

**AGENDA**  
**GRANVILLE COUNTY BOARD OF COMMISSIONERS**

**Monday, March 21, 2022**



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**Call to order @ 7:00 p.m.**.....Chairman Tony W. Cozart  
**Invocation and Pledge of Allegiance**.....Commissioner Zelodis Jay

**Consent Agenda**

1. Contingency Summary (p. 3)
2. Tax Refunds, Releases and Write-offs (p. 5)
3. Minutes (p. 6)

**Introductions, Recognitions and Presentations**

4. Proclamation Honoring the Life and Service of Bonnie Breedlove (p. 32)
5. Recognition of Edward Latta - Orange Street Community Center Board of Trustees (p. 34)
6. Presentation of Social Work Month Proclamation (p. 35)
7. Discussion of GREAT Grant Project Proposal (p. 37)

**Public Comments**

8. Public Comments (p. 39)

**Purchasing**

9. Department of Social Services - South Branch Offices (p. 40)

**Cooperative Extension Matters**

10. Expanded Food and Nutrition Education Program Position (p. 44)

**Sheriff Matters**

11. Tactical Equipment for Sheriff's Office (p. 48)

**Solid Waste Matters**

12. Solid Waste Approval of Task(s) 7 & 8-Well Abandonment and Construction Administration (p. 55)
13. Solid Waste Equipment Repair (p. 68)

**Planning Matters**

14. CityScape Agreement for Wireless Consulting (p. 70)

**Proclamations, Resolutions and Legislative Matters for Consideration**

15. Proclamations, Resolutions and Legislative Matters (p. 82)

**Appointments**

16. Granville County ABC Board (p. 83)
17. South Granville Memorial Gardens Board of Trustees (p.84)

**County Manager's Report**

18. Granville Employee NCDOT Spring Litter Sweep (p. 85)
19. Proposal to Implement Cost of Living Adjustment (p. 86)

**County Attorney's Report**

20. Stovall Property Purchase (p. 88)

**Presentations by County Board Members**

21. Presentations by County Board Members (p. 89)

**Any Other Matters**

22. Any Other Matters (p. 90)

**Closed Session**

23. Closed Session as Allowed by G.S. 143-318.11(a)(3) - Attorney-Client Matter (p. 91)





## Granville County Finance

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

**To:** Board of Commissioners  
**From:** Steve McNally  
**Department:** Finance  
**Date:** March 11, 2022  
**Title:** Contingency Summary

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### **RECOMMENDATION:**

Finance Director recommends approval of the Contingency Summary.

### **ATTACHMENTS:**

Contingency Summary

### **ACTION TAKEN:**

## Summary of Contingency and Use of Fund Balance

### Contingency Summary For FY 2021-2022 Budget March 21, 2022

#### Use of Contingency Summary - General Fund

##### General Contingency (10-9910-991):

| Date       | Description/Action                                                        | Adjustment<br>Amount | Balance    |
|------------|---------------------------------------------------------------------------|----------------------|------------|
| 7/1/2021   | Budget Ordinance                                                          |                      | \$ 180,000 |
| 9/7/2021   | Fund balance of GVHD renovation project                                   | \$ 51,000            | \$ 129,000 |
| 9/7/2021   | COTT Register of Deeds automation project                                 | \$ 17,550            | \$ 111,450 |
| 10/18/2021 | Fire, Ambulance and Rescue consulting services                            | \$ 60,000            | \$ 51,450  |
| 1/4/2022   | Supplies and credit card processing fees for Parks and Grounds department | \$ 29,000            | \$ 22,450  |
| 1/4/2022   | Adjustment to Workers Comp premium due to audit adjustment                | \$ 8,450             | \$ 14,000  |

##### Environmental Disaster Contingency (10-9910-993):

| Date     | Description/Action | Adjustment<br>Amount | Balance   |
|----------|--------------------|----------------------|-----------|
| 7/1/2021 | Budget Ordinance   |                      | \$ 10,000 |

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

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

#### Use of Fund Balance Summary - General Fund

| Date       | Description/Action                                                                 | Adjustment<br>Amount | Balance      |
|------------|------------------------------------------------------------------------------------|----------------------|--------------|
| 7/1/2021   | Budget Ordinance                                                                   |                      | \$ 5,645,236 |
| 9/7/2021   | Roll over unexpended FY 21 Reach grant funds                                       | \$ 15,000            | \$ 5,660,236 |
| 9/7/2021   | Adjust 4H Best funding per initial funding agreement                               | \$ (58,237)          | \$ 5,601,999 |
| 9/7/2021   | Adjust funding for FY 22 JCPC programs per PDS funding plan                        | \$ (20,876)          | \$ 5,581,122 |
| 9/7/2021   | Carry forward unexpended funds from FY 21 GVHD project                             | \$ 379,000           | \$ 5,960,122 |
| 9/7/2021   | Carry forward from FY 21 Engineering services for Triangle North                   | \$ 40,000            | \$ 6,000,122 |
| 9/7/2021   | Debtbooks lease accounting software for Finance                                    | \$ 9,750             | \$ 6,009,872 |
| 9/7/2021   | Carry forward from FY 21 funding for County 275 Anniversary book                   | \$ 6,000             | \$ 6,015,872 |
| 9/7/2021   | Additional fee to cover total FY 22 W/C fee from NCACC                             | \$ 44,000            | \$ 6,059,872 |
| 9/7/2021   | Carry forward from FY 21 Engineering services for Triangle North                   | \$ 10,496            | \$ 6,070,368 |
| 9/7/2021   | Replace vehicle for Emergency Management. Should have been in Ordinance            | \$ 30,000            | \$ 6,100,368 |
| 9/7/2021   | Fire Department stipend.                                                           | \$ 39,720            | \$ 6,140,088 |
| 10/18/2021 | Purchase replacement radios                                                        | \$ 575,000           | \$ 6,715,088 |
| 10/18/2021 | Parks and Grounds administrative position - 9 months                               | \$ 43,350            | \$ 6,758,438 |
| 10/18/2021 | Stovall property for future Senio Services North building                          | \$ 92,570            | \$ 6,851,008 |
| 10/18/2021 | Fund \$200,000 match for the \$400,000 One NC Fund Grant for Carolina Coops        | \$ 200,000           | \$ 7,051,008 |
| 12/6/2021  | Animal Control Officer starting 1/16/2022                                          | \$ 47,638            | \$ 7,098,646 |
| 12/6/2021  | Two Telecommunications Officers starting 1/16/2022                                 | \$ 50,143            | \$ 7,148,789 |
| 12/6/2021  | carry over FY 21 Supplemental Grant Expense balance and 2020 EMPG grant            | \$ 73,182            | \$ 7,221,971 |
| 1/4/2022   | Adjust annual inmate housing revenue                                               | \$ (597,560)         | \$ 6,624,411 |
| 1/4/2022   | Additional construction adm/project expenditures for balance of FY 22              | \$ 70,000            | \$ 6,694,411 |
| 1/4/2022   | Fund O/T and additional expenditures for Sheriff's dept                            | \$ 41,000            | \$ 6,735,411 |
| 1/4/2022   | Fund O/T and additional expenditures for Detention Center                          | \$ 23,000            | \$ 6,758,411 |
| 1/4/2022   | Stovall Senior Center land purchase                                                | \$ 81,071            | \$ 6,839,482 |
| 1/4/2022   | Transfer funds from LEC construction Fund (Fund 48)                                | \$ (2,318,548)       | \$ 4,520,934 |
| 2/7/2022   | Fund repairs to Law Enforcement Center                                             | \$ 5,000             | \$ 4,525,934 |
| 2/7/2022   | Correct journal entry BE 9913 - rev. duplicate amendment for Stovall land purchase | \$ (92,570)          | \$ 4,433,364 |
| 2/7/2022   | Salary adjustment and annual leave payout                                          | \$ 52,420            | \$ 4,485,784 |
|            | TOTAL                                                                              | \$ (1,159,451)       |              |



## Granville County Tax Administration

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

**To:** Board of Commissioners  
**From:** Jenny Griffin  
**Department:** Tax Administration  
**Date:** March 1, 2022  
**Title:** Tax Refunds, Releases and Write-offs

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### **PURPOSE:**

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

### **BACKGROUND:**

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

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

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

|                           |                |            |
|---------------------------|----------------|------------|
| Refunds                   | January 2022:  | \$3,433.43 |
| Releases                  | January 2022:  | \$ 133.22  |
| Write-offs (\$2 and less) | January 2022:  | \$ 10.93   |
| Refunds                   | February 2022: | \$4,332.08 |
| Releases                  | February 2022: | \$5,029.25 |
| Write-offs (\$2 and less) | February 2022: | \$ 75.38   |

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

### **RECOMMENDATION:**

Approval of tax refunds, releases and write-offs for January and February 2022.

### **ACTION TAKEN:**



## Granville County

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

**To:** Board of Commissioners  
**From:** Debra Weary  
**Department:** Administration  
**Date:** March 16, 2022  
**Title:** Minutes

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**PURPOSE:**

To approve minutes of the October 18, 2021 Regular Meeting and October 27, 2021 Joint Meeting.

**RECOMMENDATION:**

Approval

**ATTACHMENTS:**

October 18, 2021 Draft Minutes  
October 27, 2021 Joint Meeting Draft Minutes

**ACTION TAKEN:**

**OXFORD, NORTH CAROLINA**  
**October 18, 2021**

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, October 18, 2021 at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

***Present via Zoom were:***

**Chair:** Sue Hinman

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

**County Manager:** Michael S. Felts

**Assistant County Manager:** Korena Weichel

**County Attorney:** James C. Wrenn, Jr

**News Reporters:** Shawn Taylor – *Butner-Creedmoor News*  
David Murray – *Oxford Public Ledger*

**MEETING CALLED TO ORDER**

At 7:00 p.m., Chair Sue Hinman called the meeting to order and recognized Commissioner Zelodis Jay for the invocation and the Pledge of Allegiance. Chair Hinman noted that today is Granville County's hat day and that is why some have on hats.

**CONSENT AGENDA APPROVED**

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay and unanimously carried, the Board approved the consent agenda as follows:

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

|                                        |              |
|----------------------------------------|--------------|
| General Contingency Balance            | \$ 51,450    |
| School Bond D/S Contingency            | \$ 100,000   |
| Environmental Disaster Contingency     | \$ 10,000    |
| General Fund Appropriated Fund Balance | \$ 7,051,008 |

- (B) Approved Budget Amendment #2 for Fiscal Year 2021-2022:

**Budget Amendment #2**  
**10/18/2021**

***Be it ordained,*** the FY 2020-2021 Annual Budget Ordinance is hereby amended as follows:

**GENERAL FUND**

Expenditures: Increase/(Decrease)

|                                        |         |
|----------------------------------------|---------|
| Public Safety                          |         |
| Fire Services                          | 635,000 |
| Community Services                     |         |
| Jonesland Park Operation               | 43,350  |
| Area Projects and Other Appropriations |         |
| Non-Departmental                       | 292,570 |
| Contributions to Other Funds           |         |



|                               |          |         |
|-------------------------------|----------|---------|
| Contingencies                 | (60,000) |         |
| <i>Total Expenditures</i>     |          | 910,920 |
| Revenues: Increase/(Decrease) |          |         |
| Appropriated Fund Balance     | 910,920  |         |
| <i>Total Revenues</i>         |          | 910,920 |

| Budget Amendment #2                |           | Balance     |
|------------------------------------|-----------|-------------|
| <b>(For reference only)</b>        |           |             |
| General Fund/Emergency Mgmt        |           |             |
| Expenditures: Increase/ (Decrease) |           |             |
| 10- 4340 631                       | \$575,000 | \$1,075,000 |
| Revenues: Increase/(Decrease)      |           |             |
| 10- 3990 991                       | \$575,000 | \$6,715,088 |

*Description:* Purchase replacement radios for Granville County Fire Departments, Emergency Management, Emerg/911 and Animal Control, as approved by the Granville County BoCC on 9/7/2021.

|                                    |            |          |
|------------------------------------|------------|----------|
| General Fund/Emergency Mgmt        |            |          |
| Expenditures: Increase/ (Decrease) |            |          |
| 10- 4340 399                       | \$60,000   | \$60,000 |
| Revenues: Increase/(Decrease)      |            |          |
| 10- 9910 991                       | (\$60,000) | \$51,450 |

*Description:* To fund Fire, Ambulance and Rescue Services consulting services as approved by the Granville County BoCC on September 7, 2021.

|                                    |          |             |
|------------------------------------|----------|-------------|
| General Fund/Parks and Grounds     |          |             |
| Expenditures: Increase/ (Decrease) |          |             |
| 10- 6130 260                       | \$1,500  | \$51,500    |
| 10- 6130 121                       | \$29,733 | \$194,620   |
| 10- 6130 181                       | \$2,275  | \$18,331    |
| 10- 6130 182                       | \$3,375  | \$22,090    |
| 10- 6130 183                       | \$6,450  | \$40,850    |
| 10- 6130 189                       | \$17     | \$113       |
| Revenues: Increase/(Decrease)      |          |             |
| 10- 3990 991                       | \$43,350 | \$6,758,438 |

*Description:* fund addition of a Parks and Grounds administrative position, as approved by the Granville County BoCC on Sept. 9, 2021.

|                                    |          |             |
|------------------------------------|----------|-------------|
| General Fund/Non-Departmental      |          |             |
| Expenditures: Increase/ (Decrease) |          |             |
| 10- 8540 126                       | \$92,570 | \$92,670    |
| Revenues: Increase/(Decrease)      |          |             |
| 10- 3990 991                       | \$92,570 | \$6,851,008 |

*Description:* to purchase Stovall property for future Senior Services North building.

|                                    |           |             |
|------------------------------------|-----------|-------------|
| General Fund/Non-Departmental      |           |             |
| Expenditures: Increase/ (Decrease) |           |             |
| 10- 8540 801                       | \$200,000 | \$800,000   |
| Revenues: Increase/(Decrease)      |           |             |
| 10- 3990 991                       | \$200,000 | \$7,051,008 |

*Description:* Fund \$200,000 match for the \$400,000 One NC Fund Grant for Project Home - Carolina Coops.

- (C) Approved minutes of the August 2, 2021 Regular Meeting, August 19, 2021 Courthouse Tour, and August 25, 2021 Special Joint Meeting.



**DYSAUTONOMIA AWARENESS MONTH PROCLAMATION PRESENTED TO  
KATIE HAYNES**

Chair Hinman recognized Katie Haynes, a dysautonomia warrior, and presented her the following Proclamation proclaiming October as Dysautonomia Awareness Month:

**Proclamation for Dysautonomia Awareness Month**

**WHEREAS**, dysautonomia is a group of medical conditions that result in a malfunction of the autonomic nervous system, which is responsible for "automatic" bodily functions such as respiration, heart rate, blood pressure, digestion, temperature control and more. Dysautonomia impacts over 70 million people around the world, and includes conditions such as diabetic autonomic neuropathy, vasovagal syncope, pure autonomic failure, and postural orthostatic tachycardia syndrome; dysautonomia impacts people of any age, gender, race or background, including many individuals living in Granville County; and

**WHEREAS**, dysautonomia can be very disabling. This disabling, and this disability can result in social isolation, stress on the families of those impacted, and financial hardship. Some forms of dysautonomia can result in death, causing tremendous pain and suffering for those impacted and their loved ones; and

**WHEREAS**, increased awareness about dysautonomia will help patients get diagnosed, treated earlier, save lives, and foster support for individuals and families coping with dysautonomia in our community. Dysautonomia International, a 501(c)(3) non-profit organization that advocates on behalf of patients living with dysautonomia, encourages communities to celebrate Dysautonomia Awareness Month each October around the world. We seek to recognize the contribution of medical professionals, patients and family members who are working to educate our citizenry about dysautonomia in Granville County.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Board of Commissioners of the County of Granville, State of North Carolina, do hereby proclaim the month of October as, DYSAUTONOMIA AWARENESS MONTH.

This the 18<sup>th</sup> day of October 2021.

After the presentation, Miss Haynes announced that this past weekend she was crowned as 2022 North Carolina Miss Agriculture Advocacy Ambassador and 2022 North Carolina People's Choice Miss United States Agriculture.

**OPIOID LITIGATION SETTLEMENT UPDATE**

Chair Hinman stated that Attorneys representing Granville County Government in the Opioid Litigation were present to provide an Opioid Settlement update. County Attorney Wrenn introduced Attorneys Jake Daniel and George Daniel with the firm Daniel | Thomas.

Attorney Jake Daniel stated that his firm was hired several years ago to represent Granville County in the opioid litigation. He reported that there have been 3,000 or so entities that have filed lawsuits to hold those accountable that helped to create the opioid crisis such as manufacturers, distributors, and pharmacies. He said he wanted to give an update on the Memorandum of Agreement (MOA) that has been proposed and presented by the North Carolina Association of County Commissioners (NCACC) and the settlement that he would

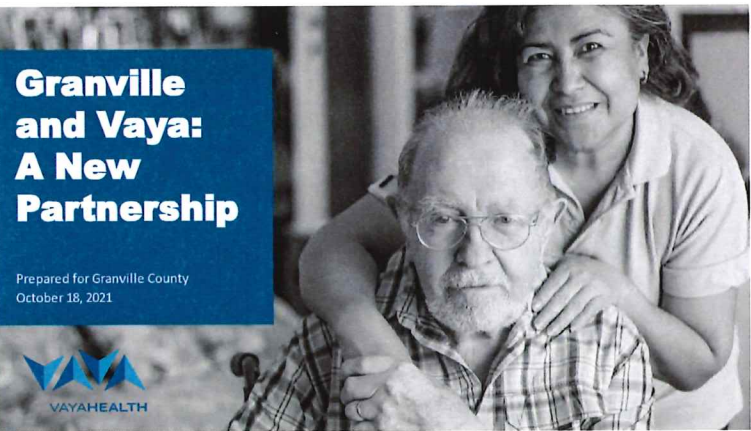
recommend Granville County to participate in. He said this is one settlement and they anticipate other settlements. Granville County and others have voted to approve the bankruptcy plan for Perdu Pharma and Mallinckrodt Pharmaceuticals and monies will be coming from the bankruptcy plans. Under the settlement, Granville County will receive just over \$3.7M per the percentage in the MOA. Previously the firm recommended to pause as there are two things going on - the MOA and the national distributor settlement - which are two separate things. He explained that the money flowing to Granville County is not controlled by the MOA as it comes from the national settlement from all the defendants and recommended opting in the national settlement by the deadline of January 2, 2022. He noted that his firm had previously recommended to their clients to pause as there have been two outstanding issues: (1) the issue of attorney fees and (2) those counties in North Carolina that did not hire counsel, but opted in the settlement as they will reap the benefits of the settlement, but not have the obligation to pay attorney fees which they see as unfair. He noted that approximately 75 counties hired outside counsel to put pressure on the defendants for the national settlement and the settlement sends 85% of funding to local governments (counties) and 15% to the State. He talked about how paying attorney fees is being worked out at the Attorney General's Office so hopefully the attorneys can be compensated from the payout to the counties.

Attorney Daniel then explained that the county incentive fund does not affect Granville County because there is not a municipality in Granville County with a population of 30,000 or above. He said that Granville County has not adopted the MOA and he did not believe there is any harm in adopting the MOA as the attorney fee issue is being worked on.

At this point, Board members asked questions and received clarification on the matter. It was noted that attorney fees will be capped at 15% per action already taken by a judge if they end up being paid through his contract with Granville County and that payments of the national settlement will be made over 18 years.

#### **VAYA HEALTH PRESENTATION**

Brian Ingraham, President and CEO, and Elliot Clark, Community Relations Director, with Vaya Health spoke from the following PowerPoint presentation on the consolidation:



## Vaya's Strengths

### PROXIMITY

Local presence in all counties with robust and transparent communication and data sharing

### ACCOUNTABILITY

Consolidation with Cardinal minimizes member and provider impact and reduces county burden

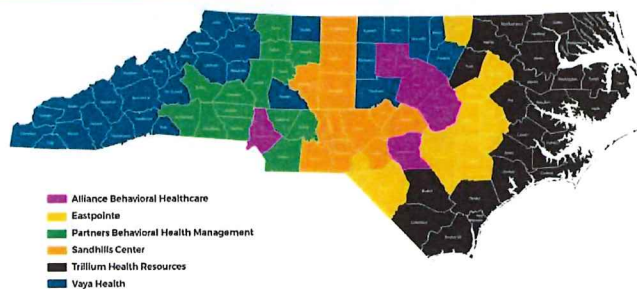
### COLLABORATION

On the ground relationships with DSS, law enforcement and other county stakeholders to meet community and crisis needs through innovative solutions, programs and services

### STABILITY

Real-time follow-through and decision-making with a proven record of success through innovation

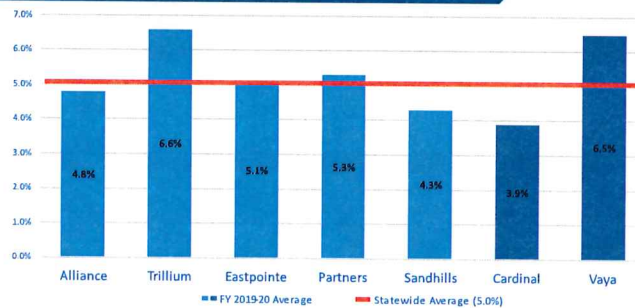
## County Realignment



## Statewide Leader on DHHS “Super Measures”

- One of two LME/MCOs that has consistently met all required benchmarks
- Follow up after discharge from inpatient facility, FBC or ADATC rate at 61% for Medicaid
- Doubled requirement through the Transitions to Community Living Initiative by 194%
- Integrated Care (I/DD annual PCP visit) – **never missed the target**

## FY 2019-20 Non-Medicaid Members Served



## NCDHHS LME/MCO Scorecard SFY2021 Q3

| Key Performance Measures <sup>3</sup> |                          |                        |                        | Key Performance Measures <sup>3</sup> |                          |                        |                        |
|---------------------------------------|--------------------------|------------------------|------------------------|---------------------------------------|--------------------------|------------------------|------------------------|
| (Medicaid)                            | Integrated Care<br>≥ 80% | MHI Follow-up<br>≥ 40% | S/D Follow-up<br>≥ 40% | (State Services)                      | TCL Monitoring<br>≥ 100% | MHI Follow-up<br>≥ 40% | S/D Follow-up<br>≥ 40% |
| Alliance                              | 94%                      | 45%                    | 42%                    | Alliance                              | 121%                     | 41%                    | 41%                    |
| Cardinal                              | 90%                      | 39%                    | 33%                    | Cardinal                              | 136%                     | 33%                    | 33%                    |
| Eastpointe                            | 90%                      | 40%                    | 36%                    | Eastpointe                            | 140%                     | 33%                    | 33%                    |
| Partners                              | 98%                      | 55%                    | 61%                    | Partners                              | 110%                     | 65%                    | 59%                    |
| Sandhills                             | 95%                      | 43%                    | 33%                    | Sandhills                             | 110%                     | 39%                    | 40%                    |
| Trillium                              | 96%                      | 48%                    | 48%                    | Trillium                              | 161%                     | 33%                    | 34%                    |
| Vaya                                  | 97%                      | 61%                    | 61%                    | Vaya                                  | 194%                     | 46%                    | 62%                    |



### Investing in Local Relationships to Improve Access to Care in Granville County



## Consolidation Transition Planning

- **Granville County citizens:** A seamless transition for all individuals to continue with the services and providers they are seeing today
- **Granville County providers:** Providers continue with the same contracts, programs, services and rates without disruption
- **Staff in Granville County:** Quality Cardinal staff stay in place to maintain continuity of care during the transition- merging the best of Cardinal with the best of Vaya



The original consolidation date of **April 1, 2022** has been moved up to **January 1, 2022**

Go Live with Vaya!

## Governance Update

- Boards of County Commissioners will have sole authority to select representatives to regional boards.
- Regional board membership will include County Commissioners and subject matter experts such as DSS and Health Directors.
- Each regional board will appoint 2 members to the governing board.
- The regional boards will help ensure Vaya's governing board is responsive to local needs and will create opportunities for regional collaboration.



## Expansion of Services and Supports

- Full DSS Continuum in place
- Improve access to crisis service continuum in Granville to better support law enforcement and prevent unnecessary emergency room and jail visits
- Expand access for school based mental health and substance use services
- Work with local medical providers and public health to expand access to behavioral health and substance use services, particularly for those with opioid use disorder
- Establish a Comprehensive Care Center within the County
- Build connections to resources for those members experiencing food insecurity, inadequate housing, and other social drivers of health
- Enhance supports to Granville DSS through closer connectivity, collaborative care management model, and building a full continuum service model within the county
- Quarterly reporting to county leadership around performance and outcomes for members in Granville County

\*\* Mr. Clark mentioned they have invested in Treasures of Joy – Hope House in Granville County that is a women’s recovery program that has started.

## Robust Services for DSS & DJJ in Granville County

- Comprehensive Treatment to support DSS and DJJ involved children and families
- Rapid response to emergency placement needs
- Embedded Care Management
- Embedded Assessor

## Setting the Standard

- Among the seven LME/MCOs in the state, **Vaya has the fewest members in ICF-IDD and state-operated facilities**—26% fewer individuals than neighboring LME/MCOs
- Vaya’s model is being used as a guide for other LME/MCOs to follow



## We're Here For You

Brian Ingraham, President & CEO  
704.305.2059  
[brian@vayahhealth.com](mailto:brian@vayahhealth.com)

Brian Shuping, Executive Director, Community Relations  
828.443.0787  
[brian.shuping@vayahhealth.com](mailto:brian.shuping@vayahhealth.com)

Donald Reuss, MS, NCC, Sr. VP Provider Network Operations  
828.329.9514  
[donald.reuss@vayahhealth.com](mailto:donald.reuss@vayahhealth.com)

Elliot Clark, Community Relations Regional Director  
919.630.9591  
[elliott.clark@vayahhealth.com](mailto:elliott.clark@vayahhealth.com)

Commissioner May, representative on the Vaya Health Board, expressed concerns regarding larger counties having advantage over other counties as was in the previous model. He noted that rural counties are facing challenging issues with mental health and addiction.

Mr. Ingraham explained that no one county will have an advantage over other counties with Vaya's regional model.

### **GRANVILLE-VANCE DISTRICT HEALTH DEPARTMENT UPDATE**

Lisa Harrison, Health Director, thanked the Board for their updated new facility behind the hospital that the Board toured today. She reported that they have 90 on staff that work between Granville and Vance Counties and thanked the Board for the use of the Expo Center for vaccine clinics and for the Senior Center employees that helped with the clinics. Then Mrs. Harrison and Dr. Guthrie spoke from the following PowerPoint presentation.

## Public Health Update: COVID-19 and Vaccination




Lisa Macon Harrison, MPH  
Health Director

Shauna Guthrie, MD, MPH, FAAFP  
Medical Director

Granville Vance Public Health  
<https://gvph.org/>



Local Public Health:  
A hard-working, skilled,  
dedicated workforce  
throughout this pandemic



Testing, Tracing, Trending, Vaccinating, Educating, Repeat





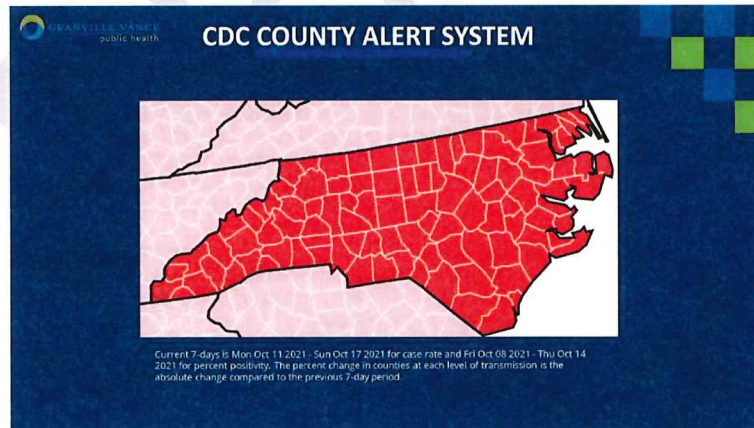


- Public health works every day to promote and protect health, and prevent disease.
- Overall, Local Health Departments are the only community entities concerned with protecting the health of the entire community...  
...Advocating for and promoting health in its broadest form.

### COVID-19 CASES, HOSPITALIZATIONS, AND DEATHS

<https://covid19.ncdhhs.gov/dashboard/hospitalizations>

- Since March, 2020, Granville County has had 7,811 cases of COVID-19, and 99 deaths. In the last two weeks, there have been 216 reported cases. Vance County has had a total of 6,686 COVID-19 cases over time and 99 deaths. In the last two weeks, there have been 294 reported cases in Vance County. (District-wide: 14,497 cases and 198 deaths)
- Across our state, 1,852 are currently hospitalized with COVID-19. Today, 522 (28%) of those who are hospitalized across NC are being treated in the ICU.
- 99% of those hospitalized with COVID-19 right now have the Delta Variant of COVID-19.
- 98% of those hospitalized with COVID-19 are currently unvaccinated.
- 99% of fully vaccinated Americans have not tested positive for COVID-19. The COVID-19 Vaccine works well even though there are a small number of breakthrough cases. We also know those vaccinated against COVID-19 who do become positive, rarely become severely ill or need hospitalization.



## Update on Delta Variant



### Summary – Delta changed the game after this summer

- Delta is different from previous strains
- Highly contagious
- Likely more severe
- Breakthrough infections may be as transmissible as unvaccinated cases
- Vaccines prevent > 90% of severe disease, but may be less effective at preventing infection or transmission
- Therefore, more breakthrough and more community spread despite vaccination
- NPIs are essential to prevent continued spread with current vaccine coverage (NPI = Nonpharmaceutical Interventions / Community Mitigation Strategies / 3 Ws)

## Vaccine Uptake



### Granville County

Population 12+ Years of Age

**1<sup>st</sup> Dose: 37,038**

**% Of Population: 70%**

**2<sup>nd</sup> Dose: 34,979**

**% Of Population: 66%**



## COVID-19 Vaccine Facts

- **The tested, safe and effective Pfizer COVID-19 vaccine is available for ages 12 and up. We expect the Pfizer COVID-19 vaccine to be approved for children ages 5 to 11 sometime in November** – the Advisory Committee on immunization practice (ACIP) will meet to review FDA recommendations on November 2<sup>nd</sup> and 3<sup>rd</sup>.
- **Young people are vulnerable to the virus**, just like everyone else. Getting them vaccinated is the best way to protect them, prevent the spread of COVID-19, and protect others.
- **In North Carolina, more than 2,500 children 0 to 17 years old have tested positive for COVID-19** and the percent of COVID-19 cases in children 17 and under has been increasing. We have had one death in Granville County in this age group.
- Everyone ages 12 and older can receive a **free** Pfizer COVID-19 vaccine, even if they don't have insurance. It is safe and effective in stopping the spread of COVID-19 and preventing serious illness, hospitalization and death.







## COVID-19 Vaccine Facts:

- mRNA vaccines cannot alter DNA
- No vaccine will make you magnetic.
- There is no evidence that any vaccine can affect fertility or pregnancy.
- All vaccines dramatically reduce the chances of being hospitalized or dying



## COVID-19 Vaccine Facts



- Millions of people in the United States have received COVID-19 vaccines, and these vaccines have undergone and continue to undergo the **most intensive safety monitoring in U.S. history**. This monitoring includes using both established and new safety monitoring systems to make sure that COVID-19 vaccines are safe. COVID-19 vaccines cannot give you COVID-19.
- **Adverse events are reported to the Vaccine Adverse Event Reporting System (VAERS).** VAERS data alone cannot determine if the reported adverse event was caused by a COVID-19 vaccine. Anyone can report to VAERS, even if it's not clear whether a vaccine caused a problem. These adverse events are studied by vaccine safety experts who look for unusual problems and patterns after people receive vaccines. Correlation  $\neq$  Causation.

## National Highlights



CDC COVID Data Tracker is CDC's home for COVID-19 data. It provides surveillance data from across the response, including hospitalizations, vaccinations, demographic information, and cumulative case and death counts reported to CDC since January 21, 2020.

### Cases in the United States as of October 18, 2021

- Total confirmed and probable cases: **44,801,768**
- Total confirmed and probable deaths: **722,212**
- Vaccinations in the United States as of October 18, 2021
  - People who have received at least 1 dose: **218,805,579** (65.9% of total population)
  - People who are fully vaccinated: **189,141,481** (57% of total population)

Skipped picture slides



**"The health of the people is really the foundation upon which all their happiness and all their powers as a state depend."**

*-Benjamin Disraeli*

After the presentation Dr. Guthrie and Mrs. Harrison heard comments and answered questions about vaccine mandates, booster shots, nursing home protocols during COVID and testing. Board members expressed different viewpoints about vaccinations and mandates. Mrs. Harrison clarified COVID case reporting at the federal prison and nursing homes.

**DURING PUBLIC COMMENTS, ONE SPOKE ABOUT ANIMAL ISSUES AND ONE SPOKE ABOUT SCHOOL MATTERSS**

**Lucy Poynton, 646 Willard Place, Creedmoor, NC,** spoke from a handout. She said she is with Dogs Deserve Better Piedmont, a non-profit started two years ago to improve the lives of outdoor dogs. She shared their accomplishments and gave examples of repetitive violations and lack of enforcement. She shared concerns about what she sees in the community and the efforts they have accomplished. She reported that they need help as 100% of dogs they see are in violation of multiple ordinances including no rabies vaccine, no drinking water, inadequate nutrition, inadequate shelter, heavy chains and padlock and no medical care. She asked for help to implement and enforce the Chapter 11 ordinance regarding animals that was approved July 1, 2019.

Chair Hinman noted that the Animal Control Advisory Committee will be discussing this matter at their next meeting.

**Danielle Hayes, 2094 Creekside Drive, Franklinton, NC,** said it was nice to be allowed in the meeting to speak from the podium and see people's faces. She said that according to the North Carolina Association of County Commissioner's map book 2021, the local county contributed expense per student is \$1,818 ranking Granville County 42<sup>nd</sup> in the state and just \$10 below the state average for all counties per pupil spending including charter schools. She said Granville County is ranked 16<sup>th</sup> in the State for locally funded average

teacher's salary supplement and thanked the Board for efforts to balance prioritizing the education of our community's children with fiscal responsibility of taxpayer dollars. She said that 3 months ago the Granville County Board of Education released a video on YouTube wrongly insinuating that the County Commissioners are somehow responsible for their \$2M deficient and budgetary crisis which she considers inaccurate and an extremely inflammatory accusation meant to divert blame and responsibility from their own bad decisions. She also shared concerns about access to a public hearing tonight at Tar River Elementary and at an October Board of Education meeting to make public comments as a taxpayer and concerned parent from District 5. She said she was not allowed to make comments in person and referred to the General Statute 143-318 about meetings of a public body. She requested that the Board not approve funding requests from Granville County Public Schools until they allow taxpayers and voters into their meetings.

#### **RECESS**

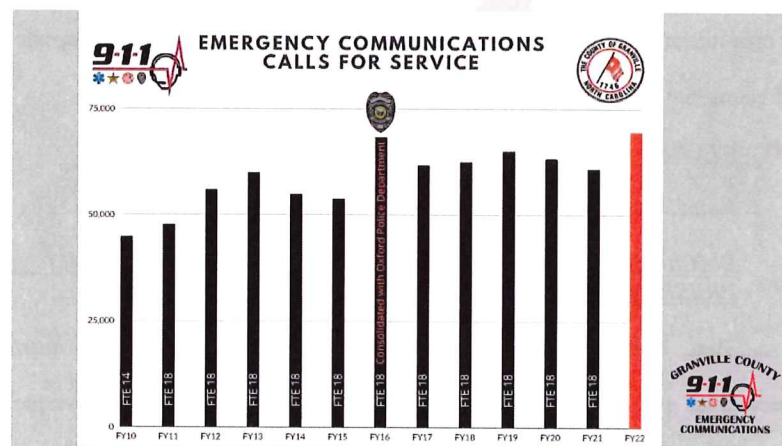
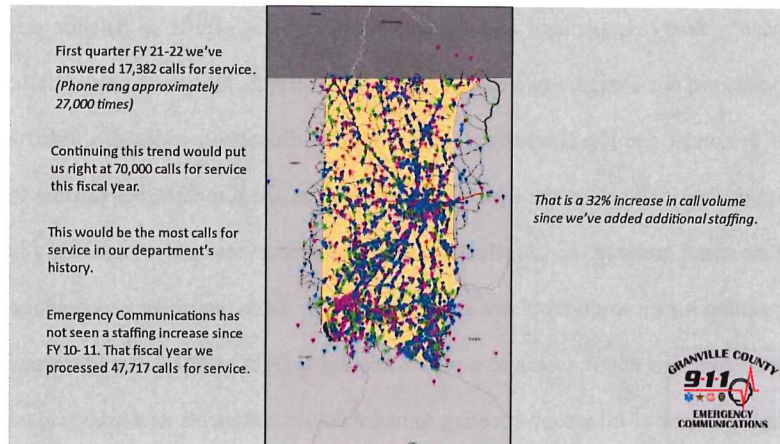
At 8:53 p.m. the Board took a short recess until 9:04 p.m.

#### **EMERGENCY COMMUNICATIONS QUARTERLY REPORT AND PRESENTATION**

Trent Brummitt, Emergency Communications Director, gave a quarterly report, reviewed his expansion request, and talked about a morale booster incentive included in the PowerPoint presentation. He also thanked the Board for the new 911 Center.







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

Thank you for your consideration!



When asked, Mr. Brummitt explained that training takes place during regular work time and that at this time his department is fully staffed and fully trained. He explained that his first service expansion request is for four (4) positions and his reduced option is for two (2) positions



to work a 12-hour shift from 12 p.m. to 12 a.m. during peak hours. He answered questions about the years of service of his employees, about burnout and retention not being an issue at this time as it is in surrounding counties, and about how they handle vacation time with current employees. He noted that he is trying to be ahead of the game and needs an incentive to help those that train. He also estimated that approximately 25% of his calls are dispatched to Oxford and reported that his employees work 12-hour shifts.

County Manager Felts noted that formal recommendations are not being made tonight as other departments will present service expansions as requested by the Board during budget work. Recommendations will be made by the second November meeting once service expansions are heard from those that were asked to come back to the Board.

**SHERIFF'S OFFICE QUARTERLY UPDATE**

The Sheriff's Office update was pulled from the agenda due to a conflict.

**BOARD APPROVED ACCEPTING ACCEPTING CONSTRUCTION AND DEMOLITION WASTE (C & D) AT THE BUTNER LANDFILL**

Jason Falls, Environmental Programs Director, explained that at the recent Environmental Affairs Committee (EAC) meeting held in September, the committee discussed complaints from residents being turned away at the Butner Convenience Site for construction and demolition (C & D) like wastes. These complaints were due to the new policy approved in July 2021 not allowing C & D wastes at the convenience sites. The Environmental Affairs Committee recommended allowing C & D wastes to be accepted at the Butner Scale House to be weighed and charged accordingly (by weight) and allowed to be dumped in open 30-yard containers near the scale house as being done in Oxford. The recommendation included additional staff and capital improvements including one (1) full-time employee and one (1) part-time employee to cover the increased workload and siting/staging of containers away from the scale house and a concrete pad.

When asked, Mr. Falls explained that the container placed at the Oxford is being used mainly on Saturdays and is helpful to those that are not able to come up the hill of the landfill. He also reported that since stopping C & D debris, traffic has improved at the southern sites. Regarding the Wilton site, he said that survey work has been received from the company doing the turn lane at the Wilton site and due diligence is being done. He noted that he hopes to see some action the first of the year regarding the matter.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony. W. Cozart, and unanimously carried, the Board approved accepting Construction & Demolition waste at the Butner Scale House upon completion of the hiring of additional staff and making necessary site improvements with funding from the Solid Waste Enterprise Fund.

**BOARD APPROVED FREE MULCH EVENT AT OXFORD LANDFILL**

Jason Falls, Environmental Programs Director, reported that the Oxford Landfill has an excess of mulch onsite resulting in on-site fire hazards due to amount of material that has been ground and mulched over the last couple of years. In an effort to minimize the fire hazard, staff recommended free mulch and loading services only at the Oxford Landfill during the advertised period of October 19, 2021 to October 30, 2021. He noted that Butner has a high demand for mulch, so that site will not be included this time.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony. W. Cozart, and unanimously carried, the Board approved allowing the public to receive free mulch at the Oxford Landfill from October 19, 2021 until October 30, 2021, with loading services of \$5/load to be paid to the landfill contractor from the Solid Waste Enterprise Fund.

**BOARD APPROVED REQUEST FOR QUALIFICATIONS OR REQUEST FOR PROPOSALS FOR 2024 REVALUATION**

County Manager Felts explained that to effectively prepare for and conduct the Granville County revaluation effective January 1, 2024, the Tax Office needs to issue a Request for Qualifications/Request for Proposals (RFQ/RFP) to North Carolina licensed and qualified reappraisal firms. The level of appraisal will be the walk around method, the same as 2018, and will deliver a computerized revaluation of all real property within Granville County. Work is anticipated to begin in April of 2022 and will take effect January 1, 2024. Any changes to value will show on the tax statements that will be mailed out in July of 2024.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony. W. Cozart, and unanimously carried, the Board approved authorizing staff to prepare and release a Request for Qualifications (RFQ) or Request for Proposals (RFP) for tax revaluation services for the 2024 revaluation and to bring a recommendation back to the Board for consideration.

**BOARD APPROVED EMERGENCY MANAGEMENT VEHICLE REPLACEMENT**

County Manager Felts explained that the Emergency Management/Fire Marshal Office is requesting to purchase one 2022 Ford F-250 truck from Piedmont Truck Center, Inc. in

Greensboro, NC. NC State Contract pricing for a total amount of \$37,430.40 was approved in the fiscal year 2021-2022 budget. The 2013 Suburban currently being used by the department will be transferred to the Emergency Communications Department.

Upon a motion by Commissioner Tony. W. Cozart, seconded by Commissioner David T. Smith, and unanimously carried, the Board approved the purchase of one (1) 2022 Ford F-250 truck from Piedmont Truck Center in the amount of \$37,430.40 from State contract pricing.

**BOARD APPROVED INSPECTIONS VEHICLE**

County Manager Felts explained that the Inspections Department is requesting approval to purchase one (1) F-150 pickup using State Contract pricing from Performance Automotive in Clinton, NC in the amount of \$21,761.10. Funding for the vehicle was approved in the fiscal year 2021-2022 budget.

Upon a motion by Commissioner Russ May, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved the purchase of one (1) 2022 Ford F150 truck from Performance Auto in the amount of \$21,761.10 from State contract pricing.

**BOARD APPROVED RESOLUTION REGARDING OPIOID LITIGATION  
MEMORANDUM OF AGREEMENT**

County Manager Felts said that the Board had heard from the attorneys earlier in the meeting about this matter. He noted that an invitation was extended to Kevin Leonard and Amy Bason with the North Carolina Association of County Commissioners (NCACC) and they were unable to attend this meeting, but can attend the November 1<sup>st</sup> meeting if the Board would like to hear from them before taking action. He noted that the same information is included in the agenda as in the last agenda packet if the Board has any additional questions.

Commissioner David T. Smith made a motion that was seconded by Commissioner Russ May to adopt the associated resolution approving the memorandum of agreement (MOA).

Commissioner May then asked if the NCACC representatives need to come now. Board members and Attorney Wrenn agreed that it was not necessary since the Board is acting on the matter.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Russ May, and unanimously carried, the Board approved adopting the following resolution approving the memorandum of agreement (MOA) between the state of North Carolina and local governments on proceeds relating to the settlement of opioid litigation, and authorized



staff to execute any necessary documents required to sign Granville County onto the national settlement:

**A RESOLUTION BY THE COUNTY OF GRANVILLE APPROVING THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE STATE OF NORTH CAROLINA AND LOCAL GOVERNMENTS ON PROCEEDS RELATING TO THE SETTLEMENT OF OPIOID LITIGATION**

**WHEREAS**, as of 2019, the opioid epidemic had taken the lives of more than 16,500 North Carolinians, torn families apart, and ravaged communities from the mountains to the coast; and

**WHEREAS**, the COVID-19 pandemic has compounded the opioid crisis, increasing levels of drug misuse, addiction, and overdose death; and

**WHEREAS**, the Centers for Disease Control and Prevention estimates the total "economic burden" of prescription opioid misuse alone in the United States is \$78.5 billion a year, including the costs of healthcare, lost productivity, addiction treatment, and criminal justice involvement; and

**WHEREAS**, Granville County has been negatively impacted by the opioid epidemic; and

**WHEREAS**, certain counties and municipalities in North Carolina joined with thousands of local governments across the country to file lawsuits against opioid manufacturers and pharmaceutical distribution companies and hold those companies accountable for their misconduct; and

**WHEREAS**, representatives of local North Carolina governments, the North Carolina Association of County Commissioners, and the North Carolina Department of Justice have negotiated and prepared a Memorandum of Agreement (MOA) to provide for the equitable distribution of any proceeds from a settlement of national opioid litigation to the State of North Carolina and to individual local governments; and

**WHEREAS**, Local Governments and the State of North Carolina anticipate a settlement in the national opioid litigation to be forthcoming; and

**WHEREAS**, by signing onto the MOA, the state and local governments maximize North Carolina's share of opioid settlement funds to ensure the needed resources reach communities, once a negotiation is finalized, as quickly, effectively, and directly as possible; and

**WHEREAS**, it is advantageous to all North Carolinians for local governments, including Granville County and its citizens, to sign onto the MOA and demonstrate solidarity in response to the opioid epidemic, and to maximize the share of opioid settlement funds received both in the state and this county to help abate the harm; and

**WHEREAS**, the MOA directs substantial resources over multiple years to local governments on the front lines of the opioid epidemic while ensuring that these resources are used in an effective way to address the crisis.

**NOW, THEREFORE BE IT RESOLVED**, Granville County hereby approves the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation, and any subsequent settlement funds that may come into North Carolina as a result of the opioid crisis. Furthermore, Granville County authorizes the County Manager and/or County Attorney take such measures as necessary to comply with the terms of the MOA and receive any settlement funds, including executing any documents related to the allocation of opioid settlement funds and settlement of lawsuits related to this matter. Be it further resolved copies of this resolution and the signed MOA be sent to [opioiddocs@ncdoj.gov](mailto:opioiddocs@ncdoj.gov) as well as forwarded to the North Carolina Association of County Commissioners at [communications@ncacc.org](mailto:communications@ncacc.org).

**CLOSED SESSION REQUESTS**

County Manager Felts and County Attorney Wrenn stated that they had matters of attorney-client privilege for closed session.



### **BOARD PRESENTATIONS**

Commissioner May thanked the Board for their prayers for his recent knee surgery.

Commissioner Karan announced that UNC School of Government will be holding another Advanced Leadership class and applications are due November 10<sup>th</sup>. He recommended that any Board member interested to apply. He announced that the Cooperative Extension Appreciation Banquet will be held on Thursday, October 21<sup>st</sup> at Carlee Farms and that he will be attending. He reported that he requested that the Executive Director of SGWASA get with County Manager Felts to arrange a time to present an update to the Board of Commissioners at an upcoming meeting.

Commissioner Smith thanked staff for arranging for the tour of the new Health Department today and thanked Scott Phillips, Director of Development Services, for his work on that project.

### **DURING PRESENTATIONS, BOARD APPOINTED ROB ADKINS TO THE KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS**

Commissioner Smith said there has been a vacancy on the Kerr-Tar Regional Council of Governments Board of Directors and he would like to make an appointment.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board appointed Rob Adkins to the Kerr-Tar Regional Council of Governments Board of Directors.

### **PRESENTATIONS CONTINUE**

Chair Hinman reported that she and Commissioner Jay attended the ribbon cutting for the new round-about in downtown Oxford and the open house for Un-Rappin' the Gift and He Matters.

### **BOARD WENT INTO CLOSED SESSION**

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Russ May, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3) to discuss an attorney-client matters.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board returned to regular session.

**COMMISSIONERS ADJOURN**

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board adjourned at 11:28 p.m.

Respectfully submitted,  
Debra A. Weary, NCCCC, MMC  
Clerk to the Board

APPROVED BY:

\_\_\_\_\_  
*Sue Hinman, Chair*

DRAFT

**OXFORD, NORTH CAROLINA**  
**October 27, 2021**

The Members of the Honorable Board of Commissioners of Granville County, North Carolina and the Granville County Board of Education met in a special joint meeting on Wednesday, October 27, 2021, at 2:00 p.m. in the Meeting Room, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford. The purpose was to meet with the Granville County Board of Education regarding redistricting.

***Present were:***

**Chair :** Sue Hinman

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

**County Manager:** Michael S. Felts  
**County Attorney:** James C. Wrenn, Jr.

**News Reporters:** Amanda Dixon – Butner-Creedmoor News

***Present from the Granville County Board of Education were:***

**Chairman:** David Richardson

**Board Members:** Ethel Anderson G. Thomas Houlihan  
Amanda J. LaBrecque Gregory McKnight  
Leonard E. Peace, Sr. Glenda Williams

**Board of Education Attorney:** Eva DuBuisson

**MEETING CALLED TO ORDER**

Chair Sue Hinman and Chairman Richardson called the joint meeting to order at 2:02 p.m. Chair Hinman then recognized Commissioner Smith for the invocation. Dr. Houlihan led the Pledge of Allegiance.

**CLOSED SESSION**

Chair Hinman requested a closed session for a matter of attorney-client privilege.

Upon a motion by Commissioner Russ May, seconded by Commissioner Timothy Karan, and unanimously carried, the Board of Commissioners went into closed session as allowed by General Statute 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Upon a motion by Mrs. Amanda J. LaBrecque, seconded by Mr. Leonard Peace, and unanimously carried, the Board of Education went into closed session pursuant to General Statute. 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board of Commissioners returned to open session.

Upon a motion by Mrs. Amanda J. LaBrecque, seconded by Mr. Leonard Peace, and unanimously carried, the Board of Education returned to open session.

#### **MEETING CONTINUES**

At 2:19 p.m. the meeting resumed. Attorney Craig Schauer with Brooks, Pierce, McLendon, Humphrey & Leonard, L.L.P. spoke from a handout with the current districts and Plans 2, 3 and 4. He noted that the population changes from the last census cause an imbalance of the population, so the Boards do have the statutory authority to the districts. The entire population of Granville County less the prison population and divided by 7 districts allows the guardrails of population for each district to be 7,854 to 8,681. The Plan 2 map the demographer created aligned with precincts, but does not account for 14 incumbents. He mentioned the challenge of balancing maps, minority population and maintaining incumbents. He presented two maps - Plan 3 and Plan 4 and noted that maps are starting points to solicit feedback from both Boards. He said the Boards need to center on one of the maps to move forward with one of the legally compliant maps. He explained the process to work towards getting a final map.

Commissioner Jay asked about the Stovall area being taken out of District 1. Attorney Schauer listened to comments and suggestions to take to the demographer.

Attorney Schauer reviewed options for reviewing maps.

Commissioner Karan asked if the Boards could stop at this time to review the maps.

Attorney Schauer said this would work and then he could review changes.

#### **BOARDS REVIEW MAPS**

At this time, Commissioners and Board of Education Members reviewed the maps at the tables and talked with Attorney Schauer regarding changes to be made to the map.



**MEETING CONTINUES**

The Boards went back to their seats and then Attorney Schauer summarized the following changes to take to the demographer.

- District 1 – increase voting age population by returning pockets and adding pocket of voters from District 3 to 1
- District 2 – move other side of Antioch Road to District 4
- District 3 – no changes
- District 4 – one change on Antioch Road and will move section in District 4 to District 5
- District 6 – one change around Country Lane if necessary
- District 7 – no changes, but as District 3 grows may need to move population to District 7 to meet guardrails

Attorney Schauer then thanked the Boards for their work today and said he would send changes to demographer in hopes these changes will keep the maps in compliance and if not, he will be back in touch. When asked about scheduling the next meeting to review the updated map, Attorney Schauer said he suggested having the meeting before November 15<sup>th</sup> in case there are issues and that he hopes to have the map back next week or the next week. The next meeting will be scheduled once there is a target date for the completion of the map by the demographer.

**ADJOURNMENT**

Upon a motion by Mrs. Amanda J. LaBrecque, seconded by Dr. Gregory McKnight, and unanimously carried, the Board of Education adjourned.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board of Commissioners adjourned at 4:01 p.m.

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

APPROVED BY:

\_\_\_\_\_  
*Sue Hinman, Chair*



## Granville County Administration

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

**To:** Board of Commissioners  
**From:** Debra Weary  
**Department:** Administration  
**Date:** March 14, 2022  
**Title:** Proclamation Honoring the Life and Service of Bonnie Breedlove

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### **PURPOSE:**

To recognize the life and service of Bonnie Clayton Breedlove.

### **ATTACHMENTS:**

Proclamation - Bonnie Breedlove

### **ACTION TAKEN:**

TONY W. COZART  
Chairman  
District 4

RUSS MAY  
Vice-Chairman  
District 5

ZELODIS JAY  
Commissioner  
District 1

DAVID T. SMITH  
Commissioner  
District 2



SUE HINMAN  
Commissioner  
District 3

TIMOTHY KARAN  
Commissioner  
District 6

JIMMY GOOCH  
Commissioner  
District 7

**Proclamation Honoring the Life and Service of  
Bonnie Clayton Breedlove  
May 19, 1944 – February 26, 2022**

***Whereas***, the Granville County Board of Commissioners issue this proclamation in recognition and memory of Bonnie Clayton Breedlove's long-time service to Granville County; and

***Whereas***, Bonnie having lived in Granville County most of her life, felt strongly about service to others, and was a strong voice for Granville County. Bonnie was not one who just spoke about concerns as she would pursue issues in hopes of achieving a greater outcome for her community; and

***Whereas***, Bonnie served on the Granville County Senior Services Advisory Committee; worked with the Granville County Library System; belonged to the Granville County Genealogy Society; worked with the Granville County Board of Elections as a poll worker, chief judge, one-stop poll worker in charge; served as a member and secretary of the Granville County Board of Elections; and was an active member of Pleasant Grove Baptist Church; and

***Whereas***, Bonnie leaves behind a large family whom she loved dearly. Let it be known, Bonnie's voice will not be silent, as she left a legacy of love and commitment for community service; and

***Whereas***, the Granville County Board of Commissioners thanks James Breedlove and the Breedlove family for their support of Bonnie's service to Granville County; and

***Whereas***, the Granville County Board of Commissioners will be forever grateful that Bonnie shared her time and talents with our County, and that her family knows that she will be sorely missed; and

***NOW, AND THEREFORE, BE IT PROCLAIMED***, that the Granville County Board of Commissioners do sincerely and humbly join the family and the Granville County community in celebrating the life and service of Bonnie Clayton Breedlove.

This the 21<sup>st</sup> day of March 2022

Attest:

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Debra A. Weary  
Clerk to the Board

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Tony W. Cozart, Chairman  
Granville Count Board of Commissioners



## Granville County

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

**To:** Board of Commissioners  
**From:** Debra Weary  
**Department:** Administration  
**Date:** March 13, 2022  
**Title:** **Recognition of Edward Latta - Orange Street Community Center Board of Trustees**

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**PURPOSE:**

To recognize Edward Latta for his 25 years of service on the Orange Street Community Center Board of Trustees.

**ACTION TAKEN:**





## Granville County Administration

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

**To:** Board of Commissioners  
**From:** Debra Weary  
**Department:** Administration  
**Date:** March 14, 2022  
**Title:** Presentation of Social Work Month Proclamation

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### **PURPOSE:**

To recognize Granville County Social Workers during Social Work Month.

### **BACKGROUND:**

March is Social Work Month. The Granville County Department of Social Services has 24 social workers and 2 interns, the Senior Center has 1 social worker, and Granville-Vance District Health Department has 6 social workers.

### **ATTACHMENTS:**

Social Work Month Proclamation 2022

### **ACTION TAKEN:**

TONY W. COZART  
Chairman  
District 4

RUSS MAY  
Vice-Chairman  
District 5

SUE HINMAN  
Commissioner  
District 3

TIMOTHY KARAN  
Commissioner  
District 6

ZELODIS JAY  
Commissioner  
District 1

JIMMY GOOCH  
Commissioner  
District 7



DAVID T. SMITH  
Commissioner  
District 2

## BOARD OF COMMISSIONERS

104 Belle Street  
Oxford, NC 27565

### SOCIAL WORK MONTH 2022 PROCLAMATION "SOCIAL WORKERS ARE ESSENTIAL"

**WHEREAS**, the Social Work Profession for decades has been dedicated to improving human well-being and enhancing the basic needs of all people—especially the most vulnerable among us; and

**WHEREAS**, Social Workers have always been present in times of crisis, pandemics, helping people overcome issues such as death and grief and helping people and communities recover from natural disasters such as fires, hurricanes, and earthquakes; and

**WHEREAS**, the Social Work Profession is one of the fastest growing professions in the United States, with nearly 800,000 people expected to be employed as Social Workers by 2028; and

**WHEREAS**, Social Workers work in all parts of our society to empower people to live to their fullest potential; and

**WHEREAS**, Social Workers are critical essential workers in our health care system, and continue to serve in a critical essential role in response to the global Coronavirus Disease 2019 (Covid-19) public health emergency, helping individuals, families, and communities cope; and

**WHEREAS**, Social Workers are one of the largest groups of mental health care providers in the community, and work daily to help people—whether in person or remotely—overcome substance use disorders and mental illnesses such as depression and anxiety; and

**WHEREAS**, Social Workers will continue to stand ready to assist our community in overcoming present and future challenges;

**NOW THEREFORE**, in recognition of the numerous contributions made by Social Workers, the Granville County Board of Commissioners proclaim the month of March 2022 as Social Work Month and call upon all citizens to join Granville County in celebration and support of the Social Work Profession.

This the 21<sup>th</sup> day of March 2022.

Attest:

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Debra A. Weary  
Clerk to the Board

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Tony W. Cozart  
Chairman of Granville County Commissioners



## Granville County Administration

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

**To:** Board of Commissioners  
**From:** Korena Weichel  
**Department:** Administration  
**Date:** March 15, 2022  
**Title:** Discussion of GREAT Grant Project Proposal

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### **PURPOSE:**

To consider a partnership with Charter Communications (Spectrum) in the Growing Rural Economies with Access to Technology (GREAT) grant program administered by the North Carolina Broadband Infrastructure Office.

### **BACKGROUND:**

As reported at the Board's Annual Retreat on February 21, 2022, ongoing communication between the County and the area's large internet service providers has continued over the past year in an effort to secure the best projects for submission in the state's broadband grant programs.

Counties may partner with more than one provider on the GREAT grant application with a potential \$8M maximum award (each project is capped at \$4M). Projects are scored based on select criteria with the highest scoring projects awarded first. In the event both projects are awarded, and the projects encompass overlapping areas, the project that scores highest is awarded first and the NC Broadband Infrastructure Office then works to identify and eliminate the overlapped areas from the second project.

On March 15, 2022, county administration was advised by Charter Communications that they expected to complete their design work by March 18th and therefore, they were requesting the opportunity to present a GREAT grant proposal to the Board of Commissioners before the April 4th grant application deadline. Due to the late notice, county administration has not had an opportunity to meet with Spectrum to review the project details prior to the March 21st meeting presentation. Furthermore, Charter Communications is awaiting a finalized Memorandum of Understanding (MOU) from their legal team and is not able to provide it to the County for review at this time. If the Board approves entering into a partnership on the grant application, the provided MOU will need to be forwarded to the county attorney for review prior to requesting signature from the Board Chair.

Mr. Justin DeLancey, Government Affairs Senior Manager for Charter Communications, will present a proposal for a Granville County fiber project to be submitted through the GREAT grant program in the supplemental round of applications which opened on January 31, 2022.

Following the presentation, Mr. DeLancey will be available to respond to any questions.

**FUNDING:**

This is an eligible expense for funds received by Granville County through the Coronavirus State and Local Fiscal Recovery Funds (part of the American Rescue Plan Act of 2021). Identifying the use of ARPA funds for the County's requested contribution provides additional scoring points on the grant application.

**RECOMMENDATION:**

Due to the timing of Charter Communications' final design work and formal proposal, county administration has not had the opportunity to fully vet the project and thus does not have a recommendation at this time.

**ATTACHMENTS:****ACTION TAKEN:**





## Granville County

---

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

To: Board of Commissioners  
From: Debra Weary  
Department: Administration  
Date: March 13, 2022  
Title: **Public Comments**

---

**PURPOSE:**

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:** Scott Phillips, Director  
**Department:** Development Services  
**Date:** March 8, 2022  
**Title:** Department of Social Services - South Branch Offices

---

### **PURPOSE:**

This request is for consideration to award a service contract for the fabrication and installation of the exterior storefront signage.

### **BACKGROUND:**

Granville County received two competitive bid proposals for the exterior storefront signage needed for shopping center location identification. The proposal(s) adhere to Exhibit E / Sign Criteria identified in our lease agreement and the Town of Butner Zoning Ordinance. The signage consists of individual 24" high internally illuminated letters as indicated on the attached exterior rendering.

Listed below are the two companies that provided pricing:

- |                               |             |
|-------------------------------|-------------|
| ▪ McCorkle Sign Company, Inc. | \$12,079.00 |
| ▪ Elite Custom Signs, Inc.    | \$12,864.26 |

### **FUNDING:**

FY 2021-2022 budget can facilitate the bid amount.

### **RECOMMENDATION:**

The Granville County Development Services Director recommends awarding the service contract to McCorkle Sign Company, Inc. for an amount of \$12,079.00.

### **ATTACHMENTS:**

McCorkle Sign Company Bid Proposal  
Exterior Rendering by McCorkle Sign Company

### **ACTION TAKEN:**

McCorkle Sign Co., Inc.  
PO Box 11384  
Durham, NC 27703  
(919) 687-7080  
Fax (919) 687-4996  
**PROPOSAL ACCEPTANCE**

February 19, 2022

LOCATION:

Granville Co. Dept. of Social Services  
2531 East Lyon Station Road  
Creedmoor, NC

ATTN: Scott Phillips; Director  
Granville County Development Services  
Planning, Building Inspections, Construction Administration  
122 Williamsboro Street, Oxford, NC 27565 (919) 603-1425

Scope of work to be performed at above location: To build & install one set of raceway mounted LED illuminated channel letters. Sign to read Granville Co. Dept. of Social Services as per provided drawings. A McCorkle's representative will obtain all necessary permits as well as landlord approval. Please contact Holly or Jeff should you wish to pay your deposit by credit card.

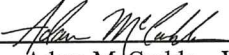
Sign \$ 8,400.00  
Labor \$ 2,400.00  
Tax \$ 729.00  
Permits – Granville Co will obtain  
Engineer drawing \$ 500.00  
Total \$ 12,079.00

TERMS: 50% deposit required: PO issued on approval  
Balance upon completion: \$ 12,079.00

**\*\*No work is to begin process until deposit is received! Checks & All Major Credit Cards accepted for payment.**

**Warranty:** 2 year warranty on workmanship of signs. **LED Lighting - 5 year maintenance free on replacement parts and 3 years labor.** **NOTE** installation of letters mounted directly to a wall (aka individually mounted) McCorkle Sign Co. **WILL NOT** be responsible for any damage done to the exterior or interior walls of the storefront such as sheetrock, etc. Materials damaged on the interior of the store are the sole responsibility of the customer to repair. When unforeseen obstructions occur, additional labor & material charges may apply. Primary power (dedicated 20 amp circuit for each sign) must be in place within 6' of sign before sign installation occurs in order for McCorkle Signs to wire-in sign. If primary power is not in place at time of installation, a trip charge will be charged to wire in sign. Both parties have read the above information and understand it in it's entirety. It is also understood by both parties that the sign is **PROPERTY OF MCCORKLE SIGN CO. INC. UNTIL BALANCE IS PAID IN FULL!** Warranty does not apply to refurbished signs.

Acceptance Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name here \_\_\_\_\_

Authorized signature:  Date: 02/19/2022  
Adam McCorkle – Vice President

VISA 4737034025850414

**McCorkle Sign Co., Inc.**  
**PO Box 11384**  
**Durham, NC 27703**  
**(919) 687-7080**  
**Fax (919) 687-4996**  
**PROPOSAL ACCEPTANCE**

Exp 06-21  
CV2 100



24"

16'4"

30.0'

Granville Co.

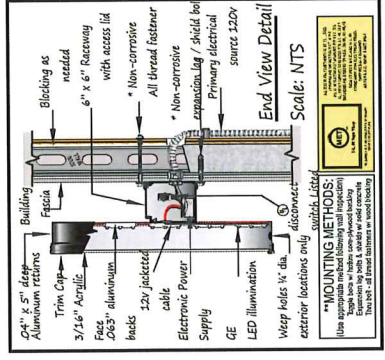
Dept. of Social Services

A Channel Letters ¥ Raceway Mounted  
Scale 0/0" = 1' For Production / Presentation

SPECIFICATIONS FOR FABRICATION AND INSTALLATION:

- ¥ Internally illuminated channel letters built to UL specification
- ¥ Quantity: one (1)
- ¥ Overall height of sign: 24" Letters / Overall length of sign: 30.0' / Total square feet: 92.66
- ¥ Aluminum construction: / returns .063 / depth 5"
- ¥ Mounting method: Raceway 6" x 6" Color White
- ¥ Primary electrical requirement: 120 volt (installed within six feet of sign by others)  
Timer or photo-cell (installed by others)

- COLOR AND LED SPECIFICATIONS:
- ¥ Channel letters painted with two-stage automotive acrylic
  - ¥ Interior painted for increased illumination: white
  - ¥ Returns color: PMS Black C
  - ¥ Trim cap color: PMS Black C
  - ¥ Faces White
  - ¥ Raceway color: Tony Taupe (SW 7038)
  - ¥ WHITE LED 6500 WHITE Row(s): 1



Existing Conditions



Proposed signage in photo is not 100% to scale. This a depiction of what the proposed sign will look like.



PROJECT INFORMATION

Client:

Granville Co DSS

Street Address:

2531 E Lyon Station Rd

City & State:

Creedmoor, NC 27522

S/C Name:

Dutch Village S/C

Date:

Scale:

00"/1"

Designer:

Project Manager:

REVISIONS

5.25.17

6.05.17

6.09.17

LANDLORD APPROVAL

[ ] APPROVED

[ ] APPROVED AS NOTED

[ ] REVISE & RESUBMIT

NAME:

DATE:

CLIENT APPROVAL

[ ] APPROVED

[ ] APPROVED AS NOTED

[ ] REVISE & RESUBMIT

NAME:

DATE:

McCorkle SIGN CO. INC.

1107 E. Gear Street Durham, NC 27701  
FAMILY OWNED & OPERATED SINCE 1971

PHONE (919) 687 - 7080  
FAX (919) 687 - 4996  
Website : mccorklesigns.com  
Email: mccorklesignman@aol.com

File Number:

E212409

UL 48 Sign Shop

PAGE SIZE: 8x11

Channel Letters

1 of 1

43

COPYRIGHT 2012, BY McCorkle SIGN CO ¥ALL DESIGNS PRESENTED ARE THE SOLE PROPERTY OF McCorkle SIGN CO., AND MAY NOT BE REPRODUCED IN PART OR WHOLE WITHOUT WRITTEN PERMISSION FROM McCorkle SIGN CO.



## Granville County Cooperative Extension

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

**To:** Board of Commissioners  
**From:** Charissa Puryear  
**Department:** Cooperative Extension  
**Date:** March 13, 2022  
**Title:** Expanded Food and Nutrition Education Program Position

---

### **PURPOSE:**

To consider authorizing EFNEP (Expanded Food and Nutrition Education Program) position through Cooperative Extension.

### **BACKGROUND:**

EFNEP's mission is to improve the health of limited-resource youth and families with young children through a series of hands-on lessons that are evidenced-based and tailored to meet the needs of the audience. These lessons include: basic nutrition and healthy lifestyles, resource management and food safety. The program focuses on helping families and youth improve behaviors in the following areas: Dietary intake as recommended by the Dietary Guidelines and MyPlate, Food Resource Management skills and practices, Nutrition Practices and Food Safety practices. Participants increase their ability to select and buy food that meets the nutritional needs of their families and gain new skills in food preparation, food storage and food safety. They learn to better manage their food budgets-including the use of EBT, Food Instruments and Cash Value Vouchers.

The program strives to see individuals and families experience improvements in diet quality, physical activity, food resource management, food safety, and food security. Through classes taught locally participants will learn how to cook and eat more meals at home, eat more fruits & veggies, save more money on food, control portion sizes, reach and/or maintain a healthy weight, and keep food safe.

There are currently successful EFNEP positions located in Vance and Warren Counties. Granville County will focus on school-age youth, pregnant and parenting teens, and grandparents with parenting responsibilities. Funding is available in the existing budget.

### **FUNDING:**

First year – fully funded by A & T University. The County will assume 50% of the position costs in the second and future years. Funding is available in the existing "send-in" funding allotment to pick up this position after the initial 12 months.

**RECOMMENDATION:**

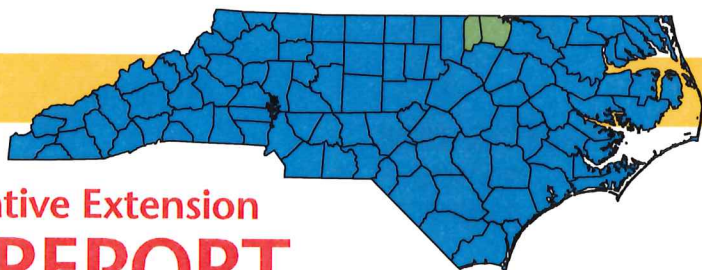
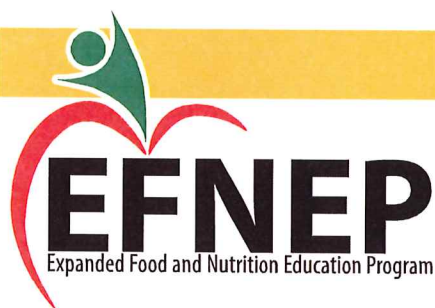
The County Extension Director and County Manager recommend authorizing the position to be fully funded through A & T University as a send-in position and then as a 50/50 position after twelve (12) months.

**ATTACHMENTS:**

EFNEP Report 2020

**ACTION TAKEN:**



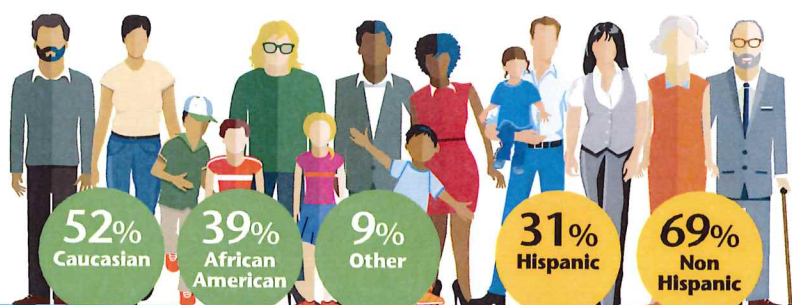


## NC Cooperative Extension 2020 REPORT

### Supporting North Carolina's Families with Greatest Needs Since 1969

EFNEP helps address the challenges limited resource families face when introducing healthy changes through nutrition education, cooking classes, physical activity strategies, and shopping on a limited budget. EFNEP provides:

- Peer-to-peer, hands on education in the community
- Healthy, low-cost recipes
- Simple strategies to help families move more together



#### North Carolina EFNEP Reaches Diverse Audiences

In 2020:

**2,053** families enrolled in EFNEP **10,731** participated in 4-H EFNEP

**85%** of EFNEP participants enrolled in one or more food assistance programs.

### WHAT IS EFNEP?

EFNEP serves limited-resource families with young children, school-age youth, and pregnant teens through a series of lessons offered by paraprofessionals and volunteers, many of whom are indigenous to the population. In 2020, EFNEP served 45 counties in North Carolina. Participants learned how to:

- Make wise food choices
- Increase daily physical activity
- Manage food resources
- Practice food safety

### EFNEP Makes a Real Difference

 **92%** of EFNEP participants improved dietary intake.

 **51%** now practice daily physical activity.

 **90%** practice better food resource management.

 **91%** have improved their food safety habits.

### EFNEP Adapts to Reach Participants During the COVID-19 Pandemic

A collaboration between NC State's SNAP-Ed/Steps to Health, Local Foods and EFNEP resulted in **102,000** families receiving nutrition and food safety information through **264** emergency food distribution sites across the state.

**3,177** low-income families and youth participated in the program using live remote and pre-recorded online lessons.

**65,140** individuals viewed nutrition information via EFNEP state and county social media pages.





# 2020 NC Cooperative Extension Vance and Warren Counties Report

In Vance and Warren Counties, **287** individuals were reached through direct programming. An additional **16,864** low-income individuals were reached through supplemental outreach efforts.

Vance and Warren Counties EFNEP programs obtained

**\$14,820** in funding and support from local efforts.

## EFNEP SUCCESS



### EFNEP Provides Virtual Program for Families

Warren County families faced many adversities during COVID-19. With food insecurity being a significant concern, the EFNEP Educator wanted to provide families with the tools and resources to thrive during social distancing. The Educator provided a virtual program for families with children to learn how to stretch their food dollars, increase food preparation skills, and improve food safety.

To better reach limited resource families, a partnership was developed with John 3:16 (J3:16) center. John 3:16 is a faith-based center that offers programs to limited-resource families in Halifax, Northampton, and Warren counties. The EFNEP Educator and the J3:16 Coordinator developed a virtual cooking camp. The families received cooking kits with all the food and supplies for each lesson. Each lesson consisted of a nutrition lesson, physical activity, and family food prep time! The families enjoyed the EFNEP classes and reported increasing fruit and vegetable consumption. One child shared that now they are not afraid to taste new foods. Another family stated that the workshops brought them closer together, and at the end of the sessions, the families didn't want it to end.



### EFNEP Helps Teens Make Positive Changes

EFNEP Program Educator partnered with "Teens Fit for Life," sponsored by The Vance County Triangle North Healthcare Foundation, to establish a series of seven EFNEP classes for 20 teen participants using the Teen Cuisine Curriculum. The EFNEP Educator worked with two teen mentors to encourage their peers to make healthier meal choices and to encourage participants to make more meals at home. The participants explored the concepts of MyPlate, physical activity/dance, as well as personal health practices to aid prevention of chronic diseases and obesity. The EFNEP Educator also provided a "Food Challenge" at the end of the series. The teens were given a MyPlate basket and had to create a healthy meal for a family of four.

The facilitators reported that the teen participants looked forward to each of the bi-weekly classes. The EFNEP Program Educator has had several teens state "I told my mom to buy more bright greens to add more nutritional value to our salads." One teen shared that her family cooks more at home, which has helped her save money for graduation and lose five pounds. This is an example of how EFNEP classes can alter thinking and patterns of the participants involved to improve the health and teen obesity rates in the community.

Distributed in furtherance of the acts of Congress of May 8 and June 30, 1914. North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.





## Granville County Sheriff's Office

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

**To:** Board of Commissioners  
**From:** Sheriff John Hardy  
**Department:** Sheriff's Office  
**Date:** March 14, 2022  
**Title:** **Tactical Equipment for Sheriff's Office**

---

### **PURPOSE:**

To receive approval to purchase 14 sets of Special Response Team (SRT) tactical equipment consisting of communications equipment, ballistic entry vests, and helmets. Request is also being made to purchase 38 duty holsters, 36 pistol lights w/batteries, 65 trauma tourniquets w/carrier, and 10 shotgun conversion kits to accommodate less lethal *devices* (bean bag rounds). This equipment is to provide deputies with the safety equipment they need to do their duty safely and effectively.

### **BACKGROUND:**

The Sheriff's Office is in the process of establishing a SRT to conduct high threat operations such as warrant service, search warrants, and civil disturbance. This equipment is needed to ensure the safety of deputies assigned to the SRT. The holsters, lights, and tourniquets are also needed safety equipment that deputies need to better conduct their duties in a safe manner.

Pricing was received for the equipment listed *above* from a state contract approved vendor, Dana Safety Supply:

|                    |              |
|--------------------|--------------|
| Dana Safety Supply | \$100,446.96 |
|--------------------|--------------|

A copy of the recommended quote is attached for your reference.

### **FUNDING:**

Department of Justice Forfeiture funds are available for this purchase.

### **RECOMMENDATION:**

The Sheriff recommends approval of the purchase of the listed equipment from Dana Safety Supply in the amount of \$100,446.96 using Department of Justice forfeiture funds.

### **ATTACHMENTS:**

Dana Safety Supply Equipment Quote

### **ACTION TAKEN:**



# Sales Quote

DANA SAFETY SUPPLY, INC  
4809 KOGER BLVD  
GREENSBORO, NC 27407

Telephone: 800-845-0405

|                 |           |
|-----------------|-----------|
| Sales Quote No. | 424216-C  |
| Customer No.    | GRANVILLE |

| Bill To                                                                                                  |
|----------------------------------------------------------------------------------------------------------|
| GRANVILLE COUNTY SHERIFF'S DEPARTMENT<br>ACCOUNTS PAYABLE<br>143 WILLIAMSBORO STREET<br>OXFORD, NC 27565 |

| Ship To                                                   |
|-----------------------------------------------------------|
| GRANVILLE COUNTY SHERIFF'S DEPARTMENT<br>OXFORD, NC 27565 |

Contact:  
Telephone: 919-693-3213  
E-mail:

Contact:  
Telephone: 919-693-3213  
E-mail:

| Quote Date     | Ship Via         | F.O.B.                | Customer PO Number                                                                                                                                                                               | Payment Method |                |
|----------------|------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| 01/19/22       | GROUND SHIPMENT  | PPAY & ADD TO INVOICE | SWAT VESTS                                                                                                                                                                                       | NET30          |                |
| Entered By     |                  | Salesperson           | Ordered By                                                                                                                                                                                       | Project Name   |                |
| Neil Doss      |                  | NEIL DOSS-GREENSBORO  | Deputy B. L. Carey                                                                                                                                                                               |                |                |
| Order Quantity | Approve Quantity | Tax                   | Item Number / Description                                                                                                                                                                        | Unit Price     | Extended Price |
| 14             | 14               | Y                     | MISC<br>PBA SRV-Complete set laser cut<br>Warehouse: GBKO      Vin #:<br>includes 5 pouches- axb3a                                                                                               | 2,800.0000     | 39,200.00      |
| 28             | 28               | Y                     | MISC<br>PBA omega plus plate - green tip icw<br>Warehouse: GBKO      Vin #:<br>- 3.5 lb                                                                                                          | 275.0000       | 7,700.00       |
| 14             | 14               | Y                     | PP5N00AC0J<br>PARACLETE Side Plate Pouches (Set 2) - 6x6<br>Warehouse: DROP      Vin #:<br>COLOR:                                                                                                | 40.0000        | 560.00         |
| 28             | 28               | Y                     | MISC<br>PBA SPEED PLUS, 6X6, SINGLE CURVE<br>Warehouse: DROP      Vin #:<br>PLT461SCFQ                                                                                                           | 222.0000       | 6,216.00       |
| 14             | 14               | Y                     | MISC<br>Avon N49 ULW w/ Team Wendy CAM FIT Dial<br>Warehouse: GBKO      Vin #:<br>N49 ULW w/ Team Wendy CAM FIT Dial (No Thru-Hole) & Team Wendy<br>EPIC Air® Pads w/ Rails & NVG<br><br>1.2 lbs | 885.0000       | 12,390.00      |

|            |             |
|------------|-------------|
| Print Date | 01/23/22    |
| Print Time | 11:32:44 AM |
| Page No.   | 1           |

Printed By: Neil Doss

Continued on Next Page

# Sales Quote

DANA SAFETY SUPPLY, INC  
4809 KOGER BLVD  
GREENSBORO, NC 27407

Telephone: 800-845-0405

|                 |           |
|-----------------|-----------|
| Sales Quote No. | 424216-C  |
| Customer No.    | GRANVILLE |

**Bill To:**  
GRANVILLE COUNTY SHERIFF'S DEPARTMENT  
ACCOUNTS PAYABLE  
143 WILLIAMSBORO STREET  
OXFORD, NC 27565

**Ship To:**  
GRANVILLE COUNTY SHERIFF'S DEPARTMENT  
OXFORD, NC 27565

Contact:  
Telephone: 919-693-3213  
E-mail:

Contact:  
Telephone: 919-693-3213  
E-mail:

|                                                                                                                                        |                  |                       |                                                                                                         |                |                |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------|---------------------------------------------------------------------------------------------------------|----------------|----------------|
| Quote Date                                                                                                                             | Ship Via         | F.O.B.                | Customer PO Number                                                                                      | Payment Method |                |
| 01/19/22                                                                                                                               | GROUND SHIPMENT  | PPAY & ADD TO INVOICE | SWAT VESTS                                                                                              | NET30          |                |
| Entered By                                                                                                                             |                  | Salesperson           | Ordered By                                                                                              | Project Name   |                |
| Neil Doss                                                                                                                              |                  | NEIL DOSS-GREENSBORO  | Deputy B. L. Carey                                                                                      |                |                |
| Order Quantity                                                                                                                         | Approve Quantity | Tax                   | Item Number / Description                                                                               | Unit Price     | Extended Price |
| 14                                                                                                                                     | 14               | Y                     | MISC<br>3M PELTOR COMTAC III Tactical Comm Headset<br>Warehouse: GBKO      Vin #:<br>MT17H682P3AD-47 GN | 660.0000       | 9,240.00       |
| 14                                                                                                                                     | 14               | Y                     | MISC<br>3M PTT adaptor<br>Warehouse: GBKO      Vin #:<br>FL5035-02                                      | 195.0000       | 2,730.00       |
| <div>Approved By: _____</div> <div><input type="checkbox"/> Approve All Items &amp; Quantities</div> <div>Quote Good for 30 Days</div> |                  |                       |                                                                                                         |                |                |

|            |             |
|------------|-------------|
| Print Date | 01/23/22    |
| Print Time | 11:32:44 AM |
| Page No.   | 2           |

Printed By: Neil Doss

|                   |           |
|-------------------|-----------|
| Subtotal          | 78,036.00 |
| Freight           | 0.00      |
| 6.750 % Sales Tax | 5,267.43  |
| Order Total       | 83,303.43 |



# Sales Quote

DANA SAFETY SUPPLY, INC  
4809 KOGER BLVD  
GREENSBORO, NC 27407

Telephone: 800-845-0405

|                 |           |
|-----------------|-----------|
| Sales Quote No. | 430316-A  |
| Customer No.    | GRANVILLE |

## Bill To

GRANVILLE COUNTY SHERIFF'S DEPARTMENT  
ACCOUNTS PAYABLE  
143 WILLIAMSBORO STREET  
OXFORD, NC 27565

## Ship To

GRANVILLE COUNTY SHERIFF'S DEPARTMENT  
143 WILLIAMSBORO STREET  
OXFORD, NC 27565

Contact:  
Telephone: 919-693-3213

E-mail:

Contact:  
Telephone: 919-693-3213

E-mail:

| Quote Date                                              | Ship Via         | F.O.B.                | Customer PO Number                                                                                                                                                | Payment Method |                |
|---------------------------------------------------------|------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| 02/26/22                                                | GROUND SHIPMENT  | PPAY & ADD TO INVOICE | HOLSTER QUOTE                                                                                                                                                     | NET30          |                |
| Entered By                                              |                  | Salesperson           | Ordered By                                                                                                                                                        | Project Name   |                |
| Neil Doss                                               |                  | NEIL DOSS-GREENSBORO  | Chief Deputy Smoot                                                                                                                                                |                |                |
| Order Quantity                                          | Approve Quantity | Tax                   | Item Number / Description                                                                                                                                         | Unit Price     | Extended Price |
| 35                                                      | 35               | Y                     | MISC<br>SLD MODEL 6360 ALS@/SLS MID-RIDE, LEVEL III RETENTIONR<br>Warehouse: GBKO Vin #:<br>6360-8325-411 (Right Handed)                                          | 140.0000       | 4,900.00       |
| 1                                                       | 1                | Y                     | STX Plain for Glock 17 gen 5 with TLR1<br>MISC<br>SLD MODEL 6360 ALS@/SLS MID-RIDE, LEVEL III RETENTIONR<br>Warehouse: GBKO Vin #:<br>6360-8325-412 (Left Handed) | 140.0000       | 140.00         |
| 2                                                       | 2                | Y                     | STX Plain for Glock 17 gen 5 with TLR1<br>6360-83-131<br>SLD ALS LEVEL II HOLSTER RIGHT STX FINISH<br>Warehouse: GBKO Vin #:                                      | 130.0000       | 260.00         |
| Approved By: _____                                      |                  |                       |                                                                                                                                                                   |                |                |
| <input type="checkbox"/> Approve All Items & Quantities |                  |                       |                                                                                                                                                                   |                |                |
| Quote Good for 30 Days                                  |                  |                       |                                                                                                                                                                   |                |                |

|            |             |
|------------|-------------|
| Print Date | 02/26/22    |
| Print Time | 04:31:27 PM |
| Page No.   | 1           |

Printed By: Neil Doss

|                  |          |
|------------------|----------|
| Subtotal         | 5,300.00 |
| Freight          | 0.00     |
| 6.750% Sales Tax | 357.75   |
| Order Total      | 5,657.75 |

# Sales Quote

DANA SAFETY SUPPLY, INC  
4809 KOGER BLVD  
GREENSBORO, NC 27407

Telephone: 800-845-0405

|                 |           |
|-----------------|-----------|
| Sales Quote No. | 430318    |
| Customer No.    | GRANVILLE |

## Bill To

GRANVILLE COUNTY SHERIFF'S DEPARTMENT  
ACCOUNTS PAYABLE  
143 WILLIAMSBORO STREET  
OXFORD, NC 27565

## Ship To

GRANVILLE COUNTY SHERIFF'S DEPARTMENT  
143 WILLIAMSBORO STREET  
OXFORD, NC 27565

Contact:  
Telephone: 919-693-3213  
E-mail:

Contact:  
Telephone: 919-693-3213  
E-mail:

|                                                                                                         |                  |                       |                                                                              |                |                |
|---------------------------------------------------------------------------------------------------------|------------------|-----------------------|------------------------------------------------------------------------------|----------------|----------------|
| Quote Date                                                                                              | Ship Via         | F.O.B.                | Customer PO Number                                                           | Payment Method |                |
| 02/26/22                                                                                                | GROUND SHIPMENT  | PPAY & ADD TO INVOICE | TQ QUOTE                                                                     | NET30          |                |
| Entered By                                                                                              |                  | Salesperson           | Ordered By                                                                   | Project Name   |                |
| Neil Doss                                                                                               |                  | NEIL DOSS-GREENSBORO  | Chief Deputy Smoot                                                           |                |                |
| Order Quantity                                                                                          | Approve Quantity | Tax                   | Item Number / Description                                                    | Unit Price     | Extended Price |
| 65                                                                                                      | 65               | Y                     | 30-0001<br>NAR BLACK COMBAT APPLICATION TOURNIQUET<br>Warehouse: GBKO Vin #: | 24.0000        | 1,560.00       |
| 65                                                                                                      | 65               | Y                     | 80-0944<br>NAR REGID GEN 7 C-A-T W/ SHIRT SHIELD<br>Warehouse: GBKO Vin #:   | 38.0000        | 2,470.00       |
| 65                                                                                                      | 65               | Y                     | 80-0479<br>NAR RIGID GEN 7 C-A-T TQ CASE<br>Warehouse: DROP Vin #:<br>COLOR: | 32.0000        | 2,080.00       |
| Approved By: _____<br><input type="checkbox"/> Approve All Items & Quantities<br>Quote Good for 30 Days |                  |                       |                                                                              |                |                |

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| Print Date | 02/26/22    |
| Print Time | 04:53:12 PM |
| Page No.   | 1           |

|                   |          |
|-------------------|----------|
| Subtotal          | 6,110.00 |
| Freight           | 0.00     |
| 6.750 % Sales Tax | 412.43   |
| Order Total       | 6,522.43 |

Printed By: Neil Doss

# Sales Quote

DANA SAFETY SUPPLY, INC  
4809 KOGER BLVD  
GREENSBORO, NC 27407

Telephone: 800-845-0405

|                 |           |
|-----------------|-----------|
| Sales Quote No. | 430320    |
| Customer No.    | GRANVILLE |

## Bill To

GRANVILLE COUNTY SHERIFF'S DEPARTMENT  
ACCOUNTS PAYABLE  
143 WILLIAMSBORO STREET  
OXFORD, NC 27565

## Ship To

GRANVILLE COUNTY SHERIFF'S DEPARTMENT  
ACCOUNTS PAYABLE  
143 WILLIAMSBORO STREET  
OXFORD, NC 27565

Contact:  
Telephone: 919-693-3213  
E-mail:

Contact:  
Telephone: 919-693-3213  
E-mail:

|                                                                                                                            |                      |                       |                                                                                                  |                |                |
|----------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------|--------------------------------------------------------------------------------------------------|----------------|----------------|
| Quote Date                                                                                                                 | Ship Via             | F.O.B.                | Customer PO Number                                                                               | Payment Method |                |
| 02/26/22                                                                                                                   | GROUND SHIPMENT      | PPAY & ADD TO INVOICE | LL STOCK AND BEAN BA                                                                             | NET30          |                |
| Entered By                                                                                                                 | Salesperson          | Ordered By            | Project Name                                                                                     |                |                |
| Neil Doss                                                                                                                  | NEIL DOSS-GREENSBORO | Chief Deputy Smoot    |                                                                                                  |                |                |
| Order Quantity                                                                                                             | Approve Quantity     | Tax                   | Item Number / Description                                                                        | Unit Price     | Extended Price |
| 10                                                                                                                         | 10                   | Y                     | MISC<br>Hogue Less Lethal Overmolded Shotgun<br>Warehouse: GBKO Vin #:<br>UPC<br>743108087428    | 59.5000        | 595.00         |
| 30                                                                                                                         | 30                   | Y                     | MPN<br>08742<br>2581<br>CTS 12 GA SUPER-SOCK BEAN BAG ROUND (5 RD/BOX)<br>Warehouse: GBKO Vin #: | 6.1500         | 184.50         |
| <p>Approved By: _____</p> <p><input type="checkbox"/> Approve All Items &amp; Quantities</p> <p>Quote Good for 30 Days</p> |                      |                       |                                                                                                  |                |                |

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| Print Date | 02/26/22    |
| Print Time | 08:07:42 PM |
| Page No.   | 1           |

|                   |        |
|-------------------|--------|
| Subtotal          | 779.50 |
| Freight           | 0.00   |
| 6.750 % Sales Tax | 52.62  |
| Order Total       | 832.12 |

Printed By: Neil Doss



# Sales Quote

DANA SAFETY SUPPLY, INC  
4809 KOGER BLVD  
GREENSBORO, NC 27407

Telephone: 800-845-0405

|                 |           |
|-----------------|-----------|
| Sales Quote No. | 430317    |
| Customer No.    | GRANVILLE |

## Bill To

GRANVILLE COUNTY SHERIFF'S DEPARTMENT  
ACCOUNTS PAYABLE  
143 WILLIAMSBORO STREET  
OXFORD, NC 27565

## Ship To

GRANVILLE COUNTY SHERIFF'S DEPARTMENT  
OXFORD, NC 27565

Contact:  
Telephone: 919-693-3213  
E-mail:

Contact:  
Telephone: 919-693-3213  
E-mail:

|                |                      |                       |                                                                                                                                                                                                                                                                                                             |                |                |
|----------------|----------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| Quote Date     | Ship Via             | F.O.B.                | Customer PO Number                                                                                                                                                                                                                                                                                          | Payment Method |                |
| 02/26/22       | GROUND SHIPMENT      | PPAY & ADD TO INVOICE | TLR1 QUOTE                                                                                                                                                                                                                                                                                                  | NET30          |                |
| Entered By     | Salesperson          | Ordered By            | Project Name                                                                                                                                                                                                                                                                                                |                |                |
| Neil Doss      | NEIL DOSS-GREENSBORO | Chief Deputy Smoot    |                                                                                                                                                                                                                                                                                                             |                |                |
| Order Quantity | Approve Quantity     | Tax                   | Item Number / Description                                                                                                                                                                                                                                                                                   | Unit Price     | Extended Price |
| 36             | 36                   | Y                     | 69110<br>SLI TLR-1 LED TACTICAL PISTOL LIGHT WITH BATTERIES<br>Warehouse: GBKO Vin #:<br>C-4 LED (300 LUMENS) 2.5 HOUR RUN TIME<br>INCLUDES 2 - 3 VOLT CRI23A LITHIUM BATTERIES<br>*****<br><br>Approved By: _____<br><input type="checkbox"/> Approve All Items & Quantities<br><br>Quote Good for 30 Days | 107.5000       | 3,870.00       |

|            |             |
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| Print Date | 02/26/22    |
| Print Time | 04:34:03 PM |
| Page No.   | 1           |

Printed By: Neil Doss

|                   |          |
|-------------------|----------|
| Subtotal          | 3,870.00 |
| Freight           | 0.00     |
| 6.750 % Sales Tax | 261.23   |
| Order Total       | 4,131.23 |





## Granville County Environmental Services

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

**To:** Board of Commissioners  
**From:** Jason Falls  
**Department:** Environmental Services  
**Date:** February 4, 2022  
**Title:** **Approval of Task(s) 7 & 8-Well Abandonment and Construction Administration**

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### **PURPOSE:**

Review and approve Task Order No(s). 7 & 8 for Well Abandonment and Construction Administration for new cell construction development (Unit 2, Phase 2).

### **BACKGROUND:**

Task Order No. 7 details the costs involving the supervision of well abandonment for monitoring wells associated with the building of the current cell (Unit 2, Phase 1) as well as the install of one new, replacement monitoring well. These abandonments and install of a replacement well are necessary in order to build the Phase 2.

Task Order No. 8 details the costs associated with the engineering and construction administration of the new cell. Many of these costs are a reflection of state rules requiring on-site observation as well as reporting and other assurances.

### **FUNDING:**

Funds are available in the Solid Waste Enterprise Fund for this project.

### **RECOMMENDATION:**

Approve Task Orders No. 7 & 8 at a not-to-exceed amount of \$12,280.00 and \$298,053.85, respectively.

### **ATTACHMENTS:**

Tas Order No(s). 7 & 8

### **ACTION TAKEN:**

TASK ORDER NO. 7  
BETWEEN  
OWNER AND ENGINEER  
FOR PROFESSIONAL ENGINEERING SERVICES

FURTHER DESCRIPTION OF BASIC ENGINEERING SERVICES,  
AND RELATED MATTERS

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

**GRANVILLE COUNTY SUBTITLE D MUNICIPAL SOLID WASTE LANDFILL  
UNIT 2 PHASE 2 EXPANSION  
MONITORING WELL ABANDONMENT & INSTALL**

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

**TASK 1 – WELL ABANDONMENT & REPLACEMENT WORK PLAN**

The Unit 2 Phase 2 Expansion footprint area includes a total of eleven (11) existing groundwater monitoring wells/piezometers. These wells were generally installed as part of hydrogeologic investigations for Unit 2 Phase 1 and Phase 2 and are no longer needed. These wells are within the limits of Phase 2 construction and need to be abandoned in accordance with the NC DEQ solid waste regulation requirements. In addition, one of the wells to be abandoned, MW-3R, requires replacement outside of the Phase 2 construction boundary for ongoing groundwater monitoring.

Per the DEQ rules and landfill's Permit to Construct, ENGINEER will prepare a Work Plan for the abandonment of the groundwater monitoring wells and the replacement of MW-3R. The work plan will include discussions of the site and previous investigative work, a summary of borings/wells locations and depths, and a technical specification for the well abandonment (via overdrilling and grouting with cement-bentonite grout). The Work Plan will also propose a new location and planned well construction plan for the replacement of monitoring well MW-3R.

Engineer will submit the work plan to DEQ and prepare revisions necessary to obtain DEQ approval.

**TASK 2 – DRILLER PROCUREMENT, FIELD WORK & CERTIFICATION**

ENGINEER will solicit proposals and procure a NC certified well driller to perform the monitoring well abandonment and replacement work. ENGINEER will work

with the selected drilling contractor to establish a schedule for the field work that meets the project goals and completes the work in a timeframe and manner as to not interfere with or impact the Phase 2 landfill construction.

It is anticipated that the driller will require about 3 days of field work to abandon the 11 monitoring wells, with one to two days of additional day of field work for the installation and development of the new replacement monitoring well, MW-3RR. **The budget for this task assumes an estimated driller contractor budget of \$9,000.**

ENGINEER will meet the drilling contractor on-site to review the abandonment work prior to commencing the work. ENGINEER will also be on-site to direct and log the installation of MW-3RR.

Installation of the new monitoring well MW-3RR requires surveying of the constructed well (top of casing elevation, ground surface). This task assumes the ENGINEER will work with the Phase 2 construction contractor's surveyor subcontractor to obtain the necessary survey information at no additional cost to the owner.

Upon completion of the field work and surveying, ENGINEER will prepare a document certifying the work for NCDEQ review and approval.

**2. The responsibilities of OWNER are as follows:**

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

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

- Tasks 1 will be completed within 5 days following authorization by the OWNER.
- Task 2 will proceed immediately following DEQ final approval and will be complete within 30 days.

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

| <u>Task/Description</u>                                  | <u>Fee</u>      |
|----------------------------------------------------------|-----------------|
| Task 1 – Work Plan for Well Abandonment & Install        | \$ 900          |
| Task 2 – Driller Procurement, Field Work & Certification | <u>\$11,380</u> |
| Total Fee for Task Order                                 | \$12,280        |

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

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

None.

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

FOR THE OWNER:

Granville County

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

FOR THE ENGINEER:

Garrett & Moore, Inc.

By: Bernie Garrett

Name: Bernie Garrett, P.E.

Title: Secretary/Treasurer

Date: February 3, 2022



**TASK ORDER NO. 8**  
**BETWEEN**  
**OWNER AND ENGINEER**  
**FOR PROFESSIONAL ENGINEERING SERVICES**

**FURTHER DESCRIPTION OF BASIC ENGINEERING SERVICES,**  
**AND RELATED MATTERS**

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

**SERVICES DURING CONSTRUCTION**  
**FOR THE GRANVILLE COUNTY**  
**OXFORD LANDFILL**  
**UNIT 2 PHASE 2 EXPANSION**

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

**TASK 1 - EXECUTION OF THE CONSTRUCTION CONTRACT**

Under this task, ENGINEER will prepare and facilitate the execution of the Contract Documents for the CONTRACTOR and OWNER. ENGINEER will complete the following items:

1. Review the Contract Documents with the OWNER and incorporate any changes into the final documents;
2. Review proposed changes with the CONTRACTOR prior to sending final documents for execution;
3. Review the CONTRACTOR's executed Agreements including the Performance and Payment Bond, Financial Statement, Insurance coverages, etc; and
4. Forward approved contracts to the OWNER for signature and distribute fully executed contracts to all parties.

ENGINEER will prepare conformed Project Plans and Technical Specifications, which will include technical revisions and clarifications issued during bidding, and distribute Electronic (.pdf) copies to the CONTRACTOR and OWNER.

**TASK 2 - PRE-CONSTRUCTION CONFERENCE**

ENGINEER will attend a Pre-Construction Conference. In accordance with the Permit, ENGINEER will notify NCDEQ Solid Waste Section at least 10 days prior to the meeting. At the pre-construction conference, ENGINEER will assist the OWNER to define procedural guidelines and specific project requirements. Among the items to be addressed are: correspondence distribution, shop drawing and scheduling procedures,

Notice-to-Proceed date, critical schedule requirements, staging areas, emergency procedures, survey control requirements, erosion and sedimentation control inspection procedures, and quality control procedures.

### **TASK 3 - ADMINISTRATION OF THE CONSTRUCTION CONTRACT**

ENGINEER will consult with OWNER and act as OWNER's representative as provided in the General Conditions. The extent and limitations of the duties, responsibilities and authority of ENGINEER as assigned in said General Conditions shall not be modified, except as ENGINEER may otherwise agree in writing. All of OWNER's instructions to CONTRACTOR will be issued through ENGINEER, who shall have authority to act on behalf of OWNER in dealings with CONTRACTOR to the extent provided in this Agreement and said General Conditions except as otherwise provided in writing.

Under this task, ENGINEER will act on behalf of the OWNER and act as its representative during the construction period. ENGINEER will provide contract administration required for the Project, including:

1. Carry out the duties and responsibilities as stated in the General Conditions and Supplemental conditions of the construction contract;
2. On behalf of the OWNER, ENGINEER shall administer the construction contract, responding to CONTRACTOR's correspondence, and issuing instructions from the OWNER; maintain a complete document file for the project. Documents to be maintained include, but are not limited to: correspondence, quality assurance & quality control procedures, quality control testing for soils, inspection records, shop drawings, change orders, scheduling, project meetings, costs and disbursement data, progress reports and all other documents pertaining to the construction contract.

The fee for this task is based on a 180-calendar-day construction contract time. If conditions of the Agreement or the scope of the work defined in the Agreement between the CONTRACTOR and OWNER is modified such that the contract time is modified, then ENGINEER and OWNER may negotiate a modification to the fee for this task.

### **TASK 4 - PROGRESS MEETINGS**

During the estimated 180-calendar day construction period, ENGINEER will attend progress meetings approximately every two weeks (either web-based or in person) from Notice-to-Proceed through Substantial Completion. It is assumed the purpose of the progress meetings is to address items such as: scheduling slippages, coordination problems, design issues, pending change orders, outstanding shop drawings, procurement delays, and any other issues related to completion of the project. This task assumes a total of 13 progress meetings.



If conditions of the Agreement or the scope of the work defined in the Agreement between the CONTRACTOR and OWNER is modified such that the contract time is modified, then ENGINEER and OWNER may negotiate a modification to the fee for Task 4.

#### **TASK 5 - SHOP DRAWING REVIEW**

ENGINEER will review and approve (or take other appropriate action with respect to) Shop Drawings and samples, the results of tests and inspections, and other data, which the Contractor is required to submit in accordance with the Contract Documents. Included in the shop drawing review is the assessment of alternates proposed by the CONTRACTOR. All alternate requests will be carefully scrutinized for conformance with the Contract Specifications. During construction, ENGINEER will maintain a file with an electronic copy of all shop drawings (including as-built documents) for submission to the OWNER upon completion of the project.

#### **TASK 6 - CHANGE ORDERS AND DESIGN CLARIFICATIONS**

ENGINEER will provide services in connection with change orders to the construction contract that reflect minor changes or deletions requested by the OWNER, ENGINEER, or the CONTRACTOR. An accurate listing of additional costs and credits as a result of change orders will be maintained by ENGINEER. Upon receipt of a requested change order, it will be reviewed with the OWNER. Larger changes or claims asserted by CONTRACTOR and redesigns requested by the OWNER or CONTRACTOR may require additional fees, analyses, or evaluation beyond the scope of this Agreement.

A necessary part of any construction project is the preparation of design clarifications and other routine supplementary information. This work will be performed by the ENGINEER. On behalf of the OWNER, ENGINEER will issue necessary interpretations and clarifications of the Contract Documents; act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work there under and make decisions on claims of the OWNER and ENGINEER relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work.

#### **TASK 7 - REVIEW PROGRESS PAY REQUESTS**

Based on our on-site observations and review of the applications for progress payment and the accompanying data and schedules; ENGINEER will evaluate the percentage of completion submitted by the CONTRACTOR and recommend in writing payments to CONTRACTOR in the appropriate amount.

ENGINEER will determine the amounts that ENGINEER recommends CONTRACTOR be paid. Such recommendations of payment will be in writing and will constitute ENGINEER's representation to OWNER, based on such observations and review, that, to the best of ENGINEER's knowledge, information and belief, the Work has progressed to the point indicated, the quality of such is generally in accordance with the Contract Documents

(subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents and to any other qualifications stated in the recommendation), and the conditions precedent to CONTRACTOR's being entitled to such payment appear to have been fulfilled in so far as it is ENGINEER's responsibility to observe the Work. In the case of unit price work, ENGINEER's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Contract Documents).

By recommending any payment, ENGINEER shall not thereby be deemed to have represented that observations made by ENGINEER to check the quality or quantity of the Work as it is performed and furnished have been exhaustive, extended to every aspect of the Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to ENGINEER in this Agreement and the Contract Documents. Neither ENGINEER's review of the Work for the purposes of recommending payments nor ENGINEER's recommendation of any payment including final payment will impose on ENGINEER responsibility to supervise, direct, or control the Work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or CONTRACTOR's compliance with Laws and Regulations applicable to the Work. It will also not impose responsibility on ENGINEER to make any examination to ascertain how or for what purposes CONTRACTOR has used the moneys paid on account of the Contract Price, or to determine that title to any portion of the work in progress, materials, or equipment has passed to OWNER free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between OWNER and Contractor that might affect the amount that should be paid.

The fee for this task assumes a 180-calendar day construction period, and progress payment application by the CONTRACTOR of no more frequent than monthly. A total of six (6) progress payment applications are budgeted for this task.

If conditions of the Agreement or the scope of the work defined in the Agreement between the CONTRACTOR and OWNER is modified such that the contract time is modified, then ENGINEER and OWNER may negotiate a modification to the fee for Task 7.

#### **TASK 8 - RESIDENT PROJECT REPRESENTATIVE**

The approved Construction Quality Assurance (CQA) Plans included in the permits for the UNIT 2 PHASE 2 EXPANSION require the presence of a full-time Resident Project Representative (RPR).

In accordance with the UNIT 2 PHASE 2 EXPANSION Permit to Construct, ENGINEER will provide a Resident Project Representative (RPR) during the duration of the 180-calendar day construction contract between the OWNER and Contractor. The RPR will:

1. Observe and document daily activities by the Contractor;



2. Observe proofrolling of exposed subgrade soils in preparation of structural fill placement;
3. Observe structural fill placement;
4. Observe the installation and perform quality assurance testing of compacted soil liner;
5. Observe the installation and perform quality assurance testing of installed geosynthetics; and
6. Observe the installation of the Protective Cover layer;

Contract time provides for the CONTRACTOR to work 12 hours per day and 6 days a week. The contract time of 180 days was used to calculate the RPR hours. ENGINEER has allocated a budget of 1,728 hours utilizing these assumptions. A second RPR will be needed during geosynthetics installation. We have budgeted 288 hours for the second RPR. Of course, ENGINEER has no control over inclement weather, the sequence, productivity, and, most importantly, the intensity with which the Contractor will complete the work, and thus the number of field inspection hours may be more or less than the 2,016 hours estimate. ENGINEER will only be paid for the actual number of RPR hours worked. A day-by-day log will be kept of RPR hours so that the OWNER can track the expenditure.

This task assumes:

- Density tests by the RPR will be performed by one of the acceptable methods contained in the permitted CQA Plan.
- The CONTRACTOR will be required to provide a Quality Control (QC) Technician to control his work. The QC Technician will perform tests on the backfill soils, clay liner, and protective cover soils.
- The CONTRACTOR will be responsible for costs associated with RPR hours over 60 hours per week as dictated by the work or progress of the Contractor
- The OWNER or CONTRACTOR will provide a job-site trailer for use by the RPR.

## **TASK 9 - CONSTRUCTION QUALITY ASSURANCE (CQA) SERVICES**

The purpose of this task is to observe and document construction methods and geotechnical field and laboratory test results for consistency with the requirements of the permitted CQA Plan(s) and the solid waste regulations. The project CQA Plan includes field and laboratory testing to be performed by the CONTRACTOR (quality control, QC) and ENGINEER (quality assurance, QA).

ENGINEER will provide overall construction quality assurance (CQA) project management for the project to include:

- Provide daily supervision and management of the RPR, including telephone

communication, e-mail correspondence, review and approval of RPR's daily field reports.

- Review testing methods, frequency, and results of construction quality control (CQC) tests performed by the CONTRACTOR related to the earthwork, geosynthetics, piping, and protective cover layer.
- Review testing methods, frequency, and results of construction quality assurance (CQA) tests performed by the RPR related to the earthwork, geosynthetics, piping, and protective cover layer.
- Provide regular updates to the OWNER regarding overall quality assurance, QC/QA testing results and general progress and status of the work. Inform the OWNER of any failing tests and recommend rejection of the tests if so appropriate.
- Provide supplemental personnel to the RPR during critical stages of liner installation.
- Visit the project site during critical stages of construction related to the earthwork construction to include subgrade preparations and grading, protective cover layer, and access road construction. For this task, four (4) site visits by the CQA Engineer are budgeted.

#### **TASK 10 - CONTRACT CLOSEOUT**

ENGINEER will review the QC Report as prepared by the CONTRACTOR'S CQC Firm and perform a thorough final inspection. Review of the CQC Report shall involve ensuring that the QC requirements of the Contract Documents have been achieved and the Report is complete in all regards. This task assumes one review of the draft CQC Report, submission of comments to CQC Firm, and one review of the final CQC Report to verify document is complete.

ENGINEER will coordinate acquirement and perform a thorough review of project record surveys submitted by the CONTRACTOR. Comments will be provided as necessary until project record surveys are prepared in accordance with the requirements of the Contract Documents. This task assumes one review of the draft Record Surveys, submission of comments to survey firm, and one review of the final Record Surveys to verify document is complete.

When the Work is found to be substantially complete as defined in the Contract General Conditions and acceptable, ENGINEER will provide a certification that the project has been completed in substantial accordance with the Contract Documents.

Upon receipt and approval of all required surveys, final verified quantities, and CONTRACTOR's final Construction Quality Control report, ENGINEER will prepare a final Contract Settlement which recognizes the final Contract Price and Contract Time for execution by OWNER and CONTRACTOR.

ENGINEER will recommend final payment to the CONTRACTOR based upon the executed final Contract Settlement.

#### **TASK 11 - FINAL INSPECTION**

At completion, notification and request of the CONTRACTOR, ENGINEER will conduct a walk-through inspection with the CONTRACTOR to determine if the Project has reached completion and prepare a punch list of work items remaining. ENGINEER will conduct one final inspection to determine if the work is acceptable; at the appropriate time ENGINEER will recommend in writing final payment to CONTRACTOR and give written notice to the OWNER and the CONTRACTOR that the work is acceptable. A certification will be provided that the project has been completed in accordance with the bid plans and specifications to the best of our knowledge.

#### **TASK 12 - CQA REPORT**

Upon acceptance of the CQC Report, a CQA Report will be prepared in accordance with the approved plans and the approved CQA Plan(s). ENGINEER will compile the accepted CQC Report, all relevant and necessary QA documentation and data for preparation of the Report. ENGINEER will submit the CQA Report to NCDEQ and include the following information in the report as required in the Solid Waste Permit.

1. The construction certification report shall include a comprehensive narrative by the ENGINEER detailing the construction and QA/QC programs.
2. The report will bear the seal of a North Carolina Registered Professional Engineer and a certification that construction was completed in accordance with the CQA plan and technical specifications.
3. The report shall present results of all construction quality assurance and construction quality control testing to include quality control reports, documentation of any failed test results, descriptions of procedures used to correct the improperly installed material and results of all retesting performed, and copies of the RPR field reports.
4. The report shall present the results of the project certification surveys, as prepared by the contractor's surveyor, to certify the compacted soil liner and protective cover layers were installed in accordance with the technical specifications.
5. ENGINEER shall address any comments by NCDEQ concerning the Construction Certification Report.

ENGINEER will provide the OWNER with hard copies (2) and an electronic copy (on CD) of the submitted CQA Report.

Following submittal of the CQA Report, ENGINEER will correspond with and coordinate scheduling of DEQ inspection upon DEQ review and readiness to inspect the completed project site. ENGINEER will accompany the OWNER in attendance for the DEQ



inspection. Following the inspection, it may be required for the ENGINEER to provide follow up correspondence related to DEQ comments resulting from the inspection; this is assumed to be minor and is included in this Task.

**2. The responsibilities of OWNER are as follows:**

1. Review all project deliverables in a timely manner and forward submittals to ENGINEER as appropriate.
2. Provide, either directly or through the construction contractor, a trailer on site for the RPR office and progress meetings.

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

- Task 1 will be completed within 14 days following award of the construction project
- Task 2 will be completed as agreeable to the OWNER and the CONTRACTOR.
- Tasks 3 through 10 will be initiated with the CONTRACTOR's Notice-to-proceed and will proceed based on a 180-calendar day construction schedule.
- Task 11 will be completed with 30 days following substantial completion of the construction.

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

SEE ATTACHED SPREADSHEET – TABLE 1

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

None.

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

FOR THE OWNER:

Granville County

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

FOR THE ENGINEER:

Garrett & Moore, Inc.

By: Bernie Garrett

Name: Bernie Garrett, P.E.

Title: Project Manager

Date: February 3, 2022



TABLE 1  
TASK ORDER NO. 8  
SERVICES DURING CONSTRUCTION  
FOR THE  
GRANVILLE COUNTY OXFORD LANDFILL  
UNIT 2 PHASE 2 EXPANSION

| TASK / DESCRIPTION                                   | FEE           |
|------------------------------------------------------|---------------|
| TASK 1 - EXECUTION OF THE CONSTRUCTION CONTRACT      | \$ 4,060.00   |
| TASK 2 - PRE-CONSTRUCTION CONFERENCE                 | \$ 1,814.93   |
| TASK 3 - ADMINISTRATION OF THE CONSTRUCTION CONTRACT | \$ 37,031.50  |
| TASK 4 - PROGRESS MEETINGS                           | \$ 18,449.52  |
| TASK 5 - SHOP DRAWING REVIEW                         | \$ 16,100.00  |
| TASK 6 - CHANGE ORDERS AND DESIGN CLARIFICATIONS     | \$ 3,980.00   |
| TASK 7 - REVIEW PROGRESS PAY REQUESTS                | \$ 7,160.00   |
| TASK 8 - RESIDENT PROJECT REPRESENTATIVE             | \$ 151,200.00 |
| TASK 9 - CQA SERVICES                                | \$ 41,272.98  |
| TASK 10 - CONTRACT CLOSEOUT                          | \$ 5,050.00   |
| TASK 11 - FINAL INSPECTION                           | \$ 4,669.93   |
| TASK 12 - CQA REPORT                                 | \$ 7,265.00   |
| TASK ORDER TOTAL                                     | \$ 298,053.85 |



## Granville County Environmental Services

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

**To:** Board of Commissioners  
**From:** Jason Falls  
**Department:** Environmental Services  
**Date:** February 4, 2022  
**Title:** Equipment Repair

---

### **PURPOSE:**

Review and approve estimate for transmission replacement on wheel loader at Butner yard waste facility.

### **BACKGROUND:**

County staff purchased a 924 H Caterpillar from Gregory Poole in Raleigh with the assistance of a solid waste grant in 2004. The loader has served its purpose since then stockpiling wood waste, tires, and scrap metal. It is also used extensively for loading mulch for the public and landscape contractors.

Currently, the 18-year-old machine needs the transmission replaced for continued service. Gregory Poole in Raleigh is the only selected vendor in the area to perform such work. Attached is a quote from Gregory Poole to perform the work.

### **FUNDING:**

Funds are available in the Solid Waste Enterprise Fund for this project.

### **RECOMMENDATION:**

Approve attached estimate for work on a new transmission at an estimated cost of \$31, 157.50.

### **ATTACHMENTS:**

Estimate

### **ACTION TAKEN:**

# Gregory Poole



Granville County Managers Office

Date: 2/3/2022

924H

HXC01355

Attn: Jason

C002183

W/O: S1185973

Phone: 919-691-0928

## REPAIR ESTIMATE

We sincerely appreciate your quotation request No. \_\_\_\_\_ and in response thereto, are pleased to submit the following prices F.O.B. \_\_\_\_\_ Work can begin approximately \_\_\_\_\_ days after receipt of order.

| Segment                                                                 | Description                                    | Parts                                                                                                                                                                                                                                                                                                                          | Labor               |
|-------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1                                                                       | Travel To/From - Machine                       |                                                                                                                                                                                                                                                                                                                                | \$476.00            |
| 2                                                                       | Troubleshoot Transmission (Field Service)      | \$605.00                                                                                                                                                                                                                                                                                                                       | \$1,698.50          |
| 3                                                                       | Clean Machine                                  |                                                                                                                                                                                                                                                                                                                                | \$588.00            |
| 4                                                                       | Remove & Install Transmission/Torque Converter | \$3,100.00                                                                                                                                                                                                                                                                                                                     | \$5,880.00          |
| 5                                                                       | Rebearing and Reseal Transmission              |                                                                                                                                                                                                                                                                                                                                | \$10,310.00         |
| 6                                                                       | Nonquoted Transmission Parts Estimate Only**   | \$8,500.00                                                                                                                                                                                                                                                                                                                     |                     |
| <b>** Firm quote will be provided upon disassembly &amp; inspection</b> |                                                |                                                                                                                                                                                                                                                                                                                                |                     |
| <b>Warranty: 15 months or 2500 hrs. if installed by Gregory Poole.</b>  |                                                |                                                                                                                                                                                                                                                                                                                                |                     |
| <u>If installed by the customer, 12 months or 2000 hours</u>            |                                                |                                                                                                                                                                                                                                                                                                                                |                     |
| <b>SOS samples are mandatory to maintain warranty</b>                   |                                                |                                                                                                                                                                                                                                                                                                                                |                     |
| <b>Subtotal</b>                                                         |                                                | <b>\$ 12,205.00</b>                                                                                                                                                                                                                                                                                                            | <b>\$ 18,952.50</b> |
| <b>TOTAL: \$ 31,157.50</b>                                              |                                                | <b>Prices quoted on this sheet for acceptance within 30 days, but may be changed upon notice. Telephone and verbal orders are to be confirmed in writing. We reserve the right to correct stenographic or clerical errors. Deliveries subject to occurrences beyond our control.</b><br><br><b>Gregory Poole Equipment Co.</b> |                     |
| <b>TERMS: EXCLUDES TAX &amp; FREIGHT</b>                                |                                                |                                                                                                                                                                                                                                                                                                                                |                     |
| <b>ACCEPTANCE:</b>                                                      |                                                |                                                                                                                                                                                                                                                                                                                                |                     |
| <b>Date: 2/3/2022</b>                                                   |                                                | <b>A firm not to exceed quote may be given after disassembly and inspection. Any additional repairs needed after disassembly will be added to quote.</b>                                                                                                                                                                       |                     |
|                                                                         |                                                |                                                                                                                                                                                                                                                                                                                                |                     |

Andrew.Cass@gregpoole.com  
919-890-4617





## Granville County

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

**To:** Board of Commissioners  
**From:** Barry Baker  
**Department:** Planning  
**Date:** March 8, 2022  
**Title:** **CityScape Agreement for Wireless Consulting**

---

### **PURPOSE:**

To approve CityScape Agreement for Wireless Consulting.

### **BACKGROUND:**

A proposed 3-year extension of the CityScape agreement for wireless consulting. The agreement provides for new tower and antenna collocation review for compliance with Federal, State and Local regulations. The consultant attends major special use permit hearings to provide technical guidance and advice. The agreement also provides for the consultant to negotiate with providers for collocation on County-owned towers. Finally, the agreement provides for the consultant to conduct additional consulting services for the County if approved by the County. The consulting firm has provided same services to the County for approximately 12 years.

### **FUNDING:**

Applicants pay the review fee to County. County then pays review fee to Cityscape after review is finished. [Finance Department reference 10-2550-100]

### **RECOMMENDATION:**

The County Attorney and the Consulting Firm have reviewed the draft agreement.

### **ATTACHMENTS:**

CityScape Agreement for Wireless Services

### **ACTION TAKEN:**



## AGREEMENT FOR SERVICES

This Agreement for Services, hereinafter referred to as the "Agreement," is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2022, between CityScape Consultants, Inc., a Florida Corporation, hereinafter referred to as the "Consultant," and County of Granville, North Carolina, a body politic and corporate of the State of North Carolina, hereinafter referred to as "County."

**WHEREAS**, Section 704 of the Telecommunications Act of 1996 mandates that local government cannot prohibit the provision of personal wireless services and requires local government to not unreasonably discriminate among providers of functionally equivalent services; and

**WHEREAS**, Part 3, Article 9 of Chapter 160D of the North Carolina General Statutes (the "NC Statutes") was enacted to provide for "the safe and efficient integration of facilities necessary for the provision of advanced mobile broadband and wireless telecommunications services throughout the community and to ensure the ready availability of reliable wireless service to the public, government agencies, and first responders, with the intention of furthering the public safety and general welfare" while allowing local regulation in accordance with the NC Statutes.

**WHEREAS**, the County desires to engage the services of the Consultant to perform for the County consulting services regarding the review of all wireless applications to the County to ensure the County's compliance with the aforementioned provisions of existing and proposed federal and state regulation and legislation; and to minimize the aesthetic impact of these facilities on the County; and

**WHEREAS**, the County desires to engage the services of the Consultant to review its existing telecommunications ordinance, as needed and requested by the County, to assist the County with keeping current of legal requirements as well as technological change and innovation; and

**WHEREAS**, the County is the owner of one or more tower facilities, or locations suitable for tower facilities, hereinafter collectively referred to as "the Sites," that can be marketed for use by the communications industry, and,

**WHEREAS**, the County seeks the expertise and knowledge of Consultant to fully market all suitable County-owned Sites and wishes to make use of the marketing and technical expertise of Consultant to both create and increase the revenues generated by the Sites.

**WHEREAS**, the Consultant desires to consult with appropriate County staff as an independent contractor of the County; and

**NOW, THEREFORE**, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be performed by Consultant.** The Consultant, as an independent contractor, shall perform those services described in Exhibit "A" of this agreement. In performing such services, the Consultant shall comply with all federal, state and local laws and regulations applicable to the performance of such services. The Consultant shall perform



services diligently and completely and in accordance with professional standards of conduct and performance.

2. **Duration of Contract.** This Agreement shall be in full force and effect for a period of three (3) years commencing upon execution of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

3. **Compensation and Method of Payment.**

A. For its services in connection with;

- 1) For Third Party Expert Site Plan Reviews, Consultant shall receive as compensation for the performance of services contemplated by this Agreement, the review fees as described in Exhibit "B" of this Agreement, to be invoiced by Consultant and paid by County upon completion and submittal of application review and/or hearing attendance, if required and approved in advance by County.

• )

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- 2) For Site Management Services, described in Exhibit A, Consultant shall be entitled to twenty-five (25%) percent of all rents and fees collected from Tenants whose contracts have been entered into during the term of the Agreement until the end of the initial term of each Tenant's contract. For the purposes of this section, sales taxes, real estate or personal property tax reimbursement, insurance reimbursements and late fees, if applicable, shall be excluded from the amount of the rents and fees upon which the compensation of Consultant is based.

B. Additional Consulting Services, if required and approved in advance by the County, shall be compensated in accordance with a mutually agreed upon scope of work and payment schedule at the per diem rate, as published by CityScape at the time of services.

4. **Notices.** Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed given as of (a) the date it is delivered by hand to the parties listed below; (b) the date three days following the date it is deposited in the mail, postage prepaid, return receipt requested, addressed to the parties listed below; or (c) the date three days following the date it is sent, shipping prepaid, return receipt requested, by a national courier service, addressed to the parties listed below:

**CONSULTANT:**

CityScape Consultants, Inc.  
2423 S Orange Ave #317  
Orlando, FL 32806  
Attn: Contract Administration  
Telephone: 877-438-2851 Fax: 877-220-4593  
Admin@CityScapegov.com

**COUNTY:**

County of Granville



P.O. Box 906  
 Oxford, NC 27565  
 Attn: Michael S. Felts, County Manager  
 Telephone (919) 693-5240 Fax: 919-690-1766  
 michael.felts@granvillecounty.org

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

Notices shall be deemed received on the date of delivery to such address or, if mailed, on the date stamped on the return receipt. Either party may change its address for delivery of notice by giving notice of change of address in compliance with the terms of this Section.

5. **Entire Agreement:** This Agreement constitutes the entire agreement and understanding of the parties and supersedes all offers, negotiations, proposals and any other agreement of any kind. There are no representations or understandings of any kind not set forth herein. Any modification of this Agreement shall be in writing and executed by both parties hereto.
6. **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.
7. **Authority.** Each party hereto represents to the other party that such individual executing this Agreement on behalf of that party is authorized by the requisite action of the party to execute this Agreement.
8. **Insurance.** The Consultant and any subcontractors performing any of the Work hereunder 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 per person/\$2,000,000 per accident, and property damage limits of not less than \$1,000,000 per accident. The automobile liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.

COMMERCIAL GENERAL LIABILITY - Bodily injury and property damage liability shall protect the Consultant, and any subcontractor performing work under this contract, from claims of bodily injury or property damage which arise from

operation of this contract, whether such operations are performed by contractor, any subcontractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/\$2,000,000 aggregate and \$1,000,000 property damage each occurrence/\$2,000,000 aggregate. This insurance shall include coverage for products/completed operations, personal and advertising injury liability and contractual liability in an amount not less than \$1,000,000 each occurrence/\$2,000,000 aggregate. The liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.

**WORKERS' COMPENSATION** - Meeting the statutory requirements of the State of North Carolina, even if not 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.

**PROFESSIONAL LIABILITY INSURANCE** - Having policy limits of not less than \$1 million per claim and \$2 million annual aggregate, with coverage extending to all professional services of Consultant within the scope of this Agreement. "Tail" coverage will be required at the completion of this Agreement for a duration of thirty-six months, or the maximum time period reasonably available in the marketplace, Consultant shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for thirty-six (36) months following completion of its services under this Agreement. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided its retroactive date is on or before the effective date of this Agreement. If Continuous "claims made" coverage is used, Consultant shall be required to keep the coverage in effect for duration of not less than thirty-six months from the end of this Agreement. This will be a condition of the final acceptance of work or services.

County shall be named an additional insured under all such policies (except workers' compensation and professional liability). Original 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. **Project Records and Documents.** Consultant shall, upon reasonable request, permit examination or audit of all project-related records, books, documents, and papers. Such examination or audit may take place during the term of the contract or during a period of not to exceed one (1) year following termination of the contract. Consultant shall maintain such records, books, documents, and papers for at least three (3) years following completion of the services performed.
10. **Assignment.** Neither party may assign or transfer its rights or obligations under this Agreement without prior written consent of all other parties
11. **Termination:** This Agreement may be terminated by either party upon thirty (30) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. Upon such termination, the parties shall be entitled to such additional rights and remedies as may be allowed by relevant



law. The County may terminate this Agreement for convenience at any time upon sixty (60) days written notice. In the event of termination by either party, compensation through the initial lease term(s) for any lease amount payable under this contract, shall continue to be payable to the Consultant through the end of the applicable lease initial term(s).

12. **Indemnification:** Consultant agrees to protect, defend, indemnify and hold County, its employees and elected and appointed officials harmless from any and all liability arising out of or in any way connected with the activities of the Consultant, Consultant's employees, agents, sub-contractors and anyone else working for or on behalf of Consultant arising out of or from the Work.
13. **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 sub-contractors providing services related to this Agreement 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.
14. **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.

[SIGNATURES ON FOLLOWING PAGE]



IN WITNESS WHEREOF, the parties have signed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**CONSULTANT:**  
**CityScape Consultants, Inc.**

By:

\_\_\_\_\_  
 Anthony T. Lepore, Vice President

ATTEST:

\_\_\_\_\_  
 \_\_\_\_\_  
 Print Name

**COUNTY:**  
**County of Granville, North Carolina**

By:

\_\_\_\_\_  
 Michael Felts, County Manager

ATTEST:

\_\_\_\_\_  
 \_\_\_\_\_  
 Print Name

#### **PRE-AUDIT CERTIFICATION**

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

\_\_\_\_\_  
 Stephen M. McNally  
 Finance Director, Granville County

## EXHIBIT A

### **Third Party Expert Site Plan Reviews**

CityScape will provide expert review (Site Application Review) of applications submitted to the County for the placement, construction and/or modification of personal wireless service facilities. CityScape's methodology carefully follows the federal and state regulations and includes an initial checklist of the material submitted for completeness.

The County will forward to CityScape any application submittal package, or arrange for CityScape to receive submittals simultaneously from the applicant, for which a review for new tower, collocation or modification/upgrade is required. If an application is deemed incomplete, CityScape will conform to the County's policy regarding proper stakeholder notifications while maintaining the North Carolina shot clock (if applicable). Copies of any additional information furnished by the petitioner will be copied and provided to the County.

- Accuracy of data and application completeness of submissions;
- Assurance that the County works within the confines of the applicable "shot clock" and meets the time allowed for disposition of telecommunications applications;
- Applicability of analysis techniques and methodologies;
- Validity of conclusions reached;
- Compliance with all applicable federal, state, and local structural, safety and exposure to human safety codes;
- Whether the proposed wireless telecommunications facility complies with the applicable approval criteria set forth in local regulations;
- Determination whether the site's search ring is adequate based on generally accepted engineering principles for the intended site;
- Evaluation of proposed height of requested facilities, based on capacity or coverage;
- Evaluation of site option and/or alternative site options and collocations;
- Evaluation of compliance with existing federal, state, and local statutes, rules, ordinances and regulations (*i.e.*, without limitation, setbacks, tower separations, ordinance definitions, etc.);
- Compliance with all zoning approvals to include but not limited to correctness of concealed or concealed design, low profile antenna installation, maintaining the correct number of collocations, and assurance of matching concealment;
- Compliance with the Telecommunications Act of 1996 and any other applicable federal laws, rules and regulations, whether now existing or hereafter enacted;
- Compliance with any state wireless statutes;
- Evaluation of aesthetic impacts and possible mitigation of, structures, shelters, containers and landscaping to provide a more aesthetically pleasing solution;
- Evaluation of Federal Communications Commission (FCC) Radio Frequency (RF) exposure compliance;
- Evaluation of compatibility with Public Safety Communications systems;
- Other matters deemed by the County to be relevant to determining whether a proposed wireless communications facility complies with the provisions of the County regulations.
- Compliance with Part 3, Article 9 of Chapter 160D of the North Carolina General



## Statutes

Generation of Review Report: When all submission items are deemed complete, CityScape within fifteen (15) days, will submit to the County, an electronic PDF copy of the written report summarizing the petitioner's request and detailing the findings. Consultant will notify the County's Project Planner of any additional materials or confirmations that are necessary throughout the evaluation period in order to expeditiously conduct a comprehensive review of the application. Upon request and advanced scheduled notice by the County, CityScape will attend related zoning hearing(s) for expert testimony and will also be available to generate any follow-up submittal letters pertaining to expert testimony regarding a petitioner's application.

## Site Management

- I. Appointment of Manager. County appoints Consultant as its exclusive "Site Manager," to solicit and secure contracts for prospective Tenants. The primary responsibility of the Site Manager shall be to establish and maintain the Tenant contracts and their related equipment in such a manner that will yield the highest net revenues to County on a long-term basis. For the purposes of this Agreement, all users of the Sites are referred to as "Tenants."
- II. Duties and Obligations of County
  1. To the extent any existing Tenant's have not been previously notified that Consultant is the County's Site Manager, County shall notify all existing Tenants at the Sites in writing upon the effective date of this Agreement that Consultant has been appointed Site Manager with full authority to manage the Sites on behalf of County, and directing Tenants to remit all rents, fees and other charges to Consultant. County shall reasonably cooperate with Consultant in all matters that require common cooperation in order to maximize the long term profitability of the Sites.
  2. County shall provide Consultant a complete copy of any existing leases and related contracts, design criteria and any additional related work or studies of the Sites. Consultant acknowledges that such materials and documents have previously been provided to Consultant and County acknowledges that to the extent any such materials and documents have not been provided that it will do so upon Consultant's reasonable request.
- III. Duties and Obligations of Site Manager
  1. Consultant shall set up and maintain a complete inventory of all users of the Sites including equipment, frequencies, power, antenna, lines and location on site.
  2. Consultant shall draft and submit to County an analysis of the capacity and potential revenue of the Sites, including an analysis of the rate structure and contractual Agreements (term of contracts, rates, escalators, etc.) in report form with recommendations for improvements.
  3. Consultant shall pursue new customers for the Sites through Consultant's association and reputation in the industry and/or advertisement in national industry trade journals.



Consultant shall not enter into any lease without the approval of the Granville County Board of Commissioners. Each lease shall be executed by the County.

4. Consultant shall have full responsibility for management of the Sites. This shall include negotiating new and renewal contracts, performing intermod and interference studies, coordinating all installations or modification activities, mediating any disagreements among Tenants, handling of any FCC or FAA matters, including matters of tower compliance with all local standards and conformance to existing EIA standards and Good Engineering Practices, tower lighting (FAA lighting notification) or structural analysis (tower loading evaluations), any necessary ANSI computation and/or measurements to assure the Sites safe for human exposure to non-ionizing radiation. Consultant shall use its best efforts to comply with all governmental regulations in force during the term of this Agreement. County shall be responsible for any additional cost incurred for compliance with any governmental requirements which becomes effective subsequent to the effective date of this Agreement (which costs, if any, can be passed on to the Tenants as part of the uniform lease); provided, however, nothing in this Agreement shall be interpreted to require County to spend any funds to comply with any governmental requirements and this provision shall only be interpreted to allocate the costs of compliance to County as opposed to Consultant. In the event any provider abandons a tower and other appurtenances on a Site, Consultant (or an affiliate thereof) may, at the County's option and only upon the County's direction after approval by the County Commissioners, take possession and title to the tower and other appurtenances affixed thereto and Consultant thereafter will be responsible for maintenance thereof.

5. For maintenance services which can be performed directly by personnel of Consultant there shall be no additional charge to the County. County shall perform landscaping maintenance (i.e. grass cutting) in such manner as it deems appropriate.

6. Consultant shall be responsible for all billings to Tenants in connection with their operations on the Sites, and for the collection of any delinquent accounts. County grants to Consultant the authority, on its behalf, to take such action as may be necessary to collect any delinquent accounts, including tax or insurance reimbursement provided all such collection actions shall be done in compliance with applicable law. The institution of legal action shall require the prior approval of County, and the cost of such proceedings shall be borne by Consultant and County in the same proportion as their respective interest in the proceeds as provided for in Part V below. The proceeds of any recovery from Tenant, whether by settlement or court judgment, including any legal and collection expenses received, shall be paid to Consultant and County in the same proportion. Consultant does not assume any responsibility to County for the collection of any unpaid Tenant rents, fees or other charges but shall use its best efforts in a commercially reasonable and legally compliant manner to collect Tenant rents, fees or other charges as set out hereinabove.

7. In the event that Consultant and County enter into a Consulting Agreement in connection with the development of a master wireless telecommunications plan, Consultant shall develop such master wireless telecommunications plan for the County with an emphasis on locating facilities on the Sites and other County owned properties wherever technically possible, thereby maximizing revenues to the County. In connection therewith, with respect to Sites which do not currently have any constructed facilities thereon, Consultant shall, under the provisions of a County ordinance which will provide for the master wireless telecommunications plan described hereinabove, (a) design a tower structure to

accommodate existing and future wireless Tenants; (b) negotiate with Tenants for such Site to provide for the Tenants to advance the cost of constructing such tower structure; (c) consolidate and remediate existing facilities to relocate wherever possible to one of the Sites and co-locate as many Tenants as is technically feasible on the Sites.

8. Consultant shall serve as both a legal and engineering consultant to the County for the term of this Agreement for the purposes of this Agreement only. As maintenance of the County's existing Ordinance, CityScape's legal staff will review, on an as needed basis and requested at the discretion of county staff, State and statutory law, as well as federal regulation revisions, decisional law and legislation and provide recommendations as needed to the County.

#### IV. Performance of the Site Manager.

1. During Consultant's term as Site Manager, Consultant shall continue to be responsible to County, to fulfill all the duties as outlined herein. Failure of the Site to generate any specific revenue amount shall not be considered a failure of Consultant.

2. Annually, on the date requested by County, Consultant shall provide a report and make a presentation to the County Commissioners regarding the status of their activities, including current placements and future expectations. The Commissioners may modify or amend this Agreement to the extent that the industry requirements have been modified and to modify Consultant actions based on the County Commissioners' determination of that which is in the best interest of the County.

#### V. Compensation

1. For its services, Consultant shall be entitled to twenty-five percent (25%) of all rents and fees collected from Tenants whose contracts have been entered into during the term of this Agreement until the end of the initial term of each Tenant's contract.

For the purpose of this Section, sales taxes, real estate or personal property tax reimbursement, insurance reimbursements and late fees, if applicable, shall be excluded from the amount of the rents and fees upon which the compensation of Consultant is based.

2. Consultant shall remit to County, on an monthly or annual basis, consistent with the payment terms of applicable leases, the amount due to County for all rents, fees, and other amounts collected (less sales tax, if applicable), together with a monthly report including a statement of account detailing all transactions, and showing all amounts collected and all amounts uncollected from Tenants. Consultant shall remit to itself, from such bank account, the amount of its compensation as set forth above. Such payment and report shall be remitted to the County by the tenth day of each month, for all rents and fees collected from the Tenants for the previous month.



## EXHIBIT B FEES FOR WIRELESS APPLICATION REVIEW

Consultant fees are paid for by the Applicant through the County's application and review process and therefore there is no out of pocket expense to the County. Consultant's review fees are inclusive and fixed project fees with no additional or hidden costs. The fee includes an initial review for "technical completeness," evaluation of the application and/or follow-up review or letters on same application. There will be no incidental charges associated with the review fee (i.e., teleconferencing, faxing, emailing, printing and reproduction costs).

- **Small Wireless or DAS (Nodes):** Applications either public or private – no meeting attendance required \$ 500.00 per site or node
- **Eligible Facility:** Modifications, Upgrades and Collocations - Streamlined Review Report – no meeting attendance required \$1,000.00 per site
- **Non-Eligible Facility:** Modifications, Upgrades and Collocations – Site Review Report – no meeting attendance required. Note: Non-eligible is if the applicant needs to increase tower height or increase the existing ground compound in excess what is allowed under Spectrum Act Part 6409 or North Carolina regulations. \$4,000.00 per site
- **New Structure:** Site Review and Analysis Report and Expert Testimony
  - Report – includes attendance at up to two (2) related meeting(s) (either in person or via video conference i.e. Zoom), \$6,500.00 per site\*
- Attendance for additional related planning board work session or public hearing (either in person or via video conference i.e. Zoom), and as approved in advance by County \$1,500 per visit\*

\*All expense and travel is included in the flat fee for these services and there are no additional fees.

The application review fee will be paid directly to the County by the applicant, through the County's application and review process. CityScape will invoice the County for the review upon the completion and submittal of the completed review and analysis by CityScape and attendance at any scheduled meetings at the discretion of the County.

Consultant's review process on any application does not conclude until the application is approved, denied, withdrawn or dismissed. Additional fees may apply for any requested post-adjudication services (i.e. litigation support) which shall be invoiced as Additional Consulting Services.





## Granville County Administration

---

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

**To:** Board of Commissioners  
**From:** Debra Weary  
**Department:** Administration  
**Date:** March 13, 2022  
**Title:** Proclamations, Resolutions and Legislative Matters

---

### **PURPOSE:**

This item on the agenda will be used for the introduction of proclamations, resolutions, or legislative matters. It can also be used for the general discussion of related matters.

### **ACTION TAKEN:**



## Granville County

---

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

**To:** Board of Commissioners  
**From:** Debra Weary  
**Department:** Administration  
**Date:** March 13, 2022  
**Title:** Granville County ABC Board

---

### PURPOSE:

The term of William R. "Bill" Crosby expires in March.

**Others serving:** Michael Smith  
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:** March 13, 2022  
**Title:** **South Granville Memorial Gardens Board of Trustees**

---

### **PURPOSE:**

Dallas Champion passed away and Vickie Smoak, alternate, is recommended to fill the vacancy as a regular member. The SGMG will recommend a replacement for the alternate position at a later date.

### **BACKGROUND:**

**Others serving:** James Russell  
Elbert Oakley, Jr.  
Mary Ann Lunsford  
Rev. John Gooch  
Kenneth Bullock  
Vickie Smoak, Alternate

### **ACTION TAKEN:**





## Granville County Administration

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

**To:** Board of Commissioners  
**From:** Jason Falls  
**Department:** Environmental Programs  
**Date:** March 14, 2022  
**Title:** Granville Employee NCDOT Spring Litter Sweep

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### **PURPOSE:**

To announce Granville Employee NCDOT Spring Litter Sweep – Friday, April 22, 2022

### **BACKGROUND:**

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

The NCDOT sponsored "Spring 2022 Litter Sweep" begins April 16<sup>th</sup> and concludes April 30<sup>th</sup>. Jason Falls, Director of Environmental Programs, is requesting volunteers within county government to help clean a section of road within the county (*road will be determined prior to day of pickup*) on **Friday, April 22, 2022**, with a rain date scheduled for the following Friday, April 29, 2022.

For County employees participating, and as an incentive, once we are finished picking up litter from the selected road(s), employees will have the option of not returning to work (without using leave) as approved by the County Manager and/or employee's supervisor. Additionally, employees can earn 20 points towards wellness activities by participating.

### **RECOMMENDATION:**

Information Only Item

### **ACTION TAKEN:**



## Granville County Administration

104 Belle Street  
Oxford, NC 27565  
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**To:** Board of Commissioners  
**From:** Korena Weichel  
**Department:** Administration  
**Date:** March 11, 2022  
**Title:** Proposal to Implement Cost of Living Adjustment

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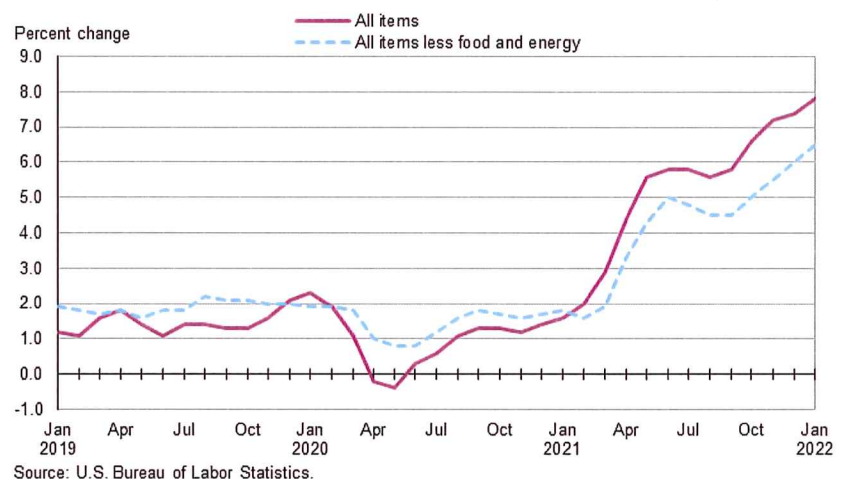
### **PURPOSE:**

To consider an immediate cash bonus for full and part-time employees and a 2.75 percent Cost-of-Living Adjustment (COLA) for all full-time employees in the current fiscal year.

### **BACKGROUND:**

In response to inflation and rising costs across all CPI-U indexes (Consumer Price Index for All Urban Consumers), county administration and HR have been actively reviewing employee benefits and salaries to seek ways to ensure we are taking care of our employees.

Over the past several months, all eyes have been on news headlines and financial reports as the highest inflationary levels in four decades have been recorded. The County's finance director reported on this crisis during his presentation at the Board's Annual Retreat. As shown in the most recent report produced by the Bureau of Labor Statistics for the southeast region, which includes North Carolina, the all-items CPI-U advanced 7.8% for the 12 months ending in January 2022 (chart illustrates the CPI-U percent change from January 2019 to January 2022).



Based on this reality, local government jurisdictions within Granville and its surrounding counties as well as jurisdictions throughout the state are considering implementing a 6% – 8% COLA. Many of those jurisdictions are being forced to contemplate such a large increase because they have not had a fully-funded annual merit program in place. The Granville County Board of Commissioners is sincerely commended for showing the foresight to fund the merit program in nearly every fiscal year budget – including the current fiscal year funding of up to four percent for full-time employees.

The effect rising inflation is having on our employees cannot be overstated. Nor can the effect current economic conditions such as competition in wages and benefits for the shrinking workforce is having on County operations. It is with these facts in mind that we are bringing an unprecedented mid-year request to the County Board for consideration; the impact is being felt now and needs to be addressed now – not four months from now when the new fiscal year budget is implemented.

To address skyrocketing inflation, county administration proposes adding a 2.75 percent COLA in this fiscal

year to the approved merit pay already included in the current budget. Combined, these increases will reach up to 6.75 percent and align Granville County, on average, with what others are doing.

Even if approved at the March 21 meeting, the earliest a COLA increase could be implemented is the April 16 – May 15 pay period which would not show up in the employees' paychecks until May 31. Therefore, to address the urgency this situation warrants, the following approach is proposed:

- **A one-time immediate cash bonus for emergency relief from rising fuel costs:** \$100 for full-time employees and \$50 for part-time employees who have worked in both of the past two pay periods; and
- **A 2.75 percent COLA increase to all full-time employee salaries effective with the pay period beginning April 16, 2022.** The overall payroll costs for both COLA (implemented now) and Merit Pay (implemented on July 16) including employer FICA taxes and retirement contributions is shown below and reflects approximately \$1.2M annually.

#### FY22 Combined Merit/COLA Analysis

|                                        |                            | <i>Proposed for 4/16/22</i> |    | <i>Approved for 7/16/22</i> |                       |
|----------------------------------------|----------------------------|-----------------------------|----|-----------------------------|-----------------------|
|                                        |                            | <b>2.75%</b>                |    | <b>Up to 4%</b>             | <b>Up to 6.75%</b>    |
|                                        | <b>CURRENT<sup>#</sup></b> | <b>COLA</b>                 |    | <b>MERIT</b>                | <b>COMBINED TOTAL</b> |
| <b>Total Full-Time Annual Payroll*</b> | \$ 17,282,962              | \$ 17,758,244               | \$ | 17,974,281                  | \$ 18,449,562         |
| <b>Increase to payroll costs</b>       |                            | \$ 475,281                  | \$ | 691,318                     | \$ 1,166,600          |

<sup>#</sup> 2/28/2022 payroll x 12 (does not include OT other than 911-guaranteed OT)

\* Includes FICA, LGERS/LEO LGERS, and LEO 5% 401(k)

Note: The Pay & Classification Plan developed by the MAPS group and adopted by the Board in January 2021 requires pay ranges to be adjusted annually to ensure the County is staying in line with market conditions. This adjustment must be made, and the ranges updated, whether a COLA is fully funded or not.

#### **FUNDING:**

As stated above, merit pay of up to four percent is already included in the current continuation budget; therefore, the only new funding for this fiscal year would be the cash bonus and two installments of the COLA increase (Note: If approved, the COLA increase will be rolled into the upcoming year's continuation budget).

The amount required for the one-time cash bonus is approx \$36K and the amount required to fund a 2.75 percent COLA increase for two pay periods in Fiscal Year 2022 is approx \$79K. The combined total of approx \$115,000 would require an appropriation from Fund Balance.

#### **RECOMMENDATION:**

County administration and human resources recommend approval of the following:

1. A one-time immediate cash bonus to all employees at \$100 each for full-time employees and \$50 each for part-time employees who have worked in both of the past two pay periods; and
2. A 2.75 percent COLA increase to all full-time employee salaries effective with the pay period beginning April 16, 2022.

#### **ATTACHMENTS:**

#### **ACTION TAKEN:**





## Granville County

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**To:** Board of Commissioners  
**From:** Debra Weary  
**Department:** Administration  
**Date:** March 14, 2022  
**Title:** **Stovall Property Purchase**

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**PURPOSE:**

To finalize Stovall property purchase.

**ACTION TAKEN:**



## Granville County

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104 Belle Street  
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**To:** Board of Commissioners  
**From:** Debra Weary  
**Department:** Administration  
**Date:** March 13, 2022  
**Title:** **Presentations by County Board Members**

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### **PURPOSE:**

Board members will make comments.

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

### **ACTION TAKEN:**



## Granville County

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**To:** Board of Commissioners  
**From:** Debra Weary  
**Department:** Administration  
**Date:** March 13, 2022  
**Title:** **Any Other Matters**

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**PURPOSE:**

Any other matters as needed.

**ACTION TAKEN:**





## Granville County

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**To:** Board of Commissioners  
**From:** Debra Weary  
**Department:** Administration  
**Date:** March 14, 2022  
**Title:** **Closed Session as Allowed by G.S. 143-318.11(a)(3) - Attorney-Client Matter**

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**PURPOSE:**

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

**ACTION TAKEN:**

