

OXFORD, NORTH CAROLINA
September 7, 2021

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Tuesday, September 7, 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

County Attorney: James C. Wrenn, Jr.

News Reporters: David Murray – Oxford Public Ledger

MEETING CALLED TO ORDER

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

MOMENT OF REMEMBRANCE AND SILENCE

Chair Hinman made the following comments:

The Granville County Board of Commissioners would like to open our evening with remembering our 13 Service members who were slain while defending the withdrawal of American citizens, SIV Afghans and those other Afghans seeking refuge from the Taliban, while serving at the Kabul Airport in Afghanistan.

Our service members are all volunteers who place themselves in harm's way when called upon by their Commander in Chief. They represent the very best our Nation has to offer, they are national treasures. Let it be known those service members who made the ultimate sacrifice while serving in Afghanistan will never be forgotten by a grateful nation. Their sacrifices secured the homeland from terrorist acts, and they will always be honored and revered for their service.

Our service members have sacrificed more than anyone could possibly image over the last 20 years. Many service members served in multiple deployments in IRAQ and Afghanistan. Many returned home with physical and mental scars which they will carry with them the remainder of their lives. They are humble and proud warriors, who did so with little

thanks and often without recognition. We want all our veterans and their families who reside in Granville County to know, we are thankful for your service and sacrifice. Granville County will continue to work diligently to bring about the appropriate recognition and support earned through your service. You are our heroes, and we will never be able to repay you for your service.

Chair Hinman then asked for a moment of silence to pray for those service members who were lost most recently, those who were lost over the last 20 years, all those who returned and their families who continue to live with the grief and pain war brings.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner Tony W. Cozart, 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	\$	111,450
School Bond D/S Contingency	\$	100,000
Environmental Disaster Contingency	\$	10,000
General Fund Appropriated Fund Balance	\$	6,140,088

- (B) Approved Budget Amendment #1 as recommended by the Finance Director:

**Budget Amendment #1
09/07/2021**

Be it ordained, the FY 2021-2022 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)

General Government			
Finance	9,750		
Register of Deeds	17,550		
Public Safety			
Fire Services	39,720		
Emergency Management	30,000		
Community Services			
Cooperative Extension Service	2,500		
21 Century Grant	15,000		
4-H Best	3,001		
County Library System	3,200		
Construction Projects	470,000		
Education			
Granville County School System	100,000		
Area Projects and Other Appropriations			
Special Projects	10,496		
Non-Departmental	50,000		
Pass Thru Funds and Transfers	17,006		
Contributions to Other Funds			
Contingencies	(168,550)		
<i>Total Expenditures</i>			599,673

Revenues: Increase/(Decrease)

Restricted and Intergovernmental	104,820		
Appropriated Fund Balance	494,853		
<i>Total Revenues</i>			599,673

EMERGENCY TELEPHONE SYSTEM FUND

Expenditures:Increase/(Decrease)					
		ETSF - Software		60,000	
		<i>Total Expenditures</i>			60,000
Revenues: Increase/(Decrease)					
		Appropriated Fund Balance		60,000	
		<i>Total Revenues</i>			60,000
SOLID WASTE - LANDFILL FUND					
Expenditures: Increase/(Decrease)					
		Landfill Operations		24,700	
		<i>Total Expenditures</i>			24,700
Revenues: Increase/(Decrease)					
		Appropriated Fund Balance		24,700	
		<i>Total Revenues</i>			24,700
		Budget Amendment #1			
(For reference only)					Balance
General Fund/Social Security					
Expenditures: Increase/ (Decrease)					
10-	6110	600	Hotspot Grant	\$3,200	\$3,200
Revenues: Increase/(Decrease)					
10-	3327	321	LSTA Grant Revenue	\$3,200	\$3,200
<i>Description:</i> Fund the LSTA grant for purchased mobile hotspots with data plans.					
General Fund/21st Century Grant					
Expenditures: Increase/ (Decrease)					
10-	5837	260	Supplies	\$10,000	\$16,780
10-	5837	313	Field Trips	\$5,000	\$10,321
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$15,000	\$5,660,235
<i>Description:</i> Roll over unexpended FY 21 Reach grant funds.					
General Fund/Coop Extension					
Expenditures: Increase/ (Decrease)					
10-	4950	600	CES - VAD Program	\$2,500	\$2,500
Revenues: Increase/(Decrease)					
10-	3838	330	CES - VAD Program Revenue	\$2,500	\$2,500
<i>Description:</i> Establish Voluntary Ag District funding for Cooperative Ext. Services.					
General Fund/4-H Best					
Expenditures: Increase/ (Decrease)					
10-	5831	220	4H Best Food	\$600	\$1,745
10-	5831	251	Gas, Oil and Tires	\$261	\$661
10-	5831	260	Supplies	\$200	\$400
10-	5831	340	Printing	\$240	\$340
10-	5831	399	Other Services	\$1,300	\$1,300
10-	5831	490	Association Dues	\$400	\$400
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	(\$58,237)	\$5,601,998
10-	3583	334	4-H Best	\$61,238	\$61,238
<i>Description:</i> Adjust 4H Best per initial program funding agreement.					
General Fund/Pass Through					
Expenditures: Increase/ (Decrease)					
10-	8580	107	Initial Allocation/Unallocated	(\$232,000)	\$0
10-	8580	109	Administrative	\$6,177	\$6,177
10-	8580	108	Comm Connections (Youth Villages)	\$70,298	\$70,298
10-	8580	108	Comm Connections (Y.V.) - Level II	\$103,883	\$103,883
10-	8580	112	Boys and Girls Club (Positive Actions)	\$30,684	\$30,684
10-	8580	146	Trails to Success (Shepard Youth Ranch)	\$37,964	\$37,964
Revenues: Increase/(Decrease)					
10-	3583	329	Initial Allocation/Unallocated	(\$185,600)	\$0
10-	3583	330	Administrative	\$3,810	\$3,810
10-	3583	331	Comm Connections (Youth Villages)	\$58,582	\$58,582
10-	3583	331	Comm Connections (Y.V.) - Level II	\$103,883	\$103,883
10-	3583	338	Boys and Girls Club (Positive Actions)	\$25,570	\$25,570
10-	3583	342	Trails to Success (Shepard Youth Ranch)	\$31,637	\$31,637

10-	3990	991	Appropriated Fund Balance	(\$20,876)	\$5,581,122
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Description: Adjust funding for FY 2022 JCPC programs per the Department of Public Safety Funding Plan.

General Fund/Construction Projects

Expenditures: Increase/ (Decrease)

10-	4251	810	GVHD Renovations	\$430,000	\$460,000
10-	9910	991	General Contingency	(\$51,000)	\$129,000

Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$379,000	\$5,960,122
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Description: To carry forward \$379,000 of unexpended funds from the FY 2021 budget GVHD project plus additional funds to complete the project.

General Fund/Construction Projects

Expenditures: Increase/ (Decrease)

10-	4251	801	Triangle North Road & Other	\$40,000	\$60,000
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$40,000	\$6,000,122
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Description: Fund continued engineering services for Triangle North. Expenditure was approved in FY 2021 budget.

General Fund/Finance

Expenditures: Increase/ (Decrease)

10-	4130	381	Computer Services	\$9,750	\$34,750
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$9,750	\$6,009,872
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Description: Fund the setup fee and recurring charges for debt tracking and (GASB 87) lease accounting services with DebtBooks. Decision to fund was made during the FY 2022 budget service expansion review process.

General Fund/Non-Departmental

Expenditures: Increase/ (Decrease)

10-	8540	807	County 275th Ann. Books	\$6,000	\$6,000
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$6,000	\$6,015,872
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Description: Carry over FY 2021 funds for the County 275th Anniversary Book line item.

General Fund/Non-Departmental

Expenditures: Increase/ (Decrease)

10-	8540	101	Workers Compensation	\$44,000	\$247,832
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$44,000	\$6,059,872
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Description: Fund the amount of renewal fee exceeding the original budget estimate for annual workers compensation premium from NCACC.

General Fund/Special Appropriations

Expenditures: Increase/ (Decrease)

10-	8500	657	Human Relations Council	\$10,496	\$17,396
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$10,496	\$6,070,368
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Description: Carry over of unexpended Human Relations Council funds from the FY 2021 budget.

General Fund/Emergency Management

Expenditures: Increase/ (Decrease)

10-	4330	540	Vehicles	\$30,000	\$30,000
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$30,000	\$6,100,368
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Description: Fund the purchase of a replacement vehicle for Emergency Management. This was approved in the operating budget process by the Granville County BoCC, but was inadvertently left out the budget ordinance.

General Fund/Fire Services

Expenditures: Increase/ (Decrease)

10-	4340	632	VPS Service Stipend	\$39,720	\$39,720
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$39,720	\$6,140,088
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Description: Fund Fire Department stipend. This was approved as a service expansion but was inadvertently leftout of the FY 2022 budget ordinance.

General Fund/Register of Deeds					
Expenditures: Increase/ (Decrease)					
10-	4180	602	Automation Project	\$17,550	\$17,550
10-	9910	991	Contingency	(\$17,550)	\$162,450

Description: Fund COTT automation of deeds project.

General Fund/Schools					
Expenditures: Increase/ (Decrease)					
10-	5911	581	Other Cap 1 Capital Outlay	\$100,000	\$100,000
10-	9910	994	School Bonds Contingency	(\$100,000)	\$0

Description: To fund replacing fire alarm system at Butner-Stem Elementary, as approved by the Granville Co.BoCC on July 6, 2021.

Emergency Telephone System Fund					
Expenditures: Increase/ (Decrease)					
27-	4501	357	Radio	\$60,000	\$70,000
Revenues: Increase/(Decrease)					
27-	3991	991	Appropriated Fund Balance	\$60,000	\$60,000

Description: To transfer funds within the E-911 fund to fund Motorola Solutions maintenance contract.

Landfill Fund					
Expenditures: Increase/ (Decrease)					
59-	4710	199	Contracted Services	\$24,700	\$24,950
Revenues: Increase/(Decrease)					
59-	3991	991	Appropriated Fund Balance	\$24,700	\$24,700

Description: Fund turn lane / traffic improvement study for the Wilton convenience site, as approved by the Granville County BoCC on March 15, 2021.

(C) Approved the Tax Refunds, Releases and Write-offs for July 2021 as follows:

Refunds	\$14,631.72
Releases	\$15,587.28
Write-offs	\$140.89

(D) Approved minutes of the May 17, 2021, June 7, 2021 and June 21, 2021 Regular Meetings.

BOARD RECOGNIZED NACO ART CONTEST WINNERS

Chair Sue Hinman asked Commissioner May to help with the recognition of the National Association of Counties’ (NACo) Student Art Contest winners.

Commissioner May explained that Granville County students were invited to participate in the National Association of Counties’ Student Art Contest this past spring, with almost 100 entries coming from Granville County Public Schools. The theme this inaugural contest was “I Love My County Because....” Student artists were asked to complete the sentence of why they “love” their county and accompany that sentence with a piece of original artwork to depict the reason selected. The contest was part of NACo’s 2021 “Counties Matter” campaign, with a goal of introducing young residents to the responsibilities of local government.

Artwork submitted by two students of Granville County Public Schools was selected to be included on the National Association of Counties' 2022 calendar, with one honorable mention. All winning artwork will also be published in NACo's "County News" newspaper, which is distributed nationwide.

The Board recognized the following students and presented them with certificates and 275th anniversary coins:

- Brim Royster, J.F. Webb High School - Winner
"I love my county for the family connections I have here."
(Drawing of his family members)
- Elizabeth Gibson, Creedmoor Elementary School - Winner
"I love my county because of the beautiful architecture."
(Drawing of Granville County Courthouse)
- Sofia Serba Davis, J.F. Webb High School – Honorable Mention
"I love my county because of the beautiful architecture."
(Drawing of Strong Arm Baking on Main Street in Oxford)

Chair Hinman thanked the Art teachers Ophelia Staton of J.F. Webb High School and Leslie Nunnery of Creedmoor Elementary as well as Lynn Allred with Granville County that coordinated with the schools and NACo to get the entries turned in for the contest.

UPDATE ON THE AIRPORT

Jonathan Carver, Granville County representative on the Aeronautics Authority of the City of Henderson, City of Oxford, County of Granville and County of Vance, gave an update on operations at the airport. He reported the following regarding the Henderson-Oxford Airport:

- For 2021, as of today, there have been 2072 operations (take-off and landings) as compared to 1485 in 2020 and 924 in 2019
- 85% general aviation, 10% heli-operations and 5% jet traffic
- Grant projects:
 - New set of 10 T-hangers completed and full, with 20 people on the waiting list
 - Installed new LED rotating beacon (first in North Carolina)
- Met with Department of Aviation to work on 10-year masterplan
- Next major project is to move existing taxiway to handle larger airplanes
- Project to upgrade to runway resurfacing
- Future project to do a parallel taxiway on other side to accommodate large jets
- EAA Young Eagles event postponed due to Covid
- Military History Day will be held October 23rd

BOARD HEARD UPDATE ON SOLID WASTE MATTERS

Jason Falls, Solid Waste Management Director, said he wanted to give an update to the Board since there was a recent policy change as of July 1st to not accept construction and demolition debris at the convenience sites. The Solid Waste Liaisons met to identify problems

and come up with solutions. Before the changes, there were problems with full boxes and early site closures; increased wait times; safety and traffic concerns; and acceptance of out-of-county waste(s). Since July 1st there has been reduction in the number of hauls at all of the convenience sites and he referred to the monthly comparison. He noted that Granville County was one of the only counties receiving construction and demolition debris at the convenience sites. Concerns were addressed by: siting/location of open top container at the landfill/scale house; contact with GFL staff and site attendants on acceptance; brochures on policy change distributed at sites/landfill; direct communication with users/ and only one illegal dump case reported and tied to this policy change. He noted the cost savings and benefits as: reduced out-of-county wastes; reduced wait and traffic times; and annual cost savings of \$200,000 per year.

Commissioner Smith asked how the open top container at the scale house in Oxford is working out. He had complaints from those not wanting to go up on the landfill hill in mud and nails.

Mr. Falls said the container was installed last Saturday and the box was filled up in four hours and noted it is open Monday - Saturday.

AFTER HOLDING PUBLIC HEARING, BOARD APPROVED APPLICATION FOR 5310 NC DOT TRANSPORTATION GRANT

Chair Sue Hinman stated that the next matter on the agenda was a public hearing to receive public comments on the 5310 Transportation Grant application for funding during fiscal year 2022-2023 for Senior Services. Granville County has participated in the 5310 Transportation Grant program since 2010. Funding from this grant program provides the Oxford fixed route. Attached for your reference in the agenda packet is a copy of the public hearing notice. This notice appeared in the August 26th edition of the Oxford Public Ledger in both English and Spanish.

Chair Hinman opened the public hearing and recognized Kathy May, Senior Services Director, for a brief overview.

Mrs. May said for 12 years, the Department of Senior Services has applied for and received funding from the North Carolina Department of Transportation grant to pay operating expenses to KARTS to run a shuttle service in the form of a fixed route in the City of Oxford with 16 stops per hour. The route begins each weekday morning at the Senior Center at 8:00 a.m. and throughout the hour stops at nine housing developments, two pharmacies, two grocery

stores and Granville health System that is in walking distance of numerous doctors' offices and soon the Health Department. The idea is to get off at a location that is close to where they need to be and then they walk the rest of the way. Oxford's layout makes it a perfect setup for a route like it. Residents are within an easy walk to numerous doctors' offices, banks, post offices, Social Services, the library and numerous city and county offices. The route did not run a regular schedule from March 2020 – March 2021 due to Covid. The last full year of operation in 2018-2019, the shuttle service provided 13,341 one-way trips to the Oxford community. She said she would be glad to answer any questions.

Chair Hinman said that anyone wishing to speak, please come to the podium and state your name and address for the record. No one came forward to speak.

Commissioner May said with the recent census and increase in population in the Butner-Creedmoor area, if there were any stipulations in how the city limits are designed for opportunities for a grant now that there will be a Social Services site in that area and a doctor's office nearby.

Mrs. May explained that this is a competitive grant, and you can only receive one per county. She said she could not submit two grants and have both awarded and noted she had checked to be sure this was accurate information. She said there may be other grants in the future to look into to assist those in the southern area.

Commissioner May asked her to keep this in mind to look for grants for the southern end.

Chair Hinman declared the public hearing closed. There was no further clarification needed.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved submitting the application for the NCDOT 5310 Transportation Grant funding for fiscal year 2022-2023 in the amount of \$161,000 and the 10% match of \$16,100 to be included in the fiscal year 2022-2023 budget and the following resolution:

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

FY 2023 RESOLUTION

Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by Commissioner David T. Smith and seconded by Commissioner Zelodis Jay for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for “purchase-of-service” projects under the Capital Purchase of Service budget, Section 5310 program.

WHEREAS, Granville County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the County Manager of Granville County is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT’s calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

PUBLIC COMMENTS

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

BOARD APPROVED LATE APPLICATION FOR BRUCE PARRISH SR.

Chair Hinman explained that Bruce Parrish came into the Tax office in July with his awards letter from Veteran’s Affairs. Jenny Griffin, Tax Administrator, informed Mr. Parrish that the deadline had passed, and it could only be approved by the Board of Commissioners.

Mr. Parrish requested that the Board consider his application because Veterans Affairs were back logged with their paperwork due to Covid. Mr. Parrish's date of disability is dated May 20, 2020.

Ms. Griffin noted that the Winston Salem office closed completely in 2020 and that she recommended approval of the late application since Veterans Services was closed during COVID and they are behind on their forms. When asked, Ms. Griffin said if other Veterans had these same issues, they could come to the Tax office for assistance with the matter.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the late Disabled Veterans Exclusion application for Bruce Parrish, Sr.

BOARD APPROVED LATE APPLICATION FOR ISSAC TANNER

Chair Hinman explained that Mr. Isaac Tanner picked up a Disabled Veterans Exclusion application from the Tax office before June 1, 2021. He was asked to fill out the application and send the NCDVA-9 form to the U.S. Department of Veterans Affairs in Winston Salem to be completed. The Tax office also informed Mr. Tanner that the VA is back logged with these forms so in the meantime turn in the application to the Tax Department and wait for the NCDVA-9 form. Mr. Tanner turned in his completed application with the NCDVA-9 form on July 13, 2021. The VA said they mailed him the forms and he had not received them, so they faxed it to him. Mr. Tanner was confused with our application instructions.

Ms. Griffin, Tax Administrator, explained that this was a communication error and that she recommended approval.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Timothy Karan, and unanimously carried, the Board approved the late Disabled Veterans Exclusion application for Isaac Tanner.

BOARD REAPPOINTED DR. BRIDGET WATERS TO THE GRANVILLE-VANCE DISTRICT BOARD OF HEALTH

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board reappointed Dr. Bridget Waters (Veterinarian) to the Granville-Vance District Board of Health to be put on the same appointment rotation as the other members.

BOARD REAPPOINTED MAGGIE SMOAK BRUMMITT TO THE GRANVILLE COUNTY ECONOMIC DEVELOPMENT ADVISORY BOARD

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner David T. Smith, and unanimously carried, the Board reappointed Maggie Smoak Brummitt to the Granville County Economic Development Advisory Board.

BOARD APPROVED AWARDING SOUTH BRANCH DSS SATELLITE OFFICES CONSTRUCTION CONTRACT

Scott Phillips, Development Services Director, explained that Granville County received competitive bid proposals on August 24, 2021 for the interior alterations needed for the Department of Social Services (DSS) South Branch Satellite Offices located at the Dutch Village Shopping Center, Butner, NC. The bid submittal requested the following pricing:

- Base Bid Price in accordance with the construction documents
- Alternate pricing as follows:
 - Alternate A-1; replace existing women's toilet room partitions with new
 - Alternate A-2; installation of a Fire Alarm System (not required by Building Code)
 - Alternate A-3; replace broadloom rolled carpet with carpet tile

The Bid Tabulation in the agenda indicated the bid submittals received and the dollar amounts as indicated above. The fiscal year 2021-2022 budget can facilitate the base bid amount as well as any or all alternate pricing. Mr. Phillips gave his recommendation that included a budget contingency of \$15,000 for any unforeseen conditions or owner request changes and answered questions, noting that the bids are under the project budget.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved awarding the DSS Satellite Office construction contract to Focus Design Builders for interior alterations for the base bid amount of \$588,189 and three (3) alternates in the amount of \$36,316, for a total amount of \$624,505; and also a budget contingency of \$15,000, with funding for the project from the FY 2021-2022 budget.

- Alternate A-1; replace existing women's toilet room partitions with new (\$4,438)
- Alternate A-2; installation of a Fire Alarm System (not required by Building Code) ((\$29,744)
- Alternate A-3; replace broadloom rolled carpet with carpet tile (\$2,134)

BOARD APPROVED EQUIPMENT TO OUTFIT TEN NEW SHERIFF'S VEHICLES

The Sheriff's office requested approval to purchase the equipment necessary to outfit ten (10) vehicles for service. Although the funding for the vehicle equipment was approved in the fiscal year 2021-2022 budget, the request is being brought back to the Board for final approval per policy because the expenditure is more than \$10,000.

County Manager Felts noted that the Sheriff's office will utilize some existing equipment in addition to this quoted equipment to outfit all ten vehicles. Per the Sheriff's office, the cost to fully outfit a sheriff's vehicle is just over \$7,000 per vehicle. By using available existing equipment from replaced vehicles, the average cost per outfitting based on the B & G quote is \$3,676.52 each.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved purchasing the equipment necessary to outfit the ten (10) new vehicles for service from B&G Electronics at a price of \$36,765.17 from the fiscal year 2021-2022 budget.

BOARD APPROVED AMENDMENT TO MORRISON'S CONTRACT FOR MEALS FOR THE SENIOR CENTER

Chair Hinman explained that Granville County Senior Services has a contract with Morrison's Management Specialists to prepare and deliver daily mid-day meals to all three senior centers. The County currently pays \$4.69 per meal, which includes transportation of the food (in bulk) to each of our three senior centers daily. There have only been two (2) price increases since we began our contract in 2011.

Morrison is now asking for an amendment to the agreement to include an annual Consumer Price Index (CPI) adjustment to take effect in August of each year. The "CPI Adjustment" for the purpose of the Agreement shall mean and refer to the annual price escalator obtained from the Consumer Price Index for All Urban Consumers, U.S. City Average, "Food Away from Home," Series Id: CUUR0000SEFV (Not Seasonally Adjusted) as measured against the most recently published twelve (12) month period." (currently 4.6%) They have agreed to cap the CPI adjustment at 3%. For the current year, this will take our price per meal to \$4.83.

After questions and clarification, the Board took action.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Russ May, and unanimously carried, the Board approved an amendment to the contract with Morrison's Management Specialists to include an annual Consumer Price Index (CPI) to take effect each August with a cap of 3% for home delivered meals for Senior Services.

BOARD APPROVED THE FIRE DEPARTMENT RADIO REPLACEMENT PROGRAM

Jason Reavis, Emergency Management Director, explained that as a result of the fiscal year 2021-2022 budget, Emergency Management was given the direction to develop a plan for replacing the 800 MHz radios for all 14 Granville County Fire Departments, Granville County Search and Recovery, Emergency Management, Emergency Communications/911 and Animal Control. These radios are to be funded over three years - fiscal years 2022, 2023, and 2024.

At the direction of the Board of Commissioners, the Emergency Management Director and Fire Marshal provided multiple options for portable radios to each department. Each department was allowed to select which radio would best suit their needs from the options provided prior to County staff obtaining quotes. The choices of portable radios were Kenwood Model 900 and 6000 and Motorola APX 900, 4000, and 6000. Due to the plug and play option, Motorola APX 1500 or 4500 were the radio's chosen for the replacement of the Mobile Radios.

This radio replacement is necessary, due to North Carolina State Highway Patrol Viper Division having to complete a major upgrade of the system. The Viper Division is requiring all new radios added to the Viper Network to be TDMA compliant by 7/1/2022 and that all radios that are not TDMA compliant to be replaced by 7/1/2025. Any radio that has not been replaced by 7/1/2025 will cease to work. He then reviewed quotes on page 117 of the agenda packet and answered questions from the Board. He noted that John Snow, CEO of Granville Health System, wants to buy radios for EMS in conjunction with this purchase.

County Manager Felts and Emergency Management Director Reavis recommended the one-time purchase option to take advantage of the volume discount of \$143,000 in savings as well as avoiding future cost increases due to market changes and inflation.

Mr. Reavis answered questions noting that the difference in radios is personal preference and in order for some fire departments to keep consistency with batteries.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the one-time purchase option for replacement radios for all 14 Granville County Fire Departments, Granville County Search &

Recovery, Emergency Management, Emergency Communications/911, and Animal Control for a total amount of \$1,149,579, that includes Granville Health System radios that will be reimbursed (\$76,285), for a total County cost of \$1,073,294 from fund balance.

BOARD APPROVED ENGAGING NORTH CAROLINA FIRE CHIEF CONSULTING FOR FIRE, AMBULANCE AND RESCUE SERVICE DISTRICT(S) CONSULTING SERVICES

County Manager Felts explained that during the regular meeting held on July 6, 2021, the Board of Commissioners authorized 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 and possibly ambulance and rescue service for Granville County. 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 Subcommittee identified the need for some expert counsel regarding this issue.

Requests for proposals were advertised on the County website, included in a paper of general circulation, and were sent directly to several companies which engage in similar services. The County received proposals from North Carolina Fire Chief Consulting and Public Consulting Group. On September 3, 2021, a selection committee consisting of Commissioners Russ May, Timothy Karan, Zelodis Jay, and County Manager Michael Felts heard presentations from both vendors. Each vendor had significant areas of strength and provided unique insight to the County's proposed project. The committee unanimously recommend North Carolina Fire Chief Consulting. The key determining factor was NC Fire Chief Consulting's understanding of NC standards, rules, and requirements as well as their extensive work within NC on similar projects and their affiliation with the North Carolina League of Municipalities.

Copies of the two proposals were included in the agenda for reference. The proposed not-to-exceed cost estimate from NC Fire Chief Consulting is \$59,148. This is based on the reduced billing rate that is provided through their affiliation with the League of Municipalities and extended to members of the NCACC. The vendor noted that billing is based on the hours

worked, therefore the actual cost may be lower than the estimated proposal cost. Funding is not currently included in the fiscal year 2021-2022 annual budget, so it would require an appropriation of fund balance.

When asked, County Manager Felts said that both vendors should be able to bring back a recommendation in early Spring, possibly around retreat time in February, so it can be completed by the end of this fiscal year.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved authorizing the County Manager to engage the services of NC Fire Chief Consulting to provide consulting services to assist in the development and implementation of a service district or service districts for fire protection, ambulance, and rescue service for Granville County for a cost not to exceed \$59,148 from fund balance.

GRANVILLE COUNTY EMPLOYEE NC DOT FALL LITTER SWEEP EVENT

Granville County has taken an active stance to help address litter issues in the County. Twice each year, County employees and Commissioners are provided an opportunity to participate in a litter cleanup program in conjunction with the NCDOT Litter Sweep program.

This year the NC DOT sponsored “Fall 2021 Litter Sweep” begins September 11th and concludes September 25th. Jason Falls, Director of Environmental Programs is requesting volunteers within county departments to help clean designated road(s) within the County (*roads will be determined prior to day of pickup*) on Friday, September 17, 2021. The group of volunteers will meet behind the County Administration Office at 12 noon on Friday, September 17, 2021 for lunch. Gloves, safety vests, and bags will be made available on the day of pickup. A rain date has been scheduled for the following September 24, 2021. For County employees participating, and as an incentive, once we are finished picking up litter from the selected road(s); employees will have the option of not returning to work (without using leave) as approved by the County Manager and/or employee’s supervisor. Additionally, employees can earn 20 points towards wellness activities by participating. This was an information only item.

BOARD APPROVED NEW POSITION REQUEST FOR PARKS AND GROUNDS DEPARTMENT – VENUE AND ACTIVITIES COORDINATOR

County Manager Felts explained that County Administration has identified a need to increase capacity and improve service delivery for coordinating activities and administering

facility rentals. To address this need, we are requesting the addition of a new *Venue and Activities Coordinator* position. This new position would report to the Parks and Grounds Maintenance Manager and assume all responsibilities for scheduling and managing rentals as well as coordinating special events and other activities.

Over the past several years demand for rental space at the County's two available facilities, the Expo and Convention Center and the Granville Athletic Park (GAP), has rapidly outpaced staff's ability to manage the rentals effectively. For example, in order to assist renters with planning their events at the Expo, currently a member of the administrative staff must leave their assigned workstation and meet prospective renters to tour the facility and again to attend to other requests once the rental is confirmed. These work disruptions are subsequently followed by careful monitoring and tracking to ensure all facility use requirements are met according to the timeframe established by the rental agreement (ex, permitting, insurance coverage, security needs, etc.).

Similarly, Parks and Grounds crew members must frequently leave their equipment and field work to report to the park office to answer questions, provide copies of rental agreement forms, and manage rentals. Moreover, the recent GAP Phase III expansion project has introduced additional time-consuming steps to facilitate public, school, and organization hourly rentals for the tennis and sand volleyball courts. These additional amenities and rental frequencies are further straining staff resources.

The Venue and Activities Coordinator position will be based at the GAP park office and is tentatively slated to hold public office hours Monday – Friday, from 9:00 am through 4:00 pm. The regular work time from 8:30 am to 9:00 a.m. and from 4:00 p.m. to 5:00 p.m. will be utilized for administrative needs and for providing prospective renters access to tour the Expo facilities, etc.

Chair Hinman noted that at the 275th Anniversary Celebration it was determined that this position was needed.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved updating the fiscal year 2021-2022 Pay and Classification Plan to include a new Venue and Activities Coordinator position, appropriate funding for the position, and authorized publication of the job posting as soon as possible.

COUNTY ATTORNEY REQUESTED CLOSED SESSION

County Attorney Wrenn requested a closed session for attorney-client and economic development matters.

BOARD PRESENTATIONS

Commissioner Smith announced that the Senior Center's Nifty 90s drive thru event will be held September 21st. Anyone 90 and up interested in attending should call the Senior Center to sign-up.

DURING BOARD PRESENTATIONS, BOARD APPROVED SPONSORSHIP OF TABLE FOR THE CRIME STOPPERS BANQUET

Commissioner Smith said that Crime Stoppers will hold their annual banquet on Tuesday, October 26th at 6:30 p.m. at Pleasant Grove Baptist Church and are selling sponsorships for tables.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Russ May, and unanimously carried, the Board approved purchasing a table for the Crime Stoppers Banquet on Tuesday, October 26, 2021 at the cost of \$120.

BOARD PRESENTATIONS CONTINUE

Commissioner Smith announced that the Kerr-Tar Council of Governments (COG) banquet scheduled for September has been cancelled.

Commissioner May thanked those at Veterans Services for providing information to the public regarding the recent event in Afghanistan; thanked the Board for moving forward with recommendations for consulting services for review and assessment of fire, ambulance and rescue service district(s) as well as the Fire Department Needs Subcommittee for their work on the matter; and also thanked Jason Reavis, Emergency Management Director, for his work on the replacement radios to save money. He noted that the end of year school assessments have been done by the State and they are not good. He said he is eager to hear how Granville County Public schools rated. He also mentioned the 9/11 anniversary coming up and that we will never forget those that gave their lives that day and those that continue to protect us.

Commissioner Karan said the fireworks this past weekend at Lake Holt sponsored by Granville County, Town of Butner and City of Creedmoor were a blast. He announced the Hot Sauce Festival this upcoming weekend on Saturday in Oxford.

Commissioner Gooch reminded everyone of the joint tours of J.F. Webb and South Granville High Schools on Thursday and said he looks forward to the tours. He said the fireworks at Lake Holt were an awesome display and good gathering.

Chair Hinman announced that Fun Day will be on September 24th at the North Granville Senior Center in Stovall. She asked Commissioner May to attend in her place since she is unable to attend. She personally thanked Granville County staff for their hard work and dedication as well as County Commissioners.

Commissioner Karan announced that Chair Hinman will graduate from the Citizens Academy sponsored by the Sheriff's Office on September 30th.

BOARD WENT INTO CLOSED SESSION

Upon a motion by Commissioner Russ May, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3) and (4) 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 and to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Russ May, and unanimously carried, the Board returned to open session.

BOARD ADJOURNED

Upon a motion by Commissioner Russ May, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board adjourned the meeting at 9:09 p.m.

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