

AGENDA
GRANVILLE COUNTY BOARD OF COMMISSIONERS

Monday, May 6, 2024



Call to order @ 7:00 p.m.....Chair Timothy Karan
Invocation and Pledge of Allegiance.....Commissioner Tony W. Cozart

Consent Agenda

1. Surplus Vehicles (p. 3)
2. Tax Refunds, Releases & Write-offs (p. 4)
3. Property Tax Adjustment for Building Destroyed by Fire (p. 24)
4. Proclamation Recognizing Clerks to the Board of Commissioners Week (p. 25)
5. Minutes (p. 27)

Introductions, Recognitions and Presentations

6. Introduction of Finance Director Jennifer Baird (p. 54)
7. Juvenile Crime Prevention Council (JCPC) Update (p. 55)
8. Approval of JCPC County Plan for Fiscal Year 2024-2025 (p. 71)
9. Approval of JCPC Membership List for Fiscal Year 2024-2025 (p. 73)

Public Comments

10. Public Comments (p. 76)

Public Hearings

11. Public Hearing for Amendment to Nugget Comfort CDBG Project (p. 77)

Budget Matters

12. Fiscal Year 2024-2025 Budget Presentation (p. 82)

Sheriff Matters

13. Approval of Accreditation Manager Contract (p. 83)

Appointments

14. Granville County ABC Board (p. 110)

- 15. Granville County Tourism Development Authority (p. 111)
- 16. Kerr-Tar Regional Economic Development Commission - Triangle North Board (p. 113)

County Manager's Report

- 17. Approval of Emergency Communications Consulting Contract (p. 114)
- 18. Approval of Leases for 204 Williamsboro Street (p. 124)
- 19. County Manager's Report (p. 125)

County Attorney's Report

- 20. County Attorney's Report (p. 126)

Presentations by County Board Members

- 21. Presentations by County Board Members (p. 127)

Any Other Matters

- 22. Any Other Matters (p. 128)



Granville County Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: May 6, 2024
Title: **Surplus Vehicles**

PURPOSE:

To consider declaring vehicles as surplus to be sold via online auction platform or by Enterprise Fleet Management (E.F.M.), if E.F.M. chooses to accept the vehicle(s) for sale.

BACKGROUND:

North Carolina General Statute § 160A-266 requires the Board of Commissioners to formally declare items surplus prior to the sale. Per Granville County's surplus procedures, all vehicles must be approved for sale or transfer by the Granville County Board of Commissioners prior to their sale or transfer.

The vehicles listed below have been replaced with Enterprise Fleet Management (E.F.M.) leased vehicles during the fiscal year. Once declared surplus, the vehicles will either be put on GovDeals for auction or E.F.M. will attempt to sell them.

VIN	Year	Department	Make	Model	Mileage	Condition
4259*	2017	Emergency Management	Chevy	Silverado	100,000+	Used; inoperable/unrepairable

RECOMMENDATION:

The Finance Director, Management Analyst, Internal Auditor, and County Manager recommend these vehicles as surplus and sale via online auction platform or by Enterprise Fleet Management if EFM chooses to accept the vehicles for sale.

ACTION TAKEN:



Granville County Tax Administration

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

To: Board of Commissioners
From: Tamonica Thorpe
Department: Tax Administration
Date: May 6, 2024
Title: Tax Refunds, Releases & Write-offs

PURPOSE:

To approve tax refunds, releases, and write-offs.

BACKGROUND:

Tax refunds are governed by N.C.G.S. 105-381 and is generated when a Granville County property owner has for some reason paid more property tax than is actually due for a given tax year.

A tax release is governed by N.C.G.S 105-381 and is usually generated when a property was billed on incorrect parcel, personal property now listed in another county, or clerical error.

A tax write-off occurs when a bill is generated that is less than \$2.00. According to the resolution adopted May 1, 2003, the Board of Commissioners authorized the Tax Collector to write off the collection for all taxes which do not exceed \$2.00.

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

Refunds	April 4, 2024 – April 24, 2024:	\$12,887.63
Releases	April 4, 2024 – April 24, 2024:	\$ 1,618.88
Write-offs (\$2 and less)	April 4, 2024 – April 24, 2024:	\$ 4.51

Refunds for bank attachment/garnishment overpayments \$12,887.63

Releases for property billed in error \$1,618.88

RECOMMENDATION:

The Tax Administrator, Jenny Short recommends approval of tax refunds \$12,887.63, releases \$1,618.88 and write-offs \$4.51 for April 4, 2024, through April 24, 2024.

ATTACHMENTS:

Detailed Refund Report
Detailed Release Report
Detailed Write-off Report

ACTION TAKEN:

RUN DATE: 4/25/2024 12:31 PM

GRANVILLE COUNTY REFUND REPORT

PARAMETERS SELECTED FOR ACTIVITY REFUND REPORT:

TRANSACTION DATE RANGE: 04/04/2024 12:00:00 AM - 04/24/2024 12:00:00 AM

PAYMENT DATE RANGE:

USER/OPERATOR:

TAX DISTRICT(S):

BILL YEAR RANGE:

BILL# RANGE:

BILL TYPE: Both

RELEASE NUMBER ONLY:No

SORT BY: Transaction Date

PAYMENT TYPE: ,ACH - ACH,Card - Credit Card,Cash -
Cash,Check - Check,DSO - DSO,EPA - EPA,MOrder - Money
Order,OPM - OPM,PPAY - PPAY,WEB - WEB

RUN DATE: 4/25/2024 12:31 PM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
984 LINO-RODRIGUEZ SONIA 1685 SARATOGA ST, 151 CREEDMOOR, NC 27522-8175	2023-39289	PERSONAL PROPERTY	43.30	TJT	4/4/2024 10:48:34 AM
85253301 RODRIGUEZ WALTER 202 EAST VALE DR OXFORD, NC 27565	2023-17049	TRUIST BANK ATTACHMENT/SONIA LINO-RODRIGUEZ REFUND RECIPIENT: SONIA LINO-RODRIGUEZ BANK ATTACHMENT OVERPAYMENT 1685 SARATOGA ST 151 CREEDMOOR NC 27522 RP: 192600805428	59.83	TJT	4/4/2024 11:26:04 AM
87907301 HARRIS PATRICK 206 LEE ST OXFORD, NC 27565	2023-10792	WATCO CORPORATION REFUND RECIPIENT: WALTER RODRIGUEZ GARNISHMENT OVERPAYMENT 202 EAST VALE DR OXFORD NC 27565 RP: 192313049651	80.00	TJT	4/4/2024 12:35:39 PM
7885306 DUNSTON CHARLES R DUNSTON PATRICIA P O BOX 34 OXFORD, NC 27565	2023-27928	CLASSIC HENDERSON REFUND RECIPIENT: PATRICK HARRIS GARNISHMENT OVERPAYMENT 206 LEE ST OXFORD NC 27565 RP: 192202555120	34.31	TJT	4/4/2024 1:32:54 PM
1045773 HALES WILLIAM PATRICK JR 2143 GROVE HILL RD FRANKLINTON, NC 27525-8153	2023-3604	AUTOZONERS LLC REFUND RECIPIENT: CHARLES DUNSTON GARNISHMENT OVERPAYMENT PO BOX 34 OXFORD NC 27565 RP: 183600870719	272.70	TJT	4/4/2024 1:45:52 PM
		AUTOZONERS LLC			

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GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE	TIME
REFUND RECIPIENT: WILLIAM PATRICK HALES JR GARNISHMENT OVERPAYMENT 2143 GROVE HILL RD FRANKLINTON NC 27525						
53112301	2023-24292	RP: 180900084150 LH2	5.39	TJT	4/5/2024	10:39:33 AM
GRAY JEFFREY						
2504 SMITH ROAD						
OXFORD, NC 27565						
COMFORT MECHANICAL CONTRACTORS REFUND RECIPIENT: JEFFREY GRAY GARNISHMENT OVERPAYMENT 2504 SMITH RD OXFORD NC 27565						
74845301	2023-22160	RP: 193206380943	29.58	TJT	4/5/2024	11:12:07 AM
VALENCIA FABIAN SALVADOR HERNANDEZ LETICIA TEHANDON 4059 PINE TREE HOLLOW						
OXFORD, NC 27565						
ADUSA DISTRIBUTION LLC REFUND RECIPIENT: VALENCIA FABIAN SALVADOR GARNISHMENT OVERPAYMENT 4059 PINE TREE HOLLOW OXFORD NC 27565						
60529303	2023-26455	RP: 086720708935	31.06	TJT	4/5/2024	11:43:50 AM
GLASS JOHN GLASS GAYLE W 110 WESTBROOK DRIVE						
BUTNER, NC 27509						
GRANVILLE HEALTH SYSTEM REFUND RECIPIENT: GAYLE W GLASS GARNISHMENT OVERPAYMENT 110 WESTBROOK DR BUTNER NC 27509						
84249301	2023-1828	RP: 180900393331	302.04	Autoagent	4/8/2024	8:46:02 AM
MCCORKLE BARBARA E						
4201 HOLDER RD						
DURHAM, NC 27703						
REFUND RECIPIENT: BARBARA MCCORKLE AUTOAGENT OVERPAYMENT 4201 HOLDER RD DURHAM NC 27703						
6942201	2023-200008	PERSONAL PROPERTY	53.11	KCR	4/8/2024	10:42:20 AM
DANIEL LOUIS B JR						
P O BOX 204						

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GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
STOVALL, NC 27582		CERTAINTED LLC REFUND RECIPIENT: LOUIS B DANIEL JR GARNISHMENT OVERPAYMENT P O BOX 204 STOVALL NC 27582			
341	2023-201546	PERSONAL PROPERTY	458.32	KCR	4/8/2024 11:27:19 AM
DUNMIRE ROBERT WALTER					
3640 ASHTON GLEN LN					
OXFORD, NC 27565-9540		STERIS INSTRUMENT MANAGEMENT SERVICES REFUND RECIPIENT: ROBERT DUNMIRE GARNISHMENT OVERPAYMENT 3640 ASHTON GLEN LN OXFORD NC 27565			
44152301	2023-18117	RP: 098600814370	192.90	KCR	4/8/2024 11:29:04 AM
HOUSE BOBBI L					
1679 SATTERWHITE ROAD					
OXFORD, NC 27565		DLP LEASING INC REFUND RECIPIENT: BOBBI HOUSE GARNISHMENT OVERPAYMENT 1679 SATTERWHITE ROAD OXFORD NC 27565			
84569301	2023-17924	RP: 183600336662	133.21	TYRELL	4/8/2024 11:35:39 AM
CONE VINCENT ZACHARY					
4624 ROGERS RD					
WAKE FOREST, NC 27587		TARGET CORPORATION REFUND RECIPIENT: VINCENT CONE GARNISHMENT OVERPAYMENT 4624 ROGERS RD WAKE FOREST NC 27587			
618	2023-200150	PERSONAL PROPERTY	1.04	KCR	4/8/2024 11:43:34 AM
HOWARD NOAH A					
2097 RICH LN					
CREEDMOOR, NC 27522-8192		CITY OF HENDERSON REFUND RECIPIENT: NOAH HOWARD GARNISHMENT OVERPAYMENT 2097 RICH LN creedmoor NC 27522			
1076013	2023-18211	RP: 181600866999	164.24	KCR	4/8/2024 11:58:44 AM
HERNANDEZ EMILIO L					

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GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
CERVANTES KARLA A GARCIA 3288 WALTERS RD CREEDMOOR, NC 27522-8641		BRENN TAG MID SOUTH INC REFUND RECIPIENT: EMILIO HERNANDEZ GARNISHMENT OVERPAYMENT 3288 WALTERS RD creedmoor NC 27522			
55876301	2020-20849	RP: 182300742646LH	33.03	KCR	4/8/2024 12:06:25 PM
CARTER TERESA LYNN C/O VIRGINIA RIPLEY 3644 WOODLAND NORTH WAKE FOREST, NC 27587		UNIVERSAL MENTAL HEALTH REFUND RECIPIENT: TERESA CARTER GARNISHMENT OVERPAYMENT 3644 WOODLAND NORTH WAKE FOREST NC 27587			
71122301	2023-4916	RP: 097900580751	580.24	KCR	4/8/2024 12:15:25 PM
HEATH JAMES H HEATH BARBARA H 1300 VIRGILINA ROAD ROXBORO, NC 27573		BA-TRUIST-JAMES & BARBARA HEATH REFUND RECIPIENT: JAMES HEATH BARBARA HEATH BANK ATTACHMENT OVERPAYMENT 1300 VIRGILINA ROAD ROXBORO NC 27573			
85253301	2023-17049	RP: 192600805428	164.40	KCR	4/8/2024 12:18:20 PM
RODRIGUEZ WALTER 202 EAST VALE DR OXFORD, NC 27565		WATCO CORPORATION REFUND RECIPIENT: WALTER RODRIGUEZ GARNISHMENT OVERPAYMENT 202 EAST VALE DR OXFORD NC 27565			

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GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
69010301 HAYES WILLIAM A HAYES SANDRA R 1145 CASH RD CREEDMOOR, NC 27522	2023-17836	RP: 088401379330	2168.33	TYRELL	4/8/2024 1:37:30 PM
31066301 BARNETTE CLARENCE P 7551 SAM YOUNG ROAD OXFORD, NC 27565	2023-2124	SAP AMERICA REFUND RECIPIENT: WILLIAM POPE GARNISHMENT OVERPAYMENT 1143 CASH RD CREEDMOOR NC 27522 RP: 191700619980	123.67	TYRELL	4/8/2024 1:45:25 PM
11566305 HENDRICK GEORGE M HENDRICK SYLVIA S 5624 OLD ROXBORO ROAD OXFORD, NC 27565	2023-32438	BRIDGESTONE BANDAG LLC REFUND RECIPIENT: CLARENCE BARNETTE GARNISHMENT OVERPAYMENT 7551 SAM YOUNG RD OXFORD NC 27565 RP: 098200567101	200.24	KCR	4/8/2024 2:06:25 PM
73424302 HEFFRON MICHAEL P HEFFRON VICKIE C 6012 W TOM PARHAM RD OXFORD, NC 27565	2023-11699	BA-PNC-GEORGE & SYLVIA HENDRICK REFUND RECIPIENT: GEORGE HENDRICK SYLVIA HENDRICK BANK ATTACHMENT OVERPAYMENT 5624 OLD ROXBORO ROAD OXFORD NC 27565 RP: 191320800859	1261.06	TJT	4/9/2024 11:08:41 AM
66477302 DANIEL DENNIS W DANIEL DONNA T 2051 FERBOW COURT	2023-22396	TRUIST BANK ATTACHMENT/MICHAEL P & VICKIE HEFFRON REFUND RECIPIENT: MICHAEL P HEFFRON VICKIE C HEFFRON BANK ATTACHMENT OVERPAYMENT 6012 W TOM PARHAM RD OXFORD NC 27565 RP: 180504824082	531.20	TJT	4/9/2024 11:42:07 AM

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GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
CREEDMOOR, NC 27522		UKG INC REFUND RECIPIENT: DONNA T DANIEL GARNISHMENT OVERPAYMENT 2051 FERBOW CT CREEDMOOR NC 27522			
70502110	2010-15067446		220.00	TJT	4/9/2024 2:30:51 PM
COLEY LATONYA MCKNIGHT					
61 TOM WRIGHT RD					
FRANKLINTON, NC 27525		MAXIM HEALTHCARE STAFFING SERVICES INC REFUND RECIPIENT: LATONYA MCKNIGHT COLEY GARNISHMENT OVERPAYMENT 61 TOM WRIGHT RD FRANKLINTON NC 27525			
21400111	2023-35351	PERSONAL PROPERTY	44.00	KCR	4/9/2024 3:18:02 PM
TAYLOR ALFRED WAYNE SR					
5618 TABBS CREEK CH RD					
OXFORD, NC 27565		WASTE INDUSTRIES REFUND RECIPIENT: ALFRED TAYLOR GARNISHMENT OVERPAYMENT 5618 TABBS CREEK CHURCH ROAD OXFORD NC 27565			
2265	2023-200839	PERSONAL PROPERTY	35.41	KCR	4/9/2024 3:22:52 PM
BAUTISTA PEDRO					
TEHANDO MARIA					
2073 PARTRIDGE CT					
CREEDMOOR, NC 27522-7225		PACIFIC CREST PROMOTIONS LLC REFUND RECIPIENT: MARIA TEHANDO GARNISHMENT OVERPAYMENT 2073 PARTRIDGE CT creedmoor NC 27522			
35610301	2023-28229	RP: 086504703664LHC	474.70	CTH	4/10/2024 10:40:33 AM
WILLFREDO VALLE CHIRIMO					
635 EINDHOVEN LN					
CREEDMOOR, NC 27522		COSTCO WHOLESALE CORPORATION REFUND RECIPIENT: WILLFREDO VALLE CHIRIMO GARNISHMENT OVERPAYMENT 635 EINDHOVEN LN CREEDMOOR NC 27522			
8380201	2023-37454	PERSONAL PROPERTY	231.32	KCR	4/15/2024 12:09:33 PM
EMORY RONNIE FERRELL SR					

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GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
2544 CONYERS RD					
FRANKLINTON, NC 27525		ASIN NORTH CAROLINA COPORATION REFUND RECIPIENT: RONNIE FERRELL EMORY SR GARNISHMENT OVERPAYMENT 2544 CONYERS RD FRANKLINTON NC 27525			
136	2023-202721	PERSONAL PROPERTY	73.19	CTH	4/15/2024 12:11:47 PM
STANDRIDGE MICHAEL STEVEN JR					
1410 W B ST					
BUTNER, NC 27509-1722		CS TOY AUTOMATIVE LLC REFUND RECIPIENT: MICHAEL STANDRIDGE JR GARNISHMENT OVERPAYMENT 1410 W B ST BUTNER NC 27509			
54459201	2023-29857	PERSONAL PROPERTY	31.52	CTH	4/15/2024 12:18:34 PM
LEGRAND DONNIE EUGENE					
309 27TH ST					
BUTNER, NC 27509		AMAZON COM SERVICES LLC REFUND RECIPIENT: DONNIE E LEGRANDE GARNISHMENT OVERPAYMENT 309 27TH ST BUTNER NC 27509			
31066301	2023-2124	RP: 191700619980	105.63	CTH	4/15/2024 12:24:35 PM
BARNETTE CLARENCE P					
7551 SAM YOUNG ROAD					
OXFORD, NC 27565		BRIDGESTONE BANDAG LLC REFUND RECIPIENT: CLARENCE BARNETTE GARNISHMENT OVERPAYMENT 7551 SAM YOUNG ROAD OXFORD NC 27565			
12776201	2023-202045	PERSONAL PROPERTY	57.99	CTH	4/15/2024 12:40:01 PM
HUTSON STEVEN WAYNE					
6771 HIGHWAY 96					
OXFORD, NC 27565		BRIDGESTONE BANDAG LLC REFUND RECIPIENT: STEVEN WAYNE HUTSON GARNISHMENT OVERPAYMENT 6771 HIGHWAY 96 OXFORD NC 27565			
5419302	2023-22448	RP: 192302669863	239.29	CTH	4/15/2024 12:52:50 PM

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GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
CLAIBORNE WILLIAM O CLAIBORNE VIRGINIA E 305 HOLLY DRIVE OXFORD, NC 27565		CERTAINTED LLC REFUND RECIPIENT: WILLIAM O CLAIBORNE GRANISHMENT OVERPAYMENT 305 HOLLY DRIVE OXFORD NC 27565			
6942201 DANIEL LOUIS B JR P O BOX 204 STOVALL, NC 27582	2023-200010	PERSONAL PROPERTY	266.83	CTH	4/15/2024 12:57:14 PM
70535301 CRUTE TIMOTHY ADAM 1190 GRASSY CREEK VIRGILINA RD OXFORD, NC 27565	2023-38219	CERTAINTED LLC REFUND RECIPIENT: LOUIS B DANIEL JR GARNISHMENT OVERPAYMENT P O BOX 204 STOVALL NC 27582	3.31	CTH	4/15/2024 2:07:41 PM
83472201 ANGE JOHNNY NELSON JR 3154 HORSESHOE RD CREEDMOOR, NC 27522-8752	2023-200804	CITY OF DURHAM REFUND RECIPIENT: TIMOTHY A CRUTE GARNISHMENT OVERPAYMENT 1190 GRASSY CREEK VIRGILINA RD OXFORD NC 27565	34.15	CTH	4/15/2024 2:34:03 PM
		PERSONAL PROPERTY			
					** VOIDED **
		GRANVILLE HEALTH SYSTEM REFUND RECIPIENT: JOHNNY NELSON ANGE JR GARNISHMENT OVERPAYMENT 3154 HORSESHOE RD creedmoor NC 27522			

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GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
65896303 PITTARD THOMAS H 505 E SPRING ST OXFORD, NC 27565-3045	2023-10153	RP: 192314227526	460.35	CTH	4/15/2024 2:51:55 PM
32413201 RODRIGUEZ RHEA TERESA 4605 FAIRPORT RD OXFORD, NC 27565-8367	2023-201233	TALBERT SUILDING SUPPLY INC REFUND RECIPIENT: THOMAS PITTARD GARNISHMENT OVERPAYMENT 505 E SPRING ST OXFORD NC 27565	251.88	CTH	4/17/2024 10:32:07 AM
7885306 DUNSTON CHARLES R DUNSTON PATRICIA P O BOX 34 OXFORD, NC 27565	2023-27928	PERSONAL PROPERTY	71.82	CTH	4/17/2024 10:46:03 AM
76025203 NETWORK LOGISTICS SERVICES LLC 2256 SANDERS RD STEM, NC 27581-9567	2022-252113	APPLE INC REFUND RECIPIENT: RHEA RODRIDGUEZ GARNISHMENT OVERPAYMENT 4605 FAIRPORT RD OXFORD NC 27565	166.68	TYRELL	4/18/2024 10:48:15 AM
39582302 CHASTAIN NANCENE D CHASTAIN JAMES 5148 LUCY AVERETTE RD OXFORD, NC 27565	2023-26956	RP: 192202555120	91.24	TYRELL	4/18/2024 10:50:57 AM
		AUTOZONERS LLC REFUND RECIPIENT: CHARLES DUNSTON GARNISHMENT OVERPAYMENT P O BOX 34 OXFORD NC 27565			
		FIDELITY BANK - BANK ATTACHMEN T- NETWORK LOGISITCS REFUND RECIPIENT: NETWORK LOGISTICS BANK ATTACHMENT OVERPAYMENT 2256 SANDERS RD STEM NC 27581			
		CAROLINA SUNROCK LLC			

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GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
REFUND RECIPIENT: JAMES CHASTAIN WAGE GARNISHMENT OVERPAYMENT 5148 LUCY AVERETTE RD OXFORD NC 27565					
1076013	2023-18211	RP: 181600866999	184.71	CTH	4/19/2024 12:40:33 PM
HERNANDEZ EMILIO L CERVANTES KARLA A GARCIA 3288 WALTERS RD CREEDMOOR, NC 27522-8641					
BRENNTAG MID SOUTH INC REFUND RECIPIENT: EMILIO HERNANDEZ GARNISHMENT OVERPAYMENT 3288 WALTERS RD creedmoor NC 27522					
85957201	2023-202806	PERSONAL PROPERTY	52.20	CTH	4/19/2024 12:57:05 PM
SMITH LATASHA 6675 CORNWALL RD OXFORD, NC 27565					
WIREGRASS HOSPICE SOUTH CAR REFUND RECIPIENT: LATASHA SMITH GARNISHMENT OVERPAYMENT 6675 CORNWALL RD OXFORD NC 27565					
76777301	2023-8175	RP: 089618219030	1596.61	TYRELL	4/22/2024 11:08:54 AM
SMITH MARK S SMITH JENNIFER M 110 E CHURCH ST CREEDMOOR, NC 27522					
PNC BANK - BANK ATTACHMENT - JENNIFER M SMITH REFUND RECIPIENT: JENNIFER SMITH BANK ATTACHMENT OVERPAYMENT 110 E CHURCH ST CREEDMOOR NC 27522					
6942201	2023-200010	PERSONAL PROPERTY	200.25	TJT	4/22/2024 11:22:42 AM
DANIEL LOUIS B JR P O BOX 204 STOVALL, NC 27582					
CERTAINTTEED LLC REFUND RECIPIENT: LOUIS B DANIEL JR GARNISHMENT OVERPAYMENT PO BOX 204 STOVALL NC 27582					
21400304	2023-844	RP: 193303329300	45.32	TJT	4/22/2024 11:32:11 AM
TAYLOR ALFRED W TAYLOR LINDA 5618 TABBS CREEK CHURCH ROAD					

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GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
OXFORD, NC 27565		WASTE INDUSTRIES USA INC REFUND RECIPIENT: ALFRED W TAYLOR GARNISHMENT OVERPAYMENT 5618 TABBS CREEK CHURCH RD OXFORD NC 27565			
54459201	2023-29857	PERSONAL PROPERTY	11.36	TJT	4/22/2024 12:08:37 PM
LEGRAND DONNIE EUGENE					
309 27TH ST					
BUTNER, NC 27509		AMAZON COM SERVICES LLC REFUND RECIPIENT: DONNIE EUGENE LEGRAND GARNISHMENT OVERPAYMENT 309 27TH ST BUTNER NC 27509			
13895302	2023-35137	PERSONAL PROPERTY	69.41	CTH	4/22/2024 2:13:42 PM
ROSE MICHAEL K					
ROSE COLEEN H					
2017 LANDMARK DR					
FRANKLINTON, NC 27525		UPS REFUND RECIPIENT: MICHAEL ROSE GARNISHMENT OVERPAYMENT 2017 LANDMARK DR FRANKLINTON NC 27525			
39671201	2023-202145	PERSONAL PROPERTY	213.30	CTH	4/22/2024 2:23:47 PM
WILLIAMSON DAVID E					
9204 RUEBEN HART ROAD					
OXFORD, NC 27565		CERTTEINTEED LLC REFUND RECIPIENT: DAVID E WILLIAMSON GARNISHMENT OVERPAYMENT 9204 RUEBEN HART ROAD OXFORD NC 27565			
5419302	2023-22448	RP: 192302669863	149.41	CTH	4/22/2024 2:27:30 PM
CLAIBORNE WILLIAM O					
CLAIBORNE VIRGINIA E					
305 HOLLY DRIVE					
OXFORD, NC 27565		CERTAINTTEED LLC REFUND RECIPIENT: WILLIAM O CLAIBORNE GARNISHMENT OVERPAYMENT 305 HOLLY DRIVE OXFORD NC 27565			
31066301	2023-2124	RP: 191700619980	106.08	CTH	4/22/2024 2:41:38 PM
BARNETTE CLARENCE P					

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GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
7551 SAM YOUNG ROAD					
OXFORD, NC 27565		GRIDGESTONE GANDAG LLC REFUND RECIPIENT: CLARENCE BARNETTE GARNISHMENT OVERPAYMENT 7551 SAM YOUNG ROAD OXFORD NC 27565			
81394302	2023-4543	RP: 191604801261	90.12	TJT	4/24/2024 9:48:21 AM
AVILA LETICIA JERONIMO					
7028 SOUTHERN COURT					
OXFORD, NC 27565		CMH MANUFACTURING INC REFUND RECIPIENT: LETICIA JERONIMO AVILA GARNISHMENT OVERPAYMENT 7028 SOUTHERN CT OXFORD NC 27565			
81394302	2023-4543	RP: 191604801261	4.10	TJT	4/24/2024 9:50:34 AM
AVILA LETICIA JERONIMO					
7028 SOUTHERN COURT					
OXFORD, NC 27565		CMH MANUFACTURING INC REFUND RECIPIENT: LETICIA JERONIMO AVILA GARNISHMENT OVERPAYMENT 7028 SOUTHERN CT OXFORD NC 27565			
1009113	2023-28908	RP: 191604717083	388.31	TJT	4/24/2024 9:55:19 AM
MOSS WILLIE J					
7034 SOUTHERN CT					
OXFORD, NC 27565-5997		SECU BANK ATTACHMENT/WILLIE J MOSS REFUND RECIPIENT: WILLIE J MOSS BANK ATTACHMENT OVERPAYMENT 7034 SOUTHERN CT OXFORD NC 27565			

RUN DATE: 4/25/2024 12:31 PM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE	TIME
64538301 PERRY BRADLEY	2023-202932	PERSONAL PROPERTY	2.34	TJT	4/24/2024	10:04:52 AM
1101 BLACKSTONE DRIVE CREEDMOOR, NC 27522		SECU BANK ATTACHMENT/BRADLEY D PERRY & ANGELA PENDRY REFUND RECIPIENT: BRADLEY D PERRY ANGELA PENDRY BANK ATTACHMENT OVERPAYMENT 1101 BLACKSTONE DR CREEDMOOR NC 27522				
19161302 ALBRITTON DELPHINE R	2023-6061	RP: 087714329627	24.72	TJT	4/24/2024	10:09:44 AM
602 26TH ST BUTNER, NC 27509		SECU BANK ATTACHMENT/DELPHINE H ALBRITTON REFUND RECIPIENT: DELPHINE ALBRITTON BANK ATTACHMENT OVERPAYMENT 602 26TH ST BUTNER NC 27509				
1007183 FOSTER RICKY JOE II	2023-201606	PERSONAL PROPERTY	1.03	TYRELL	4/24/2024	10:21:14 AM
2210 ODEAR FARM RD CREEDMOOR, NC 27522-7153		PRODUCT RECOVERY MANAGEMENT INC REFUND RECIPIENT: RICKY JOE FOSTER II WAGE GARNISHMENT OVERPAYMENT 2210 ODEAR FARM RD CREEDMOOR NC 27522				
TOTAL REFUNDS PRINTED:	12,921.78					
TOTAL VOID REFUNDS:	-34.15					
TOTAL:	12,887.63					

VOIDED REFUND AMOUNTS OF REFUNDS NOT IN 4/4/2024 - 4/24/2024

NAME	BILL NUMBER	AMOUNT	OPER	PAYMENT TYPE	DATE	TIME	REFUND DATE
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TOTAL VOID REFUNDS:

PARAMETERS SELECTED FOR FINANCE RELEASES REPORT:
TRANSACTION DATE RANGE: 04/04/2024 12:00:00 AM - 04/24/2024 12:00:00 AM
BILL TYPE: Both
BILL YEAR/NUMBER RANGE:
PRINT TOTALS ONLY: No
USER/OPERATOR:
EXCLUDE USERS/OPERATORS:
SORT ORDER: Name
REPORT TITLE:

1 Granville County Tax	1,510.95
Fire Rescue	107.93
Total	1,618.88

Release Refund Detail				
Name	Bill#	Reason	District	Amount
BROUILLARD LESLIE L	2023-400293	REMOVED FROM PUV IN ERROR	C ADVLTAX	1510.95
BROUILLARD LESLIE L	2023-400293	REMOVED FROM PUV IN ERROR	FR ADVLTAX	107.93

PARAMETERS SELECTED FOR ACTIVITY REPORT:

TRANSACTION DATE RANGE: 04/04/2024 12:00:00 AM - 04/24/2024 12:00:00 AM
PAYMENT DATE RANGE:
BATCH KEY RANGE:
BILL TYPE: Both
BILL YEAR/NUMBER RANGE:
DISTRICT/TYPE/FEE:
TRANSACTION TYPE:
TOWNSHIP:
CITY:
STATUS:
EXCLUDE STATUS:
USER/OPERATOR:
HISTORY TYPE: 07 - Underpayment
EXCLUDE USER/OPERATOR:
PAYMENT SOURCE TYPE:
PRINT TOTALS ONLY: No
SORT ORDER: Transaction Date
PRINT COMMENTS: N

ACCOUNT#:
ACCOUNT NAME:
LOCATION:
Print Payment Breakdown:No
CHECK NUMBER:
TRANS AMOUNT FROM:
TRANS AMOUNT TO:

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
04/04/2024	09:01:38	2023-24997	BA	1069463	NEWMAN PATHROS ANTIMMEO	Autoagent	Payment	04/04/2024	Other		0.60		0.60
											TOTAL TRANSACTION:		0.60
04/11/2024	16:42:28	2016-77261	DL,DS,F	23621116	WILKERSON CAROLYN	TYRELL	Payment	04/11/2024	walk-in	013250	0.60		0.60
											TOTAL TRANSACTION:		0.60
04/15/2024	10:54:37	2023-15075	BA	17170301	OWEN REBECCA HART	TYRELL	Payment	04/15/2024	walk-in		0.22		0.22
											TOTAL TRANSACTION:		0.22
04/15/2024	14:04:11	2023-36914		87276201	CREECH DONALD LESLIE	CTH	Payment	04/15/2024	mail	363283	0.24		0.24
											TOTAL TRANSACTION:		0.24
04/16/2024	10:49:18	2023-25023	DL	1010173	SERVICE SOLUTION LLC	TYRELL	Payment	04/16/2024	mail	000410	0.02		0.02
											TOTAL TRANSACTION:		0.02
04/16/2024	10:50:02	2023-200721	G	2749	LECO-TOMAS SILVIA	TYRELL	Payment	04/16/2024	mail	10838774	0.60		0.60
											TOTAL TRANSACTION:		0.60
04/18/2024	09:52:46	2021-58837	DL	1305	SPIERS MICHAEL CHRISTOPHER	TYRELL	Payment	04/18/2024	mail	1016	0.75		0.75
											TOTAL TRANSACTION:		0.75
04/19/2024	08:46:00	2023-6184	BA	12202302	MOSS JIMMY Y	Autoagent	Payment	04/19/2024	Other		0.60		0.60
											TOTAL TRANSACTION:		0.60
04/22/2024	12:00:00	2023-39900		2053	RUSSELL CELLULAR	TJT	Payment	04/22/2024	mail	102848	0.03		0.03
											TOTAL TRANSACTION:		0.03
04/22/2024	12:49:58	2023-9257	DL	78802301	BAISLEY GARY LEE	CTH	Payment	04/22/2024	mail	000412			0.00
04/22/2024	12:49:58	2023-27369	DL	1012273	SERVICE SOLUTION LLC	CTH	Payment	04/22/2024	mail	000412	0.04		0.04
											TOTAL TRANSACTION:		0.04
04/24/2024	10:18:34	2023-23138	MGAR	69719301	HOBSON LINDA O	TYRELL	Payment	04/24/2024	mail	003	0.81		0.81
											TOTAL TRANSACTION:		0.81
GRAND TOTALS											4.51		4.51
											4.51		4.51

USER	TOTALS
Autoagent	1.20
CTH	0.28
TJT	0.03
TYRELL	3.00

All Payments

TAX YEAR	TOTALS
2023	3.16
2021	0.75
2016	0.60



Granville County Tax Administration

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

To: Board of Commissioners
From: Jenny Short
Department: Tax Administration
Date: May 6, 2024
Title: **Property Tax Adjustment for Building Destroyed by Fire**

PURPOSE:

To consider adjusting 2023 property tax bill on a parcel that the building burned down before January 1, 2023.

BACKGROUND:

On January 8, 2024, Terence Smith requested an adjustment on the 2023 property tax bill due to a house fire that destroyed their home on November 19, 2022. Mr. Smith mailed the Tax Department an incident report from the Creedmoor Volunteer Fire Department as proof. A demolition permit was issued on March 29, 2023 and Granville County's Real Property Appraiser confirmed on December 21, 2023 that the structure was completely removed.

North Carolina General Statute 105-381(a)(1) Statement of Defense. – Any taxpayer asserting a valid defense to the enforcement of the collection of a tax assessed upon his property shall proceed as hereinafter provided.

- For the purpose of this subsection, a valid defense shall include the following:
- A tax imposed through clerical error;
- An illegal tax;
- A tax levied for an illegal purpose.

An illegal tax refers to situations such as double taxation, situs errors, and property that no longer exists, or excess taxation.

RECOMMENDATION:

The Tax Administrator recommends the Board to approve a partial refund due to the structure fire deeming home unlivable.

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Karen Evans
Department: Administration
Date: May 6, 2024
Title: Clerks to the Board of Commissioners Week

PURPOSE:

To adopt the Proclamation Recognizing Clerks to the Board of Commissioners Week – May 5-11, 2024.

BACKGROUND:

"Clerks Week" acknowledges the crucial role of Clerks to the Boards of County Commissioners. Established as one of the oldest functions in local government, clerks are vital for maintaining transparency and accountability by ensuring accurate record-keeping and document preservation. Mandated by North Carolina General Statute 153A-111, clerks handle essential duties that include preparing and protecting local government records. This week honors clerks like Debra Weary and Karen Evans and celebrates all county clerks' dedication and service to their communities.

ATTACHMENTS:

Proclamation Recognizing Clerks to the Board of Commissioners Week

ACTION TAKEN:

TIMOTHY KARAN
Chairman
District 6

JIMMY GOOCH
Vice-Chair
District 7

ZELODIS JAY
Commissioner
District 1

ROB WILLIFORD
Commissioner
District 2



SUE HINMAN
Commissioner
District 3

TONY W. COZART
Commissioner
District 4

RUSS MAY
Commissioner
District 5

BOARD OF COMMISSIONERS

104 Belle Street
Oxford, NC 27565

Proclamation Recognizing May 5 through May 11, 2024 as Clerks to the Board of County Commissioners Week

WHEREAS, the role of the clerk to the board of county commissioners (clerk) is crucial for maintaining an informed community and facilitating effective local governance through communication among citizens, governing bodies, and administrative departments; and

WHEREAS, the position of clerk, one of the oldest in local government, continues to be essential as the official recordkeepers of their counties, with responsibilities that are deeply rooted in history; and

WHEREAS, North Carolina General Statute 153A-111 requires every board of county commissioners to appoint or designate a clerk to the board to perform any duties that may be required by law or the board of commissioners including, but not limited to, the preparation, filing, and protection of local government records, which are vital for accountability and transparency; and

WHEREAS, clerks enhance their professional skills through active participation in the North Carolina Association of County Clerks to Boards of Commissioners, which in partnership with the University of North Carolina at Chapel Hill School of Government and the International Institute of Municipal Clerks, offers nationally recognized certification programs and continuous professional education; and

WHEREAS, clerks, through their dedication to professional development, not only improve the efficacy of their offices but also bring positive recognition to their counties by participating in advanced education and obtaining profession-related certifications.

NOW, THEREFORE BE IT PROCLAIMED by the Granville County Board of Commissioners that May 5 through May 11, 2024, will be recognized as "Clerks to the Boards of County Commissioners Week" in Granville County and extends its appreciation to Clerk to the Board Debra Weary and Deputy Clerk to the Board Karen Evans, and to all county clerks for the vital services they perform and their exemplary dedication to the county they represent.

This 6th day of May 2024.

Attest:

Debra A. Weary
Clerk to the Board

Timothy Karan, Chair
Granville County Board of Commissioners



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: Minutes

PURPOSE:

To approve minutes of the March 18, 2024 and April 1, 2024, regular meetings.

RECOMMENDATION:

Clerk and County Manager recommend approval.

ATTACHMENTS:

March 18, 2024 Draft Minutes

April 1, 2024 Draft Minutes

ACTION TAKEN:

GRANVILLE COUNTY BOARD OF COMMISSIONERS
March 18, 2024
GRANVILLE EXPO AND CONVENTION CENTER
4185 US Highway 15 South, Oxford, North Carolina

PRESENT:

Chair Timothy Karan
Vice Chair Jimmy Gooch
Commissioner Zelodis Jay
Commissioner Robert Williford
Commissioner Sue Hinman
Commissioner Tony W. Cozart
Commissioner Russ May

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

CALL TO ORDER

At 7:01 p.m. Chair Timothy Karan called the meeting to order. Commissioner Zelodis Jay had the invocation and led the Pledge of Allegiance.

CONSENT AGENDA

Motioned by Commissioner Russ May, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the consent agenda as follows:

A. Approved Budget Amendment #8 for fiscal year 2023-2024.

BUDGET AMENDMENT #8
March 18, 2024
Legal Document

Be it ordained, the FY 2023-2024 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND			
Expenditures	Increase	Decrease	Total
Public Safety			\$ 32,780
Emergency Management	\$7,780		
Animal Control	\$25,000		
Community Services			\$ (100,000)
Economic Development		(\$100,000)	
Human Services			\$ 50,968
Veterans Services	\$10,000		
HCCBG & Transportation	\$12,500		
Oxford Senior Center	\$25,568		
Senior Center - North	\$400		
Senior Center - South	\$2,500		
Education			\$ 30,000
Granville County School System	\$30,000		
Area Projects and Other Appropriations			\$ 100,000
Non-Departmental	\$100,000		
Total Expenditures			\$ 113,748
Revenues			
Ad Valorem Taxes	30,000		
Restricted and Intergovernmental	1,075,968		
Appropriated Fund Balance		(\$992,220)	
Total Revenues			\$ 113,748

CONVENIENCE SITE FUND			
Expenditures	Increase	Decrease	Total
Landfill Operations	\$36,000		
	Total Expenditures		\$ 36,000
Revenues			
Collection Fees	\$36,000		
	Total Revenues		\$ 36,000

B. Approved the following tax refunds, releases, and offsets:

• Refunds	February 22, 2024 – March 6, 2024:	\$ 16.36
• Releases	February 22, 2024 – March 6, 2024:	\$3,364.08
• Write-offs (\$2 and less)	February 22, 2024 – March 6, 2024:	\$ 36.60

C. Adopted Resolution Identifying Additional Review Officers for Granville County.

Resolution Identifying Additional Review Officers

for

Granville County

WHEREAS, G.S. 47-30.2 requires that the Board of County Commissioners in each County to appoint one or more persons to serve as Review Officer to review each plat before it is recorded and certify that it meets the statutory requirements for recording; and

WHEREAS, it is the desire of the Granville County Board of County Commissioners to insure an expeditious review of all maps and plats as required by G.S. 47-30.2 before they are presented to the Register of Deeds for recording;

WHEREAS, Scott Phillips, Director of Development Services, Barry Baker, Planning Director, Jenny Griffin, Tax Administrator, and Eric Dodson, GIS/Tax Mapper were previously appointed as Review Officers as required by G.S. 47-30.2.

NOW, THEREFORE, BE IT RESOLVED, that Angela Blount, Planner and Carlton Thornton, Assistant Planning Director are hereby appointed as additional Review Officers as required by G.S. 47-30.2.

BE IT FURTHER RESOLVED, that a copy of this Resolution be recorded in the Granville County Register of Deeds Office.

ADOPTED, this the 18th day of March 2024.

D. Approved LinkedIn Learning one-year subscription renewal in the amount of \$13,125 and authorized the County Manager to execute the order and contract.

Chair Karan emphasized that every Granville County citizen with a Granville County library card can access free LinkedIn Learning services through the County, aiming to improve staff and citizen professional development.

INTRODUCTIONS, RECOGNITIONS, AND PRESENTATIONS

Fair Housing Month Proclamation

Realtor and Broker Penny Alford Rogers of Northern Point Realty came forward to receive the Fair Housing Month Proclamation. Ms. Rogers is the 2024 Kerr Lake Region Director and a member of the 2024 Durham Regional Association of Realtors Board of Directors. Commissioner Cozart presented the following proclamation on behalf of the Board:

Proclamation Recognizing Fair Housing Month

WHEREAS, The Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

WHEREAS, The Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

WHEREAS, Granville County is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

WHEREAS, our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

WHEREAS, more than fifty years after the passage of the Fair Housing Act, discrimination persists, and many communities remain segregated; and

WHEREAS, acts of housing discrimination and barriers to equal housing opportunity are repugnant to a common sense of decency and fairness; and

NOW THEREFORE, BE IT RESOLVED, THAT the Granville County Board of Commissioners does hereby declare the month of April 2024 as

Fair Housing Month

In Granville County as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of Granville County.

Small Farms Week Proclamation

Chair of the Granville County Cooperative Extension Advisory Leadership Council and small farmer Laura Gable came forward to receive the Small Farms Week Proclamation. Chair Karan presented the following proclamation on behalf of the Board:

Proclamation Recognizing Small Farms Week in Granville County

WHEREAS, small farms are integral to Granville County's agricultural heritage, embodying resilience and tradition, and Granville County farmers contribute to a diverse agricultural landscape, producing crops such as fruits, vegetables, field crops, and livestock; and

WHEREAS, Granville County cherishes its agricultural roots, celebrates the innovation and resilience of its small farmers, who continually seek new paths to profitability and sustainability, and recognizes their vital role in driving economic growth, promoting food security, and fostering community resilience; and

WHEREAS, it is imperative to honor the dedication, hard work, and contributions of small farmers in Granville County, who enrich our local food systems and cultural heritage; and

WHEREAS, the Cooperative Extension at North Carolina Agricultural and Technical State University, in partnership with North Carolina State University, the United States Department of Agriculture, and the North Carolina Department of Agriculture and Consumer Services, has played a pivotal role in providing support and resources to small farmers; and

WHEREAS, the Granville County's Cooperative Extension has provided invaluable support to small farmers recognizing its contributions to our community;

NOW, THEREFORE, the Granville County Board of Commissioners proclaims March 24-30, 2024 as

Small Farms Week

Urging all residents to celebrate the diversity, innovation, and resilience of our small farm communities and to support local farmers in their pursuit of profitability and sustainability.

Board Updated on 2024 Revaluation

Tax Administrator Jenny Short presented an update on the 2024 property tax reevaluation process for Granville County. Appraiser Emmett Curl from Pearson's Appraisal Service was in attendance. Tax Administrator Short noted that the last reevaluation occurred in 2018, and since then, the real estate market in Granville County has significantly strengthened. The purpose of the reevaluation was to align property tax values with their true market value as the 2018 values did not reflect the current market. Consequently, property values experienced a substantial increase, with the typical property owner seeing about a 70% rise in their property's assessed value.

Tax Administrator Short explained the concept of a revenue-neutral tax rate and mentioned that it would be determined and published by mid-May of 2024. The Board of Commissioners could adopt this rate, but it was not mandatory. The actual tax rate would be adopted in June 2024, as part of the fiscal year 2024-2025 budget. There are 33,882 parcels in Granville County, with an overall increase in assessed value of about 80%. The total assessed value of real property in Granville County before revaluation was \$4,147,775,491.00, increasing to \$7,564,846,757.00 after revaluation.

Ms. Short explained that the assessment notices sent to property owners, which included information on how to appeal and the deadlines. She also mentioned the Comper for Citizens tool, an interactive map-based tool for accessing comparable sales data used during the reevaluation process. The three steps of the appeal process were outlined: an informal appeal with the Tax Administration office, a formal appeal with the Board of Equalization and Review, and an appeal to the North Carolina Property Tax Commission.

Ms. Short concluded by mentioning property tax relief options available to Granville County citizens, including relief for the elderly, disabled, and disabled veterans, along with the Circuit Breaker Tax Deferment Program. She encouraged individuals with questions to contact the Tax Administration office or visit the Granville County website.

Commissioner Jay inquired about the start date for the elderly discount, to which Ms. Short clarified that individuals must be 65 as of January 1, 2024, and must apply by June 1st for it to take effect on their bill.

Commissioner Williford inquired about the process for obtaining applications for the elderly discount. Ms. Short explained that individuals could acquire these applications in three ways: by visiting the Tax Administration office, accessing them on the North Carolina Department of Revenue website, or requesting them by phone to be sent via mail.

Commissioner Hinman expressed gratitude for Ms. Short and her staff's handling of concerns about tax bills, acknowledging the challenges they face and praising their responsiveness and reassurance to concerned citizens.

Commissioner Williford echoed Commissioner Hinman's sentiments and encouraged audience members to inform seniors about available tax relief programs and assist them in accessing the necessary information.

Commissioner Gooch inquired about the assessment of motor vehicle taxes, which Ms. Short explained is conducted at the State level through Tech Data Services, with opportunities for appeal through the County.

Commissioner Gooch inquired that programs for the elderly, disabled, and veterans are set and regulated by the State, with the County facilitating them and any changes needing to come through the State legislature. Ms. Short confirmed.

Commissioner May asked about assistance for veterans, to which Ms. Short confirmed that veterans are referred to the Tax Administration office for assistance as needed.

PUBLIC COMMENTS

No one came forward for public comments.

RECESS

Chair Karan called for a brief recess at 7:28 p.m. in order for Tax Administrator Short, Appraiser Emmett Curl of Pearson's Appraisal Service, and attendees with questions or comments regarding revaluation to go to the meeting room next door. Attendees were encouraged to reconvene in the main meeting area after the discussion. The meeting resumed at 7:34 p.m.

PUBLIC HEARINGS

After Holding a Legislative Public Hearing, Board Approved Rezoning Map Amendment Petition from Steven Hayes of Gatekeeper Investments, LLC, for Property Frontages on NC Highway 56 and NC Highway 96 and Adoption of Comprehensive Plan Consistency Statement

The purpose of the next item was to conduct a legislative hearing for Gatekeeper Investments rezoning application for properties located at both NC 56 and NC 96 Highways. Chair Karan declared the public hearing open and recognized Planning Director Barry Baker for a brief overview.

Planning Director Baker stated that all public notices as required by local and state law have been accomplished. He presented a proposal for rezoning a property located at Wilton Crossroads from Agricultural Residential (AR-40) to Neighborhood Business (NB) zoning. Mr. Steven Hayes of Gatekeeper Investments, LLC petitioned to rezone 4 lots (Lot #1, Lot #2, Lot #3, and Lote #5) recorded in Plat Book 52, page 179. He spoke from the presentation included in the agenda packet, which included pictures of property frontages on NC Highway 56 and NC Highway 96.

Planning Director Baker reported that the Planning Board held a public hearing on February 15, 2024, and unanimously recommended approval of the rezoning. He mentioned that the written consistency statement, reasonableness statement, and spot zoning analysis were provided for reference in the agenda packet. He said that the Comprehensive Plan encourages commercial development, particularly in key areas, aiming to prevent retail leakage to neighboring counties. This leakage occurs when residents shop or work elsewhere, resulting in lost sales tax revenue for Granville.

Mr. Baker reiterated that the Planning Board concluded that the proposed rezoning aligns with the adopted Comprehensive Plan and is reasonable, given its location along two major highways. They also determined that approving this rezoning would not amount to spot zoning.

Mr. Baker explained that there are two main types of general-use commercial zoning: Neighborhood Business (NB) and Highway Business (HB). Neighborhood Business zoning is stricter than Highway Business zoning, primarily because it imposes significant restrictions on outside storage of goods at commercial properties. He referred to the screen, displaying the allowed land uses in Neighborhood Business zoning. In zoning, there are permitted uses, permitted uses with specific conditions, minor special uses, and major special uses, each requiring different levels of approval.

Chair Karan opened the floor for anyone wanting to make comments.

Anna Elliott, 2486 Patton Lane, Franklinton, NC, expressed her support for the development of the land across from her residence in Copper Creek subdivision. While she acknowledged the developer, Steven Hayes, for his reputable work, she voiced concerns about potential traffic issues resulting from the development. Ms. Elliot emphasized the dangers posed by fast-moving traffic near the intersection and highlighted the safety risks, especially for teenage drivers in the area. She expressed a desire for carefully planned growth to prevent the area from becoming congested like Highway 42 in Johnston County. Ms. Elliot also raised concerns about the lack of State-maintained roads in her neighborhood and urged the Board to advocate for safety measures with the Department of Transportation (DOT). Additionally, she mentioned security concerns at local businesses and emphasized the importance of maintaining property values and community safety. Ms. Elliot implored the Board to prioritize safety and vigilance as development progresses, especially given the presence of schools along NC Highway 56.

Steven Hayes, 28 Hayes Court, Franklinton, NC, introduced himself as a local resident and developer with extensive experience building in Granville County. Through his company Gatekeeper Investments, he expressed his commitment to providing businesses that benefit the community. Mr. Hayes acknowledged the traffic concerns in the area and reminisced about the changes he has witnessed due to growth over the years. He emphasized the inevitability of growth continuing and expressed his intention to address the community's needs through the development project in Wilton. Mr. Hayes highlighted his track record of responsible development and reaffirmed his willingness to contribute positively to the community.

Chair Karan declared the public hearing closed and then retracted it to see if Board members had questions.

Commissioner May disclosed that the applicant, Mr. Hayes, had built his home before he became a commissioner and currently had standing in their subdivision homeowner association, noting it was a potential conflict. Commissioner May noted that he sought guidance from County Attorney Wrenn who confirmed that his recusal was appropriate under statutory requirements. Attorney Wrenn suggested noting Commissioner May's recusal in the minutes, and affirmed that it was fitting according to the statute as an associational relationship.

Motioned by Commissioner Robert Williford, seconded by Commissioner Tony Cozart, and unanimously carried, 6-0, the Board recused Commissioner May from voting on this matter.

Chair Karan then declared the public hearing closed.

Commissioner Hinman raised a concern about the potential impact on traffic and asked if there was any action that could be taken to involve the Department of Transportation (DOT) more extensively. Chair Karan mentioned that there would be a comprehensive traffic impact analysis conducted as part of the process. Planning Director Baker explained that if the area were rezoned to commercial, each use would need a driveway permit, giving DOT the opportunity to review and require improvements before issuing permits. He also mentioned involvement by Capital Area Metro Planning Organization (CAMPO) in the area, starting in July, and encouraged community involvement. Additionally, Mr. Baker suggested considering lowering the speed limit near schools, although no contact had been made with the DOT about this issue yet.

Commissioner May sought clarification from Planning Director Baker regarding the potential impact on traffic. When Commissioner May asked, Attorney Wrenn affirmed that Commissioner May could inquire about traffic matters without conflicting with his recusal. Mr. Baker explained that when additional roads are constructed, it may trigger a traffic impact analysis. He mentioned

that the local traffic impact analysis threshold is 800 trips per day, but the specific land uses and their timing are uncertain in this rezoning case. The DOT has standards and can require improvements when issuing driveway permits for connections to state roads. He emphasized that the DOT studies areas for new driveway connections and can mandate improvements as necessary before issuing permits.

Commissioner Gooch inquired about the nature of the improvements, such as turn lanes, that the DOT could require. Mr. Baker confirmed that such improvements could include items such as turn lanes, and he emphasized that the DOT would determine the specific requirements.

Attorney Wrenn asked whether the public hearing had been officially closed. Chair Karan affirmed that it had indeed been closed.

Attorney Wrenn noted that the recused member should refrain from participating in the debate once the question was called.

Motioned by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried, 6-0 (Commissioner Russ May was recused), the Board approved the zoning map amendment petition from Steven Hayes of Gatekeep Investments, LLC to rezone 4 lots (Lot #1, Lot #2, Lot #3, and Lot #5) recorded at Plat Book 52, Page 179 that have frontage on both NC 56 Highway and NC 96 Highway in Wilton as follows:

APPROVED AN ORDINANCE THAT AMENDS THE GRANVILLE COUNTY ZONING MAP FOR PROPERTY IDENTIFIED AS TAX MAP #182700507440, TAX MAP#182700600358, TAX MAP #182700602140, AND TAX MAP #182700605089 FROM AGRICULTURAL RESIDENTIAL 40 DISTRICT (AR-40) TO NEIGHBORHOOD BUSINESS (NB) AND SERVES AS THE BOARD OF COUNTY COMMISSIONERS' WRITTEN PLAN CONSISTENCY AND REASONABLENESS STATEMENT AND SMALL-SCALE REZONING ANALYSIS

EMERGENCY COMMUNICATIONS MATTERS

Board Approved 911 Board Radio Grant

Emergency Communications Director Trent Brummitt discussed a grant proposal from the 911 Advisory Board. Mr. Brummitt explained that the grant aims to purchase five new portable radios, one for each authorized position in the 911 center, to serve as backups in case of onsite radio failure. These radios would provide an added level of redundancy and could be used during evacuations or when transitioning between locations.

Chair Karan read the recommendation. Mr. Brummitt added that the matter had been reviewed by the County Attorney.

Motioned by Commissioner Russ May, seconded by Commissioner Robert Williford, and unanimously carried, the Board approved the purchase of five portable radios from Mobile Communications America in the amount of \$41,654.45 from funding that will be reimbursed with 911 Board grant funds, and authorized the County Manager to execute the contract once finalized by the County Attorney.

SHERIFF'S MATTERS

Board Approved Adjustments to Part-Time Courthouse Security Classification and Part-Time Pay Rate of \$22 Per Hour

Chief Deputy Kevin Buster reported that Sheriff Robert Fountain had a death in his family and was unable to attend. He then addressed the Board regarding a proposed adjustment to meet the

current and future needs of the courthouse. He proposed changing the part-time courthouse security pay rate to \$22 per hour.

Chair Karan referred to the background information and recommendation in the agenda packet.

Commissioner May expressed a concern that the Board would be assured that positions would be filled by certified law enforcement officers, specifically those who are BLET certified and fully capable physically and through their training to take on the task at the proposed rate. Chief Deputy Buster confirmed that only certified deputies meeting all state requirements would be hired for these positions.

Mr. Cummings explained that the transition to the North Carolina E-courts system, of which Granville County is part of the fourth wave of courthouses in North Carolina, may cause significant backups and longer lines, especially initially. As a result, the County has reviewed security measures and is preparing to add more staff to assist with crowd control and security throughout the courthouse.

Chief Deputy Buster clarified that the specialized court officers being hired will have full arrest authority and will be responsible for maintaining security inside and outside the courthouse. These officers will work alongside bailiffs, but their role is an enhancement rather than a replacement for the bailiffs.

After Commissioner Gooch sought clarification, County Manager said he would get more clarity about the position to the Board tomorrow.

When asked it was explained that the transition to the E-courts system is expected to start at the end of April.

Commissioner Cozart made a motion to approve the recommendation and it was seconded by Commissioner Williford.

Commissioner May asked that the motion be approved based on the interpretation as it is written and understood in the agenda packet so there is not a conflict later. County Manager Cummings agreed.

Motioned by Commissioner Tony W. Cozart, seconded by Commissioner Robert Williford, and unanimously carried, the Board approved a new Specialized Court Officer classification and part-time pay rate of \$22 per hour effective immediately.

Board Pulled Request to Surplus Weapons

Chair Karan announced that this item was pulled from the agenda as additional background information needed to be reviewed.

PROJECT MANAGEMENT

Board Approved Asphalt Walking Trail repairs for Granville Athletic Park (GAP)

Development Services Director Scott Phillips presented a request to consider a unit price construction service contract for asphalt walking trail repairs in Phase One of the Granville County Athletic Park (GAP), which was built 22 years ago. He explained that asphalt trails in Phase One require substantial repairs due to root undergrowth causing pavement separation and trip

hazards. Withers Ravenel, an Engineering firm, evaluated the conditions and proposed methods of repair, identifying three areas needing substantial repairs and root remediation, along with two areas needing minor repairs. Unit prices were received for these categories, and Blacksail Construction LLC was recommended for the contract based on their bid amounts. The total estimated cost for the base bid and two alternates is \$127,734.00. Funding for the project is in the 2023-2024 fiscal year capital funding for the Granville Athletic Park (GAP). Mr. Phillips recommended awarding the contract to Blacksail Construction LLC and authorizing the County Manager to execute the contract, along with requesting authorization for a contingency fund not to exceed \$10,000 for unit price changes.

Commissioner Hinman sought clarification on whether the allocated funds for the project were included in the budget, to which Mr. Phillips confirmed that they were indeed budgeted for this purpose.

Motioned by Commissioner Sue Hinman, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved awarding the unit-price construction service agreement for asphalt walking trail repairs at the Granville Athletic Park to Blacksail Construction, LLC for the Base Bid of \$91,091, Alternate #1 and Alternate #2 for a total amount of \$127,734.00, and a contingency fund for unit price changes not to exceed \$10,000.00, and authorized the County Manager to execute the contract.

APPOINTMENTS

Board Approved Appointments to the Agricultural Advisory Board

Motioned by Robert Williford, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board reappointed Jimmy Crews to the Agricultural Advisory Board District 2 seat.

Motioned by Commissioner Tony W. Cozart seconded by Commissioner Sue Hinman, and unanimously carried, the Board appointed Harold Overby to the Agricultural Advisory Board District 4 seat.

**Robert Lawrence was listed incorrectly in the agenda packet as serving for District 5. Jeff Preddy was serving for District 5.

COUNTY MANAGER'S REPORT

County Manager Drew Cummings expressed appreciation for Commissioner Hinman's acknowledgment of the Tax Administration staff's hard work in assisting citizens with inquiries about tax bills. He highlighted the staff's dedication to handling numerous inquiries, providing clarifications, explanations, and assistance with informal appeals. Mr. Cummings publicly thanked Tax Administration staff for their efforts in ensuring citizens received the necessary assistance, acknowledging their overtime work and commitment to addressing citizen concerns.

Additionally, Mr. Cummings recognized the presence of Adam McConnell, CEO of Granville Health Systems, and commended the organization for the successful hosting of the Ambulance Chase 5K and 10K races. He noted that this event, which had not occurred since the beginning of the COVID-19 pandemic, was well-received by the community. Mr. Cummings expressed gratitude for its positive impact on Oxford and Granville County, highlighting the enjoyable atmosphere, good weather, and post-race activities like grabbing lunch at a food truck.

COUNTY ATTORNEY'S REPORT

Attorney Wrenn announced that he had an economic development matter for closed session.

PRESENTATIONS BY COUNTY BOARD MEMBERS

Commissioner Gooch attended a forum on law enforcement and human trafficking organized by Representative Frank Sossamon, finding it informative and recommending others to attend similar events. He also participated in budget retreats for Butner and Creedmoor, noting Butner's strong financial position and future plans. Overall, he expressed satisfaction with Butner's progress and his appreciation for living there.

Commissioner Jay attended the human trafficking forum, emphasizing the importance of awareness. He encouraged others to attend future events on the topic. Additionally, he mentioned that Lisa Harrison, the Granville Vance District Health Director, was awarded Director of the Year for North Carolina, praising her for her exceptional work statewide.

Commissioner Williford expressed appreciation for the tour of the North Carolina State University Plant Science Building attended by several commissioners, noting it was informative and enjoyable. He also praised the Tax Administration staff, particularly Tax Administrator Jenny Short, for their excellent assistance to citizens navigating the tax process, especially the elderly. Additionally, he extended kudos to District Health Director Lisa Harrison, acknowledging her commendable work.

Commissioner Hinman shared her experiences, including voting at a dangerous dog hearing, a Veterans' Appreciation event where she gave away quilts to elderly veterans, and the Granville County Chamber of Commerce membership banquet where she interacted with local businesses. She also expressed her enthusiasm for the new NC State University Plant Sciences Building tour, particularly enjoying the greenhouses and educational aspects due to her background as a master gardener.

Commissioner Cozart expressed gratitude for various community events and meetings. He acknowledged Mr. Larry Eaton who was in attendance. He spoke well wishes for former J. F. Webb Principal Dr. Michael T. Fuga and his family. He highlighted upcoming forums hosted by Representative Frank Sossamon focusing on the challenges of early childhood and shared insights from attending the retreats in Butner and Creedmoor. He also commended the highway patrol for their increased vigilance regarding child safety during traffic stops and praised the touching moments at the veterans' event, particularly noting the significance of the flag-folding ceremony.

Commissioner May shared updates from various meetings and events, including a school operations meeting where he suggested consulting with Kerr Area Regional Transit Authority (KARTS) for shuttle services, the Veterans Appreciation event, and a meeting with Cooperative Extension focusing on farms and farm protection. He emphasized the importance of progress on athletic projects at J. F. Webb High School and South Granville High School, urging cooperation between the County and schools. Commissioner May also highlighted the challenges facing the agricultural community, such as the decline in organic tobacco production, and stressed the significance of farmers' autonomy in determining the destiny of their land.

Chair Karan highlighted the importance of Granville County's rural character and its agricultural community. He emphasized the crucial role of the Cooperative Extension, particularly mentioning Field Crops Agent Mikayla Berryhill. He underscored the significance of farmers' feedback to NC State University and the importance of resources provided by organizations like the Voluntary Agricultural District and the Cattlemen's Association. Chair Karan also mentioned Granville

County's strong Agricultural Advisory Board. He then talked about innovative initiatives, such as making fertilizer from water, spearheaded by interdisciplinary teams at NC State University's Plant Sciences initiative and praised the collaboration between different scientific fields and the availability of research facilities in the region.

Additionally, Commissioner May expressed gratitude to County Attorney Wrenn for his dedication to the Upper Neuse River Basin Association (UNRBA). He recounted a recent tour of Martin Creek and Lake Creek tributaries, located in Durham but affecting Falls Lake. During the tour, they observed water flow, turbidity, and stream bank erosion, noting the sediment settling in the creeks, which could eventually impact Falls Lake. Commissioner May emphasized the importance of the Board's ongoing efforts, led by County Attorney Wrenn and with guidance from County Manager Cummings, to protect the County's interests and ensure that activities in Falls Lake do not adversely affect taxpayers.

ANY OTHER MATTERS

There we no other matters.

CLOSED SESSION

Motioned by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board went into closed session as allowed by North Carolina General Statute 143-318.11(a)(3), (4) and (6) for attorney-client, economic development, and personnel matters at 8:35 p.m.

RETURN TO OPEN SESSION

Motioned by Commissioner Robert Williford, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board returned to open session at 9:38 p.m.

ADJOURNMENT

Motioned by Commissioner Sue Hinman, seconded by Commissioner Russ May, and unanimously carried, the Board adjourned at 9:38 p.m.

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

ATTEST:

Timothy Karan, Chair

GRANVILLE COUNTY BOARD OF COMMISSIONERS
April 1, 2024
GRANVILLE EXPO AND CONVENTION CENTER
4185 US Highway 15 South, Oxford, North Carolina

PRESENT:

Chair Timothy Karan
Vice Chair Jimmy Gooch
Commissioner Zelodis Jay
Commissioner Robert Williford
Commissioner Sue Hinman
Commissioner Tony W. Cozart
Commissioner Russ May

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

CALL TO ORDER

At 7:00 p.m. Chair Timothy Karan called the meeting to order. Chair Karan noted the revised agenda for adoption.

Motioned by Commissioner Robert Williford, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board adopted the revised agenda.

Chair Karan explained the trial of a new visual system for recording, instructing Commissioners to activate their microphones when speaking and turn them off afterward, mentioning the cameras’ zoom function to track active microphones, and expressing excitement about the technology and future live streaming plans.

Commissioner Williford introduced Pastor Glenn Stallsmith from Oxford United Methodist Church, by way of Salem Methodist Church, who had the invocation for the meeting.

Commissioner Williford led the Pledge of Allegiance.

CONSENT AGENDA

Motioned by Commissioner Tony W. Cozart, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved the consent agenda as follows:

A. Approved the following tax refunds, released, and offsets:

- | | | |
|-----------------------------|---------------------------------|--------------|
| • Refunds | March 7, 2024 – March 20, 2024: | \$ 11,695.00 |
| • Releases | March 7, 2024 – March 20, 2024: | \$ 548.20 |
| • Write-offs (\$2 and less) | March 7, 2024 – March 20, 2024: | \$ 4.62 |

B. Approved minutes:

- January 29, 2024 Joint Meeting with the Granville County Board of Education

INTRODUCTIONS, RECOGNITIONS, AND PRESENTATIONS

Board Introduced Economic Development Director Joe Stallings

County Manager Drew Cummings introduced Economic Development Director Joseph Stallings who commenced employment on March 18, 2024. Mr. Cummings highlighted Mr. Stallings' extensive experience and qualifications in economic development. He emphasized Mr. Stallings' ability to rebuild the department and capitalize on upcoming opportunities, praising his familiarity with State programs and his track record in both urban and rural settings. The following key points were included in the PowerPoint presentation:

- Over thirteen years of economic development leadership experience.
- Spearheaded initiatives like the Build Ready Sites program at the North Carolina Railroad Company.
- Notable achievements include securing the City of Garner's largest industrial investment.
- Holds a Master of Public Administration from Appalachian State University.
- Focuses on strategic growth and creating a business-friendly environment.

Mr. Stallings expressed gratitude for the warm welcome and conveyed his eagerness to collaborate with the County and its partners to fulfill their vision for Granville County's development.

Board members thanked and welcomed Mr. Stallings.

PUBLIC COMMENTS

Amor Agdeppa, 514 Lake Road, Creedmoor, NC, raised concerns about Granville County's perceived lack of growth compared to neighboring counties like Wake, Durham, Alamance, and Vance. Despite nearly 30 years in the county and interactions with past commissioners, Mr. Agdeppa observed minimal development during drives across the area. He mentioned Wake and Durham's rapid growth and questioned why Granville County appeared stagnant. Additionally, he inquired about the proposed Department of Health and Human Services (DHHS) building, a \$250 million project slated for the area, and sought clarification on its status.

John E. Markley, 1622 Garrett Farm Road, Stem, NC, shared concerns about the efficiency of the permit system for landowners in the area. He proposed streamlining the process to include all necessary permits in the initial building permit application, particularly highlighting the financial burden on retirees. Mr. Markley suggested offering cost reductions for seniors applying for building permits as an incentive for retirees to settle in the area. He emphasized the potential economic benefits of attracting more retirees to the region. Additionally, Mr. Markley proposed utilizing digital technology, such as digital images or drone footage, to streamline the inspection process for licensed and insured contractors, reducing costs associated with multiple site visits.

PUBLIC HEARINGS

After Holding a Public Hearing, Board Approved Issuing an Order Amending the Property Assessment Manual (pages 352 to 360) for Neighborhood Adjustment Factors

Chair Karan stated the purpose of the public hearing was that Granville County seeks to amend the Granville County Real Property Assessment Manual (2024) which is the schedules real property for market and use value in Granville County as required by General Statute 105-317 by replacing pages 352 through 360. The reason for the replacement of these pages is that the 2018 neighborhood adjustment factors were included in the 2024 Property Assessment Manual in error. North Carolina General Statute 105-317(c)(2)(b) requires the Board of County

Commissioners to hold a public hearing at least seven days before making this change in order to receive comments from the public.

Tax Administrator Jenny Short provided an update on the real property appraisal manual. Ms. Short explained that the proposed manual was presented to the Board of Commissioners on October 16, 2023, and made available for public inspection on the Tax Administration website and a hard copy in the Tax Administration Office. A public hearing was held on November 6, 2023, and then the real property appraisal manual was formally adopted on November 20, 2023, at the Board of Commissioners meeting. However, it was discovered in late February 2024 that the 2018 neighborhood adjustment factors were erroneously included in the 2024 property assessment manual. The correct 2024 neighborhood adjustment factors were used to calculate assessed values for all assessed values mailed to property owners, but the printed manual that was approved contained the 2018 data. The purpose of the current public hearing was to consider modifying the previously approved 2024 real property assessment manual to replace the 2018 neighborhood adjustment factors with the correct 2024 neighborhood adjustment factors, pages 352-360. The proposed modified pages were made available for public inspection on the Tax Administration website and a hard copy in the Tax Administration Office.

Chair Karan declared the public hearing open and noted that Tax Administrator Short's comments would be included in the public hearing.

Chair Karan opened the floor for public comments.

Jaycee Georgiev, 1174 Smith Creek Way, Wake Forest, NC, expressed concerns on behalf of her neighborhood regarding the appraisal process, particularly highlighting the methodology behind land valuation and the need for stability and accuracy in mass appraisals for taxation purposes. She questioned why land is valued differently in various neighborhoods and emphasized the importance of considering factors beyond just land value, such as topography and neighborhood maturity. Ms. Georgiev urged the Board to ensure that values are credible and supported by mathematical models, and she emphasized the need to determine the highest and best use of properties based on relevant legal and policy considerations. Additionally, she raised concerns about using developer land purchases as the basis for tax assessments, suggesting that such transactions may not accurately reflect market value for taxation purposes. She provided a *Standard 6: Mass Appraisal, Reporting* document from the USPAP 2020-2021 edition highlighting these points for the board's consideration.

Sandra Bishop, 1535 Trailwood Drive, Creedmoor, NC, raised several concerns regarding the assessment process and the accuracy of property evaluations in Granville County. She began by addressing the neighborhood multiplier, noting discrepancies in increases and reductions across different neighborhoods, especially regarding homes exceeding certain values. She also questioned the consistency and accuracy of the data in the Granville County Real Property manual, highlighting discrepancies in dates and potential errors within the manual.

Furthermore, Ms. Bishop expressed concerns about property record card errors, emphasizing the need for an audit to correct these errors and ensure fairness for homeowners, particularly senior citizens, the disabled, people of color, and those with diminished capacity to be done by the County and not the citizens themselves. She advocated for a revenue-neutral rate adoption and criticized the lack of transparency regarding market conditions used in assessments.

Ms. Bishop also discussed issues with the Comper for Citizens tool, citing examples of inadequate comparisons for property evaluations and questioning the validity of single-sale comps. Additionally, she highlighted the complexities of complying with Falls Lake watershed rules and the financial burdens placed on property owners due to environmental regulations and water contamination concerns.

Overall, Ms. Bishop argued that the current assessment practices in Granville County lack transparency, consistency, and fairness, leading to unjust taxation and financial burdens for property owners.

Katie Sellgren, 1098 Lake Ridge Drive, Creedmoor, NC, referenced a study from the UNC School of Government regarding equity in North Carolina property tax appraisals. She highlighted that in 2022, 81 out of 100 counties in North Carolina were considered regressive, meaning that higher-value properties were under-assessed while lower-value properties were over-assessed beyond the acceptable range of error. She emphasized that this phenomenon leads to a higher property tax burden for low-income homeowners and communities throughout the state, including in Granville County. Ms. Sellgren shared her personal experience of having her property value and neighborhood multiplier both increase significantly, leading to a disproportionate tax burden on smaller homes and low-income households. Furthermore, she pointed out that this issue is not isolated to 2022 but has been observed consistently from 2019 to 2022, with no counties considered progressive during this period. Ms. Sellgren urged against adopting the proposed neighborhood adjustment factors, arguing that they exacerbate the systematic overvaluation of lower-income homes and recommending alternative solutions to address equity concerns in property tax assessments.

Alice K. Meise, 1103 Lake Ridge Drive, Creedmoor, NC, expressed her concern about the significant increase in her property assessment, which went from \$158,000 to \$333,000 with a 1.5 neighborhood multiplier. She mentioned the absurdity of such a steep increase and questioned the justification behind it, suggesting that perhaps there should be gold under her house to warrant such a valuation. She raised issues related to developments in her community, including concerns about water scarcity due to community wells, as well as the lack of a well-interference ordinance. Ms. Meise pointed out discrepancies in assessments between her subdivision and another development by the same builder, where similar houses were assessed at significantly lower values without the 1.5 multiplier. Additionally, she highlighted inconsistencies in how assessments are calculated based on lot size, with some subdivisions having a uniform price per acre while others are prorated based on lot size. Ms. Meise urged the Board to thoroughly investigate these discrepancies and reassess the valuation process to ensure fairness and accuracy.

Chair Karan asked if the Board had any questions.

Commissioner Cozart asked if there was anyone present from Pearson's Appraisal who could respond to the questions that had been raised.

Appraiser Emmett Curl, Appraiser with Pearson's Appraisals, highlighted that the primary surge in property value was observed in the lower-end properties, contrasting with the slower inflation rate in higher-end properties. He attributed this trend to the affordability factor, noting that properties priced around \$300,000 experienced more demand compared to those priced above \$600,000 or \$700,000. This pricing threshold created a market limitation for higher-end properties, resulting in fewer sales. Additionally, Mr. Curl pointed out that the shortage of inventory had a more pronounced effect on driving up prices in the lower-end property segment compared to the higher-end segment.

County Manager Cummings requested that Mr. Curl provide an introduction and background regarding his expertise in tax appraisal. Apologizing for the oversight, Mr. Curl proceeded to introduce himself. He outlined his extensive experience in the field since his departure from Appalachian State in 1972. He elaborated that he had served as the Tax Administrator in Wake County for 35 years before retiring. However, realizing his continued passion for work, Mr. Curl returned to the field and had been engaged in private contracting for approximately 17 to 18 years.

Mr. Curl continued his explanation, emphasizing the unprecedented inflation rates witnessed in the past four years across the state, not confined to the immediate jurisdiction. He highlighted the significant surge in value primarily concentrated in the lower-end property categories. Using a specific example, he noted a neighborhood where homes of approximately 1,350 square feet had seen remarkable appreciation. Just five years prior, these homes were available for \$150,000, whereas currently they were valued at over \$350,000 to \$400,000, underscoring the substantial increase in lower-end property values.

Transitioning to the concept of the neighborhood factor, Mr. Curl explained its role in the appraisal process, saying that initial valuations were based on a standardized base rate per square foot, catering to a wide range of property values. Subsequently, the analysis delved into specific neighborhoods, characterized by homogeneous and generic attributes. Factors such as the size of homes, sales prices per square foot, and other neighborhood-specific variables were considered to determine valuation adjustments. This detailed approach ensured that the appraisal process accurately reflected market dynamics and trends within each neighborhood.

Commissioner May inquired about the ongoing nature of the appraisal process, seeking assurance regarding the accuracy of the information presented to citizens. Mr. Curl affirmed that the process was indeed ongoing across all 100 counties in the state. Commissioner May then raised concerns about discrepancies identified by a citizen regarding information in the system versus the printed manual for public display. In response, Mr. Curl and Ms. Short clarified that discrepancies typically pertained to features such as storage sheds and garage lean-tos, which were not factored into valuation changes.

Expressing the Board's commitment to ensuring transparency and accuracy, Commissioner May emphasized the importance of addressing citizen concerns comprehensively. Mr. Curl reassured the Board that once the process was complete and the state conducted a sales ratio study, the resulting data would instill confidence in the fairness of the valuation system. He anticipated that the regressivity and progressivity numbers, though technical, would align neutrally, signifying accuracy in assessment.

Further addressing concerns raised about the accuracy of tax cards, Mr. Curl affirmed the commitment to rectifying any inaccuracies and ensuring that citizens paid taxes based on correct information. Acknowledging the complexity of assessing square footage accurately, Mr. Curl reiterated the office's dedication to employing every measure to provide accurate valuations, recognizing heated square footage as a crucial determinant of property value.

Mr. Curl emphasized the challenges associated with obtaining accurate information, particularly regarding square footage, especially in properties with multi-level or partially finished structures with cathedral ceilings. He proposed a solution wherein building plans submitted to the inspection department should be made electronically accessible to every tax office in the state. Drawing from his experience, he highlighted the difficulties faced in Wake County despite their expertise, suggesting that access to these plans could greatly enhance accuracy in property assessments.

Commissioner Williford questioned Mr. Curl regarding the factors that determine the neighborhood multiplier in property valuation. Mr. Curl confirmed that factors such as the type of wells, road infrastructure (paved roads, curb, gutter), and lot sizes are considered in determining the multiplier. He emphasized that these factors are derived from actual sales data within the neighborhood.

Commissioner Williford further inquired about the significance of the multiplier in property valuation, to which Mr. Curl explained that the multiplier is crucial for predicting property values accurately. He clarified that without the multiplier, the sales ratio would be highly erratic.

In response to a hypothetical scenario raised by Commissioner Williford involving a neighborhood with a wide range of property values, Mr. Curl indicated that if such anomalies occurred, adjustments would be made to ensure accuracy. He reiterated that the multiplier is solely based on sales data, without any subjective opinion involved.

Commissioner May raised a final question regarding equity concerns related to the UNC School of Government study. Mr. Curl explained that efforts are made to address equity with each evaluation. He noted that while lower-end properties may have been affected more significantly, equity is still maintained through the ratio of high-end to low-end properties. He expressed confidence in the work done and assured Commissioner May that the questions raised would be appropriately addressed. Commissioner May emphasized the importance of ensuring that citizens have confidence in the evaluation process and suggested that the county attorney and county manager stay vigilant in addressing any doubts that may arise.

County Manager Cummings highlighted the complexity of addressing individual circumstances for the over 34,000 parcels in Granville County. He encouraged residents to reach out to the Tax Administration Office with questions or concerns and mentioned that many people have already done so since the new statements were sent out. He commended the efforts of Pearson's Appraisal and the tax staff in addressing inquiries.

Mr. Curl affirmed their commitment to correcting any incorrect information and emphasized the importance of having specific details to address issues effectively.

Commissioner Hinman inquired about the dates for filing appeals. Mr. Cummings clarified that informal assessor's appeals can be filed until April 29th, while formal appeals can be filed until June 3rd, which is the first meeting of the Board of Commissioners acting as the Board of Equalization and Review. He mentioned that there is still a decent amount of time for residents to file either type of appeal. Additionally, Commissioner Hinman raised a previous arrangement where residents could discuss their concerns directly with representatives after the meeting, and Mr. Cummings informed that another public information session is scheduled before the next meeting on April 15th, followed by an opportunity to meet with representatives from Pearson's Appraisals and the Tax Administration Office.

Commissioner May's final question pertained to the value trend of smaller-sized homes in neighborhoods since 2022. Mr. Curl acknowledged that there has been some increase in value, but not at the same rapid rate as in previous years. He mentioned that 2022 saw the highest inflation in that cycle, and while there has been inflation in 2023, it has not been nearly as significant. Commissioner May referenced an example provided by a citizen whose home was previously valued at \$158,000 and had increased to around \$330,000. Mr. Curl explained that while there has been some increase, it has not maintained the same rate as before due to factors like inventory shortage and reduced competition. He expressed a personal preference for a more stable increase in value.

Chair Karan declared the public hearing closed. He asked the Board if they needed further clarification and they did not. He then stated the recommendation in the agenda packet.

Commissioner Gooch noted that the purpose of the public hearing was to replace pages 352 through 360, and then made a motion to replace those pages.

Motioned by Commissioner Jimmy Gooch, seconded by Commissioner Sue Hinman, and unanimously carried, the Board, after holding a public hearing, approved issuing an order amending the Property Assessment Manual (pages 352 through 360) for neighborhood adjustment factors that will be published as required by law.

After Holding a Public Hearing, Board Approved Resolution Supporting an Application to the Local Government Commission for its Approval of a County Financing Agreement – 2024 North Granville Senior Center

Chair Karan introduced the agenda item to consider a preliminary resolution in support of the planned financing of the North Granville Senior Center.

Chair Karan declared the public hearing open.

Chair Karan recognized Ted Cole, Senior Vice President of Davenport, for a brief overview of the planned financing of the North Granville Senior Center.

Mr. Cole began by acknowledging the presence of Finance Director Steve McNally and Bond Attorney Bob Jessup. He referenced a memo provided in the agenda packet, detailing the financing process for the North Granville Senior Center. Mr. Cole highlighted the project's priority status and the submission of requests for proposals (RFPs) to various banks for funding up to \$3 million over a term of up to 20 years. Proposals were received from four banks: Capital One Public Funding, TD Public Funding, Truist Commercial, and Webster Bank, emphasizing their experience in local government debt transactions. Mr. Cole referred to a table in the memo outlining interest rates provided by these banks for both 15-year and 20-year terms.

Mr. Cole analyzed the interest rates provided, distinguishing between fixed and floating rates, and provided insight into the considerations for term length and prepayment options. Further discussion revolved around prepayment terms and the potential for refinancing in the future to capitalize on lower interest rates. Comparisons were made between 15-year and 20-year terms, aligning with long-term capital planning goals. The rationale behind the recommendation to proceed with Capital One at a 20-year term and a 4.67% interest rate was presented, considering factors such as prepayment flexibility and adherence to planning assumptions.

Mr. Cole outlined the proposed timeline for approval, including the current public hearing adopting a Final Approving Resolution on April 15th, and final approval by the Local Government Commission (LGC) on May 7th, to close the financing by May 21st.

Commissioner Williford sought clarification on the disbursement of funds, querying whether the County would receive 100% of the funds upon selection and deposit, whether invoices would be paid as needed, and if funds can draw interest.

Mr. Cole affirmed Commissioner Williford's understanding, elaborating that funds would be received on the day of closing and would be held in an account accruing interest until expended for project costs.

Commissioner Williford noted an additional fee charged by TD Bank, amounting to \$12,000, which was not explicitly listed in the comparison provided. He noted his awareness of the fee from his participation in a Zoom meeting.

Mr. Cole acknowledged Commissioner Williford's observation, confirming that TD Bank did indeed impose an origination fee, or a fee for legal counsel, which was factored into the comparison, although it was not separately itemized as it was unique to TD Bank.

Chair Karan opened the floor for public comments, inviting those present to address the Board.

Jean A. Lawson, 324 Owens Street, Stovall, NC, expressed sentiments regarding the Northern Granville Senior Center. She mentioned her daily attendance and volunteer work at the center, emphasizing its importance to her since retirement. Ms. Lawson recalled the anticipation

surrounding the promised expansion and renovation of the facility, dating back to last year's announcements and the groundbreaking ceremony. However, she expressed confusion and disappointment that discussions regarding the center's construction were still ongoing in 2024. Ms. Lawson highlighted the need for increased space, improved facilities, and privacy for visitors and staff. She urged the Board to prioritize the needs of elderly citizens in northern Granville County, emphasizing their contributions as taxpayers deserving of equitable resources and support.

John Owens, 8563 Conway Elliot Road, Oxford, NC, expressed gratitude to the commissioners for their longstanding support of the Senior Center program in Granville County, which he described as one of the most outstanding in the state. He credited this success to the commissioners' support over the years and the dedicated staff, particularly Senior Services Director Kathy May and her team. Regarding the North Granville Center, Mr. Owens, a resident of the area, shared his personal connection with the center, including delivering Meals on Wheels to homebound community members. He expressed concern about his ability to continue traveling to the Senior Center in Oxford as he approaches 80 years old, highlighting the importance of providing equal opportunities for all citizens in northern Granville County. Mr. Owens emphasized the positive impact of the Senior Center on its attendees, noting the sense of community, companionship, and enjoyment of various programs. He advocated for additional space, a better building, and expanded programs, urging the board to support the construction of a new facility in Stovall.

Margaret Hart, 9568 Grassy Creek Road, Bullock, NC, shared her positive experience attending the Senior Center with her husband for about a year, noting that they were initially invited by a couple and subsequently met many friendly individuals they otherwise would not have known. She expressed gratitude for the variety of activities offered at the center, including games, bingo, parties, and Bible study, which her husband leads twice a month. Mrs. Hart highlighted the enjoyment of meals provided at the center, as well as the outreach efforts to deliver meals to shut-ins in the community. She acknowledged the challenges posed by increasing attendance, noting that the room feels smaller as the groups grow larger. She commended the efforts of employees Phyllis Blackwell and Tammy Williamson, emphasizing their dedication to treating every senior as special. She mentioned that there have been presentations depicting the proposed Senior Center, and despite discussions about the need for improvements in the northern part of Granville County, progress often seems to shift to other areas. Ms. Hart appealed for support and assistance for the Senior Center in northern Granville County.

Jeff Stovall, 209 Lewis Street, Stovall, NC, a Town of Stovall Commissioner, expressed his gratitude to the county commissioners for their dedicated work, acknowledging the often-unacknowledged tireless efforts they put in. He conveyed the full support of the Town of Stovall for the proposed Senior Center, informing that a public hearing was recently held to rezone the property for its intended use, demonstrating their commitment to facilitating its development and prosperity. Mr. Stovall highlighted the positive community sentiment surrounding the Senior Center and emphasized its significance not only for the seniors but also for the broader community, including younger generations. He invited those in support to raise their hands, showcasing widespread community backing for the project. Mr. Stovall described the Senior Center as more than just an amenity, but rather a vital hub for community interaction and engagement. He assured the County Commissioners that investing in the Senior Center would yield significant returns, both socially and economically, emphasizing its importance for the entire community. Mr. Stovall concluded by thanking the commissioners for their dedication and encouraging them to continue their good work.

Don Fick, 607 West Quail Ridge Road, Oxford, NC, disclosed that he is a candidate in the November 2024 election as a District 3 Granville County Board of Commissioner, before expressing his support for the proposed Senior Center. Despite the geographic distance between

District 3 and the Stovall Senior Center, Mr. Fick visited the center to assess its condition firsthand and concluded that it was functionally obsolete and inadequate for its purpose. He affirmed that building a new senior center was the right choice. Mr. Fick then turned his attention to the financing aspect of the project, noting that the offered interest rate of below 5% was favorable, especially considering current market conditions. He noted the opportunity to refinance after ten years if there was a decrease in interest rates. Despite the project being outside his district, Mr. Fick emphasized that the decision should be guided by the collective interest in the welfare of Granville County as a whole. He concluded by expressing his support for the project, recognizing its potential long-term benefits for the community.

Annette P. Myers, 6587 Alvis Brook Road, Oxford, NC, acknowledged the diverse population and agrarian nature of northern Granville County, emphasizing the community's tradition of relying on neighbors before County services. She underscored that while the area may not heavily burden County finances, there are times when it requires attention. Ms. Myers highlighted the multi-generational culture of self-sufficiency instilled in the residents, noting that many are descendants of the Greatest Generation and were raised with similar values. She emphasized the growing senior population nationally and in Granville County, emphasizing the importance of social engagement for emotional, mental, and physical well-being. Expressing gratitude for the proposed Senior Center, Ms. Myers acknowledged former Board of Commissioner Chair Tony Cozart's statement regarding the need to expand services in Stovall to align with those offered at other centers in the County. Despite delays in the project timeline, Ms. Myers expressed appreciation for the Board's attention to the matter and urged continued progress.

Leroy Anderson, Kinton Fork, NC, referenced the historical context of the building, highlighting its age and original purpose as a three-classroom structure built in 1940. Mr. Anderson emphasized the need for action, urging the Commissioners to do what is right and good.

Tiana Royster, 209 Gillis Street, Stovall, NC, expressed her support for the construction of the new senior center. She emphasized that it is not just the senior population, but also the younger generation who desire this facility. Ms. Royster shared personal anecdotes about her family's connection to the center, highlighting its significance in their lives. She acknowledged the increase in property taxes for residents like herself and stressed the importance of approving the loan for the new center, asserting that the community deserves it.

Patricia Boyd, 9027 Grassy Creek, Road, Bullock, NC, spoke from her seat in the audience and stated that she enjoys attending the Senior Center in Stovall and suggested that if the building had been constructed six to seven years ago when it was first discussed, \$340,000 might have been sufficient to cover the costs.

After hearing public comments, the public hearing ended. Chair Karan asked if the Board had any questions.

Commissioner May expressed appreciation for the discussion but emphasized the importance of unity within the county. He cautioned against dividing the county into regions, stating that such divisions could lead to a loss for the entire community. He highlighted that while the southern Granville area did not receive a brand-new senior center, there was a substantial investment of \$340,000 in the Creedmoor Community Center to accommodate senior activities. Commissioner May underscored the need to avoid pitting different regions of the county against each other and emphasized the importance of unity in decision-making.

Commissioner Hinman requested assistance from the audience in finding a suitable candidate to fill the vacant position on the Senior Services Advisory Board, emphasizing the importance of having representation to make decisions concerning senior citizen affairs.

Commissioner Jay expressed gratitude to the attendees from the northern end of the county for voicing their concerns and emphasized the importance of addressing the long-standing need for a new senior center. He recounted a past visit to the Stovall Senior Center where he observed the overwhelming attendance and the challenges faced due to limited space, highlighting the necessity for improved facilities. Commissioner Jay recounted an experience playing bingo at the Senior Center and expressed the commitment to enhancing the amenities to better accommodate the community's needs.

Chair Karan noted that the commitment to the Senior Center project has been unwavering, acknowledging that timelines can sometimes be extended due to various priorities. He mentioned some adjustments made to the project scope but expressed excitement about its potential impact. Chair Karan metaphorically described the allocation of resources as a pendulum, highlighting the need to balance various needs across different areas. He emphasized the stability of tax rates in recent years and concluded by calling for a vote.

Motioned by Commissioner Zelodis Jay, seconded by Commissioner Robert Williford, and unanimously carried, the Board, after holding a public hearing, approved adopting the Resolution Supporting an Application to the Local Government Commission for its Approval of a County Financing Agreement for the North Granville Senior Center and tentatively accepting the proposal for 20-year financing from Capital One (with first principal payment made on 4/1/25) subject to the Board's final approval of all financing terms at a subsequent meeting as follows:

**RESOLUTION SUPPORTING AN APPLICATION TO THE LOCAL GOVERNMENT
COMMISSION FOR ITS APPROVAL OF A COUNTY FINANCING AGREEMENT
2024 NORTH GRANVILLE SENIOR CENTER**

Introduction --

The Board of Commissioners of Granville County has previously determined to carry out a project to acquire, construct, equip and finance a new senior center.

The Board has also made a preliminary determination to finance this project through an installment financing, as authorized under Section 160A-20 of the North Carolina General Statutes. In an installment financing, the County's repayment obligation is secured by a mortgage-type interest in all or part of the property being financed, but not by any pledge of the County's taxing power or any specific revenue stream. In this case, the County expects that the senior center will serve as the collateral.

State law requires that the County's financing be approved by the North Carolina Local Government Commission, a division of the North Carolina State Treasurer's office. Under the LGC's guidelines, this governing body must make certain findings of fact to support the County's application for the LGC's approval of the County's financing arrangements.

**1. THE GRANVILLE COUNTY BOARD OF COMMISSIONERS RESOLVES, AS
FOLLOWS:**

(a) The County makes a preliminary determination to finance up to approximately \$3,000,000 to pay project costs.

(b) The Board will determine the final amount to be financed by a later resolution. The final amount financed may be slightly lower or slightly higher than \$3,000,000. Some of the financing proceeds may represent reimbursement to the County for prior expenditures on project costs, and some

proceeds may be used to pay financing expenses or to provide any appropriate reserves.

2. THE BOARD MAKES THE FOLLOWING FINDINGS OF FACT IN SUPPORT OF THE COUNTY'S APPLICATION TO THE LGC:

(a) The proposed project is necessary and appropriate for the County under all the circumstances.

(b) The proposed installment financing is preferable to a bond issue for the same purposes. This financing is for a discrete facility and is therefore particularly suitable for installment financing.

The County has no meaningful ability to issue non-voted general obligation bonds for this project. This project will produce no revenues that could be used to support a self-liquidating financing. The County expects that in the current interest rate environment for municipal securities there would be no material difference in the overall financing costs between general obligation bonds and installment financings for this project.

(c) The estimated sums to fall due under the proposed financing contract are adequate and not excessive for the proposed purpose. The County will closely review proposed financing rates against market rates with guidance from the LGC and the County's financial adviser. All amounts financed will reflect either approved contracts, previous actual expenditures, or professional estimates.

(d) As confirmed by the County's Finance Officer, (i) the County's debt management procedures and policies are sound and in compliance with law, and (ii) the County is not in default under any of its debt service obligations.

(e) Given the County's need for the project, the Board believes that the effect on the County's budget and the tax rate from repaying the borrowed money will be reasonable under all the circumstances. The Board will work to minimize the tax rate impact in a manner consistent with moving forward with the project and addressing the full range of County needs.

(f) The County Attorney is of the opinion that the proposed project is authorized by law and is a purpose for which public funds of the County may be expended pursuant to the Constitution and laws of North Carolina.

3. ADDITIONALLY, THE BOARD RESOLVES AS FOLLOWS:

(a) The County intends that the adoption of this resolution will be a declaration of the County's official intent to reimburse project expenditures from financing proceeds. The County intends that funds that have been advanced for project costs, or which may be so advanced, from the County's general fund, or any other County fund, may be reimbursed from the financing proceeds.

(b) The Board directs the County Manager and the Finance Officer to take all appropriate steps toward the completion of the financing, including (i) completing an application to the LGC for its approval of the proposed financing, and (ii) soliciting one or more proposals from financial institutions to provide the financing. The Board ratifies all prior actions of County representatives in this regard.

(c) This resolution takes effect immediately.

PROJECT MANAGEMENT

Board Approved Award of North Granville Senior Center Construction Project

Development Services Director Scott Phillips presented an update on the construction project for the North Granville Senior Center. He spoke from a PowerPoint presentation detailing the project's background, design, and construction details. He explained that on March 19th, sealed bids were received by Granville County for single-prime, fixed-price construction services of the facility. Eleven (11) proposals were received and the certified bid tabulation was included in the agenda packet. Mr. Phillips highlighted the following:

- Recognized the project architect and discussed the need for a single prime fixed-price construction service contract for the center.
- Outlined the need to replace the existing aging facility due to space constraints and projected future needs.
- Discussed the design phase conducted by Oakley Collier Architects over the last 10 months.
- Presented architectural illustrations of the interior spaces, including the cafeteria, arts, and crafts areas, were presented.
- Shared details of the energy-efficient design, including the layout and amenities of the center, were provided.
- Showed a site plan and floor plan of the facility, including restroom facilities with extra-wide stalls for mobility issues, were shown.
- Discussed the bid process and the range of the 11 proposals received.
- Outlined four alternate options for consideration, including canopy roof, floor tile substitution, generator installation, and decking material substitution.

Mr. Phillips then gave his recommendation.

Commissioner Gooch sought clarification on the necessity of alternate number three, the generator, and its capability to power the entire building automatically during emergencies. Mr. Phillips confirmed the generator's capacity and automatic switchover capability, adding that it could run on diesel or propane.

Commissioner Williford inquired about the possibility of preparing for the generator installation in the future. Mr. Phillips affirmed the feasibility of such preparations.

Commissioner May then asked for Mr. Scott's recommendation regarding the additional alternates. Mr. Scott expressed the importance of all four alternates, particularly highlighting the significance of the generator for emergency shelter purposes.

Commissioner Jay agreed concerning the generator, emphasizing the importance of having emergency shelter facilities in the northern part of the county.

Chair Karan restated the recommendation, including the four add-on options.

Motioned by Commissioner Robert Williford seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved awarding the single-prime, fixed-price construction services contract to Racanelli Construction South, Inc. for the base-bid amount of \$3,060,000 and add alternates in the amount of \$221,300 and authorized the County Attorney to finalize the contract and the County Manager to execute the contract document.

1. (ADD) Alternate G-1: Provide a Canopy Roof for the outdoor deck; \$38,500.
2. (ADD) Alternate G-2: Substituting Vinyl Floor Tile with Ceramic Quarry Floor Tile within the Kitchen area; \$7,600.

3. (ADD) Alternate G-3: Providing a 150-kW standby generator and Automatic Transfer Switch; \$152,000.
4. (ADD) Alternate G-4: Substituting Treated Wood Floor Decking with Composite Floor Decking on outside deck; \$23,200.

PURCHASING

Board Approved Granville Athletic Park (GAP) Security Enhancements

Chair Karan introduced the agenda item concerning additional security measures at the Granville Athletic Park (GAP), stating the purpose of considering the installation of security camera systems.

Deputy County Manager Korena Weichel addressed the Board regarding the proposal, recommending Newcomb Tech for the project due to cost-effectiveness and ownership rights of surveillance footage.

Commissioner Williford reported that a \$15,000 contribution had been received from Bailey Farms, Randy and Debbie Bailey, toward the project.

Commissioner Hinman inquired about whether the proposed security cameras could have helped in a previous incident where a park user collapsed. Ms. Weichel explained that while the cameras wouldn't cover the trail system, they would monitor parking lots and entrance areas.

Commissioner May asked about live monitoring and the capability to capture license plate details, to which Ms. Weichel confirmed that while live monitoring might be limited, the cameras are designed to capture license plate details from both directions at each location. Ms. Weichel also said that the selected cameras have high resolution, potentially capturing the necessary detail.

Motioned by Commissioner Russ May, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved contracting with Newcomb Tech for installation of a security camera system at the Granville Athletic Park in an amount not to exceed \$30,000 (to allow for incidentals) and authorized the County Manager and County Attorney to finalize and execute a contract.

COUNTY MANAGER'S REPORT

Board Approved Lease Agreement for 204 Williamsboro Street, Oxford

County Manager Cummings presented a proposed lease for additional office space at 204 Williamsboro Street, explaining that due to growth in administrative staff since October 2022, there's been a need for more space beyond the already full 104 Belle Street administration building. He detailed the addition of four new positions and the significance of the new location, ideally situated near the existing office. The lease is considered a short-term solution with hopes for a longer-term agreement for the entire building before July 1st.

Commissioner Williford inquired about the ownership and potential use of the parking lot adjacent to the proposed office space, clarifying that it is owned by the city. Mr. Cummings confirmed that the lot comes with the building and would be available for exclusive use when renting the entire building, but currently, they have access to it regularly. County Attorney Wrenn mentioned the need for legal agreements.

Commissioner Jay asked about the location of the parking lot, which Mr. Cummings confirmed to be behind the building.

Motioned by Commissioner Robert Williford, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved a short-term lease for the second floor of 204 Williamsboro Street and authorized the County Manager and County Attorney to finalize and execute the lease.

COUNTY ATTORNEY'S REPORT

County Attorney Jim Wrenn did not have any matters to report.

PRESENTATIONS BY COUNTY BOARD MEMBERS

Commissioner Jay reported that KARTS and DSS met earlier that morning and resolved some transportation issues. Additionally, he reported that he attended a ribbon-cutting ceremony and met a gentleman who will be doing some work at the Granville Athletic Park (GAP). He wished everyone a Happy Easter.

Commissioner Williford expressed gratitude for the turnout at the meeting and the community's interest in Granville County. He extended thanks to the Bailey family for their contribution towards the cameras at Granville Athletic Park (GAP).

Commissioner Hinman informed the audience that the Granville County Library Board of Trustees meeting for the month has been rescheduled to April 12th at 4:30 p.m., emphasizing that it is an open meeting. Additionally, she mentioned the community listening session for Communities in Schools scheduled for the next morning, April 2, 2024, at 10:00 a.m., inviting attendees to participate.

Commissioner May extended a warm welcome to the new Economic Development Director, expressing anticipation for the positive contributions that he will bring to the County. He expressed gratitude to the County Manager and interview team for the selection. He also reiterated his interest in receiving an update from KARTS and emphasized the importance of developing a more service throughout the county.

Commissioner Gooch extended a warm welcome to the new Economic Development Director and expressed gratitude to all attendees, especially those who contributed to discussions on tax matters and public comments, as well as visitors from Stovall. He highlighted the significance of the North Granville Senior Center project initiated in 2017, which concluded with the approval of financing and contracts during the meeting. He thanked the board for supporting all options, emphasizing the importance of having a generator for emergency shelter purposes. He said he hoped everyone had a good Easter.

Chair Karan reflected on the quality of services offered through senior services, attributing the attendance at the meeting to the value of these services. He acknowledged the less-than-desirable current location but praised the dedicated staff. Chair Karan then highlighted the success story of a local event, the Viking Experience, organized by community members. The event grew from a small gathering to a large-scale two-day event attracting over 6,000 attendees. He commended Angela Allen, the Tourism Development Authority Director, for her role in supporting and facilitating the event's growth, expressing optimism for its continued success.

ANY OTHER MATTERS

Notice of 2024 Tax Revaluation Information Session

Chair Karan announced the upcoming tax revaluation information session:

A Tax Revaluation Information Session will be held on Monday, April 15, 2024, at 5:30 p.m. at the Granville County Convention & Expo Center, 4185 Highway 15, Oxford, NC. After a presentation, Tax staff and representatives from Pearson's Appraisal Service, Inc. will be available to answer any questions.

Any questions should be directed to Jenny Short, Tax Administrator, at 919-603-1317 or emailed to reval.2024@granvillecounty.org.

ADJOURNMENT

Motioned by Commissioner Robert Williford, seconded by Commissioner Russ May, and unanimously carried, the Board adjourned at 9:11 p.m.

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

ATTEST:

Timothy Karan, Chair



Granville County Finance

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

To: Board of Commissioners
From: Korena Weichel, Deputy County Manager
Department: Finance
Date: May 6, 2024
Title: Introduction of Finance Director Jennifer Baird

PURPOSE:

Introduction of Granville County's new Finance Director, Jennifer Baird.

BACKGROUND:

Jennifer Baird was sworn in as the Granville County Finance Director on April 16, 2024. She brings 19 years of state and local government finance experience and leadership to her new role, and she will lead finance office operations while current Finance Director Steve McNally transitions to his retirement at the end of the fiscal year.

Jennifer joins Granville County after three years with the City of Durham as Senior Fiscal Analyst and Accounting Operations Supervisor. During her time in Durham, she managed operations of the city's Utility Finance Department. Prior to joining the City of Durham, Jennifer served as the Chief Finance Officer for Granville-Vance Public Health for two years and has also served in finance roles within state government including Business Officer II and Assistant Finance Manager for the departments of Health and Human Services, Public Instruction, and Agriculture and Consumer Services.

Jennifer holds degrees in Accounting and Human Services and is completing the North Carolina Finance Officer Certification Course at the UNC School of Government. She and her husband have lived in Granville County since 1993 and reside in the Berea community.

Jennifer will address the Board with a personal introduction.



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: **Juvenile Crime Prevention Council (JCPC) Update**

PURPOSE:

To hear an update on the Juvenile Crime Prevention Council (JCPC).

BACKGROUND:

Eddie Crews, Central Area Consultant for N.C. Department of Public Safety, Division of Juvenile Justice and Delinquency Prevention, and Reverend Tolokun Omokunde, Chair of JCPC, will provide an update on what JCPC is doing and hopes to do regarding risk factors and programming in Granville County.

JCPC Powers and Duties

- To ensure that appropriate intermediate dispositional options are available.
- To provide funds for treatment of juveniles.
- To increase public awareness of the causes of delinquency and strategies to reduce the problem.
- To assess needs of juveniles in the local community.
- To develop strategies for delinquency prevention through risk assessment.
- To assess resources to meet the identified needs.
- To develop or propose ways to meet those needs.
- To plan for a permanent funding stream for delinquency prevention programs.
- To evaluate program performance.

JCPC Responsibilities

- Review the needs of juveniles in the county who are at risk of delinquency or who have been adjudicated undisciplined or delinquent.
- Review the resources available to address those needs
- Prioritize community risk factors
- Determine the services needed to address those problems areas
- Develop a request for proposal for services in need
- Submit a written funding plan to the county commissioners for approval
- Evaluate program performance
- Increase public awareness of the causes of delinquency and strategies to reduce the problem

- Develop strategies to intervene, respond to and treat the needs of juveniles at risk of delinquency
- Provide funds for treatment, counseling or rehabilitation services.

To qualify for JCPC funding, a program must be able to provide a match, either in local funding or in-kind services. The degree to which JCPC programs are supported by county funding is at the discretion of the local county board of commissioners.

ATTACHMENTS:

Summary Report for FY 23-24

Membership Roster 23-24

Presentation

ACTION TAKEN:

GRANVILLE COUNTY RISK AND NEEDS SUMMARY REPORT FOR FY 23-24

The Granville County JCPC works to achieve the mission of providing quality/evidenced based services to the court involved and at-risk youth of Granville County. The risk and needs information obtained in this summary report is obtained at juvenile intake and then analyzed to determine service needs.

Upon receiving a juvenile complaint, Court Counselors administer the Youth Assessment and Screening Instrument (YASI) to help determine service needs for the youth and families they are serving. Youth at intake receive the YASI Pre-Screen assessment (lower risk youth) or the YASI Full assessment (higher risk youth).

System Flow Data (FY 22-23)

- 73 juveniles were received at intake
- 16 were put on diversion plan or contract, 37 were approved for court
- 8 youth were placed on probation
- 19 youth placed in detention (increase of 10 from previous year) with 0 YDC commitments

Complaint Data (FY 22-23)

- 180 complaints received, 145 non school based and 35 school based offenses. Increase of 28 complaints from previous year.
- Rate of 2.46 of complaints per juvenile (180/73) – slight increase from last year

YASI Pre-screen Summary (43 youth assessed)

Youth are assessed in multiple domains and data below reflects only the percentages of the 43 youth assessed.

Legal History

- GC had a higher number of youth with previous referrals, 28% vs 15% for State Average

School Domain

- GC youth higher rate of suspension than SA, 19% vs 2%

Family Domain

- GC youth higher rate of running away than SA, 14% vs 7%
- GC youth had higher rate of family criminal history. 33% vs 16%

Alcohol/Drug

- GC youth had higher rate of alcohol and drug use, 49% vs 22%

Community/Peer

- GC youth assessed to have 9% gang association vs 2% for SA

Mental Health

- 30% of GC youth had MH diagnosis vs 26% SA

****Aggression Domain***

- 33% of GC youth used a weapon vs 2% for SA
- 56% of GC youth were assessed to be Assaultive vs 29% for SA

YASI Full Screen Summary (40 youth assessed)

Youth are assessed in multiple domains and data below reflects only the percentages of the 40 youth assessed.

Legal History

- 60% of GC youth had previous referral vs 45% for SA
- 60% of GC youth had felony referrals vs 36% for SA
- 45% of GC youth had previous weapon offense vs 17% SA
- 58% of GC youth had referrals for person crimes vs 46% SA

Family

- 20% of GC youth were living in foster care or some sort of independent living vs 9% for SA

School

- 18% of GC were suspended vs 3% for SA

Community and Peer

- 8% of GC youth identified as gang member at intake vs 2% for SA

Alcohol and Drug

- 70% of GC youth reported to use alcohol and drugs vs 40% for SA

Mental Health

- 53% of GC youth had MH diagnosis vs 41% for SA

- 18% of GC youth reported to be victims of previous sexual abuse vs 7% for SA
- 28% of GC youth reported to be victims of assault vs 9% for SA

Aggression

- 35% of GC youth reported to have used a weapon vs 8% for SA
- 18% of GC youth reported to have committed Assault with Intent to Inflict Serious Injury vs 5% for SA

Name	Email	Title	Specified Members
JCPC Committee Members			
Troy Wheless	twheless@cityofcreedmoor.org	Police of Creedmoor	
Arneisha Crossen	arneisha.crossen@vayahealth.com	System of Care Coordinator	
Laluana Norfleet	norfleet@gcs.k12.nc.us	Director of Student & Support Services	School Superintendent or Designee
Benji Laws	benjamin.laws@granvillemc.org	School Resource Officer	Local Sheriff or Designee
Nicole Grant	nicole.grant@ncdps.gov	Chief Court Counselor	Chief Court Counselor or Designee
Dana Mustian-Lyles	dana.mustian-lyles@granvillemc.org	Child Protective Services Supervisor	Director DSS or Designee
Alvin Downing	abdowningsr1@gmail.com		Member of Faith Community
Rob Williford	rob.williford@granvillemc.org	County Commissioner	
Samantha Branch	Samantha.R.Branch@nccourts.org	Guardian Ad Litem	GAL Supervisor
Gina Reymann	GinaR@legalaids.org	Legal Aid Attorney	Juvenile Defense Attorney
Katherine Burnette	Katherine.Burnette@nccourts.org	District Court Judge	Chief District Judge or Designee
Tina Cheek	Tina.Cheek@oxfordnc.org	Oxford Parks & Recreation	Rep. Parks and Recreation
Leroy Anderson	landerson020@embarqmail.com	County Commissioner Appointee	District 1
Alex Fonvielle	afonvielle3@gmail.com	County Commissioner Appointee	District 2
Elliott Carver	elliott.carver@granvillemc.org	County Commissioner Appointee	District 3
Tolokun Omokunde	revtok@msn.com	Member of Business Community	District 4
Jessica Laws	jessica.laws@granvillemc.org	County Commissioner Appointee	District 5
Eduardo Sosa	horizonevents16@gmail.com	County Commissioner Appointee	District 6
Hope Pittman	hopepittman52@yahoo.com	County Commissioner Appointee	District 7
Yolando Oxendine	lilycoservices@gmail.com	Substance Abuse Professional	Substance Abuse Professional
Jenelle Brizendine	jbrizendine@flvf.org	Families Living Violence Free	Families Living Violence Free
Terry Jones		Social Worker	Local Health Director of Designee
Vacant		Two Persons under age 18	
Vacant		Two Persons under age 18	
Vacant		District Attorney	
Vacant		District 4	
Staff			
Eddie Crews	walter.crews@ncdps.gov	NC Dept. of Public Safety Juvenile Justice	
Drew Cummings	drew.cummings@granvillemc.org	Granville County Manager	
Melissa Averett	jcpcc@granvillemc.org	JCPC Administrative Coordinator	

Subcommittee Members

Alex Fonvielle
Jessica Laws
Leroy Anderson

Alvin Downing
Tina Cheek
Meredith Wester

Alvin Downing
Tina Cheek
Alex Fonvielle

Risk/Needs Chair
Risk/Needs member
Risk/Needs member

Monitoring Chair
Monitoring member
Monitoring member

Funding Chair
Funding member
Funding member



Board of Commissioners
Regular Meeting

May 6, 2024

Granville County Juvenile Crime Prevention Council (JCPC)

Fiscal Year 2023-2024
Report



Community Connections Program

Provides community-based family counseling services through the High Fidelity Wraparound Model. The Wraparound program provides coordinated, holistic, family driven care to meet the complex needs of youth and young adults who are involved with the juvenile justice system and experiencing serious emotional and behavioral challenges.



YV LEAD Assessment Program

Provides comprehensive clinical assessments, triage coordination activities, case reviews, and consultation for youth referred by juvenile court counselors.



Community Service/Restitution Program

Offers an accountability model with a focus on community service and monetary restitution which provides benefits for the victims and the community. Additionally, it provides a mechanism through which youth who have committed unlawful acts can make amends for the offense.

The program serves to habilitate youth into a world of work by teaching them basic life skills and providing as positive experience as possible for program youth



Teen Court

A justice program run by teens for teens. Youth with first time offenses are tried by their peers for misdemeanor offenses. Youth admit responsibility and are held accountable for their actions. Student volunteers assume roles of clerks, bailiffs, attorneys and jurors. Teen Court is an opportunity for defendants and volunteers to learn about the legal system.



Positive Action Program

An evidenced based curriculum designed to encourage positive behaviors and teach avoidance of risky behaviors for all JCPC participants.



Trails to Success Program

Develops interpersonal skills related to communication, conflict resolution, anger management, coping skills, family mediation and behavior management through Equine Assisted Learning (EAL).

Number of JCPC Youth Served FY 23-24

Program	Projected to Serve FY 23-24	Actual Served thru 4-29-24
Community Connections	3	5
YV LEAD Assessment	40	23
Community Service/Restitution	25	21
Teen Court	20	10
Positive Action	15	9
Trails to Success	19	31



Questions?



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: **Approval of JCPC County Plan for Fiscal Year 2024-2025**

PURPOSE:

To approve the Granville County JCPC 2024-2025 County Funding Plan.

BACKGROUND:

Each year the state of North Carolina requires that local JCPCs submit a county plan that includes items such as a county risks and needs summary, the funding plan for the year, a funding decisions summary, and a certification and member list.

The proposed County Funding Plan for 2024-2025 is included in the agenda packet and needs to be approved.

RECOMMENDATION:

The Juvenile Crime Prevention Council (JCPC) recommends approving the proposed 2024-2025 Granville County JCPC Funding Plan.

ATTACHMENTS:

County Funding Plan 24-25

ACTION TAKEN:

Granville County

NC DPS - Community Programs - County Funding Plan

Available Funds: \$ \$180,837 Local Match: \$ \$65,832 Rate: 20%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% Non DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	Boys and Girls Club - Positive Action Skill Building Program	\$25,570	\$5,114					\$30,684	17%
2	Youth Villages - Community Connections Intensive Wrap-Around Program and Assessment	\$58,582	\$11,716				\$2,347	\$72,645	19%
3	Shepard Youth Ranch - Trails to Success Skill Building Program	\$31,637	\$6,327					\$37,964	17%
4	Granville 4H Best - Community Service and Teen Court Programs	\$61,238	\$12,248		\$28,060			\$101,546	40%
5	JCPC Administration	\$3,810	\$2,367					\$6,177	38%
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
TOTALS:		\$180,837	\$37,772		\$28,060		\$2,347	\$249,016	27%

The above plan was derived through a planning process by the Granville County
Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2024 - 2025.

Amount of Unallocated Funds _____

Amount of funds reverted back to DPS _____

Discretionary Funds added _____

check type initial ☐ an ☐ update ☐ final

-----DPS Use Only-----

Reviewed by _____	Date _____
Area Consultant	
Reviewed by _____	Date _____
Program Assistant	
Verified by _____	Date _____
Designated State Office Staff	

Chairperson, Juvenile Crime Prevention Council (Date)

Chairperson, Board of County Commissioners (Date)
or County Finance Officer



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: **Approval of JCPC Membership List for Fiscal Year 2024-2025**

PURPOSE:

The Granville County JCPC 2024-2025 County Specified Members' List needs to be certified for fiscal year 2024-2025.

BACKGROUND:

Each year the state of North Carolina requires that local JCPCs submit a county plan that includes items such as a county risks and needs summary, the funding plan for the year, a funding decisions summary, and a certification and member list.

The Members' List is included in the agenda packet. County Commissioners have appointments from each of the 7 districts. This is the proposed list of County Commissioner appointees:

Leroy Anderson	County Commissioner Appointee	District 1
Alex Fonvielle	County Commissioner Appointee	District 2
Elliott Carver	County Commissioner Appointee	District 3
Dr. Tolokun Omokunde	County Commissioner Appointee	District 4
Jessica Laws	County Commissioner Appointee	District 5
Eduardo Sosa	County Commissioner Appointee	District 6
Hope Pittman	County Commissioner Appointee	District 7

A motion needs to be made for the county commissioner appointments and for the attached recommended list of appointees.

RECOMMENDATION:

JCPC recommends approval of the proposed specified membership roster and the commissioner appointees from their districts.

ATTACHMENTS:

Proposed Roster for FY 24-25

ACTION TAKEN:

Name	Email	Title	Specified Members
JCPC Committee Members			
Troy Wheless	twheless@cityofcreedmoor.org	Police of Creedmoor	
Arneisha Crossen	arneisha.crossen@vayahealth.com	System of Care Coordinator	
Laluana Norfleet	norfleet@gcs.k12.nc.us	Director of Student & Support Services	School Superintendent or Designee
Benji Laws	benjamin.laws@granvillemcc.org	School Resource Officer	Local Sheriff or Designee
Nicole Grant	nicole.grant@ncdps.gov	Chief Court Counselor	Chief Court Counselor or Designee
Dana Mustian-Lyles	dana.mustian-lyles@granvillemcc.org	Child Protective Services Supervisor	Director DSS or Designee
Alvin Downing	abdowningsr1@gmail.com		Member of Faith Community
Rob Williford	rob.williford@granvillemcc.org	County Commissioner	
Samantha Branch	Samantha.R.Branch@nccourts.org	Guardian Ad Litem	GAL Supervisor
Gina Reymann	GinaR@legalaiddnc.org	Legal Aid Attorney	Juvenile Defense Attorney
Katherine Burnette	Katherine.Burnette@nccourts.org	District Court Judge	Chief District Judge or Designee
Tina Cheek	Tina.Cheek@oxfordnc.org	Oxford Parks & Recreation	Rep. Parks and Recreation
Leroy Anderson	landerson020@embarqmail.com	County Commissioner Appointee	District 1
Alex Fonvielle	afonvielle3@gmail.com	County Commissioner Appointee	District 2
Elliott Carver	elliott.carver@granvillemcc.org	County Commissioner Appointee	District 3
Tolokun Omokunde	revtok@msn.com	Member of Business Community	District 4
Jessica Laws	jessica.laws@granvillemcc.org	County Commissioner Appointee	District 5
Eduardo Sosa	horizonevents16@gmail.com	County Commissioner Appointee	District 6
Hope Pittman	hopepittman52@yahoo.com	County Commissioner Appointee	District 7
Yolando Oxendine	lilycoservices@gmail.com	Substance Abuse Professional	Substance Abuse Professional
Jenelle Brizendine	jbrizendine@flvf.org	Families Living Violence Free	Families Living Violence Free
Terry Jones		Social Worker	Local Health Director of Designee
Vacant		Two Persons under age 18	
Vacant		Two Persons under age 18	
Vacant		District Attorney	
Vacant		District 4	
Staff			
Eddie Crews	walter.crews@ncdps.gov	NC Dept. of Public Safety Juvenile Justice	
Drew Cummings	drew.cummings@granvillemcc.org	Granville County Manager	
Melissa Averett	jcpcc@granvillemcc.org	JCPC Administrative Coordinator	

Subcommittee Members

Alex Fonvielle
Jessica Laws
Leroy Anderson

Alvin Downing
Tina Cheek
Meredith Wester

Alvin Downing
Tina Cheek
Alex Fonvielle

Risk/Needs Chair
Risk/Needs member
Risk/Needs member

Monitoring Chair
Monitoring member
Monitoring member

Funding Chair
Funding member
Funding member



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: Public Comments

PURPOSE:

The Granville County Board of Commissioners is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government.

Public comments are limited to 3 minutes.

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Joe Stallings and David Hartigan
Department: Economic Development
Date: May 6, 2024
Title: Public Hearing for Amendment to Nugget Comfort CDBG Project

PURPOSE:

The purpose of the Hearing is to amend the project as originally submitted. The company now plans to create 43 new jobs with 51% going to persons residing in households of low to moderate income. These jobs will have an average annual wage of \$40,930. Nugget Comfort will maintain their original expansion plans and original investment commitment of \$4,320,000.

BACKGROUND:

Granville County applied for and received a Community Development Block Grant (CDBG) for Economic Development from the North Carolina Department of Commerce. The County received a grant of \$460,000 in CDBG Building Reuse funds. The County intends to use the funds to assist in the renovation of a portion of a 150,000-square-foot building located at 200 Business Drive in Butner near the intersection of NC Highway 56 and I-85. Nugget Comfort LLC is a manufacturer of children's foam products and has created the Nugget, a blended couch and toy. In order to make the facility suitable for their business and the manufacturing of children's foam furniture, renovations will need to be made to the building, primarily in the areas of the cafeteria, offices, and workshop. Renovation activities will include, but are not limited to, electrical, plumbing, piping, drywall, flooring, and painting. As a result of the project, 46 new jobs were be created with 60% going to persons residing in low to moderate-income households. With this amendment, and with agreement from the NC Department of Commerce, the company now plans to create 43 new jobs with 51% going to persons residing in households of low to moderate income.

All requirements of NC General Statue 158-7.1 for Public Hearings were completed prior to this meeting.

FUNDING LINE ITEM:

The CDBG program does not require a local match from Granville County.

RECOMMENDATION:

Following the public hearing, authorize the Economic Development Department staff to submit paperwork to amend the CDBG grant for Nugget Comfort LLC and make conforming changes to all related loan/grant documents.

ATTACHMENTS:

Public Hearing Notice

Nugget Comfort - Authorizing Resolution

Nugget Comfort – Application Summary

ACTION TAKEN:

GRANVILLE COUNTY NOTICE OF PUBLIC HEARING

Granville County applied for and received a Community Development Block Grant (CDBG) for Economic Development from the North Carolina Department of Commerce. The County received a grant of \$460,000 in CDBG Building Reuse funds. The County intends to use the funds to assist in the renovation of a portion of a 150,000-square-foot building located at 200 Business Drive in Butner near the intersection of NC Highway 56 and I-85. Nugget Comfort LLC is a manufacturer of children's foam products and has created the Nugget, a blended couch and toy. In order to make the facility suitable for their business and the manufacturing of children's foam furniture, renovations will need to be made to the building, primarily in the areas of the cafeteria, offices and workshop. Renovation activities will include, but are not limited to, electrical, plumbing, piping, drywall, flooring, and painting. As a result of the project, 46 new jobs were created with 60% going to persons residing in low to moderate income households.

Granville County will conduct a Public Hearing on Monday, May 6, 2024 at 7 PM, in the Auditorium of the Granville County Expo and Convention Center located at 4185 US Highway 15 South in Oxford. The purpose of the Hearing is to amend the project as originally submitted. The company now plans to create 43 new jobs with 51% going to persons residing in households of low to moderate income. These jobs will have an average annual wage of \$40,930. Nugget Comfort will maintain their original expansion plans and original investment commitment of \$4,320,000.

The input from the Hearing will be incorporated into the County's consideration and submission of this amendment to the Department of Commerce. Written comments received prior to the opening of the Public Hearing will be considered and may be sent to Drew Cummings, County Manager, 104 Belle Street, Oxford, NC 27565.

This information is available in Spanish or any other language upon request. Please contact Debra Weary at 919-603-1307 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Póngase en contacto con Debra Weary at 919-603-1307 de alojamiento para esta solicitud.

**RESOLUTION FOR GRANVILLE COUNTY'S AMENDMENT OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT FOR THE
NUGGET COMFORT CDBG BUILDING REUSE PROJECT**

WHEREAS, Granville County has previously received funding from the NC Department of Commerce for the Nugget Comfort Building Reuse project within the County; and,

WHEREAS, the Granville County Board of Commissioners wishes to amend that Community Development Block Grant project to benefit Nugget Comfort, and

WHEREAS, the Granville County Board of Commissioners certifies it will meet all federal regulatory and statutory requirements of the Small Cities Community Development Block Grant Program,

NOW, THEREFORE BE IT RESOLVED, by the Granville County Board of Commissioners that Granville County is authorized to amend its Community Development Block Grant project for Economic Development. Nugget Comfort has or will invest at least \$460,000 to renovate the building. The company now plans to hire 43 new employees at an average wage of \$40,930 with at least 51% going to persons of low and moderate income. Additional renovations and machinery and equipment are anticipated to reach \$4,320,000.

Adopted this the 6th day of May 2024 in Oxford, North Carolina.

Timothy Karan, Chair

ATTEST:

Debra A. Weary, Clerk

APPLICATION SUMMARY
NC SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
ECONOMIC DEVELOPMENT

Applicant Name: Granville County

Address:

Street/Post Office Box: 141 Williamsboro Street
City: Oxford Zip: 27565

County: Granville

Contact Person: Joe Stallings Fax: N/A
Telephone: 919-693-5911 Email: joe.stallings@granvillecounty.org

Application Type: (mark w/ an X) Original Application ☐ Amended Application ☒

Program Funding Category: CDBG Economic Development- Building Reuse Program
Project Name: Comfort Nugget Building Reuse Project
Private Investment: \$4,320,000
SIC/NAICS Code: 337121 DUNS #: 09-156-3700

CDBG Funds Requested:	\$ 460,000
Other Funds and Sources:	
Nugget Comfort	\$ 4,320,000
	\$
	\$
	\$
	\$
	\$
Total Project	\$ 4,780,000

Certification by the Applicant's Chief Elected Official:

I certify that, to the best of my knowledge and belief, that: the data in this application is true and correct; that opportunities have been provided for citizen participation and access to information concerning the proposed activities; that this document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached application certifications if the assistance is approved; and that, if funded, this application is a part of the Grant Agreement.

Typed Name of Elected Official: Timothy Karan
Typed Title: Chairman
Signature: _____ Date: 05-06-24

FOR STATE USE ONLY

Date Received: _____ Special Instructions: _____



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: Fiscal Year 2024-2025 Budget Presentation

PURPOSE:

To present the recommended fiscal year 2024-2025 budget.

BACKGROUND:

In accordance with NCGS §159, the County Manager's submitted budget must be presented to the Board no later than June 1st. The Manager must also file a copy with the Clerk to the Board to make it "available to all the news media in the County." The Manager must submit a budget message to introduce and summarize the budget.

County Manager Drew Cummings will present an overview of the fiscal year 2024-2025 recommended budget for the Board's review and consideration.

The Board has set Monday, May 13, 2024 at 9:00 a.m., Wednesday, May 15, 2024 at 9:00 a.m., and Thursday, May 16, 2024 at 9:00 a.m. (if needed) as the dates for budget work sessions to be held at the Granville County Expo Center.

RECOMMENDATION:

The County Manager recommends scheduling the Public Hearing on the proposed budget for May 20, 2024.

ACTION TAKEN:



Granville County Sheriff's Office

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

To: Board of Commissioners
From: Robert Fountain
Department: Sheriff's Office
Date: May 6, 2024
Title: **Approval of Accreditation Manager Contract and Grant Funding Source**

PURPOSE:

The Granville County Sheriff's Office (GCSO) is requesting approval of a contract for a temporary Accreditation Policy Writer. Additionally, approval is requested to utilize up to \$19,999.81 in grant funding to support this position.

BACKGROUND:

On February 22, 2023, North Carolina Governor's Crime Commission Executive Director Caroline Farmer authorized a grant award of up to \$19,999.81 for federal fiscal year 2024 in support of the Granville County Sheriff's Office's (GCSO) Accreditation Initiative. The GCSO is seeking approval to hire a contract employee for the remainder of federal FY24 to assist with policy writing. The selected candidate, Belinda L. Pounds, has over fourteen years of experience as an Accreditation Manager and is a recognized expert in the field of professional standards for law enforcement agencies. The Accreditation Policy Writer would assist the GCSO with bringing policies and procedures up to a standard recognized by the Commission on Accreditation for Law Enforcement Agencies (CALEA).

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

The proposed contract has been reviewed by the Granville County Attorney's Office and meets the requirements of the N.C. Governor's Crime Commission and the County of Granville Board of Commissioners.

FUNDING LINE ITEM:

The funding source is the federal Byrne Justice Assistance Grants #15PBJA-22-GG-00633-JAGX in the amount of \$19,999.81. The initial payments to the contractor will be facilitated from the Sheriff's Special Account (54-4000-000) and reimbursed through submitted requests to the N.C. Governor's Crime Commission.

RECOMMENDATION:

Sheriff Robert Fountain recommends approval of a contract for Belinda L. Pounds as a temporary accreditation policy writer in the amount of \$19,999.81. The contract will be funded from a grant awarded by the N.C. Governor's Crime Commission. Sheriff Fountain further recommends that the Board of Commissioners authorize the County Manager to execute the contract once finalized by the County Attorney.

ATTACHMENTS:

1. Standard of Agreement for Contract Services
2. N.C. Governor's Crime Commission Grant Award
3. Resume for Belinda Pounds

ACTION TAKEN:

**STANDARD AGREEMENT
FOR
CONTRACTED SERVICES**

THIS AGREEMENT (the “Agreement”) is entered into and effective as of the date last signed by the parties below (the “Effective Date”), by and between the **GRANVILLE COUNTY**, a body politic and corporate of the State of North Carolina, whose address is P.O. Box 906 (mail); 104 Belle Street (delivery), Oxford, NC 27565 hereinafter referred to as “**County**” and **BELINDA L. POUNDS**, a North Carolina sole proprietor and a citizen and resident of the State of North Carolina, whose address is 1110 Putters Court, Durham, NC 27703, hereinafter referred to as the “**Contractor**”. Subject to the terms and conditions hereinafter set forth, the County hereby agrees to contract with the Contractor for certain services and the Contractor agrees to provide such services.

WITNESSETH:

WHEREAS, the County Sheriff’s Office (the “Sheriff”) has identified Contractor as capable of conducting certain accreditation services for the Sheriff; and

WHEREAS, the parties wish to enter into a written agreement memorializing certain terms of the agreement.

NOW, THEREFORE, in consideration of the mutual promises herein set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. DESCRIPTION OF THE SERVICES:

1.1 Contractor shall provide that certain accreditation services for the Sheriff as described in **Exhibit A** attached hereto and incorporated by reference herein (the “Services”). A copy of the Contractor’s resume is attached hereto and incorporated by reference herein as **Exhibit B**.

1.2 *Grant Agreement:* The County has received a grant identified as Project ID PROJ015654, Federal Award Identification # 15PBJA-22-GG-00633-JAGX (“Grant”) from the State of North Carolina, Department of Public Safety, Governor’s Crime Commission (“GCC”), and accordingly, this Agreement is subject to the terms of that certain Grant Award attached hereto and incorporated herein by reference as **Exhibit C**, and this Agreement is further subject to the terms of those certain Special Conditions for Byrne Justice Assistance Grant Funding attached hereto and incorporated herein by reference as **Exhibit D** (collectively the “Grant Conditions”). The Services provided hereunder shall be provided in accordance with said Grant and applicable Grant Conditions. Contractor acknowledges that it is bound by the terms and conditions of the Grant and applicable Grant Conditions. Upon request by the County, Contractor further agrees to execute such additional documentation as may be needed to effectuate and carry out the terms and conditions of the Grant and the applicable Grant Conditions.

2. RATE, SOURCES, AND METHODS OF PAYMENT:

2.1 The County shall pay the Contractor for Services at a rate of \$50.00 per hour, for a total sum not to exceed \$19,999.81. Payments made by the County hereunder will be made using Grant funds received by the County from GCC or made by the County and reimbursed by GCC in accordance with the terms of the applicable Grant documents. The County shall also pay Contractor for any approved reimbursable expenses, which shall be reimbursed at actual cost. All costs shall be itemized and included on the monthly invoices as set forth below. If additional work is needed that exceeds the Services described in **Exhibit A**, Contractor shall inform the County; provided, however, no such work shall commence without County's prior written authorization.

2.2 Unless otherwise specified, Contractor shall submit an itemized invoice to County by the end of the month following the month in which Services are performed showing the Services performed as of the invoice date including a detailed description of the services performed. Said invoices shall be inclusive of all Contractor's previously authorized subcontractors' fees (if any) and County shall have no obligation to pay any subcontractor other than through payment of Contractor's regular invoices. Reimbursement to the Contractor will be made based on invoices received from the Contractor. Payment will be processed promptly upon receipt and approval of the invoice by County. The Contractor shall submit all invoices applicable under the terms of this Agreement within thirty (30) days of the Agreement termination date. All invoices shall specify the amount paid for labor, materials, and any applicable taxes including, but not limited to, sales taxes. Any sales taxes shall specify the entity (state or local) to whom taxes are paid and the amount of taxes paid to said entity. If any amount owed under the terms hereof is disputed, County shall pay Contractor the amount not in dispute and shall retain the disputed amount until such time as the dispute is settled or a judgment is entered in accordance with applicable law. No payments shall be made to Contractor until IRS form W-9 and other necessary forms required by applicable law have been completed.

2.3 Availability of Funds. The parties agree and acknowledge that the payment of the consideration by County to Contractor as set forth above shall be contingent upon and subject to the availability of funds under the Grant. Specifically, payment is subject to and dependent upon federal funding being awarded and funding cleared to the state administering agency, the GCC.

3. TERM: The Services contemplated by the Agreement shall begin on the Effective Date hereof and shall be completed on or before September 30, 2024.

4. CONTRACTED SERVICES: Contractor represents that it is capable of working on assigned tasks or projects without the direct supervision of County and shall perform said tasks or projects in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies. The parties agree that Contractor is rendering Services to the County as an independent contractor, not as an employee or agent. Nothing contained herein shall, or shall be construed to, create a partnership, joint venture, or any other relationship between the parties hereto. In Contractor's capacity as an independent contractor, Contractor shall file all required tax returns and reports, withhold and/or pay all required federal,

state and local wage and employment related taxes, including, but not limited to, federal income taxes, social security taxes and unemployment taxes, with respect to the amounts paid to Contractor under this Agreement.

5. NO AGENCY: Contractor shall have no authority to contract for or on behalf of the County, to incur obligations or indebtedness for or on behalf of the County, or in any way to bind the County.

6. TERMINATION OF AGREEMENT: This Agreement may be terminated by either party upon either party's material breach of any of its obligations hereunder and such breach is not cured within thirty (30) days from the receipt of written notice from the non-breaching party to the breaching party; provided, that such notice and an opportunity for the breaching party to cure shall not be required if a same or substantially similar breach by the breaching party occurs more than twice in any six (6) month period. If the breach is not susceptible to being cured within thirty (30) days, the non-breaching party may not terminate this Agreement if the breaching party commences to cure the breach within such thirty (30) day period and proceeds thereafter with reasonable diligence to cure the breach and such breach is cured by breaching party within sixty (60) days. Upon such termination, the parties shall be entitled to such additional rights and remedies as may be allowed by relevant law.

The County shall have the right to terminate this Agreement at any time without cause so long as the County is not in breach of any of its material obligations hereunder. Contractor shall be compensated in full for work completed. Termination of this Agreement whether for cause or without cause shall not form the basis of any claim for loss of anticipated profits by either party.

7. STANDARD OF CARE: The standard of care applicable to Contractor's services will be the degree of care and skill ordinarily exercised by Contractors performing the same or similar services in the same locality at the time the services are provided.

8. INSURANCE: The Contractor will, and will cause its subcontractors to, maintain with financially sound and reputable insurers licensed to do business in North Carolina, such general liability insurance coverage, professional liability (E&O) coverage, and automobile and worker's compensation coverage (as applicable), as necessary to protect the from claims arising out of or as a result of the Contractor's provision of the Services as may customarily be carried or maintained under similar circumstances by persons of established reputation engaged in similar businesses, provided that the minimum coverage amounts shall be as follows:

- i. Commercial General Liability- General Liability Coverage, on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 combined single limit for each occurrence and \$2,000,000.00 in the aggregate (defense cost shall be in excess of the limit of liability);
- ii. Professional Liability (E&O)- Professional Liability Coverage, on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 combined single limit (Defense cost shall be in excess of the limit of liability);

- iii. Automobile- Automobile Liability Insurance, to include liability coverage, covering all owned, hired, and non-owned vehicles used in connection with the contract. The minimum combined single limit shall be \$1,000,000.00 bodily injury and property damage; \$500,000.00 uninsured/under-insured motorist; and \$100,000.00 medical payment;
- iv. Worker's Compensation (as applicable)- The Contractor shall provide and maintain worker's compensation insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$1,000,000, covering all of the Contractor's employees who are engaged in providing the Services. If the Services are sublet pursuant to the terms herein set forth, the Contractor shall require subcontractors to provide the same coverage for any of subcontractors' employees engaged in providing the Services;
- v. Employment Practices Liability Coverage (EPLI)- [INTENTIONALLY DELETED]

Upon execution of this Agreement, the Contractor shall provide the County with proof of applicable insurance coverage by standard form certificates of insurance demonstrating the existence and amount for each type of insurance set forth herein and shall list the County as an additional insured. The Contractor agrees to provide the County with proof of insurance coverage of subcontractors prior to any subcontractors engaging in providing the Services.

9. INDEMNIFICATION: The Contractor hereby agrees to defend, indemnify, and hold harmless the County and GCC for all losses, damages, liabilities, claims, actions, judgements, settlements, interest, awards, penalties, fines, costs, or expenses of any kind (including reasonable attorney's fees) arising from the breach or non-fulfillment of any provision of this Agreement by the Contractor, including any employees, agents, or subcontractors of the Contractor (collectively the "Indemnifying Party"), for any bodily injury, death, or property damage to any person or persons caused by the acts or omissions of the Indemnifying Party, or any failure by the Indemnifying Party to comply with any applicable federal, state or local laws, regulations, or codes in the performance of their obligations under this Agreement, except to the extent such claims are caused by the negligence or willful misconduct of the County. To the extent allowed under North Carolina law, the County hereby agrees to defend, indemnify, and hold harmless the Contractor for all losses, damages, liabilities, claims, actions, judgements, settlements, interest, awards, penalties, fines, costs, or expenses of any kind (including reasonable attorney's fees) arising from the breach or non-fulfillment of any provision of this Agreement by the County, any bodily injury, death, or property damage to any person or persons caused by the acts or omissions of the County, or any failure by the County to comply with any applicable federal, state or local laws, regulations, or codes in the performance of their obligations under this Agreement, except to the extent such claims are caused by the negligence or willful misconduct of an Indemnifying Party.

9. OWNERSHIP OF WORK / INTELLECTUAL PROPERTY RIGHTS: Any and all writings, works, copyrights, trade secrets, and other intellectual property rights associated

with any ideas, concepts, techniques, inventions, processes, works of authorship, or other similar matter or thing developed or created by the Contractor, either independently or in conjunction with others, including, but not limited to subcontractors, during the term of this Agreement and in any way related to the Contractor's provision of the Services hereunder (the "Work Product"), shall be the sole and exclusive property of the County. The Contractor shall take any and all actions requested by the County, at the County's expense, to vest complete, good and marketable title to such works in the County as the County requests. All such works of authorship shall, to the extent possible, be considered a work made for hire for the County within the meaning of Title 17 of the United States Code. The Contractor automatically assigns at the time of creation the entire right, title and interest throughout the world in and to such works, including all copyrights and other intellectual property rights arising out of the work performed by it under this Agreement. The Contractor does not personally hold any interest in any of the Contractor's intellectual property.

10. NOTICES: Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as modified in writing from time to time by such party) and given personally, by registered or certified mail, return receipt requested, or by a nationally recognized overnight courier service, delivery confirmation requested. All notices shall be deemed effective upon the date of receipt or three (3) days following deposit in registered or certified mail or with a nationally recognized overnight courier service, whichever is first.

COUNTY:

Granville County
Attn: Drew Cummings, County Manager
P.O. Box 906 (mail)
104 Belle Street (delivery)
Oxford, NC 27565

With copies to:

Robert Fountain
Granville County Sheriff
525 New Commerce Drive
Oxford, NC 27565

James C. Wrenn, Jr.
Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, LLP
P. O. Box 278 (mail)
111 Gilliam Street (delivery)
Oxford, NC 27565

CONTRACTOR:

Belinda L. Pounds
1110 Putters Court
Durham, NC 27703

12. SAFETY: Contractor and its employees, agents or subcontractors will observe the posted safety requirements of the County and those required by law. Contractor is responsible for the safety of its employees, agents or subcontractors at all times while on the County's premises.

13. COUNTY NOT RESPONSIBLE FOR EXPENSES: County shall not be liable to Contractor for any expenses paid or incurred by Contractor unless otherwise agreed in writing.

14. EQUIPMENT: Contractor shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide contracted services unless otherwise agreed in writing.

15. NONDISCRIMINATION IN EMPLOYMENT: Contractor shall not discriminate against any employee or applicant for employment because of sex (including pregnancy, gender, sexual orientation, gender identity or expression or transgender status), race, color, religion, national origin, age, disability, genetic information, veteran status, or any other legally protected characteristic. Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated fairly and legally during employment with regard to sex (including pregnancy, gender, sexual orientation, gender identity or expression or transgender status), race, color, religion, national origin, age, disability, genetic information, veteran status, or any other legally protected characteristic. In the event Contractor is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state, or local law or this provision, this Contract may be canceled, terminated, or suspended in whole or in part by County, and Contractor may be declared ineligible for further County contracts.

16. COMPLIANCE WITH LAWS: Contractor represents that it is in compliance with all Federal, State, and local laws, regulations or orders. The implementation of this Agreement will be carried out in strict compliance with all Federal, State, or local laws regarding discrimination in employment.

17. SUCCESSORS AND ASSIGNS: Contractor shall not assign its interest in this Agreement without the prior written consent of the County.

18. ENTIRE AGREEMENT: This Agreement, including all documents attached hereto, shall constitute the entire understanding between County and Contractor and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual written agreement of the parties. In the event of conflicts between the Agreement documents, this Agreement shall take precedence.

19. SEVERABILITY: Should any provision, portion or application thereof of this Agreement be determined by a court of competent jurisdiction to be illegal, unenforceable, or in conflict with any applicable law or constitutional provision, the parties shall negotiate an equitable adjustment in the affected provisions of this Agreement with a view toward effecting the purpose of this Agreement, and the validity and enforceability of the remaining provisions, portions or applications thereof, shall not be impaired.

20. HEADINGS: The subject headings of the paragraphs are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Agreement shall be deemed to have been drafted by both parties and no purposes of interpretation shall be made to the contrary.

21. THIRD-PARTY BENEFICIARIES: None of the obligations and duties of Contractor or County hereunder shall in any way or in any manner be deemed to create any obligation of Contractor or County to, or any rights in, any person or entity not a party hereto. This Section shall survive the expiration or termination of this Agreement.

22. GOVERNING LAW; JURISDICTION; VENUE: The construction and performance of this Agreement shall be governed by and construed pursuant to the laws of the State of North Carolina. Venue for any legal actions initiated concerning this Agreement or arising in any way from and out of this Agreement shall be brought in the appropriate state court sitting in Granville County, North Carolina, having jurisdiction over said claim. The parties waive any right they may have to venue in any other jurisdiction. Said court located in Granville County, North Carolina shall have exclusive jurisdiction over disputes under this Agreement. Contractor consents to the personal jurisdiction of said court.

23. VOLUNTARY EXECUTION: By signing below the parties hereto certify that they have read the entire contents of this Agreement; have individually been afforded sufficient opportunity to obtain independent legal advice prior to executing this Agreement; fully understand the provisions set forth in this Agreement and acknowledge that each term, condition and provision is fair and reasonable; and, that each party has received a signed copy of this Agreement.

24. COUNTERPARTS: To facilitate execution, this Agreement may be executed by handwritten signing or by electronically transmitted facsimile of such signing, either of which shall create a validly executed document, in as many counterparts as may be required.

25. E-VERIFY: Contractor warrants that it is and shall at all times remain in compliance with the “E-Verify” provisions of Article 2, Chapter 64 of the North Carolina General Statutes. Further, Contractor shall require that all subcontractors providing services related to this Contract be and remain in compliance with Article 2, Chapter 64 of the North Carolina General Statutes. Failure to meet the requirements of this subsection shall be an event of default hereunder.

26. RESTRICTED COMPANIES LISTS. Contractor represents that as of the date of this Agreement, Contractor is not included on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.58. Contractor also represents that as of the date of this Agreement, Contractor is not included on 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.

27. MISCELLANEOUS PROVISIONS:

27.1 *Audit Rights:* For all work being performed under this Agreement, the County has the right to inspect, examine, and make copies of any and all books, accounts, records and other writing relating to the performance of the work. Audits shall take place at times and locations mutually agreed upon by both parties, although the Contractor must make the materials to be audited available within one (1) week of the request for them.

27.2 *Access to Records:* The County, GCC, and any other government entity having jurisdiction shall have access to records the extent necessary to determine compliance with the Grant and applicable Grant Conditions or any other agreement pursuant to which County receives funds or reimbursement for the Services herein set forth. The provisions of this Section shall survive the termination or earlier expiration of the term of this Agreement.

27.3 *Record Retention:* Records shall not be destroyed, purged, or disposed of without the express written consent of the County and all records must be retained in accordance with the record retention requirements in 2 CFR 200.334, or until all audit exceptions have been resolved, whichever is longer. The provisions of this Section shall survive the termination or earlier expiration of the term of this Agreement.

27.4 *Reporting Requirements.* This Agreement is subject to the Uniform Administration of State Awards, Oversight and Reporting Requirements for recipient and subrecipients described in N.C. General Statute § 143C-6-23(d) and in 09 NCAC 03M.205.

27.5 *Reversion of Funds.* Any unexpended funds will revert to GCC upon termination of this Agreement.

27.6 *Compliance with Uniform Administrative Requirements.* The parties shall comply with all applicable provisions of 45 CFR Part 75 and Appendix II to Part 75 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), including, without limitation, conflicts of interest guidelines that meet or exceed those required under 45 CFR 75.327(c)(1) applicable to federal awards for all projects funded in part or whole with federal assistance (direct or reimbursed).

27.7 *Compliance with Conflict-of-Interest Laws.* The parties and any subcontractors shall comply with conflicts of interest guidelines that meet or exceed those required under 45 C.F.R. 75.327(c)(1) applicable to grants awarded for projects funded in part or whole with federal assistance (direct or reimbursed).

27.8 *Federal Certifications.* To the extent applicable under the Grant or applicable Grant Conditions, the following federal provisions also apply: Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324), and any other applicable federal provisions as set out in the Grant or applicable Grant Conditions or as may otherwise be applicable

in accordance with applicable law. By signing below, the Contractor certifies that during the term of this Agreement that Contractor agrees to comply with all applicable requirements as required and referenced in the foregoing federal rules. The Contractor further agrees to certify compliance with federal requirements related to debarment and suspension, and lobbying by signing certifications set forth in **Exhibit E**.

[REMAINDER OF PAGE INTENTIONALLY BLANK; SIGNATURE PAGE FOLLOWS]

DRAFT

GRANVILLE COUNTY

By: _____
Drew Cummings, County Manager

Date: _____

CONTRACTOR:

Belinda L. Pounds

Date: _____

PRE-AUDIT CERTIFICATION

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

Steve McNally
Finance Director, Granville County

EXHIBIT “A”

[Scope of Services]

Contractor will perform those services necessary to facilitate the Granville County Sheriff’s Office obtaining accreditation and meeting the applicable standards for North Carolina Law Enforcement Accreditation and the Commission on Accreditation for Law Enforcement Agencies (CALEA) by providing technical assistance and services which include but are not limited to policy writing, accreditation process coaching, compliance verification and interpretation of standards.

DRAFT

EXHIBIT “B”

[Resume]

DRAFT

EXHIBIT “C”

[Grant Award]

DRAFT

EXHIBIT “D”

[Special Conditions]

DRAFT

EXHIBIT “E”

[Federal Certifications]

DRAFT

FEDERAL CERTIFICATIONS

The undersigned states that:

1. He or she is the duly authorized representative of the Contractor named below;
2. He or she is authorized to make, and does hereby make, the following certifications on behalf of the Contractor, as set out herein:
 - a. The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions; and
 - b. The Certification Regarding Lobbying;
3. **[Check the applicable statement]**
 - ☐ He or she **has completed** the attached **Disclosure Of Lobbying Activities** because the Contractor **has made, or has an agreement to make**, a payment to a lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action;
 - OR**
 - ☐ He or she **has not completed** the attached **Disclosure Of Lobbying Activities** because the Contractor **has not made**, and **has no agreement to make**, any payment to any lobbying entity for influencing or attempting to influence any officer or employee of any agency, any Member of Congress, any officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action.
4. The Contractor shall require its subcontractors, if any, to make the same certifications and disclosure.

Signature: Belinda L. Pounds

Title

Contractor Name: Belinda L. Pounds

Date

**I. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

Certification

1. **The prospective lower tier participant certifies**, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

II. Certification Regarding Lobbying

The Contractor certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federally funded contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form SF-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) who receive federal funds of \$100,000.00 or more and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

III. Disclosure Of Lobbying Activities

Instructions

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

Disclosure Of Lobbying Activities
(Approved by OMB 0344-0046)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance		2. Status of Federal Action: ☐ a. Bid/offer/application ☐ b. Initial Award ☐ c. Post-Award		3. Report Type: ☐ a. initial filing ☐ b. material change For Material Change Only: Year _____ Quarter _____ Date Of Last Report: _____	
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier (if known) _____ Congressional District (if known) _____			5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District (if known) _____		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number (if applicable) _____		
8. Federal Action Number (if known)			9. Award Amount (if known) \$		
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): (attach Continuation Sheet(s) SF-LLL-A, if necessary)			b. Individuals Performing Services (including address if different from No. 10a.) (last name, first name, MI): (attach Continuation Sheet(s) SF-LLL-A, if necessary)		
11. Amount of Payment (check all that apply): \$ _____ ☐ actual ☐ planned			13. Type of Payment (check all that apply): ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other; specify: _____		
12. Form of Payment (check all that apply): ☐ a. cash ☐ b. In-kind; specify: Nature _____ Value _____					
14. Brief Description of Services Performed or to be Performed and Date(s) of Services, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11 (attach Continuation Sheet(s) SF-LLL-A, if necessary):					
15. Continuation Sheet(s) SF-LLL-A attached: ☐ Yes ☐ No					

16. Information requested through this form is authorized by title 31 U. S. C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U. S. C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Print Name: _____

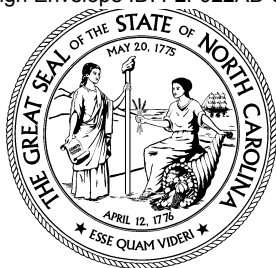
Title: _____

Telephone No: _____ Date: _____

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Standard Form - LLL

DRAFT



STATE OF NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
 GOVERNOR'S CRIME COMMISSION
 1201 Front Street, Suite 200
 Raleigh, NC 27609
 Telephone: (919) 733-4564 Fax: (919) 733-4625
<http://www.ncdps.gov/gcc/>

GRANT AWARD

Applicant:	County of Granville	Project Name:	2022 - Granville County Sheriff's Office - ACCREDITATION
Authorizing Official:	Doug Logan Interim County Manager	Implementing Agency:	Granville County Sheriff's Office
Address:	141 Williamsboro St. P. O. Box 906 Oxford, North Carolina 27565-0906	Project Director:	Robert Bailess Advisor
Vendor Number:	566000303	Project Number:	PROJ015654
		Account Manager:	Matthew Stuart

Grant Period: 10/01/2022 - 09/30/2024

Budgets

Period	Personnel	Contractual	Travel	Supplies	Equipment	Indirect Costs	Total
Year 1	\$0.00	\$20,000.54	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.54
Year 2 (Reserved)	\$0.00	\$19,999.81	\$0.00	\$0.00	\$0.00	\$0.00	\$19,999.81
Grant with Reserve Budget Total							\$40,000.35

Source	Federal Grant #	CFDA #	% Funding	Federal Award
2022::Byrne Justice Assistance Grants	15PBJA-22-GG-00633- JAGX	16.738	100%	\$40,000.35

In accordance with the laws and regulations of the United States and the State Of North Carolina, and on the basis of the grantee's application, the Department of Public Safety hereby awards to the foregoing grantee an award in the amount above.

This grant is subject to the conditions listed in the approved grant application as well as all applicable rules, regulations and conditions, as may be described by the Department of Public Safety.

This grant shall become effective, as of the start date of the grant period listed, once this original grant award has been properly executed on behalf of the grantee and returned to the Governor's Crime Commission, attention of the Grants Management Director. The grant award must be returned within 30 days of the date the award is mailed from the Governor's Crime Commission. No alterations of any kind may be made on this grant award.

The Special Conditions for this grant, posted on the GCC website at www.ncdps.gov/gcc/award-special-conditions/, are incorporated into this agreement as if the same were set forth herein.

By initialing here, I certify that I (Authorizing Official), have read and understand the information provided including the Special Conditions.

Authorizing Official

2/27/2023 | 14:35:38 EST

Signature of Authorizing Official

Date

Doug Logan, Interim County Manager

Name and Title of Authorizing Official

Governor's Crime Commission

02/22/2023

Signature of Director

Date

Caroline Farmer, Executive Director

Name and Title of Director

Project Director

2/27/2023 | 11:36:51 EST

Signature of Project Director

Date

Robert Bailess, Advisor

Name and Title of Project Director

Federal Award Identification Worksheet

Federal award identification :	15PBJA-22-GG-00633-JAGX
Project ID :	PROJ015654
Subrecipient :	County of Granville
Federal Award Identification # (FAIN) :	15PBJA-22-GG-00633-JAGX
DUNS # :	091563700
Federal award date :	Oct 01, 2021 - Sep 30, 2025
Subaward period of performance start and end date :	Oct 01, 2022 - Sep 30, 2024
Federal funds obligated in this agreement :	\$40,000.35
Federal funds obligated to the subrecipient :	\$40,000.35
Total federal award :	\$5,530,630.00
Catalog of federal domestic assistance (CFDA) :	16.738
Indirect cost rate for the federal award :	We do not receive an indirect cost rate
Indirect cost rate to be used by the subrecipient (either a federally-approved rate, a rate negotiated between the pass-through entity and the subrecipient, or the de minimis indirect cost rate) :	Direct/Allocated Costs Only
Identification of whether the award is research and development (R&D) :	We do not fund research and development
Pass through entity and awarding official :	NC Governor's Crime Commission Caroline Farmer, Executive Director Caroline.Farmer@ncdps.gov
Federal awarding agency :	United States Department of Justice - Bureau of Justice Assistance
Federal award description :	The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to states and units of local government.

BELINDA L. POUNDS

919-672-2645 ■ 110 Putters Court, Durham, NC 27703 ■ belinda_pounds@hotmail.com

Civilian Law Enforcement Administrator with 28 years of broad leadership experience in higher education and campus law enforcement management spanning, program management, audits, compliance, training record auditing, collaboration of training curriculum development, administration of record management systems, experience with student complaints and investigations. Proven track record of agency development through efficiency and focused leadership.

- Audit/Conduct Training Programs
- Accreditation Manager (CALEA, IACLEA, NCLEA)
- Advanced Clergy Compliance Certification
- Policy Development/Implementation
- Research and Planning
- Strategic Management, Employee Development

PROFESSIONAL EXPERIENCE

NORTH CAROLINA STATE UNIVERSITY POLICE DEPARTMENT, RALEIGH, NC

JUNE 2018 – PRESENT

Professional Standards Manager

- Develop, review and maintain the Department's directives, internal operating procedures and standard operating procedures to ensure compliance with internationally recognized standards, State and Federal Laws, and University Policy.
- Evaluate agency current practices and determine compliance, making recommendation for required policy changes or training needs.
- Conduct internal audits of property and evidence in compliance with CALEA standards
- Follow up on agency compliance, proving compliance through interview techniques and documentation.
- Coordinate and facilitate CALEA mandated trainings
- Ensure agency compliance involving Criminal and Internal Affairs Investigations, Records Maintenance, Security and Procedures.
- Compile monthly reports of Police Department employee activities.
- Cultivate professional relationships with internal and external partners of all levels.

NORTH CAROLINA CENTRAL UNIVERSITY POLICE DEPARTMENT, DURHAM, NC

JANUARY 2010 – JUNE 2018

Accreditation Manager

- Develop, review and maintain the Department's directives, internal operating procedures and standard operating procedures to ensure compliance with internationally recognized standards, State and Federal Laws, and University Policy.
- Lead complex administrative, analytical projects to demonstrate compliance with and adherence to standards established by the Commission on Accreditation for Law Enforcement Agencies.
- Worked under the direction of the Chief of Police assisting the Internal Affairs Manager with handling internal and external complaints.
- Worked with the Training Director to develop curriculums and facilitate training programs.
- Cultivate relationships with external agencies and attend professional workshops, training conferences, and seminars related to accreditation.
- Conduct mock assessments for CALEA accredited agencies. Worked with a team to conduct mock assessments for various Law Enforcement agencies throughout the State of North Carolina.
- Review incident reports completed by sworn law enforcement for accuracy.
- Research, analyze data, compile and submit monthly, quarterly, annual, and statistical reports to Department of Education, State Bureau of Investigation and NC Department of Justice and the Chief of Police.
- Coordinated a grant writing project with the City of Durham Police Department to receive grant funding for body worn cameras. Successfully wrote and the department received The Bullet Proof Vest Partnership grant in 2010.

PROFESSIONAL EXPERIENCE (CONTINUED)**NORTH CAROLINA CENTRAL UNIVERSITY POLICE DEPARTMENT, DURHAM, NC** **November 2000-January 2010****Police Emergency Telecommunicator-Lead Position**

- DCI Terminal Agency Coordinator, served as a liaison between NCCU Police Department and DCI Staff to ensure compliance of state and national regulations with the DCI System, maintain DCI Records.
- Training Coordinator, trained new employees and created training lesson plans for the training process of new hires.
- Interview and Selection Process, worked on interview board for the selection for potential new hires.
- Led department in bi-annual audit audits from State Bureau of Investigations and Federal Bureau of Investigations.
- Crime Analyst, created statistical reports on crimes or incidents that occur on university property.
- Created PowerPoint presentations for the Chief of Police used for meetings and employee training
- Created and published Crime Alerts for public release
- Point of contact person for the public via telephone or walk-ins during routine and stressful emergency situations; obtain crime or incident information and relay the information to proper source.
- Monitored Surveillance Camera System

NORTH CAROLINA DEPARTMENT OF CORRECTION, RALEIGH, NC**JUNE 1998 – NOVEMBER 2000****Correctional Officer (Certified)**

- Responsible for custody and supervision of inmates
- Master Control Officer: Maintain official count of inmates and various office tasks
- Received Fire Arms Certification
- Supervise Inmates: Towers, Dorms, Rover Trucks, Hospitals and Kitchen
- Conduct Searches of persons, places and objects
- Processed new, transferred or discharged inmates
- Transported inmates to and from hospitals or medical appointments

ORANGE COUNTY EMERGENCY MANAGEMENT, HILLSBORO, NC**October 1997-April 1998****Emergency Telecommunicator**

- Answer, receive, and maintain 9-1-1 lines, monitor and dispatch emergency response agencies
- Certified by Division of Criminal Information
- Map Reading Skills

NORTH CAROLINA CENTRAL UNIVERSITY POLICE DEPARTMENT, DURHAM, NC**December 1996-October 1997****Police Emergency Telecommunicator**

- Emergency point of contact person for the public via telephone or walk-ins
- Dispatched Police Officers or Security Officers to Calls for Service
- Monitored Surveillance Camera System

EDUCATION

PFEIFFER UNIVERSITY, MISENHEIMER, NC

Master of Science, Leadership, 2014

SHAW UNIVERSITY, RALEIGH, NC

Bachelor of Administration, Criminal Justice, 2002



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: Granville County ABC Board

PURPOSE:

To make appointment/reappointment to the Granville County ABC Board.

BACKGROUND:

A local board shall have authority to buy, sell, transport, and possess alcoholic beverages as necessary for the operations of its ABC stores. Adopt rules for its ABC System subject to the approval of the commission. Hire and fire employees for the ABC System. Designate one employee as manager of the ABC System and determine his responsibilities. Require bonds of employees as provided in the rules of the commission. Operate ABC stores as provided in Article 8. Issue purchase-transportation permits as provided in Article 4. Employ local ABC officers or make other provisions for enforcement of ABC laws as provided in Article 5. Borrow money as provided in G. S. 18B-702. Buy and lease real and personal property and receive operation of the ABC System. Invest surplus funds as provided in G. S. 18B-702. Dispose of property in the same manner as a City Council may under Article 12 or Chapter 160A of the General Statutes and perform any other activity authorized or required by the ABC Law.

Number of Members: Three (3) appointed by Granville County Board of Commissioners County ABC Board members shall be appointed by the Board of County Commissioners. One board member shall be appointed from southern Granville County, one board member shall be appointed from central Granville County, and one board member shall be appointed from northern Granville County.

The term of Michael Smith has expired.

Others serving: William R. "Bill" Crosby
Robert T. "Rob" Williford

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: Granville County Tourism Development Authority

PURPOSE:

To make appointment to the Granville County Tourism Development Authority (TDA).

BACKGROUND:

The Granville County Board of Commissioners establishes a Tourism Development Authority as a public authority to guide the expenditure of Occupancy tax funds and to promote the use and development of County recreational, historic, and tourism resources. The Authority has four (4) members that shall be appointed by the Granville County Board of Commissioners. Two of the four members must be owners or managers of a Granville County hotel or motel. The other members are: one (1) appointed by the Oxford City Council, and one (1) appointed by the Creedmoor City Council and one (1) appointed by the Butner Town Council.

There is a vacancy for the Economic Development Director seat.

Others serving:

Vacant, Economic Development Director	Granville County
Cynthia Ratliff, Chamber Director	Granville County
TJ Patel, Hotel Owner	Granville County
Punitha Srini, Hotel Owner	Granville County
Korena Weichel, Deputy County Manager	Ex-Officio
Jennifer Baird, Finance Director	Ex-Officio
Angela Allen, Tourism Development Director	Ex-Officio
Vacant	Oxford's Appointee
Dennis Meshaw	Creedmoor's Appointee
Mallory Richard	Butner's Appointee

RECOMMENDATION:

The Tourism Development Authority recommends Economic Development Director Joe Stallings to fill the vacant Economic Development seat.

ATTACHMENTS:

Letter of Recommendation

ACTION TAKEN:



April 29, 2024

Granville County Tourism Development Authority
Angela Allen
P O Box 820
Oxford, NC 27565

Dear County Board of Commissioners:

Our TDA Board has had a vacant board member for Economic Development since December 2023. The previous position was held by the former EDC Executive Director. Due to the previous director's retirement, the position has been vacant.

The TDA board would like to recommend the new EDC Executive Director, Joe Stallings to finish term through October 2024 and serve for 3 years afterward through October 2027.

We hope that you will take this recommendation in consideration, and we appreciate your continue support of the Granville County Tourism Development Authority.

Sincerely,

Angela P. Allen

Angela P. Allen
Executive Director,
Granville County Tourism Development Authority



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: **Kerr-Tar Regional Economic Development Commission - Triangle North Board**

PURPOSE:

To fill a County Director vacancy on the Kerr-Tar Regional Economic Development Commission - Triangle North Board of Directors.

BACKGROUND:

The initial Board of Directors shall include one representative from each of the Four Counties, who shall be a County Commissioner, as identified in the Articles of Incorporation, which position shall be referred to as a Commissioner Director. Each such position on the Board of Directors shall at all times be held by a member of each County's Board of Commissioners. In the event that a person holding a Commissioner Director's position on the Board of Directors should resign, be replaced by the County Board of Commissioners he represents, or no longer be a County Commissioner, the County which that Director represents shall name another currently sitting County Commissioner to fill the vacancy. Each person holding a Commissioner Director position shall serve for so long as he is a County Commissioner and for so long as that county Board of Commissioners does not appoint a replacement, without regard for the term limits and limitation on consecutive terms set forth below.

Each County shall have up to two (2) additional representatives on the Board (the "County Directors"). Each County Board of Commissioners shall recommend respective County Directors who shall consist of individuals with varied backgrounds (finance, land planning, fund-raising, marketing, etc.) in order to provide required experience to assist in the success of the Corporation, and who shall be subject to a vote of the Board of Directors.

Bryan Pfohl (County Director) has resigned and needs to be replaced.

Others serving: Timothy Karan County Commissioner
Marshall Tanner County Director

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: **Approval of Emergency Communications Consulting Contract**

PURPOSE:

To approve a short-term consulting contract to provide consulting services to Granville County Emergency Communications during the current leadership transition.

BACKGROUND:

The previous Emergency Communications Director resigned with fairly short notice in early April. Stacy Hicks has been promoted from Operations Manager to Interim Director of Emergency Communications, but these consulting services are designed to support her and the department through this unexpected transition and also to help management gain further insights into opportunities for long-term strengthening of the department.

Tonya Evans was Deputy Director of Emergency Communications (911) in Durham, North Carolina for many years, retiring in 2021.

RECOMMENDATION:

The County Manager recommends approval of the Emergency Communications Consulting Contract with Tonya Evans for an amount not to exceed \$30,000 and approval to authorize the County Manager and County Attorney to finalize and execute the contract.

ATTACHMENTS:

Draft Consulting Agreement

ACTION TAKEN:

**STANDARD AGREEMENT
FOR
CONSULTING SERVICES**

THIS AGREEMENT (the "Agreement") is entered into and effective April 23, 2024 (the "Effective Date"), by and between the **GRANVILLE COUNTY**, a body politic and corporate of the State of North Carolina, whose address is P.O. Box 906 (mail); 104 Belle Street (delivery), Oxford, NC 27565 hereinafter referred to as "**County**" and **TONYA EVANS**, a citizen and resident of Granville County, North Carolina, hereinafter referred to as the "**Consultant**". Subject to the terms and conditions hereinafter set forth, the County hereby agrees to contract with the Consultant for certain services and the Consultant agrees to provide such services.

W I T N E S S E T H:

WHEREAS, the County has identified Consultant as capable of providing 911 consulting services and more particularly described hereinbelow and in Exhibit A; and

WHEREAS, the parties wish to enter into a written agreement memorializing certain terms of the agreement.

NOW, THEREFORE, in consideration of the mutual promises herein set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. DESCRIPTION OF THE SERVICES: Consultant shall act as a Consultant for providing those consulting services more particularly described in Exhibit A attached hereto and incorporated herein by reference (the "Services").

2. RATE, SOURCES, AND METHODS OF PAYMENT:

2.1 The County shall pay the Consultant for Services at the rate of \$75.00 per hour a total amount for Services performed not to exceed \$30,000.00 without further authorization in the form of an addendum to this Agreement. Consultant will bill for Services performed based on an hourly basis as herein set forth. The County shall also pay Consultant for approved reimbursable expenses, which shall specifically include but not be limited to, all mileage at the then current federal/GSA rate, all meals will be billed at the per diem federal GSA rate for Oxford, NC, and any other pre-approved expenses shall be reimbursed at actual cost. All costs shall be itemized and included on the monthly invoices as set forth below. If additional work is needed that exceeds the Services described in **Exhibit A**, Consultant shall inform the County; provided, however, no such work shall commence without County's prior written authorization. Any such additional services shall be performed at the rate of \$75.00 per hour.

2.2 County agrees to pay for Services, satisfactorily performed, in accordance with this Agreement. Unless otherwise specified, Consultant shall submit an itemized invoice to County by the end of the month following the month in which Services are performed showing the Services performed as of the invoice date including a detailed description of the services performed, who performed the services, and the number of hours worked by each person performing services per day. Said invoices shall be inclusive of all Consultant's previously authorized subcontractor fees (if any) and County shall have no obligation to pay any subcontractor other than through payment of Consultant's regular invoices. Reimbursement to the Consultant will be made based on invoices received from the Consultant. Payment will be processed promptly upon receipt and approval of the invoice by County. The Consultant shall submit all invoices applicable under the terms of this Agreement within thirty (30) days of the Agreement termination date. All invoices shall specify the amount paid for labor, materials, and any applicable taxes including, but not limited to, sales taxes. Any sales taxes shall specify the entity (state or local) to whom taxes are paid and the amount of taxes paid to said entity. If any amount owed under the terms hereof is disputed, County shall pay Consultant the amount not in dispute and shall retain the disputed amount until such time as the dispute is settled or a judgment is entered in accordance with applicable law. No payments shall be made to Consultant until IRS form W-9 and other necessary forms required by applicable law have been completed.

3. **TERM:** The Services contemplated by the Agreement shall begin on the Effective Date hereof and continue until June 30, 2024, or sooner terminated.

4. **CONSULTING SERVICES:** Consultant represents that it is capable of working on assigned tasks or projects without the direct supervision of County and shall perform said tasks or projects in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies. The parties agree that Consultant is rendering Services to the County as an independent Consultant, not as an employee or agent. Nothing contained herein shall, or shall be construed to, create a partnership, joint venture, or any other relationship between the parties hereto. In Consultant's capacity as an independent Consultant, Consultant shall file all required tax returns and reports, withhold and/or pay all required federal, state and local wage and employment related taxes, including, but not limited to, federal income taxes, social security taxes and unemployment taxes, with respect to the amounts paid to Consultant under this Agreement.

5. **NO AGENCY:** Consultant shall have no authority to contract for or on behalf of the County, to incur obligations or indebtedness for or on behalf of the County, or in any way to bind the County.

6. TERMINATION OF AGREEMENT: This Agreement may be terminated by either party upon either party's material breach of any of its obligations hereunder and such breach is not cured within thirty (30) days from the receipt of written notice from the non-breaching party to the breaching party; provided, that such notice and an opportunity for the breaching party to cure shall not be required if a same or substantially similar breach by the breaching party occurs more than twice in any six (6) month period. If the breach is not susceptible to being cured within thirty (30) days, the non-breaching party may not terminate this Agreement if the breaching party commences to cure the breach within such thirty (30) day period and proceeds thereafter with reasonable diligence to cure the breach and such breach is cured by breaching party within sixty (60) days. Upon such termination, the parties shall be entitled to such additional rights and remedies as may be allowed by relevant law.

The County shall have the right to terminate this Agreement at any time without cause so long as the County is not in breach of any of its material obligations hereunder. Consultant shall be compensated in full for work completed. Termination of this Agreement whether for cause or without cause shall not form the basis of any claim for loss of anticipated profits by either party.

7. STANDARD OF CARE: The standard of care applicable to Consultant's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided.

8. INSURANCE AND INDEMNITY: Consultant shall protect, defend, indemnify and hold harmless the County and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) to the extent arising out of or resulting from the negligent performance of this Agreement or the negligent actions of the Consultant or its officials, employees, or Consultants under this Agreement or under the contracts entered into by the Consultant in connection with this Agreement. This indemnification shall survive the termination of this Agreement.

Consultant shall purchase and maintain during the life of this Agreement, with an insurance company acceptable to County, authorized to do business in the State of North Carolina, the following insurance:

AUTOMOBILE LIABILITY - Bodily injury and property damage liability insurance covering all owned, non-owned, and hired automobiles for limits for bodily injury of not less than \$1,000,000 combined single limit.

WORKERS' COMPENSATION - Meeting the statutory requirements of the State of North Carolina if required by law to maintain such insurance. Said Workers' Compensation insurance shall have at least the following limits: Employers Liability -

\$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit.

Certificates of such insurance will be furnished and shall contain the provision that County will be given thirty (30) days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

9. OWNERSHIP OF WORK: All work and any documents prepared by the Consultant for or on account of this Agreement shall be owned by the County, and the County shall have all common law, statutory and other reserved rights, including the copyright provided, however, Consultant shall retain ownership of its processes and spreadsheet applications. Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the project is not to be construed as publication in derogation of the County's reserved rights.

10. NOTICES: Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as modified in writing from time to time by such party) and given personally, by registered or certified mail, return receipt requested, or by a nationally recognized overnight courier service, delivery confirmation requested. All notices shall be deemed effective upon the date of receipt or three (3) days following deposit in registered or certified mail or with a nationally recognized overnight courier service, whichever is first.

COUNTY:

Granville County
Attn: Drew Cummings, County Manager
P.O. Box 906 (mail)
104 Belle Street (delivery)
Oxford, NC 27565

With copies to:

James C. Wrenn, Jr.
Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan,
LLP
P. O. Box 278 (mail)
111 Gilliam Street (delivery)
Oxford, North Carolina 27565

CONSULTANT:

Tonya Evans
1130 Green Rd.
Creedmoor, NC 27522

11. AUDIT RIGHTS: For all work being performed under this Agreement, the County has the right to inspect, examine, and make copies of any and all books, accounts, records and other writing relating to the performance of the work. Audits shall take place at times and locations mutually agreed upon by both parties, although the Consultant must make the materials to be audited available within one (1) week of the request for them.

12. SAFETY: Consultant and its employees, agents or subcontractors will observe the posted safety requirements of the County and those required by law. Consultant is responsible for the safety of its employees, agents or subcontractors at all times while on the County's premises.

13. COUNTY NOT RESPONSIBLE FOR EXPENSES: County shall not be liable to Consultant for any expenses paid or incurred by Consultant unless otherwise agreed in writing.

14. EQUIPMENT: Consultant shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide contracted services unless otherwise agreed in writing.

15. NONDISCRIMINATION IN EMPLOYMENT: Consultant shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event Consultant is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Agreement may be canceled, terminated or suspended in whole or in part by County, and Consultant may be declared ineligible for further County contracts.

16. COMPLIANCE WITH LAWS: Consultant represents that it is in compliance with all Federal, State, and local laws, regulations or orders. The implementation of this Agreement will be carried out in strict compliance with all Federal, State, or local laws regarding discrimination in employment.

17. SUCCESSORS AND ASSIGNS: Consultant shall not assign its interest in this Agreement without the prior written consent of the County.

18. ENTIRE AGREEMENT: This Agreement, including all documents attached hereto, shall constitute the entire understanding between County and Consultant and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual written agreement of the parties. In the event of conflicts between the Agreement documents, this Agreement shall take precedence.

19. SEVERABILITY: Should any provision, portion or application thereof of this Agreement be determined by a court of competent jurisdiction to be illegal, unenforceable, or in conflict with any applicable law or constitutional provision, the parties shall negotiate an equitable adjustment in the affected provisions of this Agreement with a view toward effecting the purpose of this Agreement, and the validity and enforceability of the remaining provisions, portions or applications thereof, shall not be impaired.

20. HEADINGS: The subject headings of the paragraphs are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Agreement shall be deemed to have been drafted by both parties and no purposes of interpretation shall be made to the contrary.

21. THIRD-PARTY BENEFICIARIES: None of the obligations and duties of Consultant or County hereunder shall in any way or in any manner be deemed to create any obligation of Consultant or County to, or any rights in, any person or entity not a party hereto. This Section shall survive the expiration or termination of this Agreement.

22. GOVERNING LAW; JURISDICTION; VENUE: The construction and performance of this Agreement shall be governed by and construed pursuant to the laws of the State of North Carolina. Venue for any legal actions initiated concerning this Agreement or arising in any way from and out of this Agreement shall be brought in the appropriate state court sitting in Granville County, North Carolina, having jurisdiction over said claim. The parties waive any right they may have to venue in any other jurisdiction. Said court located in Granville County, North Carolina shall have exclusive jurisdiction over disputes under this Agreement. Consultant consents to the personal jurisdiction of said court.

23. VOLUNTARY EXECUTION: By signing below the parties hereto certify that they have read the entire contents of this Agreement; have individually been afforded sufficient opportunity to obtain independent legal advice prior to executing this Agreement; fully understand the provisions set forth in this Agreement and acknowledge that each term, condition and provision is fair and reasonable; and, that each party has received a signed copy of this Agreement.

24. COUNTERPARTS: To facilitate execution, this Agreement may be executed by handwritten signing or by electronically transmitted facsimile of such signing, either of which shall create a validly executed document, in as many counterparts as may be required.

25. **E-VERIFY:** Consultant warrants that it is and shall at all times remain in compliance with the "E-Verify" provisions of Article 2, Chapter 64 of the North Carolina General Statutes. Further, Consultant shall require that all subcontractors providing services related to this Contract be and remain in compliance with Article 2, Chapter 64 of the North Carolina General Statutes. Failure to meet the requirements of this subsection shall be an event of default hereunder.

26. **RESTRICTED COMPANIES LISTS.** Consultant represents that as of the date of this Agreement, Consultant is not included on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.58. Consultant also represents that as of the date of this Agreement, Consultant is not included on 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.

[REMAINDER OF PAGE INTENTIONALLY BLANK; SIGNATURE PAGE FOLLOWS]

Attest:

GRANVILLE COUNTY

Debra A. Weary, Clerk

By: _____
Drew Cummings, County Manager

Date: _____

Tonya Evans

Date: _____

PRE-AUDIT CERTIFICATION

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

Jennifer Baird
Finance Director, Granville County

EXHIBIT A

Scope of Work – Emergency Communications Consultant

For a period not to exceed six months, Consultant will provide the following services:

- Evaluate the strengths and weakness and needs of the department, including but not limited to the following, and develop suggestions for implementation:
 - o Management structure;
 - o Staffing patterns;
 - o Training protocols;
 - o Department culture / employee happiness;
 - o Quality assurance protocols;
 - o Call-taking protocols and other communication protocols;
 - o Robustness / resilience of technological / radio backbone to external and other threats;
 - o Hardware and software deployment;
 - o Communication with other County departments and offices as well as external stakeholders;
- Consult regularly with the interim director regarding findings and ideas for improvement and strategies for implementation;
- Report a summary of findings at least monthly to the County Manager as well as at the end of the consulting period with a more formal report regarding the above.

Consultant is free to talk at any time with any Emergency Communications employees as well as other County staff (with the permission of the County Manager), but this consulting arrangement is purely advisory in nature and does not include any direct supervision of any Emergency Communications or other County staff.



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: **Approval of Leases for 204 Williamsboro Street**

PURPOSE:

The purpose of this item is to seek Board approval for both a short and longer-term lease of 204 Williamsboro St., the former law offices of Mr. John Watson, to provide additional space for the Granville County Human Resources and Finance Departments.

BACKGROUND:

The Board gave the County Manager authority at their last meeting to execute a short-term lease for the 2nd floor of 204 Williamsboro. Minimal changes have been made in that portion of the lease, but the County and the owner are now prepared to bring forward a package of a short-term lease for the 2nd floor and a longer-term lease that will succeed it when the first floor is also available. The terms of the long-term lease are acceptable to both parties and the lease will provide needed, additional space for up to 15 years. The County Attorney's Office has developed the associated lease in consultation with the owner of the building and the County Manager.

FUNDING LINE ITEM:

Funding to cover the cost of this lease will be included in the FY24-25 budget.

RECOMMENDATION:

The County Manager recommends that the Board approve this lease and authorize the County Manager to execute it.

ACTION TAKEN:



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: **County Manager's Report**

PURPOSE:

Any matters as needed by the County Manager.

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: **County Attorney's Report**

Any items 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: May 6, 2024
Title: **Presentations by County Board Members**

PURPOSE:

Board members will make comments, give reports, and make announcements.

- Commissioner Sue Hinman
- Commissioner Tony W. Cozart
- Commissioner Russ May
- Commissioner Jimmy Gooch
- Commissioner Zelodis Jay
- Commissioner Rob Williford
- Chair Timothy Karan

ACTION TAKEN:



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: May 6, 2024
Title: **Any Other Matters**

PURPOSE:

To consider any other matters as needed.

ACTION TAKEN: