing

Rationale

The mission of Vance-Granville Community College is to educate, inspire, and support a diverse community of learners to achieve professional and personal success. Technical education and training are critical to supporting a strong economic outlook of the four-county service area and adjacent regions. We are embarking upon a technical training revitalization program in line with VGCC strategic goals of:

Developing new and enhancing existing partnerships to strengthen workforce retraining and development and providing additional pathways for higher education.

1.1—Implementing short-term workforce development programs to build a strong base and prepare tomorrow's workforce.

1.2—Developing additional centers throughout our service area to offer educational opportunities for all residents.

As a vital stakeholder in the regional workforce space, we are requesting support to build an Applied Technical Center *for* Advanced Manufacturing in Triangle North Granville. The vision includes recognition that having adequate, modernized facilities is a critical component of a successful workforce training program. The VGCC service area covers four counties, and the college offers applied technical training options at our campuses in Granville, Franklin and Vance. While adequate in previous years, the facilities are now undersized and prohibit modernization and growth. The merger of training programs into one modern facility will allow us to take advantage of scheduling, operational economies of scale, and increase training capacity.

Current efforts to expose youth to career opportunities with our LEA partners often require travel to multiple sites, duplicate internal and external planning efforts, scheduling conflicts and logistical difficulties, often with little exposure to industry. The modern facility will facilitate closer integration with secondary education partners and industry as we strive to develop strong talent pipelines. An investment of this magnitude will send a powerful message to current and future manufacturing stakeholders that our region values the manufacturing sector and supports growth and innovation.

Applied Technical Center *for* Advanced Manufacturing

Programs & Functions

- Industrial Maintenance
- Welding & Fabrication
- Mechatronics/Electronic Engineering Technology
- Applied Engineering
- HVAC
- Electrical
- Conference space
- Product Design Center
- Entrepreneur Center
- New Collar Academy Offices

Applied Technical Center *for* Advanced Manufacturing

Dimensions & Cost (estimated)

- 65,000 Sq/ft
- \$10,920,000

Job Estimates (sample positions)

Mechatronics/Electronics Tech	Repairs automation in energy, plastics, field service, aerospace, and manufacturing.	\$53,340/yr. (\$25.65/hr.)
Industrial Engineering Tech	Perfects workflow in factories, healthcare organizations, repair shops, and offices.	\$53,780/yr. (\$25.86/hr.)
Computer-Aided Drafting	Creates designs & drawings for architects, civil, electrical, or mechanical engineers.	\$52,720/yr. (\$25.35/hr.)
Welding	Welders join, cut, braze, fill holes, indentations, or seams of metal products.	\$38,150/yr. (\$18.34/hr.)
Electrical	Electricians install, maintain, and repair electrical power, communications, lighting,	\$51,880/yr. (\$24.94/hr.)
AC, Heating & Refrigeration	AHR Techs work on human heating and cooling systems and food refrigeration systems.	\$45,110/yr. (\$21.69/hr.)
Industrial Maintenance	Maintain and repair factory equipment and other industrial machinery, such as conveying systems, production machinery, and packaging equipment.	\$48,410/yr. (\$23.28/hr.)

People on Campus

Curriculum Students 130		Continuing Education Students 50	
Program Heads	3	Continuing Education Staff	2
Adjunct Faculty	10	Full time CE Faculty	2
Academic Heads	1	Part time CE Faculty	4
Facilities Mgmt/Maint/Cust	2		
New Collar Academy	3		
Sub-Total	149	Sub-Total	58
Total	203		

VANCE-GRANVILLE COMMUNITY COLLEGE
CONSTRUCTION COST PROJECTIONS
ADVANCED MANUFACTURING CENTER PROJECT
GRANVILLE COUNTY

Scenario #1: Total Cost to Construct a 60,000sf Building

ESTIMATE OF DESIGN & CONSTRUCTION COST	
Proposed Square Footage	60,000
Construction Cost per Square Foot (1) x	\$ 119.70
Estimated Total Cost to Construct	\$ 7,182,000
Design Cost as a % of Cost to Construct (2) x	8%
Estimated Total Design Cost	\$ 574,560
Estimated Total Cost to Construct	\$ 7,756,560

Scenario #2: Total Cost to Construct a 45,000sf Building

ESTIMATE OF DESIGN & CONSTRUCTION COST	
Proposed Square Footage	45,000
Construction Cost per Square Foot (1) x	\$ 119.70
Estimated Total Cost to Construct	\$ 5,386,500
Design Cost as a % of Cost to Construct (2) x	8%
Estimated Total Design Cost	\$ 430,920
Estimated Total Cost to Construct	\$ 5,817,420

Scenario #3: Total Cost to Construct a 30,000sf Building

ESTIMATE OF DESIGN & CONSTRUCTION COST	
Proposed Square Footage	30,000
Construction Cost per Square Foot (1) x	\$ 126.35
Estimated Total Cost to Construct	\$ 3,790,500
Design Cost as a % of Cost to Construct (2) x	8%
Estimated Total Design Cost	\$ 303,240
Estimated Total Cost to Construct	\$ 4,093,740

(1) Construction Cost per Square Foot is based on 2021 Project Costs with RSMeans Data for Industrial Buildings at Median Unit Costs.

(2) Design costs typically range from 7% to 10% of estimated total cost to construct.

VANCE-GRANVILLE COMMUNITY COLLEGE
 OPERATING COST PROJECTIONS
 ADVANCED MANUFACTURING CENTER PROJECT
 GRANVILLE COUNTY

****Scenarios assume no tenant base rental rate or TICAM (proportionate share of the property taxes, insurance, and common area maintenance).**

Scenario #1: Total Cost to Operate a 60,000 sf Leased Building

Available Lease Space: 60,000 SF

Expense	Cost Factor	Monthly Amount	Annual Amount
Base Rental Rate		\$ -	\$ -
TICAM	0.90	-	-
Electricity	0.975	4,875.00	58,500.00
Water/Sewer	0.120	600.00	7,200.00
Telephone	0.065	325.00	3,900.00
Janitorial Service	0.825	4,125.00	49,500.00
Custodial Supplies	0.144	717.50	8,610.00
Waste Removal	0.060	300.00	3,600.00
Pest Control	0.012	60.63	727.54
Total Operating Expenses		\$ 11,003.13	\$ 132,037.54

Scenario #2: Total Cost to Operate a 45,000 sf Leased Building

Available Lease Space: 45,000 SF

Expense	Cost Factor	Monthly Amount	Annual Amount
Base Rental Rate		\$ -	\$ -
TICAM	0.90	-	-
Electricity	0.975	3,656.25	43,875.00
Water/Sewer	0.120	450.00	5,400.00
Telephone	0.065	243.75	2,925.00
Janitorial Service	0.825	3,093.75	37,125.00
Custodial Supplies	0.144	538.13	6,457.50
Waste Removal	0.060	225.00	2,700.00
Pest Control	0.012	45.47	545.65
Total Operating Expenses		\$ 8,252.35	\$ 99,028.15

Scenario #3: Total Cost to Operate a 30,000 sf Leased Building

Available Lease Space: 30,000 SF

Expense	Cost Factor	Monthly Amount	Annual Amount
Base Rental Rate		\$ -	\$ -
TICAM	0.90	-	-
Electricity	0.975	2,437.50	29,250.00
Water/Sewer	0.120	300.00	3,600.00
Telephone	0.065	162.50	1,950.00
Janitorial Service	0.825	2,062.50	24,750.00
Custodial Supplies	0.144	358.75	4,305.00
Waste Removal	0.060	150.00	1,800.00
Pest Control	0.012	30.31	363.77
Total Operating Expenses		\$ 5,501.56	\$ 66,018.77



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: November 9, 2021
Title: **Public Comments**

PURPOSE:

Public comments are limited to 3 minutes.

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Administration
Date: November 10, 2021
Title: Voting on District Boundary Map - Redistricting Matters

PURPOSE:

To provide an update on redistricting efforts to-date and to take any remaining actions necessary to complete the Granville County redistricting process.

BACKGROUND:

The Granville County Board of Commissioners and the Board of Education jointly engaged the services of Brooks, Pierce, McLendon, Humphrey & Leonard, L.L.P. to assist the boards with the required redistricting process. The Boards held joint meetings on August 25th, October 27th, and November 8th, 2021, to review the process and to request changes to the proposed maps. During the October 27th meeting the Boards agreed to use Plan 3 as a base map and several members requested changes to the map. While many of the requested changes could not be accommodated due to the need to comply with the Federal and State laws governing the redistricting process, the changes that could be implemented were presented with the revised Plan 5 map.

During the November 8th meeting, both boards approved only making adjustments to voting districts which retained full census blocks. This allows the use of census data to fully support the associated statistical information for each of the voting districts and the overall district map.

Attached for your reference is a copy of the revised Plan 5 which was presented at the November 8th meeting and no adjustments have been made since that meeting. Also, a copy of the required resolution and district descriptions will be made available for the Boards reference.

FUNDING:

N/A

RECOMMENDATION:

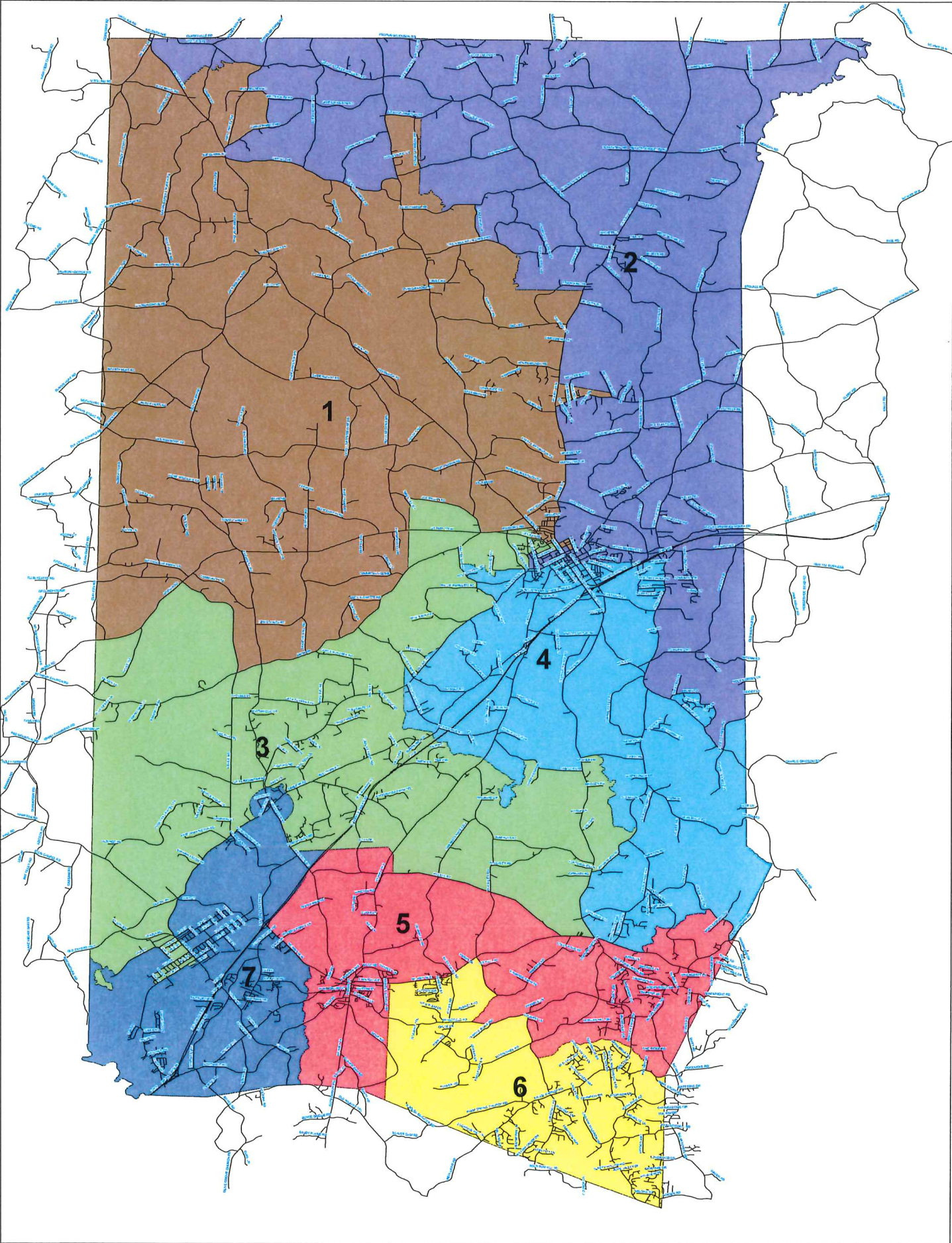
To meet the redistricting deadline of November 17, 2021, it is recommended that the Board approve the proposed revised Plan 5 map and the associated district descriptions and resolution.

ATTACHMENTS:

Proposed District Map - Plan 5

ACTION TAKEN:

PLAN 5





Granville County Social Services

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Social Services
Date: November 8, 2021
Title: Social Services Service Expansions

PURPOSE:

To approve additional Social Services staff as necessitated by the build out of the Social Services satellite office.

BACKGROUND:

Granville County has been working to establish a satellite office for Social Services for the past several years. In early 2021, the Board identified an opportunity to lease space in the Dutch Village Shopping Center off Highway 56 in Butner to provide this office. During their regular meeting on September 7, 2021, the Board of Commissioners award an office upfit construction contract to Focus Design Builders and this project is in process.

It was identified early in the process that an additional 2-3 staff positions would be needed with the addition of the satellite space. Attached for your reference are the current and proposed organizational charts along with the service expansions outlining the need for a new Administrative Supervisor position and two additional Processing Assistant III (Receptionist) positions.

The move to the satellite office space is anticipated to occur in late spring or early summer of 2022. Social Service Administration and County Administration believe it is vital that these new positions be posted and hired soon so training can be complete prior to the move to the new space. We believe that this will facilitate the best transition when the time comes. If approved, the Supervisor position would be posted first and as soon as possible for the new Supervisor to participate in the hiring processes for the additional processing assistant/receptionist positions that would need to be filled prior to opening of the new Satellite Office.

FUNDING:

Based on the service expansion summaries, the local share of all three positions and operating cost would be \$63,613. County Administration recommends utilizing fund balance and/or existing budget as available.

RECOMMENDATION:

Social Services Director and County Manager recommend approving the three new positions as proposed in the associated service expansion requests.

ATTACHMENTS:

Service Expansion - Admin Supervisor
Service Expansion - Processing Assistant III
Proposed DSS Organizational Chart
Current DSS Administration Organizational Chart

ACTION TAKEN:

REQUEST FOR SERVICE EXPANSION

Working Title: Administrative Supervisor **OSHR Position Title:** Administrative Assistant II

Name of Department: Social Services **Proposed Salary Grade:** State Salary Grade 65

Purpose and Justification: With the creation of the DSS Satellite Office, this position will supervise reception and clerical responsibilities of the three existing Processing Assistants housed at the Spring Street office, and two new Processing Assistants that will be housed at the new DSS Satellite Office in Butner/Creedmoor. The Administrative Supervisor ensures all customers, visitors, callers are served in a professional manner and resolves customer escalations appropriately to ensure they are received in the agency to obtain the assistance they need and remove any reception related barriers to access to services. Resolves conflicts with visitors at the point of reception.

	ESTIMATED COST/ (SAVINGS)	Detail Cost Explanation
Personnel	50,134	Salary & Fringe: 121: \$36,286 Salary (hiring rate) 181: \$ 2,776 FICA @ .0765 182: \$ 3,248 Retirement @ .0895 183: \$ 7,800 Health 189: \$ 24 Life
Operational	1,400	396: \$ 300 Training/Ed 260: \$ 400 Office Supplies 312: \$ 200 Travel 321: \$ 500 Communications
Capital Outlay	3,450	510: \$ 800 Desk & Chair 510: \$ 250 Bookcase & 2 File Cabinets 510: \$ 1,200 PC, Monitor & Printer 510: \$ 350 Software 510: \$ 850 Scanner (NCFast)
Total Expenditures	54,984	

Revenue to offset Costs	27,977	50% Federal Share of Personnel Costs 60% Federal Share of Operating & Capital Outlay
Total Cost of Service Expansion	27,007	50% County Share of Personnel Costs 40% County Share of Operating & Capital Outlay

REQUEST FOR SERVICE EXPANSION

Working Title: Processing Assistant III

OSHR Position Title: Processing Assistant III

Name of Department: Social Services

Proposed Salary Grade: County Salary Grade 57

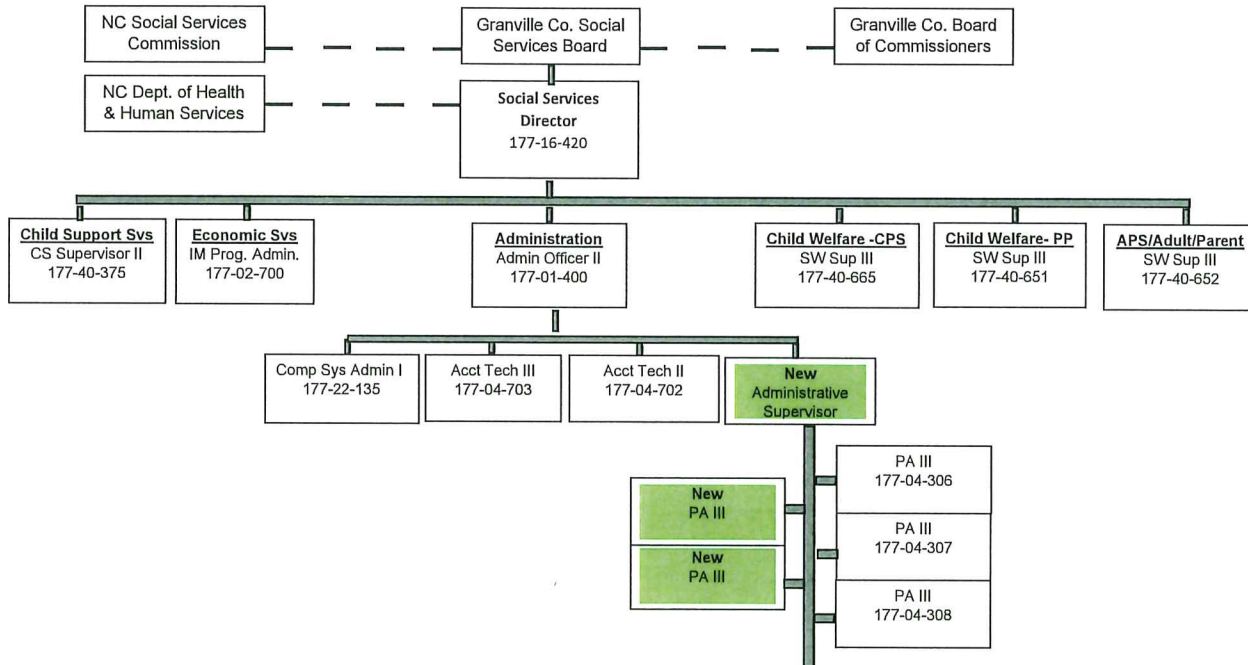
Purpose and Justification: With the creation of the DSS Satellite Office, two additional position matching the existing Processing Assistant III positions in the agency to provide reception and various clerical responsibilities. These positions ensures all customers, visitors, callers are greeted in a professional manner and routed to the appropriate individuals, and other clerical responsibilities.

*Two Positions are being requested.

	ESTIMATED COST/ (SAVINGS)	Detail Cost Explanation
Personnel	37,576	Salary & Fringe: 121: \$25,516 Salary (hiring rate) 181: \$ 1,952 FICA @ .0765 182: \$ 2,284 Retirement @ .0895 183: \$ 7,800 Health 189: \$ 24 Life
Operational	1,400	396: \$ 300 Training/Ed 260: \$ 400 Office Supplies 312: \$ 200 Travel 321: \$ 500 Communications
Capital Outlay	3,450	510: \$ 800 Desk & Chair 510: \$ 250 Bookcase & 2 File Cabinets 510: \$ 1,200 PC, Monitor & Printer 510: \$ 350 Software 510: \$ 850 Scanner (NCFAS)
Total Expenditures	42,426	For each position

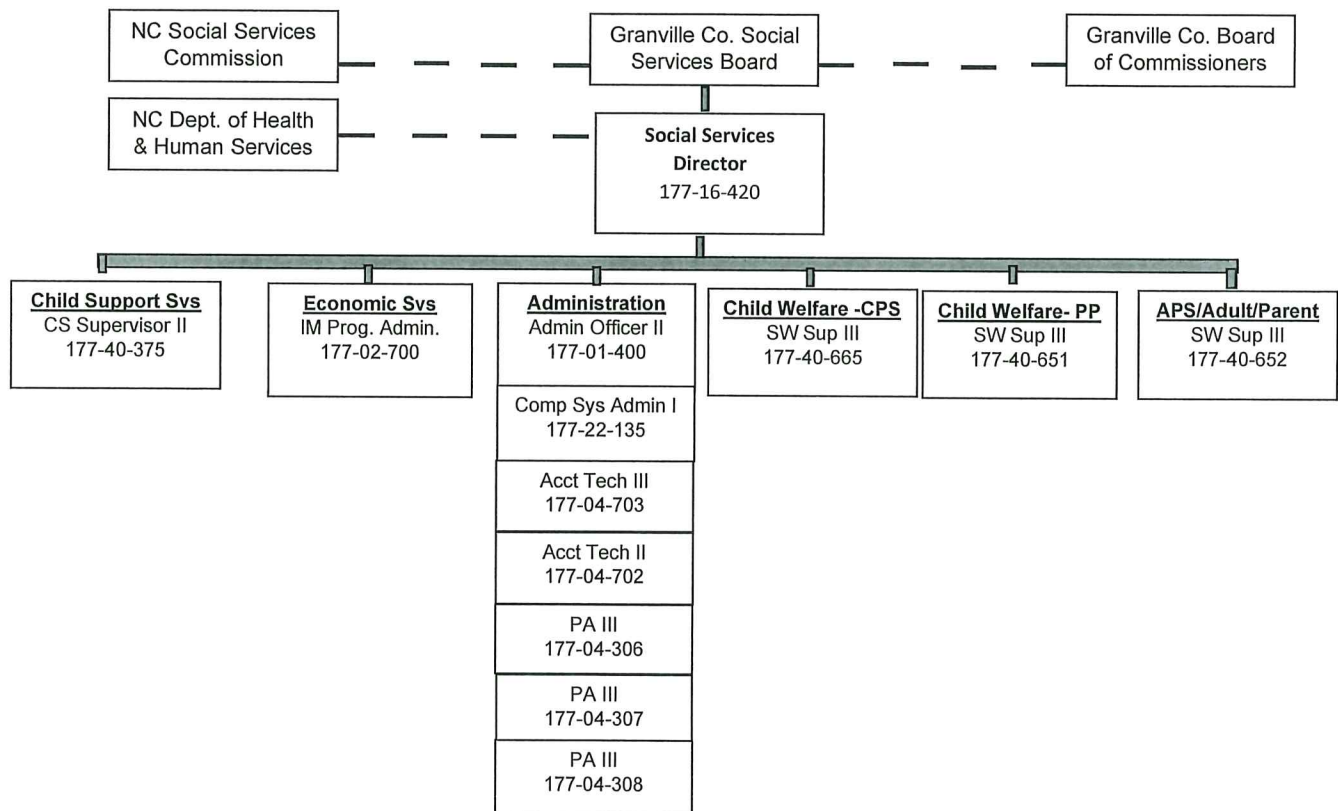
Revenue to offset Costs	24,123 (x2 positions = 48,246)	50% Federal Share of Personnel Costs 60% Federal Share of Operating & Capital Outlay
Total Cost of Service Expansion	18,303 (x2 position = 36,606)	50% County Share of Personnel Costs 40% County Share of Operating & Capital Outlay

SOCIAL SERVICES - ADMINISTRATION



PROPOSED

SOCIAL SERVICES - ADMINISTRATION



CURRENT



Granville County Landfill

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Jason Falls
Department: Landfill
Date: November 10, 2021
Title: **MSW Landfill Facility Plan Modification**

PURPOSE:

Approval of County's MSW Landfill Facility Plan Modification

BACKGROUND:

Garrett and Moore has recommended a Facility Plan Modification for the entire footprint of the landfill property. Since the last facility plan, many changes have taken place since 2013 which was when the last plan was produced. Garrett and Moore believes an updated plan is necessary to gain approval from the state on moving forward with landfill expansion.

FUNDING:

Funding will come from the Solid Waste Enterprise Fund.

RECOMMENDATION:

Approve attached Task Order #4 at a not to exceed amount of \$28,500.00.

ATTACHMENTS:

Task Order #4

ACTION TAKEN:

TASK ORDER NO. 4
BETWEEN
OWNER AND ENGINEER
FOR PROFESSIONAL ENGINEERING SERVICES

FURTHER DESCRIPTION OF BASIC ENGINEERING SERVICES,
AND RELATED MATTERS

This Task Order is hereby included as an addition to and incorporated as part of the Master Service Agreement dated December 2020 between Granville County (OWNER), and Garrett & Moore, Inc. (ENGINEER) for professional services.

**FACILITY PLAN MODIFICATION
GRANVILLE COUNTY SUBTITLE D MUNICIPAL SOLID WASTE LANDFILL**

1. The Basic Services of ENGINEER for this Task Order are as follows:

ENGINEER has prepared and submitted permit application documents for the Unit 2, Phase 2 Expansion of the Granville County Granville County Subtitle D Municipal Solid Waste Landfill (Permit #3901-MSWLF-2012) located at 6584 Landfill Road, Oxford, NC.

During preparation of the Unit 2, Phase 2 Expansion permit documents, ENGINEER determined that a modification to the Facility Plan is necessary.

In accordance with 15A NCAC 13B .1619 FACILITY PLAN, the facility plan shall define the comprehensive development of the property proposed for permit or described in the permit of an existing facility. The plan shall include a set of drawings and a report that present the long-term, general design concepts related to construction, operation, and closure of the MSWLF unit(s), including leachate management. The scope of the plan shall span the active life of the MSWLF unit(s). Additional solid waste management facilities located at the MSWLF facility shall be identified in the plan and shall meet the requirements of this Subchapter. The facility plan shall define the waste stream proposed for management at the MSWLF facility. If different types of landfill units or non-disposal activities are included in the facility design, the plan shall describe general waste acceptance procedures.

The purpose of this Task Order is to modify the Facility Plan, including the Facility Drawings and Facility Report.

TASK 1 – FACILITY PLAN DRAWINGS

Facility Drawings. The facility plan shall include the following drawings:

(1) Site Development. The two drawings that plot site development shall be prepared on topographic maps representative of existing site conditions; and the maps shall locate or delineate the physical features referenced in Rule .1622 of this Section and shall incorporate a survey locating all property boundaries for the proposed landfill facility certified by a licensed professional land surveyor, if required by G.S. 89C.

(A) Landfill units and leachate facilities. This drawing shall delineate the areal limits of all landfill units and leachate facilities and incorporate the buffer requirements set forth in Rule .1624(b)(3) of this Section and the maximum allowed disposal area set forth in Rule .1624(b)(17) of this Section.

(B) All facilities. This drawing shall locate all solid waste management facilities and facility infrastructure, including landfill units and leachate facilities.

ENGINEER will prepare the Site Development Drawings as described above.

(2) Landfill Construction. All on-site grading activities related to the construction and operation of the MSWLF unit(s) shall be illustrated in facility drawings which:

(A) delineate the limits of grading, including borrow and stockpile areas;

(B) define phases of development in increments of five years of operating capacity, up to the entire extent of the disposal boundary for the life-of-site;

(C) propose base grades for the MSWLF unit(s);

(D) delineate the location of access roads, sedimentation basins, leachate pipeline and storage or treatment facilities and other structures related to the operation of the MSWLF unit; and

(E) propose final contours for the MSWLF unit(s) and facility features for closure that comply with the maximum allowed height requirement of Rule .1624(b)(17) of this Section.

ENGINEER will prepare the Landfill Construction Drawings as described above. ENGINEER will use prior hydrogeologic reports and studies to define the groundwater and bedrock maps.

(3) Landfill Operation. The following information related to the long-term operation of the MSWLF units shall be included in facility drawings:

(A) general grade and flow direction for the drainage layer component of the leachate collection system;

(B) size, location, and general grade for the leachate piping system, including on-site pipelines to leachate management facilities;

(C) proposed transitional contours for each phase of development, including operational grades for existing phase(s) and construction grading for the new phase; and

(D) if included in the design, stormwater segregation features and details for inactive landfill subcells.

ENGINEER will prepare the Landfill Operations Drawings as described above.

TASK 2 – FACILITY PLAN REPORT

Facility Report. The facility plan shall include the following information:

(1) Waste stream. A discussion of the characteristics of the wastes received at the facility and facility specific management plans shall incorporate:

(A) the types of waste specified for disposal;

(B) average monthly disposal rates and estimated variance;

(C) the area served by the facility;

(D) procedures for segregated management at different on-site facilities; and

(E) equipment requirements for operation of the MSWLF unit.

(2) Landfill Capacity. An analysis of landfill capacity and soil resources shall be performed.

(A) The data and assumptions used in the analysis shall be included with the facility drawings and disposal rates specified in the facility plan; and representative of operational requirements and conditions.

(B) The conclusions shall provide accurate volumetric estimates of total operating capacity that does not exceed the maximum allowed capacity defined in Rule .1624(b)(17) of this Section; operating capacity for each stage of development; in-place ratio of waste to soil; available soil resources from on-site or specific off-site sources; required quantities of soil for landfill construction, operation, and closure; and the estimated operating life of all MSWLF units in years.

(3) Containment and environmental control systems. A general description of the systems designed for proper landfill operation, system components, and corresponding functions shall be provided.

(4) Leachate Management. An analysis of the leachate management requirements and plans for the MSWLF facility shall incorporate the information required under this Subparagraph.

(A) The performance of and design concepts for the leachate collection system within active areas of the MSWLF unit and any storm water segregation included in the engineering design shall be described.

(B) Normal operating conditions. Normal operating conditions shall be defined and shall consider surge volumes generated by storm events; and average monthly values for leachate generation representative of the landfill's environment and operation using empirically derived estimates, or for landfill expansions, actual leachate generation data from the existing landfill.

(C) Leachate management system. A description of the leachate management system components and their engineered function shall be provided, and shall include leachate pipeline operating capacity; capacity of the storage and if applicable, the treatment facilities; and final disposal plans and applicable discharge limits, including documented prior approval of the waste water treatment plant which may be designated in the plan.

(D) A contingency plan shall be prepared for storm surges or other considerations exceeding design parameters for the storage or treatment facilities.

(5) Special engineering features. A description of any special engineering features specific to the landfill that the applicant is proposing shall be provided.

ENGINEER will prepare the Facility Plan report to address items (1) – (5) above.

(6) Traffic study. A traffic study and NC Department of Transportation certification shall be prepared as required by G.S. 130A-295.5 and in accordance with the effective date and applicability set forth in S.L. 2007-550, s. 8.(b).

Modifications to this part of the Facility Plan are not proposed and therefore are not included in this scope of work.

(7) Study of Environmental Impacts. A study of environmental impacts shall be conducted as required by G.S. 130A-295.6(a) and in accordance with the effective dates and

applicability requirements in S.L. 2007-550, s. 9.(b) and S.L. 2013-413, s. 59.1 as amended by S.L. 2013-410, s. 47.6.

Modifications to this part of the Facility Plan are not proposed and therefore are not included in this scope of work.

2. The responsibilities of OWNER are as follows:

- Review all project deliverables in a timely manner and forward submittals to ENGINEER as appropriate.

3. The time period for the performance of ENGINEER's services are as follows:

- ENGINEER will complete Tasks 1 and 2 within 60 days of approval of this Task Order.

4. The method of payment for services rendered by ENGINEER shall be set forth as follows:

<u>Task and Description</u>	<u>Fee</u>
TASK 1 – Facility Plan Drawings	\$ 22,000
TASK 2 – Facility Plan Report	\$ 6,500
TOTAL FOR TASK ORDER	\$ 28,500

- ENGINEER will invoice OWNER monthly on a task by task basis based on percent complete for each task.

5. OWNER has established the following special provision and/or other consideration or requirements in respect to the Assignment.

None.

IN WITNESS WHEREOF, the parties hereto have executed this Task Order to be effective as of the date executed by OWNER.

FOR THE OWNER:

Granville County

By: _____

Name: _____

Title: _____

Date: _____

FOR THE ENGINEER:

Garrett & Moore, Inc.

By: Bernie Garrett

Name: Bernie Garrett, P.E.

Title: Secretary/Treasurer

Date: September 17, 2021



Granville County Solid Waste Management

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Jason Falls
Department: Solid Waste Management
Date: November 10, 2021
Title: Landfill Expansion Bidding and Construction Documents

PURPOSE:

To seek approval of bidding and construction documents for the MSW Landfill expansion.

BACKGROUND:

Attached is Task Order #5 describing the request for the preparation of bidding/construction documents for the landfill expansion.

FUNDING:

Funding will come from the Solid Waste Enterprise Fund

RECOMMENDATION:

Approve attached Task Order #5 at a not to exceed amount of \$35,700.00

ATTACHMENTS:

Task Order #5

ACTION TAKEN:

TASK ORDER NO. 5
BETWEEN
OWNER AND ENGINEER
FOR PROFESSIONAL ENGINEERING SERVICES

FURTHER DESCRIPTION OF BASIC ENGINEERING SERVICES,
AND RELATED MATTERS

This Task Order is hereby included as an addition to and incorporated as part of the Master Service Agreement dated December 2020 between Granville County (OWNER), and Garrett & Moore, Inc. (ENGINEER) for professional services.

**GRANVILLE COUNTY SUBTITLE D MUNICIPAL SOLID WASTE LANDFILL
UNIT 2 PHASE 2 EXPANSION
BID/CONSTRUCTION DOCUMENTS AND BIDDING SERVICES**

1. The Basic Services of ENGINEER for this Task Order are as follows:

TASK 1 – BID/CONSTRUCTION DOCUMENTS

ENGINEER will prepare construction drawings based on the permitted design for the Phase 2 expansion. ENGINEER will use DEQ approved solid waste permit drawings and DEQ approved erosion and sediment control permit drawings to complete the construction drawings. Supplemental drawings may be added as needed. ENGINEER will prepare CADD files, in multiple file formats, for contractors' use in bidding and construction. CADD files will include a 3-D model of the approved grading plan and all planimetric data necessary for the contractor to perform quantity take offs during bidding and to conduct surveying and machine control grading during construction.

ENGINEER will prepare a Project Manual to include bidding and contract documents and technical specifications.

ENGINEER will prepare bidding and contract documents using the Standard General Conditions of the Construction Contract as prepared by the Engineer's Joint Contract Documents Committee (EJCDC).

As part of the bidding and contract documents, the ENGINEER will prepare a detailed unit rate bid form and measurement and payment specification.

ENGINEER will compile Divisions 1-16 of the technical specifications for the project based on permitted design. Specification sections will be added, in addition to those approved by NCDEQ, for the General Requirements of the

contract including: Summary of Work, Measurement and Payment, Application for Payment, Special Project Procedures, Change Order Procedures, Field Engineering, Project Meetings, Construction Schedules, Shop Drawings, Construction Photographs, Testing and Laboratory Services, Substitutions and Product Options, Contract Closeout, Project Record Documents, and Warranties and Bonds.

ENGINEER will submit the Construction Drawings and Project Manual to the OWNER for review by OWNER staff at 90% complete. Based on review comments, ENGINEER will revise the Project Manual consistent with review comments and make additional revisions as necessary.

TASK 2 – BID SERVICES

ENGINEER will facilitate bidding on the final Contract Documents consisting of the final Construction Drawings and final Project Manual.

During the Bid Phase of the project, ENGINEER will:

1. Provide contract documents to the County's purchasing department for advertisement on the County's website.
2. Address contractor questions/comments about the Contract Documents.
3. Compile and maintain a record of prospective bidders.
4. Prepare addenda, as necessary, to address changes to the Contract Documents. Addenda or addenda items requested by or necessitated by changes made by the OWNER may require additional fees.
5. Attend and/or conduct the pre-bid conference.

In preparing the fees for this task, the ENGINEER has assumed that all Contract Documents will be provided electronically in pdf format to bidders through the County's website. Print copies of the Contract Documents will not be provided to bidders by the ENGINEER.

If re-bidding of the project is necessary due to an insufficient number of bidders, a bid irregularity, or at the desire of the OWNER and through no fault of the ENGINEER, ENGINEER may request additional compensation for handling the re-bid.

ENGINEER will assist the OWNER in evaluating the bids by preparing bid tabulations, reviewing the bids for accuracy, reviewing the required document qualification information contained in the contract documents, and determining the acceptability of contractors, suppliers, and substitute equipment.

Within 10 business days of the OWNER providing bid documents to ENGINEER, ENGINEER will make a recommendation to the OWNER for the best-qualified, responsive, responsible bidder to award the contract.

If additional work is necessitated by re-evaluation of the bids/bidders or by disqualification of the low bidder(s), additional fees may be needed.

2. The responsibilities of OWNER are as follows:

1. Review all project deliverables in a timely manner and forward submittals to ENGINEER as appropriate.
2. Post the advertisement for bids on the County's purchasing website and other bidding services typically used by the County and pay all necessary advertisement fees.

3. The time period for the performance of ENGINEER's services are as follows:

- Tasks 1 will be completed within 60 days following authorization by the OWNER.
- Task 2 will proceed immediately following the OWNER's final approval of the Contract Documents and assumes a 30-day bid period.

4. The method of payment for services rendered by ENGINEER shall be set forth as follows:

<u>Task/Description</u>	<u>Fee</u>
Task 1 – Bid/Construction Documents	\$24,500
Task 2 – Bid Services	<u>\$11,200</u>
Total Fee for Task Order	\$35,700

Engineer will invoice Owner monthly by task based on percent complete.

5. OWNER has established the following special provision and/or other consideration or requirements in respect to the Assignment.

None.

IN WITNESS WHEREOF, the parties hereto have executed this Task Order to be effective as of the date executed by OWNER.

FOR THE OWNER:

Granville County

By: _____

Name: _____

Title: _____

Date: _____

FOR THE ENGINEER:

Garrett & Moore, Inc.

By: Bernie Garrett

Name: Bernie Garrett, P.E.

Title: Secretary/Treasurer

Date: October 28, 2021



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Jason Falls
Department: Solid Waste
Date: November 10, 2021
Title: Leachate Tank No.2 Bidding and Construction Documents

PURPOSE:

Approval of Bidding and Construction Documents for Landfill Leachate Tank.

BACKGROUND:

Garrett and Moore and staff has recommended an additional tank for the new landfill expansion. Early on, leachate management is extremely difficult due to “ponding” of storm water and lack of trash in filling in that void.

FUNDING:

Funding will come from the Solid Waste Enterprise Fund.

RECOMMENDATION:

Approve attached Task Order #6 at a not to exceed amount of \$38,400.00

ATTACHMENTS:

Task Order #6

ACTION TAKEN:

TASK ORDER NO. 6
BETWEEN
OWNER AND ENGINEER
FOR PROFESSIONAL ENGINEERING SERVICES

FURTHER DESCRIPTION OF BASIC ENGINEERING SERVICES,
AND RELATED MATTERS

This Task Order is hereby included as an addition to and incorporated as part of the Master Service Agreement dated December 2020 between Granville County (OWNER), and Garrett & Moore, Inc. (ENGINEER) for professional services.

**GRANVILLE COUNTY SUBTITLE D MUNICIPAL SOLID WASTE LANDFILL
LEACHATE TANK NO. 2
CONSTRUCTION BID DOCUMENTS AND BIDDING SERVICES**

1. The Basic Services of ENGINEER for this Task Order are as follows:

TASK 1 – BID/CONSTRUCTION DOCUMENTS

ENGINEER will prepare construction drawings for the installation of Leachate Tank No. 2. The drawings will address the tank construction, including influent force main, blower, mixer, transfer pump, transfer force main, level indicator, ladder access, and other appurtenance necessary to operate the tank in series with the existing tank. Electrical engineering will be subcontracted to an electrical engineer with experience in leachate tank projects.

ENGINEER will prepare a Project Manual to include bidding and contract documents and technical specifications.

ENGINEER will prepare bidding and contract documents using the Standard General Conditions of the Construction Contract as prepared by the Engineer's Joint Contract Documents Committee (EJCDC).

As part of the bidding and contract documents, the ENGINEER will prepare a detailed unit rate bid form and measurement and payment specification.

ENGINEER will compile Divisions 1-16 of the technical specifications for the project based on permitted design(s). Specification sections will be added, in addition to those approved by NCDEQ, for the General Requirements of the contract including: Summary of Work, Measurement and Payment, Application for Payment, Special Project Procedures, Change Order Procedures, Field Engineering, Project Meetings, Construction Schedules, Shop Drawings,

Construction Photographs, Testing and Laboratory Services, Substitutions and Product Options, Contract Closeout, Project Record Documents, and Warranties and Bonds.

TASK 2 – BID SERVICES

ENGINEER will facilitate bidding on the final Contract Documents consisting of the final Construction Drawings and final Project Manual.

During the Bid Phase of the project, ENGINEER will:

1. Provide contract documents to the County's purchasing department for advertisement on the County's website.
2. Address contractor questions/comments about the Contract Documents.
3. Compile and maintain a record of prospective bidders.
4. Prepare addenda, as necessary, to address changes to the Contract Documents. Addenda or addenda items requested by or necessitated by changes made by the OWNER may require additional fees.
5. Attend and/or conduct the pre-bid conference.

In preparing the fees for this task, the ENGINEER has assumed that all Contract Documents will be provided electronically in pdf format to bidders through the County's website. Print copies of the Contract Documents will not be provided to bidders by the ENGINEER.

If re-bidding of the project is necessary due to an insufficient number of bidders, a bid irregularity, or at the desire of the OWNER and through no fault of the ENGINEER, ENGINEER may request additional compensation for handling the re-bid.

ENGINEER will assist the OWNER in evaluating the bids by preparing bid tabulations, reviewing the bids for accuracy, reviewing the required document qualification information contained in the contract documents, and determining the acceptability of contractors, suppliers, and substitute equipment.

Within 10 business days of the OWNER providing bid documents to ENGINEER, ENGINEER will make a recommendation to the OWNER for the best-qualified, responsive, responsible bidder to award the contract.

If additional work is necessitated by re-evaluation of the bids/bidders or by disqualification of the low bidder(s), additional fees may be needed.

2. The responsibilities of OWNER are as follows:

1. Review all project deliverables in a timely manner and forward submittals to ENGINEER as appropriate.
2. Coordinate advertisement with local newspapers and pay all necessary advertisement fees.

3. The time period for the performance of ENGINEER's services are as follows:

- Tasks 1 will be completed within 60 days following authorization by the OWNER.
- Task 2 will proceed immediately following the OWNER's final approval of the Contract Documents and assumes a 30-day bid period.

4. The method of payment for services rendered by ENGINEER shall be set forth as follows:

<u>Task/Description</u>	<u>Fee</u>
Task 1 – Bid/Construction Documents	\$27,200
Task 2 – Bid Services	<u>\$11,200</u>
Total Fee for Task Order	\$38,400

Engineer will invoice Owner monthly by task based on percent complete.

5. OWNER has established the following special provision and/or other consideration or requirements in respect to the Assignment.

None.

IN WITNESS WHEREOF, the parties hereto have executed this Task Order to be effective as of the date executed by OWNER.

FOR THE OWNER:

Granville County

By: _____

Name: _____

Title: _____

Date: _____

FOR THE ENGINEER:

Garrett & Moore, Inc.

By: Bernie Garrett

Name: Bernie Garrett, P.E.

Title: Secretary/Treasurer

Date: October 28, 2021



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: November 8, 2021
Title: Creedmoor Board of Adjustment - ETJ

To make an appointment to the Creedmoor Board of Adjustment – ETJ member.

BACKGROUND:

There is a vacancy on the Creedmoor Board of Adjustment – ETJ member. Granville County has a seat on this board and it has been vacant for quite some time.

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: November 9, 2021
Title: Vaya CCAB Appointments

PURPOSE:

To appoint two members to the Region 4 Regional Board of Vaya Health

BACKGROUND:

Vaya Health LME/MCO county alignments include 31 counties across North Carolina. To develop a governance structure that allows for all member units to have a voice in the governance of Vaya Health, four regions have been established. Granville County is included in region 4. Region 4 also includes Franklin; Vance; Person; Caswell; Alamance; Chatham; and Stokes counties.

The Board of County Commissioners for each county within the designated region shall appoint up to two members to the Regional Board, one of whom must be an elected County Commissioner and one of whom may be either a County Commissioner, County Manager, Department of Social Services Director, Public Health Director, or Law Enforcement Representative. The Regional Boards shall meet at least quarterly. Each of the four Regional Boards shall appoint two of their members to serve on the Governing Board for an initial term not to exceed three years.

Commissioner Russ May has expressed an interest in serving on this Regional Board. At the request of one or more of the County Commissioners, the County Manager confirmed that Lisa Harrison, Public Health Director is also willing to serve as a Granville County appointed member to the region 4 Regional Board.

Selected Slides showing the LME/MCO assignments and the four regions in Vaya Health LME/MCO are provided for your reference.

FUNDING:

N/A

RECOMMENDATION:

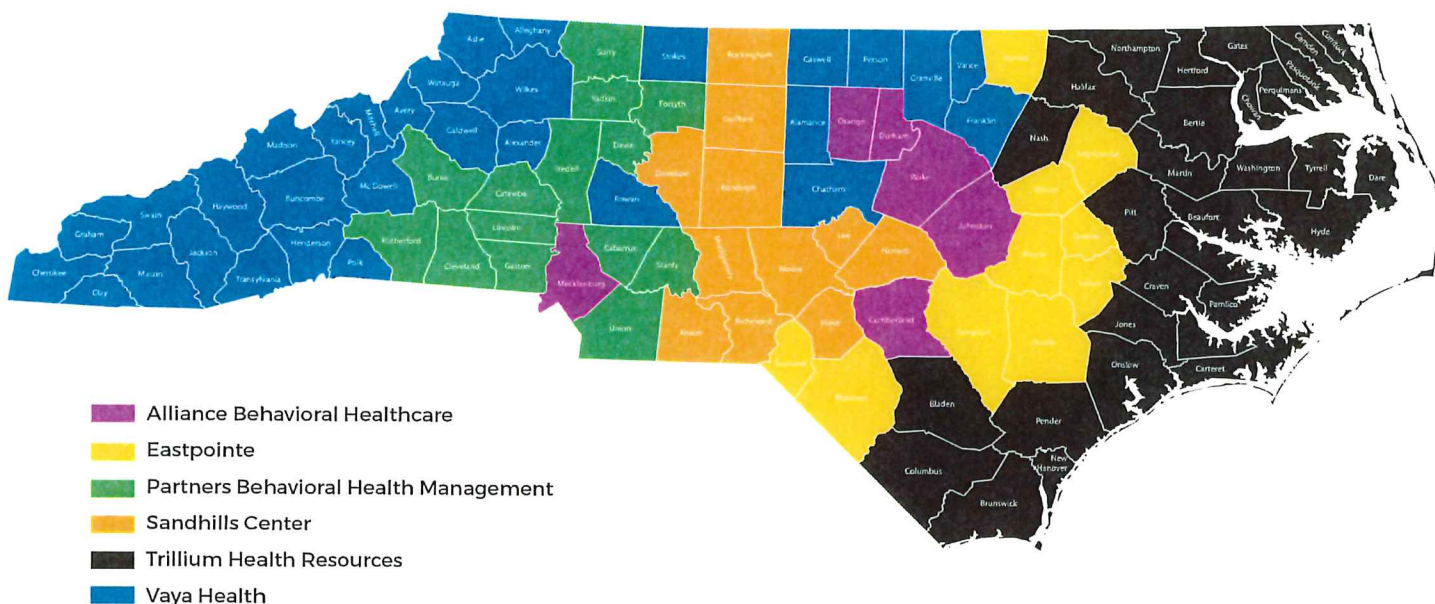
Following discussion, appoint two members to the region 4 Regional Board of Vaya Health.

ATTACHMENTS:

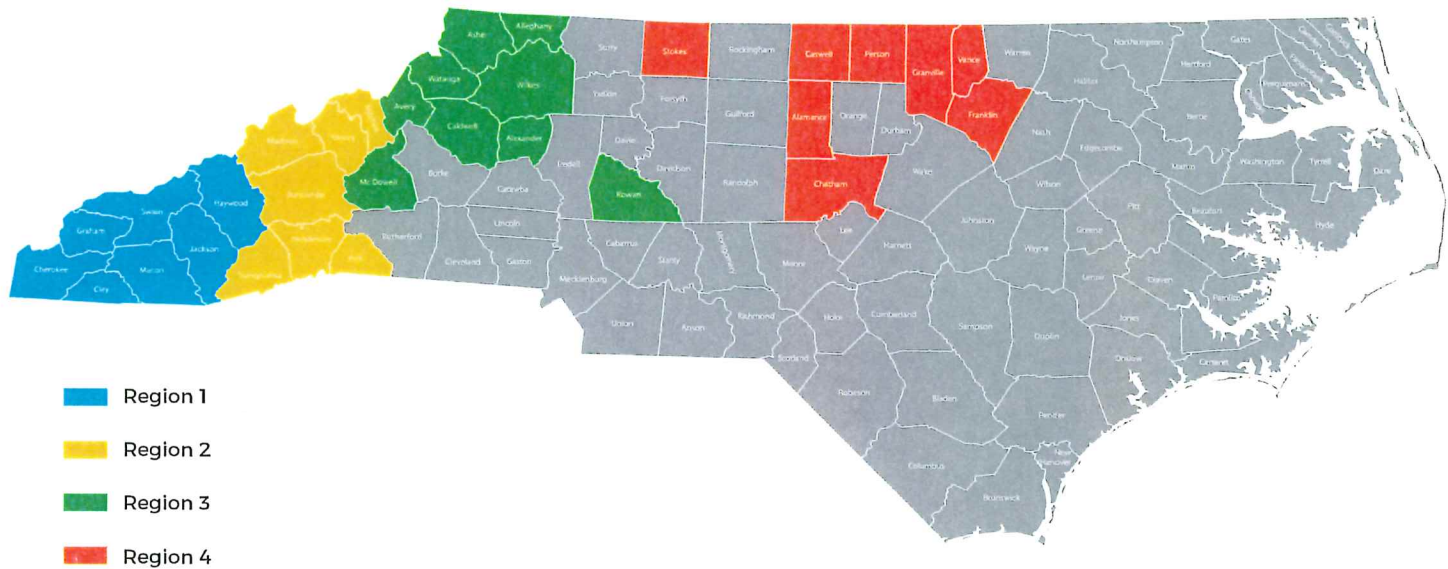
Selected slides from the CCAB October 2021 presentation

ACTION TAKEN:

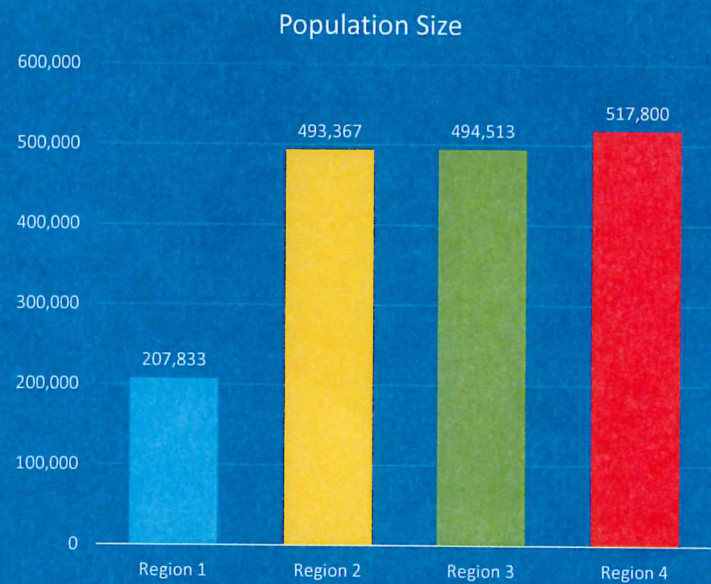
LME/MCO County Alignments



Vaya's Regional Assignments



Regional Community Boards



Region 1	Region 2
1. Cherokee	1. Buncombe
2. Clay	2. Henderson
3. Graham	3. Madison
4. Haywood	4. Mitchell
5. Jackson	5. Polk
6. Macon	6. Transylvania
7. Swain	7. Yancey

Region 3	Region 4
1. Alexander	1. Stokes
2. Alleghany	2. Alamance
3. Ashe	3. Caswell
4. Avery	4. Chatham
5. Caldwell	5. Person
6. McDowell	6. Franklin
7. Watauga	7. Granville
8. Wilkes	8. Vance
9. Rowan	



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Korena Weichel, Assistant County Manager
Department: Administration
Date: November 15, 2021
Title: **Increase to Part-Time Hourly Rates & Adoption of Standardized Pay Schedule**

PURPOSE:

To consider an increase to hourly rates for part-time employees and adoption of a standardized Part-Time Pay Schedule.

BACKGROUND:

Across the country, food service and retail employers are responding to the present tight labor market by advertising and paying higher wages for workers. According to a CNBC online report, wages for hourly limited-service restaurant workers climbed 10% in the second quarter of 2021 compared with the previous year.^

Granville County is not insulated from the effects of increased pay enticements for our local workforce. This reality served as the impetus for county administration and human resources to initiate an examination of the County's part-time pay policies and practices.

We performed an analysis both from a market standpoint (determining competitiveness with public and private sector employers) and from a standardization standpoint (to ensure pay rates were consistently applied across departments). Our findings were as anticipated. First, Granville County part-time pay rates have fallen behind in the market; in fact, our neighboring counties are also reviewing their rates for the very same reasons. Second, we found that part-time pay rates were applied inconsistently across departments without an identifiable difference in employee duties and responsibilities.

The attached draft Part-Time Pay Schedule addresses those findings by proposing the following:

- **Adjust hourly pay rates upward by an average of approximately 18%**
Increase hourly wages from \$9.50 - \$12.00/hour to \$11.00 - \$15.00/hour; and
- **Standardize part-time pay rates by grouping positions into five distinct categories:**
Seasonal, Manual Labor, Administrative, Managerial, and Specialty Rates.

While this proposal includes an average increase of approximately 18% to the County's part-time rates, at first glance this may not appear to be competitive with some of the locally advertised rates for hourly positions; however, there are several key factors that were considered throughout this process that influenced this recommendation:

- Pay advertisements for local fast-food chains and retail stores are labeled as "Up to" rates (i.e., up to \$15/hour). A few phone calls revealed the actual hiring rate was more

toward the lower end of the advertised rates. Granville County pay rates are secured based on the type of position and will not be reduced as a result of a fluctuating work force.

- Fast-food chains and retail store employees are required to work varied shifts including nights and weekends. Granville County offers set hours and a Monday – Friday schedule for the majority of part-time positions.
- Granville County is a great place to work and offers the possibility of moving to a full-time career position with benefits for those who wish to seek full-time employment.
- Granville County provides a safe and stable work environment.

Note: The senior services registered nurse position, the weekend pay rate for landfill clerks, and BOE office/election workers were excluded from the proposed part-time pay increase as these positions were either recently adjusted, determined to already be at a competitive rate, or ineligible due to position status which is temporary or intermittent in nature.

The proposed hourly pay rate adjustments represent an annual budget increase of approximately \$120,000 beginning in Fiscal Year 2022/2023. If the pay schedule is adopted upon presentation, partial year funding in the amount of \$60,000 would be needed to cover the remaining months of Fiscal Year 2021/2022 beginning with bi-weekly pay date of December 17, 2021.

^ <https://www.cnbc.com/2021/08/23/fast-food-wages-climbed-10percent-in-latest-quarter-the-largest-jump-in-years-report-says.html>.

FUNDING:

If approved to take effect December 17, 2021, recommend appropriating \$60,000 of fund balance for the remaining months of Fiscal Year 2021/2022.

RECOMMENDATION:

The County Manager, Assistant County Manager, and Human Resources Director recommend adopting the Part-Time Pay Schedule and increasing part-time hourly pay rates for current employees holding applicable positions identified within the pay schedule beginning with the pay date of December 17, 2021.

ATTACHMENTS:

Granville County Part-Time Pay Schedule (Proposed)

ACTION TAKEN:

Granville County
PART-TIME PAY SCHEDULE
Adopted Month DD, YYYY

Category/Department	Position	Pay Cycle	Hourly Rate
Seasonal			
Parks & Grounds	Seasonal Grounds Maintenance	Bi-Weekly	11.00
Manual Labor			
Animal Control	Shelter Attendant	Bi-Weekly	12.00
Facility Maintenance	Janitorial Services	Bi-Weekly	12.00
Library	Library Substitutes	Bi-Weekly	12.00
Library	Transit Driver	Bi-Weekly	12.00
Parks & Grounds	Grounds Maintenance	Bi-Weekly	12.00
Senior Services	Custodians	Bi-Weekly	12.00
Sheriff's Office	Bailiff	Bi-Weekly	12.00
Solid Waste	Landfill Clerk	Bi-Weekly	12.00
Solid Waste	Weighmaster	Bi-Weekly	12.00
Administrative			
4-H Program	Program Assistant	Bi-Weekly	13.00
Cooperative Extension	Office Support	Bi-Weekly	13.00
Library	Circulation Clerk	Bi-Weekly	13.00
Senior Services	Nutrition Site Manager	Bi-Weekly	13.00
Senior Services	SHIIP Counselor	Bi-Weekly	13.00
Managerial			
Library	Branch Manager	Bi-Weekly	15.00
Specialty			
Senior Services	Certified Nursing Assistant (CNA)	Bi-Weekly	14.00
Senior Services	Registered Nurse	Bi-Weekly	16.00
Solid Waste	Landfill Clerk – Weekend Rate	Bi-Weekly	18.75



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Administration
Date: November 10, 2021
Title: Service Expansion Summary

PURPOSE:

To consider department service expansions requests.

BACKGROUND:

During the fiscal year 2021-2022 budget process, the Board requested several department service expansion requests to be brought back to them for consideration. Several of these items were presented to the Board during their regular meetings in September and October 2021. A summary of items is presented below with the expenditure cost estimates for the remainder of fiscal year 2021-2022 and general description/comments.

Dept.	Title	FY 21-22 Est. Costs	Comments
Elections	Overtime For One- Stop Workers	\$13,000	Poll workers & One-Stop workers are difficult to recruit and allowing existing workers to work additional hours and receiving OT pay would help efforts. (Annual cost est. = \$26,000)
Animal Control	1 dedicated A/C sworn LE officer	\$71,146	This Sheriff's deputy would be assigned to A/C and would assist them daily. Recurring costs total \$56,945 and anticipated one-time costs total 42,673.
Animal Control	2 Animal Control officers	\$95,239	Recurring salary & benefit costs are estimated at \$50,239 for each position and one-time operational costs are estimated at \$45,000 (primarily new vehicle)
Sheriff's Office	Approved 2 positions to be effective Jan. 16, 2022	In current Budget	The Sheriff's Office requested 8 deputy positions during the budget and the Board approved 2 positions which would become effective Jan. 16, 2022. Additional annual costs for 1 deputy are estimated at \$53,846.
Detention Center	2 detention officers	\$54,631	Salary, benefits, and equipment for 2 officers is estimated at \$109,262 and it is anticipated that 50% of their costs can be offset by Federal Inmate Housing revenue. 2 of the 4 positions requested were approved with the budget.

Detention Center	1 Operations Sergeant	\$30,329	Salary, benefits, and equipment for 1 operations sergeant is estimated at \$60,658 and it is anticipated that 50% of the cost can be offset by Federal Inmate Housing revenue. 1 of the 2 positions requested were approved with the budget.
Emergency Communications	\$175/mo. Training Supplement	\$3,150	Emergency Communications would offer trainers an additional \$175.00 a month while they are training new hires. This averages out to roughly an extra \$1 per hour.
Emergency Communications	2 new TC positions	\$49,468	4 new positions would allow 1 new TC per 12-hour shift; however, the request is for 2 new TC positions which would work across 2 shifts each. Funding required. Annual recurring costs are anticipated to be \$98,936 for 2 positions.

FUNDING:

Funding for items other than the detention center items would require the use of fund balance. Based on current revenue from the Federal Inmate Housing program, it is anticipated that 100% of the 3 detention center positions requested will be offset.

RECOMMENDATION:

After review and discussion of service expansion items, consider funding options for one or more of the items.

ATTACHMENTS:

Elections & Animal Control Service Expansion Detail

Service Expansion for E-911 Positions

Service Expansion - Emergency Communications Training Supplement

ACTION TAKEN:

Request for Service Expansion

Title of Service Expansion Overtime for One-Stop Workers

Department Elections

Purpose and Justification Legislation has changed several times and could change again; however, currently, the law requires that we open all One-Stop sites from 8:00 a.m. to 7:30 p.m. and from 8:00 a.m. to 3:00 p.m. on the last Saturday of One-Stop voting. Poll workers typically arrive 30 minutes to an hour to get set up and ensure all equipment is working properly. At night, it typically takes about 30 minutes for the site to balance and sort the ballots. Each poll worker in charge at every One-Stop site has to come to the Board of Elections office each night to check paperwork, balance, and drop off same day voter registrations, address or name changes, paperwork and ballots. For the poll worker-in-charge, that takes an additional 30 minutes to an hour. We were able to run shifts during the Presidential Preference Primary. However, with the pandemic, we may not be able to find a sufficient number of poll workers. Therefore, the poll workers that are willing to work may have to work overtime. A lot of the One-Stop workers also work on Election Day, so that would also increase any overtime amounts.

	ESTIMATED COST/ (SAVINGS)	Detail Explanation/ Justification of Cost
Personnel	Approximately \$26,000	Overtime for municipal election for two One-Stop sites and overtime for 2022 Primary for three One-Stop sites: Approximately \$26,000 This estimate is based on \$17,709.94 for overtime for November 2020 General Election and \$18,297.39 overtime for November 2018 General Election.
Operational		
Capital Outlay		
Total Expenditures	Approximately \$26,000	

Revenue to offset Costs	
Total Cost of Service Expansion	Approximately \$26,000

Granville County Board of Elections

208 Wall Street – P.O. Box 83
Oxford, North Carolina 27565-0083
Telephone (919) 693-2515
Fax (919) 690-0245

March 11, 2021

Granville County Commissioners
141 Williamsboro Street
Oxford, NC 27565

Dear Commissioners:

Legislation mandating One-Stop hours has changed several times and could change again. Currently, since we have multiple sites, we are required to open them from 8:00 a.m. to 7:30 p.m. We were able to operate the One-Stop sites during the Presidential Preference Primary and General Election in shifts. Paperwork and ballots must be delivered to the Board of Elections each night and paperwork audited each night. Due to the pandemic, we may not be able to find a sufficient number of poll workers, so we may have to have poll workers work overtime.

This is an estimate based on overtime from both the November 2018 General Election, and the November 2020 Presidential General Election.

Sincerely yours,

Tonya C. Burnette
Elections Director

Animal Control Challenges 2021

- The animal shelter doubled capacity for dogs and tripled capacity for cats at the new animal shelter.
- With more space, animals are being held longer for adoption, rescue, or redemption.
- An increase in rabies vaccinations for the public. This pulls staff away from shelter duties.
- Call out schedule for Animal Control Officers. With the successes of Animal Control in solving citizens' complaints and issues, we have seen an increase in requests for service. ACOs emergency after hours calls have increased.
- Animal Control Officers are not sworn law enforcement. This means ACOs cannot serve search and seizure warrants, do not have access to NCAWARE, and cannot write criminal citations.
- More competition for rescue groups to pull animals. Shelter staff are directly involved with marketing the animals to rescues and adopters. They take pictures, record videos of dogs interacting with each other, answer questions, and maintain online adoption sites like Petfinder and Adoptapet.

What we recommend.

- Assigning a sworn Granville County Sheriff's Deputy to work with GC Animal Control on a daily basis. This Deputy will spend 90% of their time working directly with GC Animal Control. The Deputy animal liaison will solve the issues mentioned. Also this deputy can work with the local Law Enforcement agencies and other departments of the GC Sheriff's Office.
- Adding 2 Animal Control Officer positions. This will reduce the call out time after hours of each ACO. Be able to enforce more consistently the County ordinances and State animal related laws. Continue to increase enforcement of rabies vaccines, loose and at large animals, dangerous dogs, and loose livestock. ACOs are used every day to help clean the animal shelter and maintain all the medical work of the animals.

We want to be able to maintain the level of service to our citizens and continue to provide the best outcomes for the animals in our care. Consistent enforcement of County animal ordinances and State animal laws will help protect citizens from harm from animals and protect the animals from harm from citizens.

Other Animal Control Agencies

Person County Animal Services – 3 ACO and 1 City ACO no sworn LEO

Warren County Animal Ark – 3 ACO no sworn LEO

Vance County Animal Services – 3 ACO no sworn LEO

Durham County Animal Services – All sworn Deputies.

Request for Service Expansion

Title of Service Expansion: Telecommunicator Staffing Request

Name of Department: Emergency Communications

Purpose and Justification:

Due to the evolving role of the Telecommunicator and the ongoing employment challenges that the Granville County 9-1-1 call center is facing, the Emergency Communications department is requesting 4 additional full-time Telecommunicator positions for FY-2022.

The attrition rate for Emergency Communications has seen a steady growth over the years. There are several employment challenges contributing to such a high turnover rate in the Emergency Communications department, including: stress, ability to handle the work load, and the mandatory on-call scheduling. Adding one additional full-time Telecommunicator per shift will aid in easing the stress and workload tensions of 9-1-1 and mandatory on-call for personnel.

Emergency Communications moved from 14 full-time employees to 18 full-time employees in FY2011. Total call volume since FY2011 has increased approximately 25%, and yet Emergency Communications has not increased their personnel volume in ten years. In FY2020, Emergency Communications handled over 63,000 calls for service compared to 47,700 calls for service in FY2011 when the department first moved to 18 full-time employees.

As Granville County's population continues to climb, Emergency Communications is anticipating the personnel needed to effectively and efficiently meet the county's public safety needs, while also protecting and honoring the needs of the staff that work in a high-stress position.

	ESTIMATED COST/ (SAVINGS)	Detail Explanation/ Justification of Cost
Personnel	\$197,872.00	Additional 4 full-time Telecommunicator (1 additional Telecommunicator per shift)
Operational		
Capital Outlay		
Total Expenditures	\$197,872.00	

<i>Total Cost of Service Expansion</i>	\$197,872.00	\$49,468.00 per person including benefits for 4 additional Telecommunicators.
<i>Reduced Option</i>	\$98,936.00	\$49,468.00 per person including benefits for 2 additional Telecommunicators.

- Emergency Communications requests offering trainers an additional \$175.00 a month while they are training new hires.
- Training new hires takes a special person with an abundance of patience and knowledge.
- \$175.00 a month averages out to roughly an extra \$1.00 per hour.
- Training a new hire usually takes anywhere from 3-6 months.
- This equals out to \$1,050.00 per trainee if it took the full 6 months.
- If we were to have 3 new hires a year go the full 6 months, this would still only equal \$3,150.
- This is a small incentive that will boost morale and make it easier to establish good trainers when needed.

Thank you for your consideration!





Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: November 9, 2021
Title: **County Attorney's Report**

PURPOSE:

Any matters as needed by the County Attorney.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: November 9, 2021
Title: **Presentations by County Board Members**

PURPOSE:

Board members will make comments.

- Commissioner Karan
- Commissioner Gooch
- Commissioner Jay
- Commissioner Smith
- Commissioner Cozart
- Commissioner May
- Chair Hinman

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: November 9, 2021
Title: **Any Other Matters**

PURPOSE:

Any other matters as needed.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: November 10, 2021
Title: Closed Session as Allowed by G.S. 143-318.11(a)(3) - Attorney-Client Matter

PURPOSE:

To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

ACTION TAKEN:



Granville County

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: November 10, 2021

Title: Closed Session as allowed by G.S. 143-318.11(a)(6) - Personnel

PURPOSE:

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

ACTION TAKEN: