

AGENDA
GRANVILLE COUNTY BOARD OF COMMISSIONERS

Monday, March 4, 2024



Call to order @ 7:00 p.m......Chair Timothy Karan
Invocation and Pledge of Allegiance.....Commissioner Jimmy Gooch

Consent Agenda

1. Budget Amendment #7 for Fiscal Year 2023-2024 (pg. 3)
2. Project Ordinance Amendment #1 - Triangle North Water and Sewer Project (pg. 9)
3. Tax Refunds, Releases & Write-offs (pg. 11)
4. Minutes (pg. 29)

Introductions, Recognitions and Presentations

5. Granville County Library Board of Trustees Update (pg. 59)
6. Granville County Recreation Master Plan / Shweta Nanekar, McAdams Company (pg. 65)

Public Comments

7. Public Comments (pg. 93)

Cooperative Extension Matters

8. Memorandum of Understanding for Cooperative Extension (pg. 94)

Solid Waste Matters

9. Landfill RFP Overview/Request for Authority to Negotiate Landfill Operations Contract With Huff Soil Conservation Services, Inc. (pg. 103)

Appointments

10. DSS Board (pg. 151)
11. Oxford Planning Board -Extraterritorial Members (pg. 153)
12. Oxford Zoning Board of Adjustment – ETJ (pg. 154)
13. Granville County Board of Adjustment (pg. 155)
14. Granville County Planning Board (pg. 156)

15. Granville County Tourism Development Authority (pg. 157)

County Manager's Report

16. County Manager's Report (pg. 159)

County Attorney's Report

17. County Attorney's Report (pg.160)

Presentations by County Board Members

18. Presentations by County Board Members (pg. 161)

Any Other Matters

19. Any Other Matters (pg. 162)



Granville County

Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: March 4, 2024
Title: **Budget Amendment #7 for Fiscal Year 2023-2024**

PURPOSE:

To consider approval of Budget Amendment #7 for fiscal year 2023-2024.

BACKGROUND:

As described in G.S. 159-15, these are amendments to the FY 2023-2024 operating budget, presented by various operating departments, the Finance department, and the County Board of Commissioners. These update the existing budget to reflect necessary changes in spending and offsetting sources of funding, which result in a balanced budget.

These amendments to the General Fund (\$104,202 in total) include the net of the following:

- A transfer of funds (\$100,000) from the Triangle North Water and Sewer capital project to cover legal expenses anticipated for the transfer of Triangle North property to Portman Industrial LLC for development.
- \$80,100 in insurance proceeds for the repair or replacement of damaged or totaled vehicles.
- United Way funds received for the year (\$13,043) plus appropriation of prior year 4-H funds (\$13,043) to be used for funding of United Way activities (including the Pop Shots club).
- A decrease in fund balance appropriation (\$74,600) and ROAP allocation funding (\$31,195) due to adjustments in the Dept of Transportation's final Rural Operating Assistance Program (R.O.A.P.) allocation for FY 2024.
- A \$10,000 realignment of funds within the Administration department to fund professional services, plus \$2,000 to Administration from General Fund contingency to fund continued recruiting efforts.

RECOMMENDATION:

The Finance Director and the County Manager recommend approval of Budget Amendment #7.

ATTACHMENTS:

BA #7 - Detail

BA #7 - Summary

ACTION TAKEN:

BUDGET AMENDMENT #7

March 4, 2024

SUMMARY

GENERAL FUND

GENERAL FUND	INTER-FUNCTION TRANSFER		SOURCE OF FUNDS						
	From	To	Appropriated Fund Balance	+	Restricted & Intergov't Rev	+	Inter-Fund Transfers	=	Net Change
General Government	\$10,000	\$12,000	\$0		\$0				\$0
Public Safety	\$0	\$0	\$0		\$0				\$0
Community Services	\$0	\$0	\$16,854		\$13,043		\$100,000		\$129,897
Human Services	\$0	\$0	(\$74,600)		\$0				(\$74,600)
Projects & Other Approp's(Non-Dept'l)	\$2,000	\$0	\$0		(\$31,195)				(\$31,195)
Fleet	\$0	\$0	\$0		\$80,100				\$80,100
Use of Contingencies	\$0	\$0	\$0		\$0				\$0
Total	\$12,000	\$12,000	(\$57,746)		\$61,948		\$100,000		\$104,202
TOTAL - ALL FUNDS	\$12,000	\$12,000	(\$57,746)		\$61,948		\$100,000		\$104,202

This budget amendment includes an overall increase of \$104,202 to the General Fund budget. This increase is comprised of a transfer of funds (\$100,000) to cover legal expenses anticipated for the transfer of Triangle North property to Portman Industrial LLC for development, as well as \$80,100 in insurance proceeds for the repair or replacement of damaged or totaled vehicles. It also includes recognition of United Way funds received for the year plus appropriation of 4-H funds to be used for funding of United Way activities. These increases are netted against a decrease in fund balance appropriation (\$74,600) and ROAP allocation funding (\$31,195) due to adjustments in the Dept of Transportation's final R.O.A.P. allocation for FY 2024.

Within this amendment, there is also \$10,000 realignment of funds within the Administration department to fund professional services. and \$2,000 transferred to the Administration department from contingency reserve to fund recruiting efforts.

BUDGET AMENDMENT #7
03/04/2024
Legal Document

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

GENERAL FUND

Expenditures	Increase	Decrease	Total
General Government			\$ 2,000
Human Resources		2,000	
Community Services			\$ 129,897
Cooperative Extension Service	29,897		
Economic Development	100,000		
Human Services			\$ (39,106)
Social Services	944		
HCCBG & Transportation		(40,050)	
Area Projects and Other Appropriations			\$ 13,411
Fleet	80,100		
Pass Thru Funds		(66,689)	
Contributions to Other Funds & Contingencies			(2,000)
Contingencies		(2,000)	
Total Expenditures			\$ 104,202
Revenues			
Restricted and Intergovernmental	161,948		
Appropriated Fund Balance		(57,746)	
Total Revenues			\$ 104,202

BUDGET AMENDMENT #7
Detail [For Reference Only]

				Amendment	Budget after Amendment
General Government					
Administration					
Expenditures: Increase/ (Decrease)					
10	4120	121	Salaries	(10,000)	\$247,838
10	4120	412	Building Rent	6,000	\$10,000
10	4120	360	Dues & Subscription	2,400	\$25,000
10	4120	312	Proff Services	1,000	\$4,000
10	4120	321	Telephone	600	\$1,800

Description: Reallocation of lapsed salaries to replentish other line items that were used to fund PROFFESIONAL SERVICES budget amendment.

General Government					
Administration					
Expenditures: Increase/ (Decrease)					
10	9910	991	General Contingency	(2,000)	\$138,000
10	4125	370	Advertising	2,000	\$2,800

Description: Transfer of funds from General Contingency to cover additional outreach efforts.

Community Services					
Economic Development					
Expenditures: Increase/ (Decrease)					
10	4920	641	KTREDC Legal Payments for Tri. North	\$100,000	\$100,000
Revenues: Increase/ (Decrease)					
10	3991	933	Transfer from Triangle North W&S	\$100,000	\$100,000

Description: Transfer of funds from the Triangle North Water and Sewer Fund to pay for specific legal work for the development in the Triangle North property by Portman Industrial, LLC.

Community Services					
Cooperative Extention					
Expenditures: Increase/ (Decrease)					
10	4950	235	United Way Expenditures	29,897	\$54,897
Revenues: Increase/ (Decrease)					
10	3990	991	Appropriated Fund Balance	16,854	\$16,854
10	3833	850	CED - United Way Funding	13,043	\$13,043

Description: Recongize receipt of United Way funds for the year (including the Pop Shots club) plus appropriation of 4-H funds accumulated from previous periods to be used for funding of United Way activities.

				Amendment	Budget after Amendment
Human Services					
ROAP					
Expenditures: Increase/(Decrease)					
10	5300	314	Work First Transportation (EMPL)	944	\$10,944
10	5859	505	EDTAP - Transportation Grant	(40,050)	\$34,950
10	8580	140	KARTS/ RGP Allocation	(73,689)	\$90,911
10	8580	142	Harold Sherman Adult Day Care Center	7,000	\$16,200
Revenues: Increase/(Decrease)					
10	3990	991	Appropriated Fund Balance	(74,600)	5,917,192
10	3327	333	ROAP Rural Operating Assist	(31,195)	112,610

Description: Adjustment of the original budget to reflect the final version of the DOT Annual Rural Operation Assistance Program (ROAP) allocation. Additionally, reallocation of \$7,000 of Work First Transportation (EMPL) funds to the Harold Sherman Adult Day Care.

Area Projects & Other Appropriations

Fleet

Expenditures: Increase/ (Decrease)

10	8550	353		80,100	\$160,223
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Revenues: Increase/ (Decrease)

10	3836	850		80,100	\$125,084
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Description: Recognize the receipt of insurance proceeds from NCACC for repair or total loss of vehicles involved in accidents.



Granville County Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: March 4, 2024
Title: **Project Ordinance Amendment #1 - Triangle North Water and Sewer Project**

PURPOSE:

To amend the Triangle North Water and Sewer Project to allow transfer of \$100,000 to the General Fund.

BACKGROUND:

\$100,000 needs to be budgeted in the General Fund to cover costs the Kerr-Tar Regional Economic Development Council (KTREDC) will likely incur for targeted / specific legal work related to continued development of Triangle North by Portman Industries, specifically to cover anticipated costs leading up to the project closing, which staff anticipate to occur this summer.

Since the Triangle North Water and Sewer project is a related project and has \$5,100,000 appropriated, it would be logical source of transferred funds. This \$100,000 can be paid back to the project fund upon receipt of the anticipated \$1,000,000 appropriation from the NC legislature for the Triangle North project.

RECOMMENDATION:

The Finance Director recommends approval of the proposed capital project budget amendment.

ATTACHMENTS:

CPO Triangle North Water and Sewer project – Budget Amendment #1

ACTION TAKEN:

**Project Ordinance Budget Amendment
Triangle North - Water and Sewer
Budget Amendment #1 (1st during Fiscal Year 2024)**

**March 4, 2024
LEGAL DOCUMENT**

Be it ordained, the FY 2023-2024 School Facility and HVAC Repair Project Budget Ordinance is hereby amended as follows:

Expenditures	Increase	Decrease	Total
Triangle North - Water and Sewer		(100,000)	\$ (100,000)
Transfers to General Fund - KLRCOG	100,000		\$ 100,000
Total Expenditures			\$ -

**Triangle North - Water and Sewer
March 4, 2024
DETAIL [For Reference Only]**

Description		Amendment	Balance after Amendment
Expenditures: Increase/(Decrease)			
33 4000 000	Triangle North - Water and Sewer	(\$100,000)	\$5,000,000
33 4980 010	Transfer to General Fund - KLREDC	\$100,000	\$100,000

Description: Transfer funds to pay to KTREDC for targeted/specific legal work related to development of Triangle North by Porman Industries LLC.

**Triangle North - Water and Sewer
Budget Amendment #1 (1st during Fiscal Year 2024)
March 4, 2024
SUMMARY**

INTRA-FUND TRANSFER		SOURCE OF FUNDS			
From	To	Approp. Fund Balance	+ Intergov't Rev	+ Transfers	= Change
From	To				
Tri North					
Trans to GF					
Total		\$0	\$0	\$0	\$0

This capitol project budget amendment moves \$100,000 from the Water and Sewer construction line to be transferred back to the General Fund to cover legal expenses related to the development of the Triangle North.



Granville County Tax Administration

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

To: Board of Commissioners
From: Jenny Short
Department: Tax Administration
Date: March 4, 2024
Title: Tax Refunds, Releases & Write-offs

PURPOSE:

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

BACKGROUND:

- Tax refunds are governed by N.C.G.S. 105-381 and is generated when a Granville County property owner has for some reason paid more property tax than is actually due for a given tax year.
- A tax release is governed by N.C.G.S 105-381 and is usually generated when a property was billed on incorrect parcel, personal property now listed in another county, or clerical error.
- A tax write-off occurs when a bill is generated that is less than \$2.00. According to the resolution adopted May 1, 2003, the Board of Commissioners authorized the Tax Collector to write off the collection for all taxes which do not exceed \$2.00.

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

Refunds	January 25, 2024 – February 21, 2024:	\$28,223.00
Releases	January 25, 2024 – February 21, 2024:	\$23,617.01
Write-offs (\$2 and less)	January 25, 2024 – February 21, 2024:	\$ 29.14

Refunds for taxpayer overpayments \$442.05
Refund for State of NC duplicate payment \$4,666.52
Refund for garnishment overpayment \$42.15
Refund for over assessment of 2018 expensed assets \$19,865.83
Refund for house billed on wrong parcel \$3,206.45

Releases for over assessment of 2018 expensed assets \$19,744.29
Releases for billed in error \$3,872.72

RECOMMENDATION:

The Tax Administrator, Jenny Short recommends approval of tax refunds \$28,223.00, releases \$23,617.01 and write-offs \$29.14 for January 25, 2024, through February 21, 2024.

ATTACHMENTS:

Detailed Refund Report
Detailed Write-off Report
Detailed Release Report

ACTION TAKEN:

RUN DATE: 2/22/2024 9:53 AM

GRANVILLE COUNTY REFUND REPORT

PARAMETERS SELECTED FOR ACTIVITY REFUND REPORT:

TRANSACTION DATE RANGE: 01/25/2024 12:00:00 AM - 02/21/2024 12:00:00 AM

PAYMENT DATE RANGE:

USER/OPERATOR:

TAX DISTRICT(S):

BILL YEAR RANGE:

BILL# RANGE:

BILL TYPE: Both

RELEASE NUMBER ONLY:No

SORT BY: Transaction Date

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

RUN DATE: 2/22/2024 9:53 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
1051873 MORRIS JOHN MORRIS KIMBERLY 8620 GRASSY CREEK RD BULLOCK, NC 27507-9477	2023-6029	RP: 191900844957	400.00	Autoagent	2/1/2024 9:11:17 AM
** VOIDED **					
REFUND RECIPIENT: John Morris Autoagent Overpayment 8620 Grassy Creek Rd BULLOCK NC 27507					
80801301 TRM WAREHOUSE GROUP LLC 621 WOODS WAY WAKE FOREST, NC 27587-6044	2023-11877	RP: 089604825826	115.96	Autoagent	2/2/2024 8:58:30 AM
REFUND RECIPIENT: JAYNE ISBELL AUTOAGENT OVERPAYMENT PO BOX 890 FRANKLINTON NC 27525					
3494301 GRAY WILBUR L GRAY NANCY B 2504 SMITH RD OXFORD, NC 27565	2023-2109	RP: 180900084150	42.15	CTH	2/2/2024 11:33:39 AM
GRANVILLE COUNTY PUBLIC SCHOOLS REFUND RECIPIENT: NANCY GRAY GARNISHMENT OVERPAYMENT 2504 SMITH RD OXFORD NC 27565					
2337302 BAIRD HOWARD R BAIRD ROSA L 1261 HIGHWAY 158 OXFORD, NC 27565	2023-400264	RP: 097304945029	24.17	CTH	2/2/2024 3:33:48 PM
BAIRD COURTNEY REFUND RECIPIENT: COURTNEY BAIRD WALK IN OVERPAYMENT 1263 US HWY 158 OXFORD NC 27565					
28758113 PEACE KAREN HARRIS PEACE CEDRICK SHAWN SR 2248 LAUREN MILL DR OXFORD, NC 27565	2013-65080		3.84	TYRELL	2/5/2024 2:41:16 PM
CH 13 ANITA JO KINLAW TROXLER					

RUN DATE: 2/22/2024 9:53 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
REFUND RECIPIENT: ANITA JO KINLA CH 13 TRUSTEE CASE #19-80358, CEDRICK S PEACE SR BANKRUPTCY OVERPAYMENT PO BOX 1720 GREENSBORO NC 27402					
87955305 BLUE BOLT REALTY LLC	2023-27507	RP: 193304528887	294.45	TYRELL	2/5/2024 3:44:21 PM
** VOIDED **					
3513 HARRY DAVIS RD BULLOCK, NC 27507		EDGAR BLACKLEY REFUND RECIPIENT: EDGAR BLACKLEY LAURA D BLACKLEY MAIL OVERPAYMENT 3513 HARRY DAVIS RD RALEIGH NC 27607			
1016383 BLUE BOLT REALTY LLC	2023-33379	RP: 193304630275	292.06	TYRELL	2/6/2024 12:03:57 PM
3513 HARRY DAVIS RD BULLOCK, NC 27507-9504		EDGAR L BLACKLEY REFUND RECIPIENT: EDGAR L BLACKLEY LAURA D BLACKLEY MAIL OVERPAYMENT 3513 HARRY DAVIS RD BULLOCK NC 27507			
6552301 FREEMAN JOSEPH N FREEMAN LINDA B 2643 W LYON STATION RD	2023-400267	RP: 088701187300	1354.60	TYRELL	2/7/2024 11:14:42 AM
** VOIDED **					
CREEDMOOR, NC 27522		LINDA B FREEMAN REFUND RECIPIENT: LINDA B FREEMAN MAIL OVERPAYMENT 2643 W LYON STATION RD creedmoor NC 27522			
64499301 HENDERSON MARY	2023-5397	RP: 194000026093	107.00	Autoagent	2/8/2024 9:34:23 AM
** VOIDED **					
C/O RENEE HENDERSON 538 WINSTON AVE BALTIMORE, MD 21212-4513		REFUND RECIPIENT: MARY HENDERSON AUTOAGENT OVERPAYMENT 538 WINSTON AVE BALTIMORE MD 21212 4513			
85636301 BLOUNT QUINARD	2023-36758	PERSONAL PROPERTY	6.02	TYRELL	2/8/2024 11:07:06 AM

RUN DATE: 2/22/2024 9:53 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
6555 GOSHEN ROAD					
OXFORD, NC 27565		QUINARD BLOUNT REFUND RECIPIENT: QUINARD BLOUNT MAIL OVERPAYMENT PO BOX 203 ROUGEMONT NC 27572			
75613101	2020-241878	PERSONAL PROPERTY	5086.91	TJT	2/15/2024 10:45:50 AM
APPLIED MEDICAL TECHNOLOGIES DBA AIRCLEAN SYSTEMS 2179 E LYON STATION ROAD					
CREEDMOOR, NC 27522		AIRCLEAN SYSTEMS REFUND RECIPIENT: AIRCLEAN SYSTEMS RELEASE OVERPAYMENT 2179 E LYON STATION RD CREEDMOOR NC 27522			
75613101	2020-241878	PERSONAL PROPERTY	418.52	TJT	2/15/2024 10:48:26 AM
APPLIED MEDICAL TECHNOLOGIES DBA AIRCLEAN SYSTEMS 2179 E LYON STATION ROAD					
CREEDMOOR, NC 27522		AIRCLEAN SYSTEMS REFUND RECIPIENT: AIRCLEAN SYSTEMS RELEASE OVERPAYMENT 2179 E LYON STATION RD CREEDMOOR NC 27522			
75613101	2020-241878	PERSONAL PROPERTY	11.51	TJT	2/15/2024 10:50:12 AM
APPLIED MEDICAL TECHNOLOGIES DBA AIRCLEAN SYSTEMS 2179 E LYON STATION ROAD					
CREEDMOOR, NC 27522		AIRCLEAN SYSTEMS REFUND RECIPIENT: AIRCLEAN SYSTEMS RELEASE OVERPAYMENT 2179 E LYON STATION RD CREEDMOOR NC 27522			
75613101	2021-19259	PERSONAL PROPERTY	4575.25	TJT	2/15/2024 10:52:17 AM
APPLIED MEDICAL TECHNOLOGIES DBA AIRCLEAN SYSTEMS 2179 E LYON STATION ROAD					
CREEDMOOR, NC 27522		AIRCLEAN SYSTEMS REFUND RECIPIENT: AIRCLEAN SYSTEMS RELEASE OVERPAYMENT 2179 E LYON STATION RD CREEDMOOR NC 27522			

RUN DATE: 2/22/2024 9:53 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
75613101 APPLIED MEDICAL TECHNOLOGIES DBA AIRCLEAN SYSTEMS 2179 E LYON STATION ROAD CREEDMOOR, NC 27522	2022-37656	PERSONAL PROPERTY	4806.34	TJT	2/15/2024 10:54:38 AM
AIRCLEAN SYSTEMS REFUND RECIPIENT: AIRCLEAN SYSTEMS RELEASE OVERPAYMENT 2179 E LYON STATION RD CREEDMOOR NC 27522					
75613101 APPLIED MEDICAL TECHNOLOGIES DBA AIRCLEAN SYSTEMS 2179 E LYON STATION ROAD CREEDMOOR, NC 27522	2022-37656	PERSONAL PROPERTY	587.07	TJT	2/15/2024 10:56:21 AM
AIRCLEAN SYSTEMS REFUND RECIPIENT: AIRCLEAN SYSTEMS RELEASE OVERPAYMENT 2179 E LYON STATION RD CREEDMOOR NC 27522					
75613101 APPLIED MEDICAL TECHNOLOGIES DBA AIRCLEAN SYSTEMS 2179 E LYON STATION ROAD CREEDMOOR, NC 27522	2023-40098	PERSONAL PROPERTY	4380.23	TJT	2/15/2024 10:58:34 AM
AIRCLEAN SYSTEMS REFUND RECIPIENT: AIRCLEAN SYSTEMS RELEASE OVERPAYMENT 2179 E LYON STATION RD CREEDMOOR NC 27522					
99378302 NC DEPT OF PUBLIC SAFETY PO BOX 968 MANDAN, ND 58554-0968	2023-25888	RP: 087609166100	4666.52	KCR	2/19/2024 10:20:48 AM
STATE OF NC DEPT OF PUBLIC SAFETY REFUND RECIPIENT: STATE OF NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY MAIL OVERPAYMENT 4220 MAIL SERVICE CENTER RALEIGH NC 27699					
57068310 HOBGOOD WM E & MELBA TRUSTEES 8617 CORNWALL RD OXFORD, NC 27565	2023-4887	RP: 099900651054	3206.45	TJT	2/21/2024 10:35:31 AM
SHADOWING OAKES LLC					

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE	TIME
		REFUND RECIPIENT: SHADOWING OAKES LLC RELEASE OVERPAYMENT 8617 CORNWALL RD OXFORD NC 27565				
TOTAL REFUNDS PRINTED:		30,379.05				
TOTAL VOID REFUNDS:		-2,156.05				
TOTAL:		28,223.00				

VOIDED REFUND AMOUNTS OF REFUNDS NOT IN 1/25/2024 - 2/21/2024

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

PARAMETERS SELECTED FOR ACTIVITY REPORT:

TRANSACTION DATE RANGE: 01/25/2024 12:00:00 AM - 02/21/2024 12:00:00 AM
PAYMENT DATE RANGE:
BATCH KEY RANGE:
BILL TYPE: Both
BILL YEAR/NUMBER RANGE:
DISTRICT/TYPE/FEE:
TRANSACTION TYPE:
TOWNSHIP:
CITY:
STATUS:
EXCLUDE STATUS:
USER/OPERATOR:
HISTORY TYPE: 07 - Underpayment
EXCLUDE USER/OPERATOR:
PAYMENT SOURCE TYPE:
PRINT TOTALS ONLY: No
SORT ORDER: Transaction Date
PRINT COMMENTS: N

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

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
01/25/2024	11:11:25	2023-15537		28560301	ASHLEY GEORGE	CTH	Payment	01/25/2024	mail	1143	0.48		0.48
											TOTAL TRANSACTION:		0.48
01/26/2024	10:54:05	2023-40004		2423	RUTLEDGE ETHAN CLAUDE	CTH	Payment	01/26/2024	mail	00768	0.80		0.80
											TOTAL TRANSACTION:		0.80
01/29/2024	11:57:14	2023-16276		19357301	ROYSTER BARBARA	KCR	Payment	01/29/2024	mail	3895	0.02		0.02
											TOTAL TRANSACTION:		0.02
01/31/2024	23:00:26	2023-26602		57945303	TALLY HO FARMS INC	ARCLEAR	Write Off	01/31/2024			1.55		1.55
											TOTAL TRANSACTION:		1.55
01/31/2024	23:00:26	2023-38820		2587201	BASS LEONARD L	ARCLEAR	Write Off	01/31/2024			1.36		1.36
											TOTAL TRANSACTION:		1.36
01/31/2024	23:00:26	2023-61891		2965	AMNL INVESTMENT VEHICLE 2 LLC	ARCLEAR	Write Off	01/31/2024			1.52		1.52
											TOTAL TRANSACTION:		1.52
02/02/2024	10:17:44	2023-11460		11486301	HENDERSON ALVIE	CTH	Payment	02/02/2024	walk-in	04164	0.09		0.09
											TOTAL TRANSACTION:		0.09
02/02/2024	11:08:51	2023-38042		3338113	BOWLING STEVEN JOHN	CTH	Payment	01/31/2024	mail	5547	0.87		0.87
											TOTAL TRANSACTION:		0.87
02/02/2024	11:57:11	2023-32283		73304301	JACKSON JERMAINE	CTH	Payment	01/31/2024	mail	29134513326			0.00
02/02/2024	11:57:11	2023-32281		73302301	JACKSON STEVEN	CTH	Payment	01/31/2024	mail	29134513326	0.38		0.38
											TOTAL TRANSACTION:		0.38
02/02/2024	12:19:50	2023-55772		13427111	WATKINS KENNETH RAY	CTH	Payment	02/02/2024	walk-in	4170	0.37		0.37
											TOTAL TRANSACTION:		0.37
02/02/2024	12:35:48	2023-200540		33922201	WRENN GERALD	TYRELL	Payment	02/02/2024	walk-in		0.18		0.18
											TOTAL TRANSACTION:		0.18
02/02/2024	16:19:56	2023-201351		85978301	FREDERICK THOMAS S	TYRELL	Payment	02/02/2024	walk-in	03014			0.00
02/02/2024	16:19:56	2023-201349		85978301	FREDERICK THOMAS S	TYRELL	Payment	02/02/2024	walk-in	03014			0.00
02/02/2024	16:19:56	2023-201350		85978301	FREDERICK THOMAS S	TYRELL	Payment	02/02/2024	walk-in	03014			0.00
02/02/2024	16:19:56	2023-201627		58219201	FREDERICK GAVIN THOMAS	TYRELL	Payment	02/02/2024	walk-in	03014			0.00
02/02/2024	16:19:56	2023-201626		58219201	FREDERICK GAVIN THOMAS	TYRELL	Payment	02/02/2024	walk-in	03014			0.00
02/02/2024	16:19:56	2023-201628		58219201	FREDERICK GAVIN THOMAS	TYRELL	Payment	02/02/2024	walk-in	03014	0.12		0.12
											TOTAL TRANSACTION:		0.12
02/05/2024	11:11:19	2023-39499		81242201	PENNINGS FERDINAND K	KCR	Payment	02/05/2024	mail	00200	0.98		0.98
											TOTAL TRANSACTION:		0.98
02/05/2024	11:13:47	2023-38597		1158	CORTESE SALVATORE JR	KCR	Payment	02/05/2024	mail	3377	0.02		0.02
											TOTAL TRANSACTION:		0.02
02/05/2024	11:14:46	2023-9882		1855301	ALLEN MOZELLE S HEIRS	KCR	Payment	02/05/2024	mail	01670	0.94		0.94
											TOTAL TRANSACTION:		0.94
02/05/2024	11:24:30	2023-36210		3359201	BOYD ALFRED JR	TYRELL	Payment	02/05/2024	walk-in		0.33		0.33
											TOTAL TRANSACTION:		0.33
02/05/2024	11:33:17	2023-36470		82830301	CLARK DONALD T & APRIL M	KCR	Payment	02/05/2024	mail	4837	0.13		0.13
											TOTAL TRANSACTION:		0.13
02/05/2024	11:38:57	2023-34794		27342201	STEM WILLIAM MICHAEL	CTH	Payment	02/05/2024	mail	835224	0.08		0.08
											TOTAL TRANSACTION:		0.08
02/05/2024	11:39:40	2023-34605		2355	INTERROBANG CORP	KCR	Payment	02/05/2024	mail	2002	0.22		0.22
											TOTAL TRANSACTION:		0.22
02/05/2024	11:41:29	2023-40464		7955201	EATMON JERRY G	CTH	Payment	02/05/2024	mail	9836	0.06		0.06
											TOTAL TRANSACTION:		0.06

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
02/05/2024	11:44:32	2023-37749		73662201	LONGMIRE ROBERT	KCR	Payment	02/05/2024	mail	02385	0.58		0.58
											TOTAL TRANSACTION:		0.58
02/05/2024	12:01:51	2023-39619		52582301	RAMSAY ROBERT V	KCR	Payment	02/05/2024	mail	001	0.31		0.31
											TOTAL TRANSACTION:		0.31
02/05/2024	12:03:32	2023-36030		22683301	BLACKBURN PHILLIP M	KCR	Payment	02/05/2024	mail	06075	0.07		0.07
											TOTAL TRANSACTION:		0.07
02/05/2024	12:05:18	2023-36542		83403201	CHAVIS THEODORE ROOSEVELT	CTH	Payment	02/05/2024	mail	01033	0.02		0.02
											TOTAL TRANSACTION:		0.02
02/05/2024	12:07:02	2023-32512		1486302	RAY LINDA ADAMS	CTH	Payment	02/05/2024	mail	3989	0.02		0.02
											TOTAL TRANSACTION:		0.02
02/05/2024	12:27:04	2023-202662		1882	THOMAS MACHELL FELTS	KCR	Payment	02/05/2024	mail	6576	0.35		0.35
02/05/2024	12:27:04	2023-202661		1882	THOMAS MACHELL FELTS	KCR	Payment	02/05/2024	mail	6576			0.00
											TOTAL TRANSACTION:		0.35
02/05/2024	12:27:43	2023-38441		2556	MILL BOONE BENJAMIN	CTH	Payment	02/05/2024	mail	1767	0.62		0.62
											TOTAL TRANSACTION:		0.62
02/05/2024	12:38:34	2023-33689		838101	LEWIS ELECTRIC OF OXFORD INC	CTH	Payment	02/05/2024	mail	008913	0.72		0.72
											TOTAL TRANSACTION:		0.72
02/05/2024	12:42:19	2023-37567		82442101	JCJ GLORY INC	CTH	Payment	02/05/2024	mail	010515	0.46		0.46
											TOTAL TRANSACTION:		0.46
02/05/2024	12:43:40	2023-7379		1680301	SATTERWHITE MARGIE A	CTH	Payment	02/05/2024	mail	019240	0.91		0.91
											TOTAL TRANSACTION:		0.91
02/05/2024	14:10:11	2023-26271		10301	GENERAL TELEPHONE	KCR	Payment	02/05/2024	mail	03213021	0.22		0.22
											TOTAL TRANSACTION:		0.22
02/05/2024	15:19:24	2023-26226		99244301	PUBLIC SERVICE CO OF NC	TYRELL	Payment	02/05/2024	mail	014118	0.79		0.79
02/05/2024	15:19:24	2023-26933		98555301	PUBLIC SERVICE CO	TYRELL	Payment	02/05/2024	mail	014118			0.00
02/05/2024	15:19:24	2023-26938		98550301	PUBLIC SERVICE CO	TYRELL	Payment	02/05/2024	mail	014118			0.00
02/05/2024	15:19:24	2023-26935		98553301	PUBLIC SERVICE CO	TYRELL	Payment	02/05/2024	mail	014118			0.00
											TOTAL TRANSACTION:		0.79
02/05/2024	15:28:52	2023-61975		2550	PEPSI BOTTLING VENTURES LLC	TYRELL	Payment	02/05/2024	walk-in	1231048	0.15		0.15
											TOTAL TRANSACTION:		0.15
02/05/2024	15:32:09	2023-39186		624	GORDON FOOD SERVICE INC	TYRELL	Payment	02/05/2024	mail	0002355	0.06		0.06
											TOTAL TRANSACTION:		0.06
02/05/2024	15:39:57	2023-33558		2935201	BLACKLEY EDGAR L	TYRELL	Payment	02/05/2024	mail	0014781080	0.01		0.01
											TOTAL TRANSACTION:		0.01
02/05/2024	15:46:01	2023-31634		84593201	WHITE JAMES EDWARD	TYRELL	Payment	02/05/2024	mail	001	0.08		0.08
											TOTAL TRANSACTION:		0.08
02/05/2024	15:57:07	2023-6644		58339301	OWENS RICHARD C JR	TYRELL	Payment	02/05/2024	walk-in		0.03		0.03
											TOTAL TRANSACTION:		0.03
02/05/2024	16:00:37	2023-40022		43859201	MAULDIN HERMAN TYSON	TYRELL	Payment	02/05/2024	mail	007726	0.03		0.03
											TOTAL TRANSACTION:		0.03
02/05/2024	16:36:24	2023-9872		81972302	BURWELL CATHERINE & G GREEN LT	TYRELL	Payment	02/05/2024	walk-in		0.13		0.13
											TOTAL TRANSACTION:		0.13
02/07/2024	10:10:49	2023-36888		76851301	LANE RAYMOND L	CTH	Payment	02/07/2024	mail	5090	0.17		0.17
											TOTAL TRANSACTION:		0.17
02/07/2024	10:18:44	2023-383	M	5998301	GREENWOOD SANDRA	KCR	Payment	02/07/2024	mail	4611	0.47		0.47
											TOTAL TRANSACTION:		0.47

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
02/07/2024	11:15:53	2023-201902		49169301	HAYDEN ROBERT	TYRELL	Payment	02/07/2024	mail	01517	0.02		0.02
											TOTAL TRANSACTION:		0.02
02/07/2024	11:17:50	2023-18001		14436302	GOSS BRADLEY GLENN	TYRELL	Payment	02/07/2024	mail	6585	0.74		0.74
											TOTAL TRANSACTION:		0.74
02/07/2024	11:20:10	2023-27817		59259301	WATKINS WILLIAM M	KCR	Payment	02/07/2024	mail	3715	0.05		0.05
											TOTAL TRANSACTION:		0.05
02/08/2024	10:04:22	2023-202617		13455201	THORPE CHARLIE	TYRELL	Payment	02/08/2024	walk-in				0.00
02/08/2024	10:04:22	2023-202618		13455201	THORPE CHARLIE	TYRELL	Payment	02/08/2024	walk-in		0.04		0.04
											TOTAL TRANSACTION:		0.04
02/08/2024	10:32:59	2023-39016		2225	TRUTT HARRY G	KCR	Payment	02/08/2024	mail	04725	0.03		0.03
											TOTAL TRANSACTION:		0.03
02/08/2024	10:38:15	2023-35689		25281302	BRYANT ANGELO L SR	KCR	Payment	02/08/2024	mail	19-610196844	0.33		0.33
											TOTAL TRANSACTION:		0.33
02/08/2024	10:39:42	2023-14134		1041093	LIBBY ANDREW	KCR	Payment	02/08/2024	mail	412129076	0.34		0.34
											TOTAL TRANSACTION:		0.34
02/08/2024	11:05:16	2023-200967		68912201	BOYD JOSHUA PAUL	TYRELL	Payment	02/08/2024	mail	01573	0.04		0.04
											TOTAL TRANSACTION:		0.04
02/08/2024	13:40:30	2023-61981		3090	BRADFORD R B	TYRELL	Payment	02/08/2024	walk-in	1995	0.34		0.34
											TOTAL TRANSACTION:		0.34
02/09/2024	10:15:58	2023-202294		70073302	WATTS GREGORY	KCR	Payment	02/09/2024	mail	05030			0.00
02/09/2024	10:15:58	2023-202295		70073201	WATTS GREGORY LIMUEL	KCR	Payment	02/09/2024	mail	05030	0.11		0.11
											TOTAL TRANSACTION:		0.11
02/09/2024	10:16:56	2023-21831		97473303	PETTIFORD GROVE BAPTIST CHURCH	KCR	Payment	02/09/2024	mail	01448			0.00
02/09/2024	10:16:56	2023-28020		97473302	PETTIFORD GROVE BAPTIST CHURCH	KCR	Payment	02/09/2024	mail	01448	0.12		0.12
											TOTAL TRANSACTION:		0.12
02/09/2024	10:17:45	2023-40079		38113448	FREELAND BENJAMIN RAYMOND	KCR	Payment	02/09/2024	mail	5856	0.02		0.02
											TOTAL TRANSACTION:		0.02
02/09/2024	10:31:56	2023-39181		1028743	SCOTT SHANNON BRIAN	CTH	Payment	02/09/2024	mail	2628	0.06		0.06
											TOTAL TRANSACTION:		0.06
02/09/2024	11:00:03	2023-34143		85465201	HARRIS ADAM WAYNE	TYRELL	Payment	02/09/2024	walk-in	2503	0.05		0.05
											TOTAL TRANSACTION:		0.05
02/09/2024	11:05:31	2023-34769		14288301	SMITH MICHAEL W	TYRELL	Payment	02/09/2024	mail	4973	0.02		0.02
											TOTAL TRANSACTION:		0.02
02/09/2024	11:06:40	2023-18208		5479301	CLARK RONALD E	TYRELL	Payment	02/09/2024	walk-in	007447	0.10		0.10
											TOTAL TRANSACTION:		0.10
02/12/2024	08:35:22	2023-39713		68643117	WILKINS CHRISTOPHER ROBERT	CTH	Payment	02/12/2024	walk-in		0.02		0.02
											TOTAL TRANSACTION:		0.02
02/12/2024	09:06:10	2023-61596		1081393	BLACKLEY AARON H	TYRELL	Payment	02/12/2024	walk-in	04001	0.10		0.10
											TOTAL TRANSACTION:		0.10
02/12/2024	10:15:20	2023-200276		77757355	GORMAN LYNNE CHANDLER	KCR	Payment	02/12/2024	mail	2394	0.02		0.02
											TOTAL TRANSACTION:		0.02
02/12/2024	10:16:39	2023-34467		2426	CATES CAROLYN	KCR	Payment	02/12/2024	mail	02497	0.62		0.62
											TOTAL TRANSACTION:		0.62
02/12/2024	10:21:39	2023-40331		11077301	ROBERTS PHILLIP R	KCR	Payment	02/12/2024	mail	1563	0.03		0.03
											TOTAL TRANSACTION:		0.03

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
02/12/2024	10:22:28	2023-40329		51825020	TERRY JOHN LEE ANDREW	KCR	Payment	02/12/2024	mail	03644	0.02		0.02
											TOTAL TRANSACTION:		0.02
02/12/2024	10:23:13	2023-201834		10338201	GUPTON DANNY EARL	KCR	Payment	02/12/2024	mail	01370			0.00
02/12/2024	10:23:13	2023-201836		10338201	GUPTON DANNY EARL	KCR	Payment	02/12/2024	mail	01370	0.09		0.09
02/12/2024	10:23:13	2023-201833		10338201	GUPTON DANNY EARL	KCR	Payment	02/12/2024	mail	01370			0.00
02/12/2024	10:23:13	2023-201835		10338201	GUPTON DANNY EARL	KCR	Payment	02/12/2024	mail	01370			0.00
											TOTAL TRANSACTION:		0.09
02/12/2024	10:45:53	2023-32399		18369308	PRUITT W LEONARD	TYRELL	Payment	02/12/2024	mail	06702			0.00
02/12/2024	10:45:53	2023-32400		18369310	PRUITT W LEONARD	TYRELL	Payment	02/12/2024	mail	06702	0.98		0.98
											TOTAL TRANSACTION:		0.98
02/12/2024	10:47:17	2023-32531		88984302	CURTIS DANIEL R	TYRELL	Payment	02/12/2024	walk-in	0348	0.02		0.02
											TOTAL TRANSACTION:		0.02
02/12/2024	10:49:24	2023-200575		53244201	BOWLING KEVIN	KCR	Payment	02/12/2024	mail	006036	0.53		0.53
											TOTAL TRANSACTION:		0.53
02/12/2024	10:50:55	2023-12534		17408301	PARKER MARY RUTH	CTH	Payment	02/12/2024	mail	2376	0.68		0.68
											TOTAL TRANSACTION:		0.68
02/12/2024	10:52:39	2023-20795		99666301	GRANVILLE LODGE NO 380 AF&AM	CTH	Payment	02/12/2024	mail	1005	0.14		0.14
											TOTAL TRANSACTION:		0.14
02/12/2024	10:53:51	2023-38378		56066301	HASTY ROGER O	CTH	Payment	02/12/2024	mail	06278	0.07		0.07
											TOTAL TRANSACTION:		0.07
02/12/2024	10:55:11	2023-201302		87393201	ROBERTS TROY	CTH	Payment	02/12/2024	mail	01210			0.00
02/12/2024	10:55:11	2023-201303		87393201	ROBERTS TROY	CTH	Payment	02/12/2024	mail	01210	0.06		0.06
02/12/2024	10:55:11	2023-201301		87393201	ROBERTS TROY	CTH	Payment	02/12/2024	mail	01210			0.00
											TOTAL TRANSACTION:		0.06
02/12/2024	10:59:57	2023-39011		65206301	TAYLOR STEVEN M	CTH	Payment	02/12/2024	mail	1011	0.27		0.27
											TOTAL TRANSACTION:		0.27
02/12/2024	11:07:40	2023-35903		69326301	GREEN LESLEY C	TYRELL	Payment	02/12/2024	mail	8790	0.04		0.04
											TOTAL TRANSACTION:		0.04
02/12/2024	11:08:16	2023-18098		12123301	HOCKADAY MANUEL	TYRELL	Payment	02/12/2024	mail	9476	0.15		0.15
											TOTAL TRANSACTION:		0.15
02/12/2024	11:08:57	2023-27778		9111303	FRANKS ANDREW	TYRELL	Payment	02/12/2024	mail	3157	0.02		0.02
											TOTAL TRANSACTION:		0.02
02/12/2024	11:10:18	2023-34526		6836033	LEWIS MICHAEL DAVID	TYRELL	Payment	02/12/2024	mail	1085	0.46		0.46
											TOTAL TRANSACTION:		0.46
02/13/2024	16:41:44	2023-35879		3057101	RUBYS BEAUTY BARN	TYRELL	Payment	02/13/2024	walk-in	1749	0.23		0.23
											TOTAL TRANSACTION:		0.23
02/14/2024	10:28:29	2023-39955		27936101	D & Y BEAUTY SUPPLY	CTH	Payment	02/14/2024	mail	1218	0.03		0.03
											TOTAL TRANSACTION:		0.03
02/14/2024	10:30:18	2023-33884		1372	GONZALEZ SIXTO P.	CTH	Payment	02/14/2024	mail	22-054026679	0.40		0.40
											TOTAL TRANSACTION:		0.40
02/14/2024	10:37:03	2023-34416		1373	KRESGE DAVIDE	KCR	Payment	02/14/2024	mail	3093	0.39		0.39
											TOTAL TRANSACTION:		0.39
02/14/2024	12:16:43	2022-17943	DL,DS	27579301	MENDOZA OLVERA MARIA D	CTH	Payment	02/14/2024	walk-in		0.65		0.65
											TOTAL TRANSACTION:		0.65
02/14/2024	15:13:29	2023-36448		49409301	HARRIS WILLIAM L	TYRELL	Payment	02/14/2024	walk-in		0.47		0.47
											TOTAL TRANSACTION:		0.47
02/15/2024	10:13:27	2023-17392		19410302	ROYSTER OVERDEAN	CTH	Payment	02/15/2024	walk-in				0.00

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
02/15/2024	10:13:27	2023-5098		19410301	ROYSTER OVERDEAN	CTH	Payment	02/15/2024	walk-in				0.00
02/15/2024	10:13:27	2023-17393		19410303	ROYSTER OVERDEAN	CTH	Payment	02/15/2024	walk-in		0.03		0.03
02/15/2024	10:13:27	2023-5099		19410304	ROYSTER OVERDEAN	CTH	Payment	02/15/2024	walk-in				0.00
											TOTAL TRANSACTION:		0.03
02/15/2024	11:24:58	2023-200766		1765101	SOUTH GRANVILLE ANIMAL HOSPITAL	TYRELL	Payment	02/15/2024	walk-in	002763	0.57		0.57
											TOTAL TRANSACTION:		0.57
02/15/2024	14:07:51	2023-17248		1005713	COFFEY VICTOR ALLEN	TYRELL	Payment	02/15/2024	mail	00002678	0.65		0.65
											TOTAL TRANSACTION:		0.65
02/15/2024	17:00:17	2022-11108	DS	1037123	BATTLE TINA HUTCHERSON	TYRELL	Payment	02/15/2024	walk-in				0.00
02/15/2024	17:00:17	2023-11108		1037123	BATTLE TINA HUTCHERSON	TYRELL	Payment	02/15/2024	walk-in		0.01		0.01
											TOTAL TRANSACTION:		0.01
02/16/2024	09:51:55	2023-4165		39930302	OWENS DOROTHY DANIEL	CTH	Payment	02/16/2024	mail	8940	0.02		0.02
											TOTAL TRANSACTION:		0.02
02/16/2024	10:02:11	2023-201455	M	12769201	CLAYTON WILBUR LEE JR	CTH	Payment	02/16/2024	mail	1795	0.04		0.04
											TOTAL TRANSACTION:		0.04
02/16/2024	10:05:57	2023-22972	TL	1051013	MCCOY PATRICIA	TYRELL	Payment	02/16/2024	walk-in	1066	0.02		0.02
											TOTAL TRANSACTION:		0.02
02/16/2024	10:08:49	2023-20411		40570301	KEARNEY SUSAN M	TYRELL	Payment	02/16/2024	walk-in	1733	0.15		0.15
											TOTAL TRANSACTION:		0.15
02/16/2024	10:16:46	2023-200764		82520101	S QUON BRIDGES ATTY AT LAW	TYRELL	Payment	02/16/2024	mail	002198	0.42		0.42
											TOTAL TRANSACTION:		0.42
02/19/2024	10:10:41	2023-29135		67620201	BRUNO DAVID PAUL	TYRELL	Payment	02/19/2024	mail	02512	0.20		0.20
											TOTAL TRANSACTION:		0.20
02/20/2024	10:27:56	2023-201920		11509201	HENDERSON GEORGE EDWARD	KCR	Payment	02/20/2024	mail	02406	0.09		0.09
02/20/2024	10:27:56	2023-201917		11509201	HENDERSON GEORGE EDWARD	KCR	Payment	02/20/2024	mail	02406			0.00
02/20/2024	10:27:56	2023-201919		11509201	HENDERSON GEORGE EDWARD	KCR	Payment	02/20/2024	mail	02406			0.00
02/20/2024	10:27:56	2023-201918		11509201	HENDERSON GEORGE EDWARD	KCR	Payment	02/20/2024	mail	02406			0.00
											TOTAL TRANSACTION:		0.09
02/20/2024	14:35:09	2023-27186		98303301	BAPTIST GROVE BAPTIST CHURCH	TYRELL	Payment	02/20/2024	walk-in	00008709			0.00
02/20/2024	14:35:09	2023-27188		98303388	BAPTIST GROVE BAPTIST CHURCH	TYRELL	Payment	02/20/2024	walk-in	00008709	0.14		0.14
											TOTAL TRANSACTION:		0.14
02/21/2024	08:44:22	2023-40148	MGAR	12875201	GATTIS NANCY	Autoagent	Payment	02/21/2024	Other		0.60		0.60
											TOTAL TRANSACTION:		0.60
02/21/2024	08:44:22	2023-15915	MGAR	56671301	EREXSON LEIF A	Autoagent	Payment	02/21/2024	Other		0.60		0.60
											TOTAL TRANSACTION:		0.60
GRAND TOTALS											29.14		29.14
											29.14		29.14

USER	TOTALS
ARCLEAR	4.43
Autoagent	1.20
CTH	8.52
KCR	7.10
TYRELL	7.89

All Payments	
TAX YEAR	TOTALS
2023	28.49
2022	0.65

PARAMETERS SELECTED FOR FINANCE RELEASES REPORT:

TRANSACTION DATE RANGE: 01/25/2024 12:00:00 AM - 02/21/2024 11:59:00 PM

BILL TYPE: Both

BILL YEAR/NUMBER RANGE:

PRINT TOTALS ONLY: No

USER/OPERATOR:

EXCLUDE USERS/OPERATORS:

SORT ORDER: Name

REPORT TITLE:

1 Granville County Tax	17,066.94
51 Butner District	6,300.15
Fire Rescue	249.92
Total	23,617.01

Release Refund Detail

Name	Bill#	Reason	District	Amount
APPLIED MEDICAL TECHNOLOGIES	2021-19259	OVER ASSESSMENT OF 2018 EXPENSED ASSET	C ADVLTAX	3189.39
APPLIED MEDICAL TECHNOLOGIES	2021-19259	OVER ASSESSMENT OF 2018 EXPENSED ASSET	CI51ADVL TAX	1385.86
APPLIED MEDICAL TECHNOLOGIES	2020-241878	OVER ASSESSMENT OF 2018 EXPENSED ASSET	C ADVLTAX	3837.81
APPLIED MEDICAL TECHNOLOGIES	2020-241878	OVER ASSESSMENT OF 2018 EXPENSED ASSET	CI51ADVL TAX	1667.62
APPLIED MEDICAL TECHNOLOGIES	2022-37656	OVER ASSESSMENT OF 2018 EXPENSED ASSET	C ADVLTAX	3189.39
APPLIED MEDICAL TECHNOLOGIES	2022-37656	OVER ASSESSMENT OF 2018 EXPENSED ASSET	C PEN FEE	318.94
APPLIED MEDICAL TECHNOLOGIES	2022-37656	OVER ASSESSMENT OF 2018 EXPENSED ASSET	CI51ADVL TAX	1613.68
APPLIED MEDICAL TECHNOLOGIES	2022-37656	OVER ASSESSMENT OF 2018 EXPENSED ASSET	CI51PEN FEE	161.37
APPLIED MEDICAL TECHNOLOGIES	2023-40098	OVER ASSESSMENT OF 2018 EXPENSED ASSET	C ADVLTAX	2908.61
APPLIED MEDICAL TECHNOLOGIES	2023-40098	OVER ASSESSMENT OF 2018 EXPENSED ASSET	CI51ADVL TAX	1471.62
GODFREY CYNTHIA RUSSELL	2022-16499	BILLED IN ERROR. MH SOLD WITH PROPERTY 7/1/2021	C ADVLTAX	46.13
GODFREY CYNTHIA RUSSELL	2022-16499	BILLED IN ERROR. MH SOLD WITH PROPERTY 7/1/2021	FR ADVLTAX	3.30
HOBGOOD WM E & MELBA TRUSTEES	2023-4887	BILLED HOUSE ON INCORRECT PARCEL. SHOULD BE ON PARCEL 099900662904	C ADVLTAX	2888.15
HOBGOOD WM E & MELBA TRUSTEES	2023-4887	BILLED HOUSE ON INCORRECT PARCEL. SHOULD BE ON PARCEL 099900662904	FR ADVLTAX	206.30
MALUGEN AMY B	2023-400255	BILLED ROLLBACK IN ERROR	C ADVLTAX	173.91
MALUGEN AMY B	2023-400255	BILLED ROLLBACK IN ERROR	FR ADVLTAX	12.42
MALUGEN AMY B	2023-400308	BILLED FOR WRONG TRACT. SHOULD BE BILLED FOR TRACT C	C ADVLTAX	124.09
SUSTAINABLE LAND HOLDINGS LLC	2023-400307	BILLED FOR WRONG TRACT. SHOULD BE BILLED FOR TRACT C.	C ADVLTAX	195.26
SUSTAINABLE LAND HOLDINGS LLC	2023-400307	BILLED FOR WRONG TRACT. SHOULD BE BILLED FOR TRACT C.	FR ADVLTAX	13.95
SUSTAINABLE LAND HOLDINGS LLC	2023-400306	BILLED FOR WRONG TRACT. SHOULD BE BILLED FOR TRACT C	C ADVLTAX	195.26
SUSTAINABLE LAND HOLDINGS LLC	2023-400306	BILLED FOR WRONG TRACT. SHOULD BE BILLED FOR TRACT C	FR ADVLTAX	13.95



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 4, 2024
Title: Minutes

PURPOSE:

To approve minutes of the January 2, 2024, January 16, 2024, and February 5, 2024, regular meeting minutes.

RECOMMENDATION:

Clerk and County Manager recommend approval.

ATTACHMENTS:

January 2, 2024 Draft Minutes
January 16, 2024 Draft Minutes
February 5, 2024 Draft Minutes

ACTION TAKEN:

GRANVILLE COUNTY BOARD OF COMMISSIONERS
January 2, 2024
GRANVILLE CONVENTION AND EXPO CENTER
4185 US Highway 15 South, Oxford, North Carolina

PRESENT:

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

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

CALL TO ORDER

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

CONSENT AGENDA

Chair Karan pulled item one, Budget Amendment #5 for Fiscal Year 2023-2024, and placed it on the County Manager’s report.

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

- A. Approved tax refunds, releases, and write-offs:**
- Refunds November 22, 2023 – December 20, 2023: \$4,915.41
 - Releases November 22, 2023 – December 20, 2023: \$1,799.82
 - Write-offs (\$2 and less) November 22, 2023 – December 20, 2023: \$ 10.84
- B. Approved the amended Granville County fiscal year 2023 audit contract with Thompson, Price, Scott, Adams & Co., P.A.**

PUBLIC COMMENTS

Mary O’Brien, 110 Rupert Road, Raleigh, NC, introduced herself and Patrick Messenger as representatives from Meridian Waste. She said that Meridian Waste is a North Carolina company that submitted a proposal for the County's landfill operations. She expressed their excitement about the proposal and commitment to being good environmental and community stewards if selected. She also submitted a letter of recommendation from Pike County, Missouri, which was not included in their landfill operation proposal packet. She asked that the following letter be entered into the record.

Pike County Commission



Bill Allen
Presiding Commissioner

Tom Wallace
Eastern Commissioner

Brock Bailey
Western Commissioner

Phone: 573-324-2412
Fax: 573-324-5154
Email: pike@sos.mo.gov
115 W. Main
Bowling Green, MO. 63334

Laura Stumbaugh
Clerk of the County Commission

Donna Owens
Deputy Clerk

Amber Brooks
Accounts Payable Clerk

December 14, 2023

Granville County Board of Commissioners
141 Williamsboro Street #1
Oxford, NC. 27565

Dear Chairman Karan and Commissioners:

It is with great confidence that I write this letter of recommendation regarding Meridian Waste to you as you consider their proposal for Granville County's Solid Waste Operations Services. I am happy to share my experiences with Meridian Waste and the operations of the Company's Eagle Ridge MSW Landfill located in Pike County, Missouri, and can only believe that you will have the same positive experience I have had with the people of Meridian Waste and their commitment to environmental stewardship.

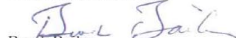
My relationship with Meridian Waste has been one built on trust in which the staff and their leadership team commit to doing things the right way and do not skip corners to save a dollar. Management always has an open door to me and my fellow elected Commissioners and equally important to their neighbors and the greater community. They are truly part of the Pike County community in terms of being one of our largest financial engines in the County, employing local citizens, and hosting multiple community events free and open to the public with the goal of educating residents and community partners about the landfill and the need for safe and environmentally-sound waste disposal. They take genuine pride in the work they do every day, and it shows each time I visit the disposal facility and/or meet with one of their staff members.

Please do not hesitate to contact me 573-324-2412 ext #7 if you wish to speak further about the Company and how they benefit Pike County. My highest recommendation to you is to give Meridian Waste an opportunity to have a seat at the table and discuss their proposal in depth. I know you will find their honesty and integrity to be a breath of fresh air and your landfill will look great too!

Sincerely,


Bill Allen
Presiding Commissioner


Tom Wallace
Eastern Commissioner


Brock Bailey
Western Commissioner

SOLID WASTE MATTERS

Board Approved Scrap Metal/White Good Recycling Contract

Solid Waste Director Jason Falls presented an item regarding the award of a scrap metal recycling contract. The County staff released a Request for Proposal (RFP) in October 2023, receiving two bids that were publicly reviewed in the presence of a committee. The committee consisted of Public Information Officer Terry Hobgood, Internal Auditor Monique Heggie, and Solid Waste Director Jason Falls. The committee met on December 4, 2023, to evaluate the proposals based on the RFP criteria. After discussions, the committee recommended awarding the contract to Mike's Auto Salvage at a quoted rate of \$100/gross ton.

The contract, based on the American Metals Market, involved an annual average revenue of around \$50,000, depending on the metal market. The proposed contract's duration would be for three years, with an option to extend for two additional one-year periods. The agreement prepared by the County Attorney was included in the agenda packet.

Solid Waste Director Falls emphasized compliance with the County's contract and purchasing policy, noting that service contracts, such as this one, may be awarded without solicitation pricing or bids in the price of goods and services. He assured the Board that the County staff had conducted due diligence, obtained comparative pricing, and met legal and upper management requirements for fair and equitable bid reviews.

The recommendation from the Solid Waste Director and review committee was to contract with Mike's Auto Salvage at a \$100/gross ton, providing annual revenue to the County.

Motioned by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved contracting with Mike's Auto Salvage for the scrap metal/white goods recycling contract in the amount of \$100/gross ton.

PROJECT MANAGEMENT

Board Approved Interior Alterations – Berea Branch Library

Development Services Director Scott Phillips presented the details of the interior alterations project at the Berea Branch Library. Granville County Library Director Will Robinson and Berea Branch Library Manager Maggie Hall were present but did not come forward.

Development Services Director Phillips explained that the request involved awarding a fixed-price service contract for planned interior alterations at the Berea Branch Library. The Granville County Library System expressed the need to convert approximately 200 square feet of storage space into an administrative office and a small meeting space. This work was planned for during the fiscal year 2022-2023 budget, with \$25,000 allocated for construction. The Request for Proposal (RFP) was issued on November 27, 2023, and two responses were received. Mr. Phillips recommended awarding the fixed-price service contract to Paul Williford Builder LLC, with an amount not to exceed \$23,600 unless authorized by an approved change order.

Commissioner Williford disclosed a distant kinship with Paul Williford of Paul Williford Builder LLC and opted to recuse himself from the vote.

Commissioner May sought guidance from County Attorney Jim Wrenn, questioning whether Commissioner Williford, having no financial interest, needed to recuse himself.

County Attorney Wrenn said that Commissioner Williford should vote if he had no financial interest.

Chair Karan expressed gratitude for Commissioner Williford's transparency in disclosing the distant kinship, and Attorney Wrenn restated that as long as Commissioner Williford had no financial interest in Paul Williford Builder, LLC, then Commissioner Williford could participate in the vote.

Motioned by Commissioner Jimmy Gooch, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved awarding a fixed-price construction services contract to Paul Williford Builder, LLC for interior alterations at the Berea Branch Library for an amount not to exceed \$23,600 unless authorized by an approved change order.

EMERGENCY SERVICES MATTERS

Board Approved Part-Time Firefighter Staffing

Emergency Services Director Jason Reavis explained that the purpose of this item was to consider changes to the Part-Time Fire Fighter Staffing Plan. He said that a few months ago, he had previously presented a recommendation from the Fire Commission to implement paid firefighters in fire stations from Monday through Friday for ten hours a day during business hours. However, some fire departments were encountering challenges in employing individuals for all five weekdays. As a result, the Fire Commission requested permission to employ two firefighters on days when they have a lapse in coverage in the same week. For example, if they were short-staffed on Monday, they could double up on Tuesday to ensure the necessary tasks were completed.

Emergency Services Director Reavis explained that this approach aimed to address tasks that require the presence of two individuals, such as flowing hydrants or conducting water flow studies. The proposal, presented and unanimously approved at the November 27, 2023, Fire Commission meeting, suggested allowing each of the 12 fire departments to have up to 50 hours of staffing per week, with up to two firefighters per day, still limited to Monday through Friday.

Importantly, this allowance would only apply if another day within the same week was not already covered. The arrangement would not carry over to subsequent weeks, and the Fire Commission would reassess the situation at their meeting on April 22, 2024. Both Emergency Service Director Reavis and the Fire Commission recommended this proposal for approval by the Board.

Commissioner Jay inquired about the difficulty in hiring firefighters, and Mr. Reavis confirmed the challenges, mentioning ongoing efforts to seek feedback from fire chiefs and explore ways to enhance recruitment through the County's website and social media. Commissioner Jay discussed the flexibility of paid firefighters working on their off days from other fire departments and questioned if they had to be from Granville County to which Mr. Reavis replied that they could be from other counties, but the decision lies with each fire department.

Commissioner Hinman raised concerns about the potential gaps in coverage on certain days and questioned if fire departments would eventually have full coverage. Mr. Reavis clarified that the intention was to eventually cover all shifts and mentioned discussions about incentives for full coverage.

County Manager Drew Cummings added that there is a strong interest in having all shifts covered and mentioned ongoing talks about incentives for departments to focus on full daytime shift coverage.

Commissioner May emphasized the difficulty of certain tasks for one person and expressed hope for eventually moving towards having two firefighters. He highlighted the importance of supporting the recommendation from the Fire Commission.

Commissioner Jay and Commissioner May continued discussing the complexities of firefighting tasks and expressed support for the recommendation brought forward by the fire chiefs through the Fire Commission, acknowledging the challenges in achieving optimal staffing levels.

Motioned by Commissioner Robert Williford, seconded by Commissioner Russ May, and unanimously carried, the Board approved changing the staffing plan of the part-time firefighters in Granville County not to exceed two (2) firefighters per day, 50 hours maximum per week during daytime hours Monday – Friday.

After the motion passed, Commissioner May addressed key points. He inquired about fire departments entering the contract and budget submissions, with most departments complying. Concerns were raised about wages, and Commissioner May hoped for fire chiefs' discussions on wage competitiveness. Funding assurance for potential wage increases was confirmed by County Manager Cummings. Commissioner May expressed the need for substantial funding increases for first responders, emphasizing challenges faced by volunteer fire departments, delayed upfit funding due to supply chain issues, and concerns about potential disparities in volunteer wages impacting recruitment. The discussion underscored budget concerns, wage competitiveness, and the importance of addressing challenges for enhancing the County's fire services.

APPOINTMENTS

Board Approved Reappointment to the Butner Board of Adjustment Extraterritorial Member

Motioned by Commissioner Jimmy Gooch, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Mark Pennington to the Butner Board of Adjustment as an extraterritorial member.

Board Approved Appointments to the Granville County Citizens Advisory Committee for Environmental Affairs

Motioned by Commissioner Timothy Karan, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board appointed Katelyn Sellgren (District 5) to the Granville County Citizens Advisory Committee for Environmental Affairs.

Motioned by Commissioner Jimmy Gooch, seconded by Commissioner Russ May, and unanimously carried, the Board appointed Mike Wood (District 7) to the Granville County Citizens Advisory Committee for Environmental Affairs.

Board Approved Reappointments to the Granville County Library System Board of Trustees

Motioned by Commissioner Sue Hinman, seconded by Commissioner Robert Williford, and unanimously carried, the Board reappointed Karen Alley (District 7) to the Granville County Library System Board of Trustees.

Motioned by Commissioner Timothy Karan, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Amy Webster (District 6) to the Granville County Library System Board of Trustees.

Board Approved Appointments to the Granville-Vance District Board of Health

Motioned by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Sharon Pittman (District 1) to a Granville-Vance District Board of Health At-Large seat.

Motioned by Commissioner Robert Williford, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board reappointed Carolyn White (District 2) to a Granville-Vance District Board of Health At- Large seat.

Motioned by Commissioner Robert Williford, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board reappointed Dr. Bridget Waters to the Granville-Vance District Board of Health Veterinarian seat. (It was determined that this appointment had not expired, so it will be brought to the Board at a later date.)

Motioned by Commissioner Robert Williford, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board appointed Kelly Claiborne to the Granville-Vance District Board of Health Pharmacist seat. (It was later determined that this appointment is a conflict of interest, so this appointment will be brought back to the Board.)

Board Approved Appointments to the Senior Services Advisory Committee

Motioned by Commissioner Robert Williford, seconded by Commissioner Sue Hinman, and unanimously carried, the Board reappointed David Smith (District 2) to the Senior Services Advisory Committee.

Motioned by Commissioner Russ May, seconded by Commissioner Robert Williford, and unanimously carried, the Board reappointed Carol Jo Harris (District 5) to the Senior Services Advisory Committee.

COUNTY MANAGER'S REPORT

Board Approved Budget Amendment #5 for Fiscal Year 2023-2024

County Manager Cummings provided an overview of budget amendment #5, which had been pulled off the consent agenda and placed on the County Manager's report at the beginning of the meeting. The primary focus was on substantial additions to the overtime budgets for both the

patrol and detention sides of the Sheriff's office budget. Emphasizing the commitment to addressing overtime needs, County Manager Cummings highlighted the intention to maintain the integrity of these line items. Notably, he mentioned the transfer of significant funds, specifically \$80,000 and \$27,000, from various parts of the Sheriff's office budget to the overtime budgets of both patrol and detention. Mr. Cummings underscored the importance of these additions and introduced Sheriff Fountain to elaborate on the allocation and future budget management plans.

Sheriff Fountain delved into the current staffing status, highlighting full staffing on the Law Enforcement Officer (LEO) side, except for a single vacancy in the Special Operations Division. He detailed the distribution of sworn deputies on patrol and in various roles, emphasizing efforts to maintain high standards in training.

The Sheriff elaborated on the challenges faced during the training process, especially regarding the extension of courses beyond the expected duration. He discussed the resolution reached in collaboration with various stakeholders, including the County Manager, County Attorney, and finance personnel, to standardize training hours and reduce overtime expenses. The commitment to fiscal responsibility was emphasized, including changes in the payment structure for training periods.

Sheriff Fountain explained that adjustments were made to time-tracking procedures. He clarified distinctions based on job disciplines, such as patrol deputies' time starting at the county line and detention staff's time starting at the office. Technological solutions, including mobile devices and thumb readers, were mentioned to ensure accurate tracking of work hours.

Commissioner Williford sought clarification on the elimination of overtime pay for (Basic Law Enforcement Training) BLET classes, which Sheriff Fountain confirmed. The Sheriff provided further details on the adjustments made to ensure fairness and adherence to regulations in the payment structure for various scenarios.

Commissioner Hinman raised concerns about paying officers for commute time, prompting an in-depth discussion on jurisdictional considerations and the initiation of work hours. County Attorney Wrenn clarified legal aspects, emphasizing the reasonableness of paying officers once they enter the county or their vehicles if they live within the county.

Commissioner May inquired about the existence and updates of overtime policies within the Sheriff's department. Sheriff Fountain confirmed that a revised policy had been developed, working in collaboration with Chief Buster, and was set to be presented at an upcoming staff meeting.

Commissioner Gooch sought information on the tracking and management of overtime expenses compared to the budget. Sheriff Fountain assured those ongoing efforts involving Emma Green, Chief Buster, and collaboration with the County Manager's office included meticulous tracking and reporting on overtime expenditures.

Sheriff Fountain answered questions and discussed revenue generation strategies, including housing federal inmates and a new commissary contract. He said that monthly revenue for the detention center is \$18,000 to \$20,000, mostly from inmate housing. Concerns about vehicle policy and a 30-mile radius suggestion were raised by Commissioner May. Commissioner Cozart praised the commitment to School Resource Officers (SROs), and Commissioner May stressed strategic budget planning for additional SROs. Crime statistics, a Canine Unit, and acknowledgment of law enforcement sacrifices were also addressed. Sheriff Fountain noted that Deputy Keith Day had been assigned to handle both prisons and animal control.

Motioned by Commissioner Robert Williford, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved Budget Amendment #5 for fiscal year 2023-2024 as follows:

BUDGET AMENDMENT #5

January 2, 2024

Legal Document

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

GENERAL FUND

[illegible]

Revenues

Restricted and Intergovernmental	9,399		
Appropriated Fund Balance	9,623		
		Total Revenues \$	19,022

LANDFILL FUND

[illegible]

BUDGET AMENDMENT #5

Detail [For Reference Only]

				Amendment	Balance after Amendment
General Government					
Genreal Fund/Governing Board					
Expenditures: Increase/(Decrease)					
10	4110	657	HUMAN RELATIONS COUNCIL	\$14,533	\$19,533
Revenues: Increase/(Decrease)					
10	3990	991	APPROPRIATED FUND BALANCE	\$14,533	\$5,986,882

Description: To role over ending FY 2023 unspent balance of the Human Relations Council budget into the current year

Public Safety**General Fund/Sheriff and Detention****Expenditures: Increase/(Decrease)**

10	4310	122	OVERTIME	\$80,000	\$230,000
10	4310	126	COURT PERSONNEL	(\$75,000)	\$75,000
10	4320	260	SUPPLIES	(\$5,000)	\$25,000
10	4320	122	OVERTIME	\$27,000	\$149,000
10	4310	359	RADIO MAINTENANCE	(\$3,000)	\$3,500
10	4310	398	UNDERCOVER	(\$4,000)	\$6,000
10	4320	212	UNIFORMS	(\$10,000)	\$16,710
10	4320	213	INMATE CLOTHING	(\$10,000)	\$15,000

Description: Realign Sheriff and Detention departmental budgets to cover projected overtime budget overages for the balance of the year

Public Safety**General Fund/Sheriff****Expenditures: Increase/(Decrease)**

10	4310	233	DONATION EXPENDITURES	\$4,489	\$4,489
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Revenues: Increase/(Decrease)

10	3833	310	DONATION REVENUE	\$4,489	\$4,489
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Description: Recognize donations received and budgeted expenditures for Sheriff Office donation account.

Public Safety**General Fund/Sheriff****Revenues: Increase/(Decrease)**

10	3990	991	APPROPRIATED FUND BALANCE	(\$4,910)	\$5,981,972
10	3432	850	JUNIOR DEPUTY ACCOUNT PROCEEDS	\$4,910	\$4,910

Description: To recognize funds received from the close-out of the Junior Deputy Checking Account.

BUDGET AMENDMENT #5

Detail [For Reference Only]

					Amendment	Balance after Amendment
General Government. Public Safety, Community Services & Human Services						
General Fund/Various Departments						
Expenditures: Increase/(Decrease)						
10	4135	121	SALARIES	Internal Audit	\$1,000	\$82,396
10	4135	181	FICA		\$100	\$6,327
10	4135	182	RETIREMENT		130	\$10,589
10	4170	121	SALARIES	BoE	\$4,000	\$197,572
10	4170	181	FICA		\$300	\$28,644
10	4170	182	RETIREMENT		\$520	\$28,200
10	4260	121	SALARIES	General Services	\$1,100	\$164,465
10	4260	181	FICA		\$100	\$19,635
10	4260	182	RETIREMENT		150	\$21,142
10	4330	121	SALARIES	Emergency Mgmt.	\$26,000	\$325,994
10	4330	181	FICA		\$2,000	\$24,950
10	4330	182	RETIREMENT		\$3,400	\$41,949
10	4396	121	SALARIES	Addressing	\$400	\$66,164
10	4396	181	FICA		\$35	\$5,066
10	4396	182	RETIREMENT		55	\$8,506
10	6130	121	SALARIES	Parks & Rec	\$1,000	\$235,556
10	6130	181	FICA		\$80	\$20,931
10	6130	182	RETIREMENT		\$130	\$30,270
10	6180	121	SALARIES	Tourism	\$800	\$65,027
10	6180	181	FICA		\$65	\$4,978
10	6180	182	RETIREMENT		\$105	\$8,358
10	5860	121	SALARIES	Senior Center - North	\$1,600	\$358,759
10	5860	181	FICA		\$130	\$28,447
10	5860	182	RETIREMENT		\$210	\$46,105

10	5861	121	SALARIES	Senior Center	\$600	\$48,953
10	5861	181	FICA		\$50	\$4,744
10	5861	182	RETIREMENT		\$80	\$6,293
10	9800	60	TRANSFER TO THE LANDFILL FUND		\$1,185	\$5,623
10	8540	111	PERSONNEL ADJUSTMENT		(\$45,325)	\$49,675

Description: Fund annual buy back of vacation time for various departments, as well as to fund additional payroll needed for the Emergency Management department for the balance of the fiscal year. Additional EM funding need to cover deputy fire marshal position and additional call back pay for three EM employees.

BUDGET AMENDMENT #5
 Detail [For Reference Only]

					Amendment	Balance after Amendment
Landfill Fund						
Expenditures: Increase/(Decrease)						
60	4725	121	SALARIES		\$800	\$66,564
60	4725	181	FICA		\$65	\$5,096
60	4725	182	RETIREMENT		\$105	\$8,556
60	4729	121	SALARIES		\$70	\$357,229
60	4729	181	FICA		\$55	\$28,372
60	4729	182	RETIREMENT		\$90	\$45,985
Revenues: Increase/(Decrease)						
60	3981	010	TRANSFER FROM GEN. FUND		\$1,185	\$49,538

Description: Fund annual buy back of vacation time for landfill departments.

Board Approved Broadband Partnership with NCDIT and Spectrum

Deputy County Manager Korena Weichel presented an agenda item concerning the approval of a broadband partnership agreement between the North Carolina Department of Information Technology Spectrum Southeast and Granville County. The Spectrum broadband partnership aimed to provide high-speed fiber internet connection to over 1,500 locations in Granville County within two years, with a total project cost of \$11.9 million.

Deputy County Manager Weichel noted a change in the funding source for the County's \$10,000 match, as it was recommended to use unrestricted general fund revenue instead of ARPA (American Rescue Plan Act) funds, considering the higher level of monitoring and reporting associated with the latter. The County Manager was recommended to execute the agreement and allocate the \$10,000 in funding from unrestricted general fund revenues.

Commissioner May inquired about the Rural Digital Opportunity Fund (RDOF) and the decision-making process for fiber placement. Deputy County Manager Weichel explained the eligibility requirements for state projects and mentioned that decisions on fiber placement are primarily made by the provider applying for state funds. Gaps in the map may have RDOF funding, and decisions are made by the provider.

Commissioner Jay shared observations of fiber being laid in certain areas, expressing optimism about the progress.

County Manager Drew Cummings appreciated the Deputy County Manager's efforts and emphasized the commitment to maximizing funding opportunities for citizen connectivity.

Discussion ensued about ongoing projects, including the possibility of another Completing Access to Broadband (CAB) project and Request for Proposals (RFPs) for providers to propose projects.

Motioned by Commissioner Russ May, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved authorizing the County Manager to execute Grant Agreement #2000072587 between NC DIT, Spectrum Southeast, LLC, and Granville County and to allocate \$10,000 in funding from its American Rescue Plan Act (ARPA) funds.

Board Approved Department of Social Services’ Mid-Year Salary Adjustments and Bonus Incentive Plan

Deputy County Manager Weichel discussed the impact of labor shortages on various industries, including Granville County. The Department of Social Services has been particularly affected by employee turnover, with other agencies luring employees away for better pay and benefits. To address this, a comprehensive compensation four-step plan was developed:

- 1. Creation of a separate pay plan for social service positions.
- 2. Increase in the minimum starting salary for low to mid-level positions.
- 3. Application of a formula based on years of service in comparison to the current salary, with additional increases where indicated.
- 4. Implementation of a recruitment bonus for new employees and a retention bonus based on the current salary for existing employees.

The graph presented illustrated the average increase to employees based on years of service, showing that the plan benefited both newer and longer-tenured employees. Granville County's cost share for social services employee salaries was approximately 50%, with state reimbursement covering the remaining cost for the fiscal year. The County's share of adjustments and bonus incentives was approximately \$184,000, with lapsed salaries of \$274,000 available in the current budget to cover these increases.

Motioned by Commissioner Sue Hinman, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved salary adjustments for the Department of Social Services effective on the first pay date in February 2024 and the bonus incentive plan effective on the dates specified in the following recruitment and retention bonus incentive plan:

DSS Recruitment and Retention Bonus*		
RECRUITMENT BONUS	WHO IS ELIGIBLE TO RECEIVE	DISTRIBUTION SCHEDULE
Recruitment Bonus (\$4000)	New employees hired between January 1, 2024 and March 3, 2024.	\$2000 with April 3, 2024 paycheck \$1000 with October 2, 2024 paycheck
Recruitment Bonus (\$2000)	New employees hired between March 4, 2024 and September 1, 2024.	\$1000 with April 2, 2025 paycheck \$1000 with October 2, 2024 paycheck
Recruitment Bonus (\$1000)	New employees hired between September 2, 2024 and March 2, 2025	\$1000 with April 2, 2025 paycheck \$1000 with April 2, 2025 paycheck
RETENTION BONUS		
Retention Bonus (\$4000)	Current employees earning under \$50,000 per year as of January 1, 2024	\$2000 with April 3, 2024 paycheck \$2000 with October 2, 2024 paycheck
Retention Bonus (\$1500)	Current employees earning over \$50,000 per year as of January 1, 2024	\$1500 with April 3, 2024 paycheck

*To be eligible for each subsequent payout, employees must maintain continuous employment through the final bonus payment date.

Methodology PRO-RATED RECRUITMENT BONUSES: Earlier hires get full recruitment bonus; later hires get partial bonus.
RETENTION BONUS Lower paid positions get larger retention bonus spread out over six months to encourage retention and reduce turnover in these positions.

County Manager's Report

County Manager Drew Cummings did not have any further items to report.

COUNTY ATTORNEY'S REPORT

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

PRESENTATIONS BY COUNTY BOARD MEMBERS

Commissioner Hinman mentioned a busy holiday season. She expressed gratitude for being invited to the County Line Baptist Missionary Association's inaugural combined service, noting the packed fellowship hall and sanctuary. Thanks were extended to all attendees.

Commissioner Cozart wished everyone a Happy New Year.

Commissioner May expressed condolences for the loss of Sergeant Phillip Nix from the Greensboro Police Department, noting the initiation of the State's Blue Alert. He also acknowledged Chair Karan's loss of his mother and offered heartfelt thoughts and prayers to his family. Additionally, condolences were extended to Mr. Albert "A. J." Spiess for the loss of his father during the holidays, recognizing the added difficulty of losing a parent during that time. Commissioner May expressed gratitude for the efforts of first responders and volunteers, emphasizing the importance of addressing and improving upon current issues. Thanks were conveyed at the end of the statement.

Commissioner Gooch also offered condolences to Chair Karan. He wished everyone a joyous new year and said it is time to get to work.

Commissioner Jay offered condolences and prayers to Chair Karan at the loss of his mother. He shared a positive experience before Christmas, where Stovall Shaw alumni, along with the Sheriff and his staff, served ice cream at Stovall Shaw Elementary. Commissioner Jay highlighted the joy of interacting with the children who were excited about the Sheriff's department, and asked lots of questions. Appreciation was expressed to the Sheriff for the initiative. Commissioner Jay mentioned plans for another event at West Oxford Elementary. He wished everyone a Happy New Year and shared that his Christmas was marvelous.

Chair Karan expressed gratitude to the Granville County family for their support during the recent loss of his mother. He acknowledged first reaching out to Clerk Debra Weary about the passing of his mother, which occurred on December 20, 2023, and noted that he heard at eight o'clock in the evening. He appreciated the heartfelt responses and said that the local community's love and compassion during a difficult time were deeply felt. Despite the challenging process, Chair Karan found solace in knowing his mother is in a better place. He expressed humbleness about the outpouring of support from people he had not spoken to in a while. Chair Karan conveyed appreciation to everyone, wished a Happy New Year.

Sheriff Fountain announced a celebration for John Hardy, former Sheriff, who continued working with them monthly after his retirement. The event, to be held on Friday, January 5, 2024, at 12:00 noon, to recognize Mr. Hardy's service in various law enforcement roles. All were invited to attend.

ANY OTHER MATTERS

There were no other matters.

ADJOURNMENT

Motioned by Commissioner Russ May, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board adjourned at 8:35 p.m.

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

ATTEST:

Timothy Karan, Chair

DRAFT

GRANVILLE COUNTY BOARD OF COMMISSIONERS
January 16, 2024
GRANVILLE EXPO AND CONVENTION CENTER
4185 US Highway 15 South, Oxford, North Carolina

PRESENT:

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

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

CALL TO ORDER

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

CONSENT AGENDA

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

- A. Approved purchasing computer replacements from the State contract vendor, SHI in the amount of \$101,665.91 to adhere to Granville County's IT Policy of a four-year equipment lifecycle from fiscal year 2023-2024 budget for the following departments:**
- Board of Elections
 - Planning
 - Inspections
 - Economic Development
 - Emergency Communications
 - General Services
 - Human Resources
 - Internal Auditor
 - Information Technology
 - Library
 - Register of Deeds
 - Senior Services
 - Soil & Water
 - Tax
- B. Approved purchasing 7 Dell docking stations, 7 Dell LED monitors and 27 Dell Latitude 5540 laptops for the Department of Social Services with a proposed total one-time cost of \$51,114.37 to adhere to Granville County's IT Policy of a four-year equipment lifecycle from fiscal year 2023-2024 budget.**

C. Approved minutes:

- October 16, 2023 Regular Meeting

INTRODUCTIONS, RECOGNITIONS, AND PRESENTATIONS

Board Updated on Granville County Animal Control Advisory Committee

Anne Crews, president of the Animal Control Advisory Committee and member of the Humane Society of Granville County, provided an update on the Animal Control Advisory Committee. She said that the committee was filled and functional, with members having diverse backgrounds, including veterinarian technicians, a veterinarian, retired registered nurses, a clinical trials analyst, and individuals volunteering at the shelter. They focused on dangerous dog appeals, policy formulation, and consistency with other animal control units. In the past two years, they addressed six dangerous dog appeals, with four upheld and two returned. Efforts included reviewing the dangerous dog ordinance, addressing issues like notifying emergency responders when going to a house with a dangerous dog, and reviewing the exotic animal ordinance. The committee aimed to be more involved with the shelter, ensure State inspection compliance, and collaborate with Animal Control. The presentation included 2023 statistics. Ms. Crews highlighted the euthanasia rate for dogs is between 8 and 12% and 5% for cats. She explained that in her twenty-year involvement, she had seen the euthanasia rate decline over time. She attributed this positive change to a shift in focus towards getting animals out to rescue instead of just trying to adopt them to the population.

Commissioner Jay recalled an individual walking with a large boa constrictor in public at the last Hot Sauce Festival in Oxford, expressing concern about the need for regulations. Ms. Crews acknowledged the lack of jurisdiction over such cases but highlighted the startling nature of seeing large snakes in public.

Commissioner Jay also inquired about addressing people not getting shots for cats, and Ms. Crews discussed the estimated 10,000 feral cats in the county. She mentioned the Trap-Neuter-Release (TNR) program, where animals are fixed, vaccinated, and released with their left ear clipped to signify they are feral and sterile.

Commissioner Hinman asked about the availability of a Granville County deputy for Animal Control, and Animal Management Director Matt Katz confirmed that the assigned Granville County deputy does respond to calls and texts. He noted additional support from Oxford, Butner, and Creedmoor departments, adding that Oxford and Butner police departments had stepped up in the last six months. Commissioner Hinman expressed gratitude for the Granville County deputy's availability and the support from area police departments.

Commissioner Gooch asked about the number of feral cat colonies. Mr. Katz responded that there were an estimated 200 colonies. Ms. Crews mentioned that the Humane Society manages the colonies at the Food Lion and the fast-food row in the Butner-Creedmoor area off Exit 191 off Interstate 85.

The discussion touched on the closure of the Spay Neuter Assistance Program (SNAP) and the absence of a low-cost mobile van for spaying and neutering, emphasizing the need for alternatives within an hour's drive.

Board Presented Proclamation in Recognition of the Humane Society of Granville County (HSGC)

On behalf of the Board, Commissioner May presented Anne Crews, member of the Humane Society of Granville County (HSGC) and chair of the Granville County Animal Control Advisory Committee, and Matt Katz, Granville County Animal Management Director with the following Proclamation in Recognition of the Humane Society of Granville County:

Proclamation in Recognition of the Humane Society of Granville County

WHEREAS, the Humane Society of Granville County (HSGC) has been a beacon of compassion for three decades, founded in 1992 by concerned citizens in the Granville Kennel Club; and

WHEREAS, the HSGC has dynamically evolved, fostering a collaborative relationship with Animal Control for over 20 years, initially focusing on enhancing euthanasia methods; and

WHEREAS, the current mission, "to improve the welfare of the animals of Granville County through the promotion of responsible pet ownership," reflects their unwavering dedication to compassionate care; and

WHEREAS, HSGC's success is evident through key programs: the Spay/Neuter Voucher Program addressing pet overpopulation, the Feline Adoption Program rehoming over 500 cats in the last four years, and the Pet Food Pantry serving low-income residents for 13 years, providing 1500 pounds of pet food monthly in 2023; and

WHEREAS, HSGC extends their impact to the emotional well-being of animal owners, celebrating the human-animal bond with the annual Blessing of the Animals event and supporting Community Cat Caregivers; and

WHEREAS, over the past 30 years, HSGC has exceeded its mission goal, becoming a beacon of community service and compassion; and

WHEREAS, the Granville County Commissioners express profound gratitude to HSGC and its dedicated board members, Angela Gooch, Ed Rosen, Danielle Feldkamp-Crews, Deborah Lyon, and Anne Crews.

NOW, THEREFORE, BE IT PROCLAIMED, THAT the Granville County Commissioners express profound gratitude to the Humane Society of Granville County for their unwavering commitment to animal welfare, responsible pet ownership, and exemplary community service.

PUBLIC COMMENTS

Public Comments

There were no public comments.

SOCIAL SERVICES MATTERS

Board Approved DSS Position Reclassification

DSS Director LaToya Toussaint presented a request for the reclassification of an open position within the Department of Social Services (DSS). The proposal sought to reclassify the current Administrative Officer II position (DSS-17 Salary Grade) to a Business Officer I position (DSS-19 Salary Grade) under the Office of State Human Resources with the State of North Carolina. This reclassification was prompted by the rapid growth of the Social Services budget due to Medicaid expansion.

DSS identified the need for a position focusing on fiscal forecasting, budget preparation, management, and accounting oversight. The Administrative Officer II position was deemed

insufficient for these responsibilities, lacking the necessary level of expertise. The reclassified position would play a crucial role in supervising the newly approved accountant position and overseeing accounting technicians. The rationale behind the request emphasized the complexities of managing the current departmental budget, billing, and reimbursement processes. DSS Director Toussaint highlighted the importance of having a qualified individual at this level to ensure effective supervision.

Motioned by Commissioner Robert Williford, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved the position DSS reclassification from Class Title: Administrative Officer II, salary grade DSS-17 to Class Title: Business Officer I, salary grade DSS-19 position in the current pay and classification plan.

TAX MATTERS

Board Approved Refund Request for Clerical Error on Tax Bill

Tax Administrator Jenny Short presented information about a request for a refund for Bess and Michael Adcock due to a clerical error on their 2023 tax bill. The error occurred when the Tax Department received a listing form for a new metal outbuilding on January 11, 2023. Subsequent changes to the Adcock property were noted by the Granville County Real Property Appraiser when visiting the property on January 18, 2023. The introduction of the new building caused an unintended increase in the value of \$57,529.00. After adding the building and deeming the house in poor condition, the value should have decreased by \$9,430.00. The Tax Administrator recommended a refund of \$602.64 based on the valid defense of a tax imposed through clerical error, as outlined in the North Carolina Machinery Act 105–381(a)(1).

Motioned by Commissioner Tony W. Cozart, seconded by Commissioner Robert Williford, and unanimously carried, the Board approved refunding Bess and Michael Adcock \$602.64 for the clerical error on their 2023 tax bill.

When asked, Ms. Short provided an update on the tax revaluation progress and communication efforts to County citizens.

REGISTER OF DEEDS MATTER

Board Approved COTT Systems Software Renewal Contract for Register of Deeds

Register of Deeds Kathy Taylor sought approval for the COTT Systems software license renewal for the online indexing and searching software. The Register of Deeds has used the COTT Systems software for several years, extensively used by both staff and the public for researching digital records. The software is crucial for maintaining the database and microfilming of all records. Competitive bids were not required, following the County's purchasing policy, as it was a renewal of an existing service falling under Information Technology-related purchases.

Motioned by Commissioner Russ May, seconded by Commissioner Zelodis Jay, and unanimously carried the Board approved contracting with Cott Systems Inc. in the amount of \$10,860, semi-annually, for a total annual cost of \$21,720 for the software license renewal for online indexing and searching software and authorized the County Manager, County Attorney, and Register of Deeds to finalize the agreement.

SHERIFF MATTERS

Board Retroactively Acknowledged Emergency Purchase for Detention Center Maintenance Requirement

Chair Karan presented this next item regarding approval of an expedited purchase of more than \$10,000 due to a maintenance requirement at the Granville County Detention Center. The Detention Center required the replacement of a Variable Frequency Drive (VFD) compressor, crucial for controlling two air conditioners and heating units within the facility. The work order demanded immediate attention to provide climate control for the inmate population.

Chair Karan said that the County Manager recommended approving the decision of the staff and retroactively approving the emergency purchase, not to exceed \$20,008.00.

Commissioner Williford inquired about the warranty on the new compressor, and Development Services Director Scott Phillips said it was five years.

Commissioner Cozart mentioned the warranty time frame and potential credit.

Commissioner May raised concerns about the delay in notifying the Board of the expenditure, emphasizing the importance of following proper procurement procedures even in exigent circumstances.

Commissioner Gooch questioned why the original company was not contacted under the warranty, and Development Services Director Scott Phillips indicated that Comfort USA was notified, but he did not have the details about their response or the decision to proceed with the emergency purchase.

Chair Karan noted that the agenda packet indicated that the issue was in the Detention Center and asked for clarification on the location from Mr. Phillips. Mr. Phillips said it was within the administrative area, and that he could follow up for further clarification.

Motioned by Commissioner Russ May, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board retroactively acknowledged the emergency purchase of a VFD compressor for the Detention Center in the amount not to exceed \$20,008.00.

PROJECT MANAGEMENT

Board Approved Emergency Backup Generator for the Granville County Convention and Expo Center

Development Services Director Scott Phillips provided information about the request to award a fixed-price construction service contract for the installation of an 80 KW backup generator at the Granville County Convention and Expo Center. The County had received a non-matching North Carolina capacity-building competitive grant for this purpose. Kilian Engineering was retained to evaluate generator capacity and prepare bid documents. The initial low bidder, Cape Fear Generators, proposed a Kohler generator with a 48-week lead time, which did not meet grant requirements. An alternative Generac unit with a 12-week delivery schedule was suggested, incurring an increased cost of \$12,344.16. Despite the increased cost, at \$135,000 it remained below the next lowest bid. The recommendation was to award the fixed-price construction service contract to Cape Fear Generators for an amended cost not to exceed \$115,212.16 unless authorized by an approved change order.

Commissioner Williford inquired about the type of fuel, and Mr. Phillips confirmed it was liquid propane (LP). Commissioner Williford questioned whether a separate tank would be used. Mr.

Phillips explained that a separate 250-gallon tank would likely be added, potentially bringing the total capacity to 500 gallons. The decision on one 500-gallon tank or two 250-gallon tanks would depend on availability.

Commissioner May emphasized to the public that the project incurred no cost to the County. Mr. Phillips confirmed, stating that it was a non-matching state grant for up to \$248,000.

Motioned by Commissioner Robert Williford, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved awarding a fixed-price construction services contract to Cape Fear Generators for the installation of an 80-kilowatt backup generator at the Granville County Convention and Expo Center for a cost not to exceed \$115,212.16 unless authorized by an approved change request.

APPOINTMENTS

Board Approved Reappointment to the Adult Home Care Community Advisory Committee

Motioned by Commissioner Robert Williford, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Barbara Harris (District 2) to the Adult Home Care Community Advisory Committee.

Chair Karan noted that there are two other vacancies on the committee and noted that training and vetting are required to be appointed. It was noted that appointees could come from any district.

Board Approved Roster for Emergency Services Committee

Motioned by Commissioner Russ May, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved the following roster for reappointment to the Emergency Services Committee for two years:

Emergency Services Director	Jason Reavis
Fire Marshal	Ken Reeves
President of Fire Chief’s Association	David Cottrell
Emergency Communications Director	Trent Brummitt
Animal Management Director or Designee	Matt Katz or Designee
County Manager or Designee	Drew Cummings or Designee
Sheriff or Designee	Sheriff Robert Fountain or Designee
Granville Health System CEO	Adam McConnell
GHS Emergency Medical Director	Jonathan Pernell
Law Enforcement or Other Representative(s)	Richard Ray
County Commissioner	Zelodis Jay
County Commissioner	Timothy Karan
County Commissioner	Rob Williford
County Staff (Ex-Officio)	LaToya Henderson

Board Approved Appointments to the Senior Services Advisory Committee

Commissioner Williford motioned to appoint Virginia "Ginnie" Lee Currin to the District 2 seat, with Commissioner Cozart seconding the motion. During the discussion on this motion, Commissioner May introduced an amendment. The proposed amendment involved moving forward with the reappointment while also considering a change in the appointment composition of the Senior Services Advisory Committee to include representatives from all districts. It was mentioned that the County Manager is working on a policy for all boards. The Board proceeded with an amended motion.

Motioned by Commissioner Russ May, seconded by Commissioner Robert Williford, and unanimously carried, the Board appointed Virginia “Ginnie” Lee Currin (District 2) to the Senior Services Advisory Committee and approved reviewing all boards and committees, at a later date, to ensure board’s representation were appropriately proportioned with representatives from each district.

Motioned by Commissioner Timothy Karan, seconded by Commissioner Robert Williford, and unanimously carried, the Board reappointed Richard Lyons (District 6) to the Senior Services Advisory Committee.

Board Approved Appointment to the Environmental Affairs Committee

Commissioner Hinman announced that she had found someone to fill a vacancy on the Granville County Citizens Advisory Committee for Environmental Affairs

Motioned by Commissioner Sue Hinman, seconded by Commissioner Robert Williford, and unanimously carried, the Board appointed Nathan Peterson (District 3) to the Granville County Citizens Advisory Committee for Environmental Affairs.

COUNTY MANAGER’S REPORT

County Manager’s Report

County Manager Drew Cummings thanked Chris Brame, IT Director, for the effort put into upgrading the audio-visual equipment in the Commissioner's Meeting Room. He noted the successful implementation of new microphones and monitors and noted that he was pleased with their performance tonight.

County Attorney’s Report

County Attorney Wrenn did not have any items to report.

PRESENTATIONS BY COUNTY BOARD MEMBERS

Commissioner Hinman shared that she attended the Dr. Martin Luther King, Jr. celebrations over the weekend. She emphasized the need for breakfast at the Oxford event to increase attendance and praised the pianist, Reverend Dr. Brett Pardue, for stepping in and playing for the event as well as speaking. County Manager Cummings noted Reverend Dr. Pardue’s classical training as an opera singer. Commissioner Hinman expressed her awe at the young participants' reports on Dr. King but urged for more involvement from a broader spectrum of Granville County's youth.

Commissioner Cozart informed the Board that Cornerstone Church has blankets made available by the Sheriff’s Office for those in need. He expressed the desire for better coordination between the Creedmoor and Oxford Dr. Martin Luther King, Jr. celebrations to allow participants to attend one without leaving early to get to another. He appreciated the in-depth essays presented during the celebrations and reflected on the positive aspects of the day.

Commissioner May mentioned positive news expected from CAMPO regarding the corridor study, and highways 56, 50, and extending to 98. He said the study will have a significant impact on the County's planning. He also reported that he attended the Dr. Martin Luther King, Jr. celebration in Creedmoor, and expressed hope for improved coordination between the committees handling such events since the Oxford and Creedmoor events were scheduled on the same day close to the same time, making it challenging to attend both events.

Commissioner Gooch expressed gratitude for the honor and privilege of attending two Dr. Martin Luther King, Jr. events, emphasizing the moving nature of the celebrations.

Commissioner Jay attended three Dr. Martin Luther King, Jr. events and commended the excellent presentations, particularly highlighting the outstanding young speakers. He appreciated the engaging speeches and acknowledged the exceptional preaching skills of the pastor at Oxford Baptist Church who spoke at the event held there.

Commissioner Williford spoke about his attendance at the Dr. Martin Luther King, Jr. celebration at Oxford Baptist Church, expressing his regret about the overlapping schedules and emphasizing the thought-provoking message from the minister. He highlighted the need for better coordination between the celebration committees to avoid scheduling conflicts.

Chair Karan mentioned writing a letter of support for a modified school calendar aligned with the community college system. He acknowledged the importance of local calendar options, considering the needs of students enrolled in early college programs. Additionally, Chair Karan expressed gratitude for the Board's honorarium to the National Alliance on Mental Illness in memory of his mother, recognizing the organization's crucial role in mental health support and thanking the board for their contribution.

ANY OTHER MATTERS

Notice of Special Joint Meeting with the Board of Education

County Manager Cummings announced a Special Joint Meeting between the Granville County Board of Commissioners and the Granville County Board of Education. The meeting was scheduled for Monday, January 29, 2024, at 6:00 p.m. at the Mary Potter Center for Education in Oxford, NC. The primary purpose of the meeting was to discuss long-term budgeting and facility planning. He mentioned that Commissioner Cozart and Commissioner May serve as school liaisons and meet regularly with the Board of Education liaisons.

Commissioner May reminded everyone about the upcoming visit of Catherine Truitt, North Carolina Superintendent of the Department of Public Instruction, scheduled for Friday, January 19, 2024.

Chair Karan noted that they had received an email from Granville County Schools Superintendent Stan Winborne indicating that Ms. Truitt would be joining them at their Hawley School visit but would be leaving earlier than anticipated so the schedule will be slightly modified. The meeting would convene at 10:00 a.m.

Any Other Matters

There were no other matters.

CLOSED SESSION

Motioned by Commissioner Sue Hinman, seconded by Commissioner Robert Williford, and unanimously carried, the Board went into closed session as allowed by North Carolina General Statute 143-318.11(a)(3) for attorney-client matters at 8:07 p.m.

RETURN TO OPEN SESSION

Motioned by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board returned to open session.

ADJOURNMENT

Motioned by Commissioner Robert Williford, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board adjourned at 8:56 p.m.

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

ATTEST:

Timothy Karan, Chair

DRAFT

GRANVILLE COUNTY BOARD OF COMMISSIONERS
February 5, 2024
GRANVILLE EXPO AND CONVENTION CENTER
4185 US Highway 15 South, Oxford, North Carolina

PRESENT:

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

Commissioner Sue Hinman was absent.

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

CALL TO ORDER

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

Chair Karan noted Commissioner Sue Hinman’s absence due to sickness.

CONSENT AGENDA

Motioned by Commissioner Zelodis Jay, seconded by Commissioner Robert Williford, and unanimously carried, 6-0, the Board approved the consent agenda as follows:

A. Approved Budget Amendment #6 for fiscal year 2023-2024.

BUDGET AMENDMENT #6
February 5, 2024
Legal Document

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

GENERAL FUND			
Expenditures	Increase	Decrease	Total
General Government			\$ 9,000
IT	9,000		
Public Safety			\$ 10,000
Emergency Management	10,000		
Human Services			\$ 8,500
Oxford Senior Center	3,500		
Creative Lifetime Learning	5,000		
Area Projects and Other Appropriations			\$ (9,000)
Non-Departmental		(9,000)	
Total Expenditures			\$ 18,500
Revenues			
Restricted and Intergovernmental	18,500		
Total Revenues			\$ 18,500

highways. He pointed out instances where trash from the landfill, particularly in the Butner area and along Hwy 75 by GFL, seemed to be spreading due to trucks not securing their loads properly. Reverend Gooch noted the proliferation of trash near the South Granville Memorial Garden, attributing it to passing trucks. He emphasized the safety implications of this situation, having witnessed firsthand the hazardous conditions caused by trash flying off trucks. He mentioned contacting Environmental Programs Director Jason Falls, head of the Granville County landfills, about the issue. Mr. Falls told him he would reach out to the company, but Reverend Gooch noted the challenges in identifying the responsible trucking companies due to the lack of visible signage or readable license plates. Reverend Gooch concluded by expressing his hope for measures to prevent further littering and improve the county's cleanliness.

FINANCE MATTERS

Board Approved FY 2022-2023 Annual Financial Audit Report

Finance Director Steve McNally introduced Stuart Hill, an auditor from Thompson, Price, Scott, Adams and Co., P.A. (TPSA) who has worked with the County for several years.

Mr. Hill provided the Board with the Annual Comprehensive Financial Report as well as a summary report for the fiscal year ending June 30, 2023. He explained that while he would speak from a PowerPoint presentation, he would mainly reference the audit report summary provided to the Board. The PowerPoint included graphs and select information pulled directly from the audit report summary.

Mr. Hill delved into the analysis of the fund balance, presenting a five-year trend, and highlighting the total fund balance, which stood at \$49,134,592 for 2023. He also discussed the fund balance available, reflecting a slight decrease from the previous year but still above the state average.

Mr. Hill continued with an analysis of the unassigned fund balance as a percentage of general fund expenditure, noting a minor decrease in 2023 due to anticipated adjustments. He then discussed revenues over or under expenditures before transfers, emphasizing the general fund's profit of \$666,159. He clarified that these terms were used loosely for governmental funds.

Mr. Hill proceeded with charts detailing cash balances versus fund balances and property tax rates, which remained consistent over the five years, with a collection rate of 98.99%.

Further, he provided an analysis of the County's debt, highlighting the types and percentages of debt, followed by a breakdown of general fund revenues and expenditures. Education constituted the largest portion of expenditures, followed by public safety and human services.

Regarding the audit status, Mr. Hill mentioned a couple of minor issues and he and Finance Director McNally answered questions. Regarding segregation of duties, Mr. Hall stated that he did not have any concerns, noting that smaller organizations sometimes face challenges in this area due to limited staff resources.

After the presentation and questions, the Board took action.

Motioned by Commissioner Robert Williford, seconded by Commissioner Tony W. Cozart, and unanimously carried, 6-0, the Board approved the fiscal year 2022-2023 Comprehensive Annual Financial Report.

TAX MATTERS

Board Denied Full Exemption Appeal and Approved Upholding Partial Exemption for the Power Church

Tax Administrator Jenny Short summarized the situation regarding a property tax exemption application received by the Tax Department on January 6, 2023, by Cary Price of The Power Church. She explained that due to the property being over 20 acres in total with a parsonage, the office approved a partial exemption for the parsonage and one acre of land surrounding it.

Tax Administrator Short then mentioned that Mr. Price, the property owner, had appealed the decision, arguing that the entire property should be excluded from taxation due to various activities such as horseback riding and homeschooling. She referenced General Statute 105-278.3, which defines a parsonage as a religious purpose building and land occupied by it, including additional adjacent land necessary for convenient use. She gave an example that a parking lot would be considered convenient use.

Ms. Short explained that despite her attempts to contact Mr. Price, there had been no communication from him since the initial appeal hearing on November 20, 2023. She emphasized that the burden of proof lay with the church to demonstrate that the entire parcel was being used for religious purposes. Ms. Short expounded that not every 501(c)3 organization automatically qualifies for exemption and that homeschools do not qualify.

County Manager Drew Cummings requested clarification on the recommended action. Ms. Short recommended denying the full exemption appeal and upholding the partial exemption for the parsonage and the surrounding one-acre property. She stated that the Tax Department could not justify exempting the entire property based on the evidence provided.

Commissioner Williford asked County Attorney Wrenn for his legal opinion on the matter. County Attorney Wrenn responded that, based on his review and the absence of contrary evidence, Ms. Short's recommendation appeared in his opinion to be legally sound and noted that at the initial hearing, Mr. Price did not present any persuasive evidence.

Motioned by Commissioner Russ May, seconded by Commissioner Robert Williford, and unanimously carried, 6-0, the Board denied the full exemption appeal from the Power Church and upheld the partial exemption for the parsonage and one acre of land.

Board Approved Authorizing Tax Administrator to Advertise Tax Liens in the Local Newspaper

Tax Administrator Jenny Short explained the requirement outlined in North Carolina General Statute 105-369(a) mandating that the Tax Collector report the total amount of unpaid taxes for the current fiscal year that are liens on real property to the governing body is due the first Monday in February. As of January 23, 2024, the collection rate stood at 94.68%, with efforts made throughout the year to collect 100% of property taxes through various means such as wage garnishment, lottery winnings interception, tax refund offsets, foreclosure, and bank attachments. She highlighted the improvement in collection rates, noting that Granville County ranked ninth out of 25 peer counties in tax collection rates.

Tax Administrator Short recommended that the Board order the advertisement of tax liens in local newspapers, as required by statute.

Commissioner Williford inquired about the normal process and whether the current practice aligned with past procedures. Ms. Short explained that while she was not sure about past practices, it was mandated by statute to advertise tax liens annually. County Attorney Wrenn

confirmed that publishing in the newspaper was standard practice, although he could not recall if it had been brought before the Board previously.

Commissioner May asked about the statutory requirement for notification methods, including mailing and emailing. County Attorney Wrenn acknowledged that publishing in the paper was standard but agreed to look into other notification methods.

County Manager Cummings suggested following up with Board members to provide information on how property owners might be notified about their tax liabilities through various means, including delinquent letters. Mr. Short confirmed that delinquent letters had been sent to property owners with overdue bills, addressing Commissioner May's concern.

Motioned by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved ordering the Tax Administrator to advertise tax liens in the local newspaper.

SHERIFF MATTERS

Board Affirmed the Renewal of PowerDMS Digital Management Software

Chief Deputy of Special Operations and Intelligence Kevin Buster of the Granville County Sheriff's Office presented the proposal to renew the software subscription for PowerDMS Digital Management. He explained that PowerDMS is proprietary software utilized across law enforcement and public safety sectors for disseminating policies and training. Chief Buster highlighted its importance in enabling personnel to digitally sign off on policies, enhancing efficiency within the office.

County Attorney Wrenn informed the Board that the contract had been received for review the previous week and requested that the approval be made subject to the review of the contract.

Chair Karan read the recommendation for Sheriff Fountain regarding the renewal of the annual subscription.

Motioned by Commissioner Robert Williford, seconded by Commissioner Tony W. Cozart, and unanimously carried, 6-0, the Board affirmed the renewal of the annual PowerDMS Digital Management software subscription in the amount of \$11,479.01, subject to review of the contract by the County Attorney. The subscription will be sourced from the U.S. Department of Justice asset forfeiture fund, under the Sheriff's budget allocation and expenditure decisions.

Board Affirmed Ammunition Purchase

Chief Deputy of Special Operations and Intelligence Kevin Buster of the Granville County Sheriff's Office explained that the ammunition purchase is an annual necessity to ensure law enforcement officers maintain proficiency in firearms. He highlighted the importance of training and emphasized that firearms proficiency is a perishable skill. The recommendation from Sheriff Fountain was to approve the purchase of ammunition from Kiesler Police Supplies in the amount of \$17,377.51. The County Manager confirmed the availability of funds, and it was assured that the procurement complied with the County's purchasing policy.

Commissioner May inquired about the allocation of rounds per officer for training and duty. Chief Buster clarified the minimum rounds allocated for qualification and duty, mentioning variations based on specialized units' requirements. Commissioner May expressed concern about excessive inventory accumulation and inquired about the inventory management process. Chief Buster assured the Board that the Sheriff's office tracked ammunition inventory closely. Commissioner

May further questioned Chief Buster about the frequency of qualification and the availability of ammunition for individual deputies. Chief Buster confirmed that ammunition is available for individual training sessions. Commissioner May concluded that he had no issue with the purchase of ammunition but stressed the importance of responsible inventory management.

Motioned by Commissioner Russ May, seconded by Commissioner Zelodis Jay, and unanimously carried, 6-0, the Board affirmed the purchase of ammunition for training and duty requirements from Kiesler Police Supply in the amount of \$17,377.51, subject to review of the contract by the County Attorney. The funds for this purchase, totaling \$17,377.51, are to be drawn from the fiscal year 2023-2024 ammunition expenditure line item within the Sheriff's budget.

APPOINTMENTS

Board Approved Appointments to the Oxford Zoning Board of Adjustment – Extraterritorial Members

Motioned by Commissioner Tony W Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, 6-0, the Board reappointed Harold Satterwhite (District 4) and Ajulo Othow Norman, Alternate (District 4) to the Oxford Zoning Board of Adjustment Extraterritorial seats.

Motioned by Commissioner Robert Williford, seconded by Commissioner Zelodis Jay, and unanimously carried, 6-0, the Board reappointed Leonard Overton (District 2) to an Oxford Zoning Board of Adjustment Extraterritorial seat.

Motioned by Commissioner Zelodis Jay, seconded by Commissioner Robert Williford, and unanimously carried, 6-0, the Board reappointed Annie Nesbitt (District 1) to an Oxford Zoning Board of Adjustment Extraterritorial seat.

COUNTY MANAGER'S REPORT

Board Approved Reclassification of Animal Service Position

County Manager Cummings added an agenda item regarding a proposed reclassification for a position within the Animal Management Department. He explained that periodic pay and classification studies are conducted every four to five years to ensure the County's pay structure remains competitive. However, certain positions may fall out of alignment in between these comprehensive reviews. He highlighted the need for reclassification due to surrounding counties offering much higher salaries at recruiting fairs, leading to employees from Granville County seeking employment elsewhere. Specifically, he addressed the need to adjust the pay grade for the number two position in the Animal Management Department, which supervises multiple employees but was still compensated between \$40,000 and \$50,000 despite nearly a decade of service. After conducting a thorough evaluation of the position's responsibilities and comparing it to similar roles, Mr. Cummings proposed reclassifying the position from a pay grade 65 to a pay grade 68, reflecting its importance and level of supervision within the department.

Commissioner Cozart expressed understanding of the difficulty in addressing salary discrepancies during times when the County lacks the capacity to adjust salaries accordingly.

Chair Karan stated the recommendation.

Motioned by Commissioner Tony W. Cozart, seconded by Commissioner Robert Williford, and unanimously carried, 6-0, the Board approved the position reclassification for the Animal Control Supervisor, grade 65, to Deputy Animal Services Manager, grade 68.

Commissioner Williford then shared a personal experience involving the prompt and compassionate response of Animal Control to a distressed dog in his neighborhood. He expressed gratitude for the quick and effective assistance provided by the department, particularly highlighting the professionalism and efficiency of the staff member who responded to the call. He conveyed his appreciation for their dedication and commitment to their work.

County Manager Cummings also took the opportunity to acknowledge the presence of the Animal Control staff and volunteers at the meeting and expressed appreciation for their dedication to their responsibilities, which often require them to be available at all hours, including weekends. He assured them of the County administration's commitment to ensuring that positions within the department are appropriately compensated for the vital services they provide to the community.

County Manager's Report

County Manager Cummings did not have any further items to report.

COUNTY ATTORNEY'S REPORT

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

PRESENTATIONS BY COUNTY BOARD MEMBERS

Commissioner Cozart praised the Youth Build Program at Franklin-Vance-Warren Opportunity, highlighting its support for individuals aged 16-25 to pursue education and self-sufficiency. He said that he appreciated the informative joint meeting with the Granville County Board of Education and commended the efforts of the County Manager for his part in facilitating it. The joint meeting with the Board of Education was held on January 29, 2024 at 6:00 p.m. at the Mary Potter Center for Education, 202 Taylor Street, Oxford.

Commissioner May echoed Commissioner Cozart's sentiments regarding the joint meeting with the Granville County Board of Education meeting and expressed anticipation for upcoming Fire Commission meetings. He advocated for expanded transportation services in southern Granville County through KARTS (Kerr Area Regional Transit Authority) and thanked the County Manager for supporting this initiative.

Commissioner Gooch echoed praise for the joint meeting with the Granville County Board of Education and emphasized the importance of open discussions on school funding.

Commissioner Jay highlighted efforts by KARTS to secure grants for expanded transportation services, particularly in southern Granville County. He addressed the issue of littering and urged community members to respect property and report instances of littering.

Commissioner Williford expressed appreciation for the productive joint meeting with the Granville County Board of Education meeting and suggested more frequent meetings of this nature. He commended the Detention Center, Emergency Communications Director Trent Brummitt and 911 staff, and Animal Control personnel for their work and achievements.

Chair Karan stressed concerns about the funding cliff for teacher salaries due to the pending expiration of COVID relief funding that was used to increase teacher salaries. He noted the implications for the County budget and the importance of equitable compensation for teachers. He announced the schedule for the upcoming annual Board of Commissioners Retreat on Monday, February 19, 2024, at 3:00 p.m. and Friday, February 23, 2024, at 9:00 a.m. at the

Granville County Convention and Expo Center noting its significance for discussions and planning for the upcoming budget.

ANY OTHER MATTERS

There were no other matters to report in the open session.

CLOSED SESSION

Motioned by Commissioner Tony W. Cozart, seconded by Commissioner Robert Williford, and unanimously carried, 6-0, the Board went into closed session. as allowed by North Carolina General Statue 143-318.11(a)(5) for property acquisition matters at 8:04 p.m.

RETURN TO OPEN SESSION

Motioned by Commissioner Zelodis Jay, seconded by Commissioner Robert Williford, and unanimously carried, 6-0, the Board returned to open session.

ADJOURNMENT

Motioned Commissioner Zelodis Jay, seconded by Commissioner Robert Williford and unanimously carried, 6-0, the Board adjourned at 8:28 p.m.

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

ATTEST:

Timothy Karan, Chair



Granville County

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

To: Board of Commissioners
From: Will Robinson
Department: Granville County Library System
Date: March 4, 2024
Title: Granville County Library Board of Trustees Update

PURPOSE:

To hear an update from the Granville County Library Board of Trustees.

BACKGROUND:

The function and duties of the Board of Trustees of the Granville County Library System are those as set forth in the General Statutes of the State of North Carolina. They include, but are not limited to the appointment of a Director of Libraries, the adoption of policies, rules and regulations for the governance of the library in the best interest of the citizens of the community, the authorization of sound fiscal policies and the adoption, and amendment as needed, of the annual budget. As citizens, they advise the Library administration on services to fulfill the library needs of the community, represent the Library to the community and advance support of the Library among funding authorities.

Will Robinson, Library Director, and members of the Board of Trustees will present.

Lynn Allred	District 1
Bryon Goff	District 2
Karen Alley	District 3 appointee, resides in District 7
Juanita Rogers	District 4
Anne Payne	District 5
Vacancy	District 6
Teresa Walker	District 7

ATTACHMENTS:

Granville County Library System Update

ACTION TAKEN:



Board of Commissioner's
Meeting

March 4, 2024

Granville County Library Board of Trustees

Advisory Board Update

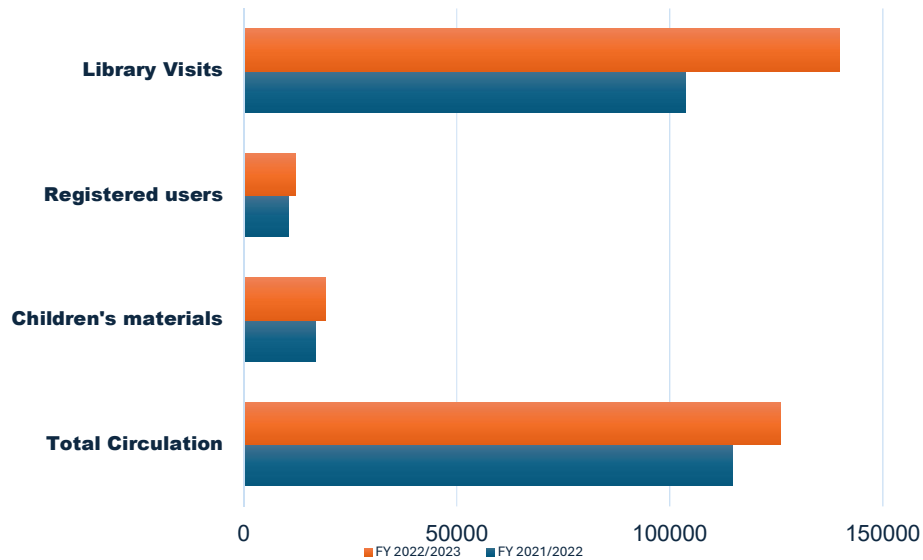


Membership

- **Juanita Rogers**- Chair:
District 4
- **Karen Alley**- Vice
Chair/ Secretary:
District 7 appointed by
District 3
- **Byron Goff**- Financial
Officer: District 2
- **Teresa Walker**- District
7
- **Lynn Allred**- District 1
- **Anne Payne**- District 5
- **District 6**- Vacant



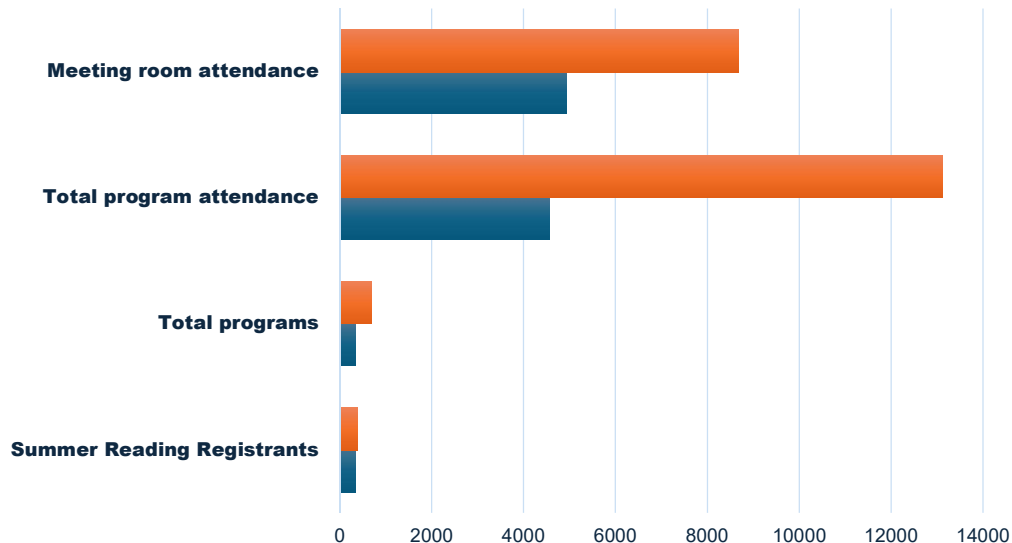
GCLS Statistics



Library Board Update | Board of Commissioners | March 4, 2024



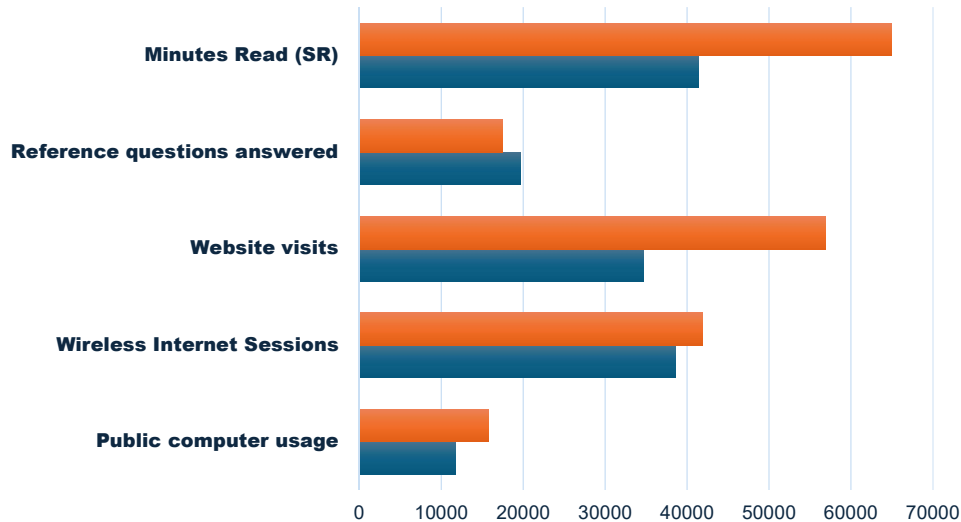
GCLS Statistics



Library Board Update | Board of Commissioners | March 4, 2024



GCLS Statistics



Library Board Update | Board of Commissioners | March 4, 2024



Summer Reading

- Support from Memorial Fund



Library Board Update | Board of Commissioners | March 4, 2024



Historical Marker

- Granville Street Colored Library 1942-1975

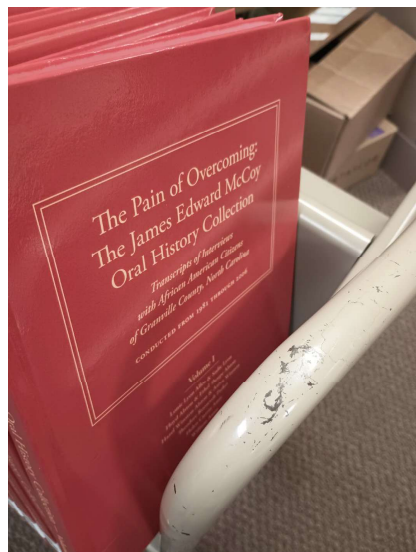


Library Board Update | Board of Commissioners | March 4, 2024



Oral History Book Project

- The Pain of Overcoming: the James Edward McCoy Oral History Collection



Library Board Update | Board of Commissioners | March 4, 2024



Focus Areas in the Next Year

- Early Literacy
- Digital Inclusion
- Food Security
- Any special project/
partnership that is a fit
for the system



Library Board Update | Board of Commissioners | March 4, 2024



Questions?

Library Board Update | Board of Commissioners | March 4, 2024



Granville County Parks and Grounds

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

To: Board of Commissioners
From: Korena Weichel
Department: Parks and Grounds
Date: March 4, 2024
Title: **Granville County Recreation Master Plan / Shweta Nanekar, McAdams Company**

PURPOSE: Presentation of the *Granville County Parks, Greenways, and Recreation Master Plan*.

BACKGROUND:

The existing *Granville County Recreation Master Plan* was last updated in 2017 and County Commissioners recognized a need to update the Plan based on significant demographic and socioeconomic changes in the County. Following a Request for Qualifications and selection process, Granville County contracted with McAdams Company to update and create the *Granville County Parks, Greenways, and Recreation Master Plan*.

Work commenced in fiscal year 2022 and involved extensive research, site visits, surveys, public engagement meetings, joint meetings with the Board of Commissioners and Parks, Greenways, and Recreation Advisory Committee as well as meetings with other key stakeholder groups. The resulting Plan will guide the expansion and development of new parks and greenways in Granville County over the next decade.

Due to size limitations, only the Executive Summary is included with this agenda item. The full Plan is available on the County website at <https://www.granvillecounty.org/RecreationMasterPlan> to view or download. A printed copy is also available for public viewing at the County Administration offices located at 104 Belle Street, Oxford during normal business hours.

Ms. Shweta Nanekar, Parks Planning Practice Lead with McAdams Company, will present the draft Plan.

RECOMMENDATION:

County administration recommends adoption of the *Granville County Parks, Greenways, and Recreation Master Plan* as presented by McAdams Company.

ATTACHMENTS:

Recreation Master Plan Board Presentation
Recreation Master Plan Executive Summary

ACTION TAKEN:

Granville County

parks, greenways + recreation master plan



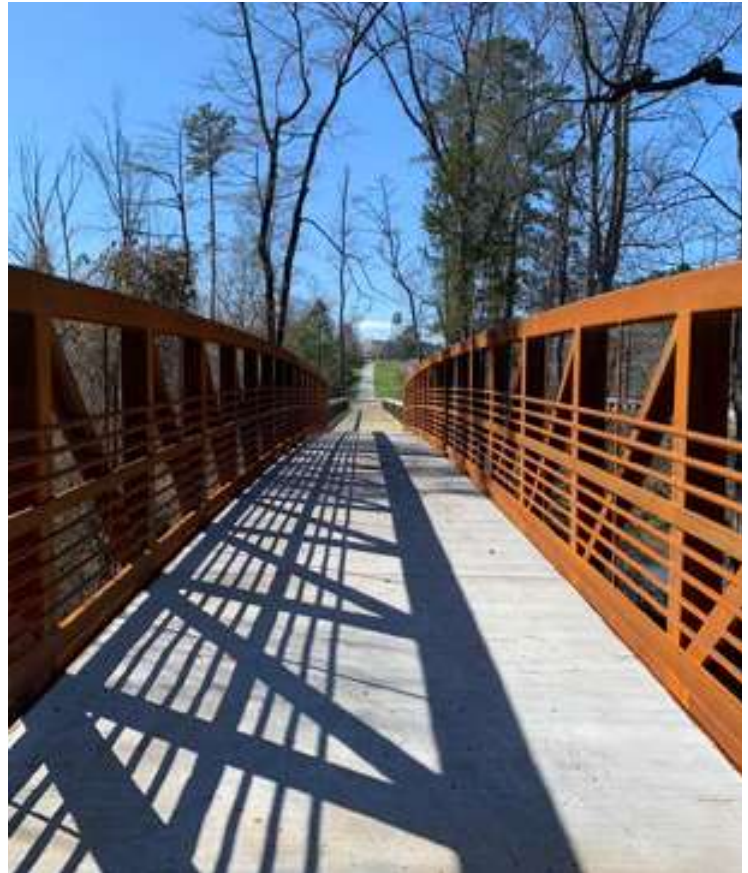
AGENDA

- > Project Goals
- > Project Process
- > Assessment
- > Community Engagement
- > Recommendations
 - > Action Items

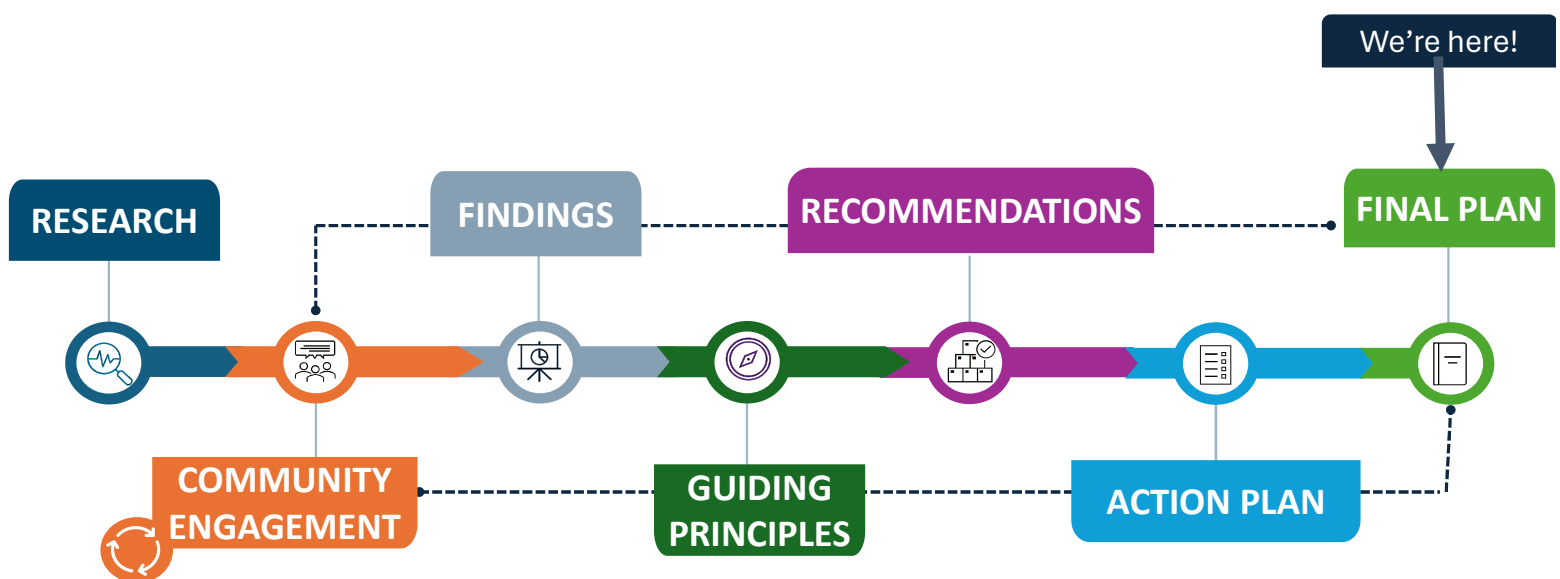


PROJECT GOALS

- › Replace the previous parks and recreation master plan and greenway master plan
- › Update parks system recommendations rooted in community values
- › Plan for the future by addressing:
 - › Changed needs + desires
 - › Recreation gap
 - › Care for what we have
- › Qualify for future grant opportunities



PROJECT PROCESS



DEMOGRAPHICS

- › Population is growing and changing!
- › Aging + Disability
 - › Accessibility
 - › Special needs
- › Median household income – increasing
 - › Evolving trends
 - › Need-based support



PARKS ASSESSMENTS

- › 2 parks – many amenities!
- › Diverse recreation experiences at GAP and Wilton Slopes
- › Successful partnerships with local agencies – enhanced experiences
- › Well loved + well cared for
 - › Ongoing investment
 - › Aging infrastructure replacement
- › Ongoing support for non-profit and community facilities open to the public



COMMUNITY ENGAGEMENT



 MCADAMS

THEMES + RECOMMENDATIONS



 MCADAMS



BALANCED GEOGRAPHIC DISTRIBUTION

Ensure balanced geographic distribution of parks, facilities, and open space within the growing suburban areas as well as more rural remote parts of the county.

- › Provide recreation options in the southeastern part of the county to provide park access in the growing part of the county.
- › Provide recreation options in the northwest corner of the County to provide access to socially vulnerable populations as well as areas with higher health vulnerability.
- › Acquire 30 to 100 acres of parkland over the period of next ten years where geographic gaps exist.
- › Provide county recreation funds and/or pursue grant funding for new amenities that have low barriers to entry and expand the user base.

 MCADAMS



COUNTY-WIDE CONNECTED PARKS SYSTEM

Improve and enhance regional, county-wide, and local connectivity through the development of greenways and trails.

- › Continue inter-jurisdictional collaboration with municipalities in the county on proposed greenways and sidepaths to improve the countywide network.
- › Continue regional collaboration with the North Carolina Department of Transportation (NCDOT), Durham County, Wake County, the East Coast Greenway Alliance, and the Great Trails State Coalition on proposed greenway connections across jurisdictional boundaries to improve regional greenway connectivity and advance the development of the Great Trails State Network in the Triangle and Kerr-Tar Regions.
- › Coordinate with county planning and zoning and municipalities within the county to ensure that greenway infrastructure recommendations are incorporated into new developments by requiring developer-built greenways within residential and commercial developments.

 MCADAMS



COUNTY-WIDE THRIVING PARKS, GREENWAYS + OPEN SPACE SYSTEM

Create a parks department within the County organization.

- › Hire a Parks and Recreation Director to oversee and coordinate all Parks and Recreation operations.
- › Transfer oversight of the parks and grounds division to the new parks director.
- › Start building a dedicated parks and recreation team that will report to the County Administration. If funding is an issue, this can start with using area college/university interns and part-time positions that can evolve into full-time positions.
- › Provide dedicated staff to track outside funding through grants and other avenues to reduce the burden on the county.

 MCADAMS



COUNTY-WIDE THRIVING PARKS, GREENWAYS + OPEN SPACE SYSTEM

Continue to invest in the existing recreational amenities through capital improvement planning to ensure their high-quality experiences are maintained.

- › Establish life cycle replacement schedules for all amenities, including playgrounds.
- › Evaluate deferred maintenance and address maintenance needs regularly.

Partnerships + Volunteerism

- › Develop partnerships that mutually benefit the County with community organizations.
- › Identify and dedicate staff resources to develop and implement a volunteer program.
- › Track and evaluate the economic value of partnerships and volunteers.

 MCADAMS



COUNTY-WIDE THRIVING PARKS, GREENWAYS + OPEN SPACE SYSTEM

Create a positive economic impact by attracting visitors from outside of Granville County.

- › Promote special events, recreation tournaments, nature preserves, and other unique assets through marketing to attract visitors from outside Granville County.
- › Leverage the county's local businesses and employment centers to promote new and innovative special events.
- › Coordinate with the Granville County Tourism Development Authority, East Coast Greenway Alliance, and the Great Trails State Coalition to explore economic development opportunities along existing and proposed segments of the East Coast Greenway and Great Trails State Network through the county. Consider developing an economic impact analysis of these proposed greenway corridors.

 MCADAMS



ES | EXECUTIVE SUMMARY

IN THIS CHAPTER

- Inventory + Analysis
- Community Engagement
- Operational Assessment
- Greenways
- Recommendations





INTRODUCTION

Granville County's rural character is considered one of its greatest assets. The rural character is reflected by its agricultural heritage and approximately 60 percent of the county is used for agriculture. Granville County is centrally located on the northern border of North Carolina and is bordered by Halifax and Mecklenburg Counties in Virginia and Vance, Franklin, Wake, Durham and Person Counties in North Carolina. It is one of 12 counties that make up the Research Triangle Region. The Region experienced over 90 percent growth from 2000 to 2019 and this growth is currently having an impact on the County's growth; with a projected growth rate of over 11 percent for the next ten years.

Granville County is comprised of two cities (Creedmoor and Oxford), three towns (Butner, Stem and Stovall), nine townships and 19 unincorporated communities. The County has a total of 536 square miles and 4.9 square miles of that is comprised of water. Granville County is in the Piedmont region which is characterized by rolling hills and fertile soil which supports its successful agriculture.

The County completed this Master Plan in response to the projected population growth to guide the future of parks and recreation. This Master Plan will guide improvements for parkland, facilities, operations and maintenance as it is providing a 10-year vision and work plan. It intends to be a resource for elected officials and the public to understand current park and facility offerings while also projecting the needs for the next ten years.

This executive summary includes an overview of the inventories and analyses of demographics and trends and level of service as well as overviews of the community engagement process, the guiding principles and recommendations resulting from the planning process.

This plan is organized around the following topic areas summarized below.

- **Inventory and Analysis – Parks, Demographics, Level of Service, Operational and Funding Assessment**
- **Community Engagement**
- **Recommendations**

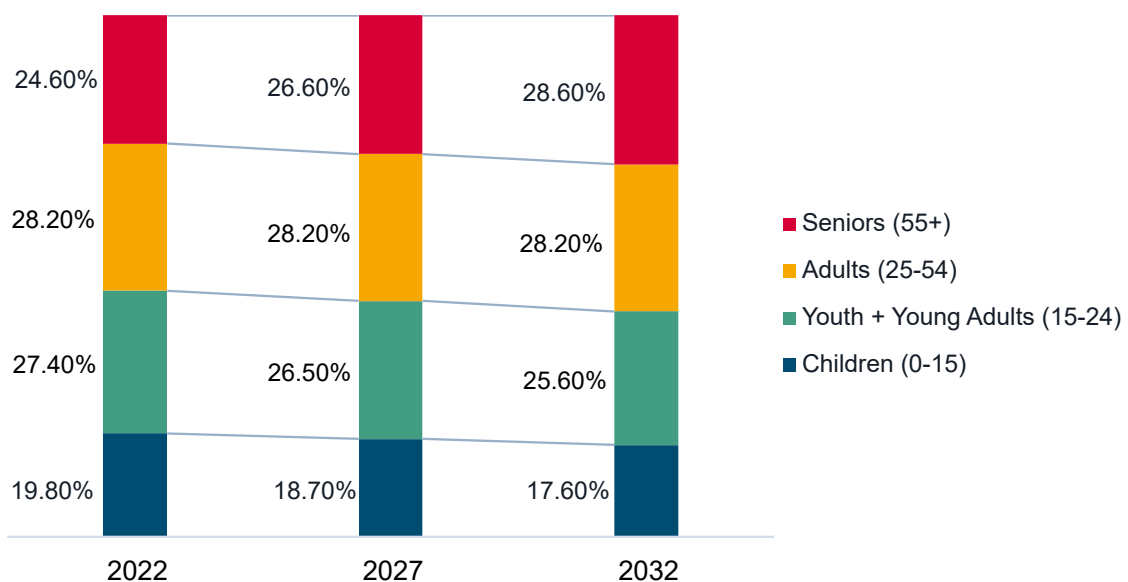
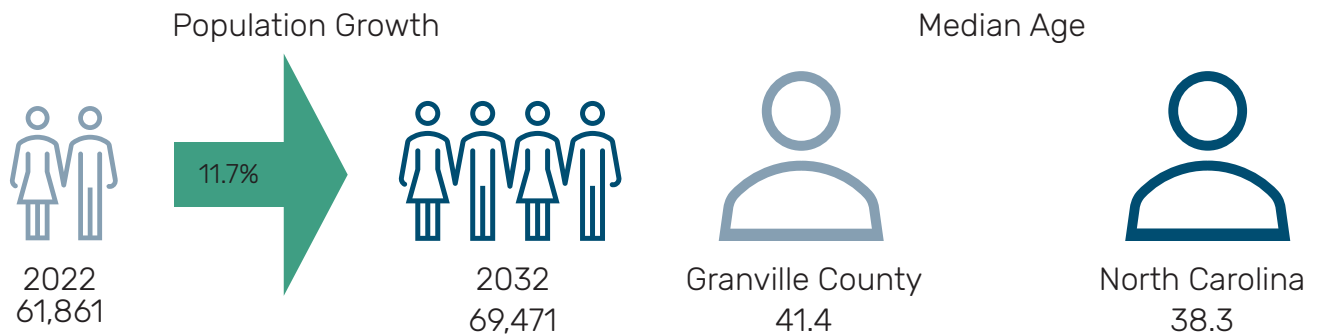
INVENTORY + ANALYSIS

DEMOGRAPHICS

The demographic analysis provides a summary of Granville County's demographic characteristics and summarizes the future population projections through 2032. This quantitative analysis contextualizes Granville County's future needs for parks, greenways and recreation based on demographic and market research data.

The County has a high growth rate; it is growing above the rates for the State and the Country. The population is expected to increase by over 7,500 people by 2032. Land acquisition and park and greenway planning and design should work proactively and contextually with areas of growth.

The County is aging. This is reflected in the County's median age being above North Carolina and the increase in percentage of those over 55 years.



Age segmentation projections

PARKS

Granville County has two parks, Granville Athletic Park (The Gap) and Wilton Slopes. Additionally, it has 3.8 miles of greenways. Wilton Slopes is primarily passive and The Gap is primarily an active park with the majority of the amenities within the County park system.

There are four nature preserves in the County that are owned and operated by the Tar River Land Conservancy. The nature preserves total over 1500 acres of conservation land.

Future improvements or enhancements to The Gap and Wilton Slopes could include life cycle analysis of existing amenities and associated planning for replacement, additional shade by playgrounds and tree succession planning. Environmental sustainability is not evident in the parks and elements such as green stormwater infrastructure and native and drought tolerant plant materials should be considered.

Future improvements or enhancements to the nature preserves could include nature programming and environmental education and additional greenway connections.

 PARKLAND	 TRAILS	 RECREATION FIELDS	 PARK AMENITIES
95 acres of parkland 2 parks 1,567 acres of conservation land 4 nature preserves (managed by Tar River Land Conservancy)	2.8 miles of trails, Granville County	5 baseball fields 3 soccer fields 4 youth soccer/ multi-purpose fields 6 tennis courts 1 basketball court 2 volleyball courts	1 corn-hole 2 playgrounds 3 shelters 1 amphitheater 1 outdoor fitness area 1 disc golf course 1 spray park

Granville County Recreational Offerings

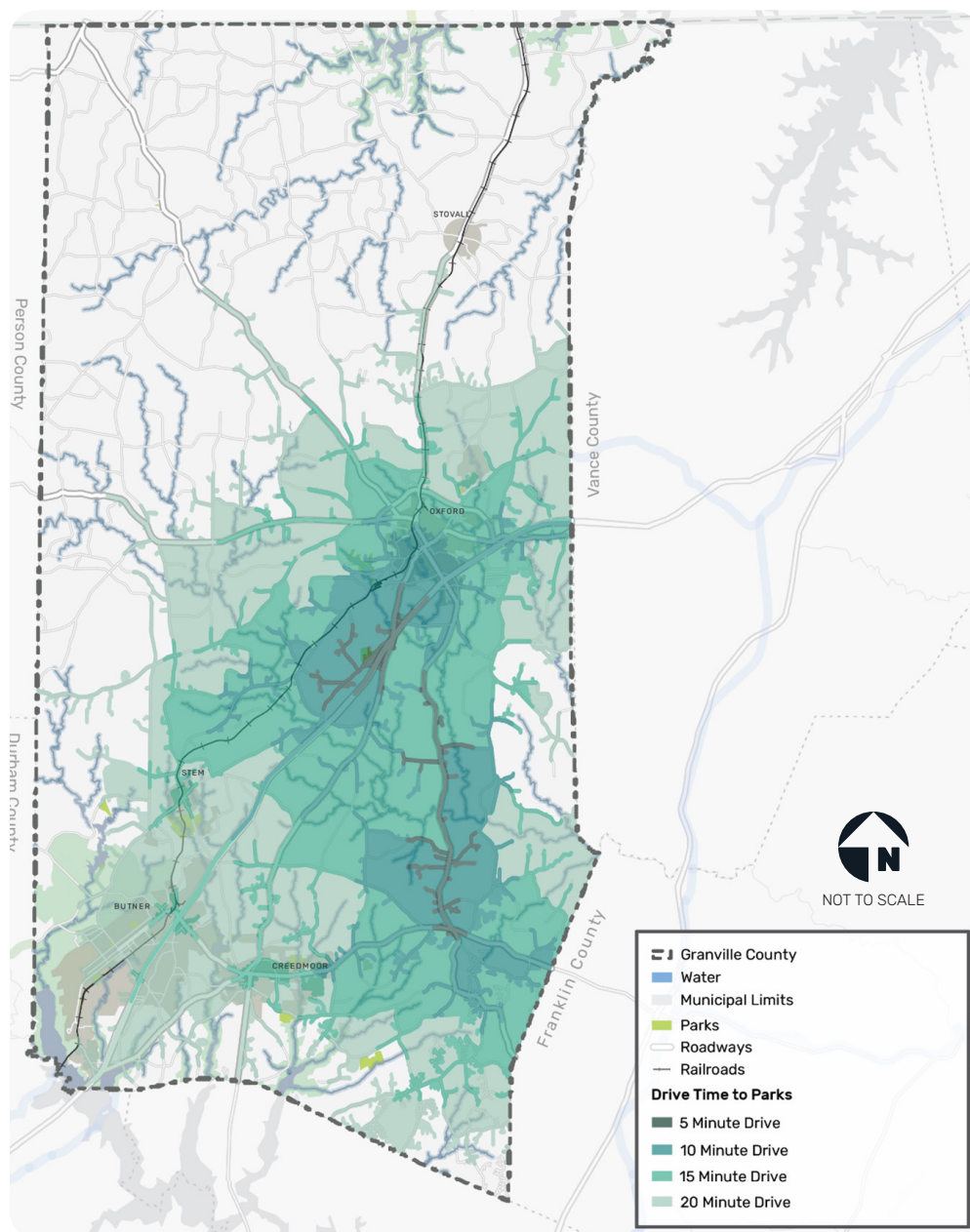


Kids TRACK / Granville County

GEOGRAPHIC PARK ACCESS

Based on the scientific survey conducted as part of this planning process, the maximum desirable drive time was 20 minutes to a facility. A network analysis of drive times was conducted. This analysis did include the municipal park network since those are open to non-residents and many people in the county live close enough to municipal limits that they have reasonable access to that municipality's parks.

The following three maps show the results of the Network Analysis. Drive times to County facilities and drive times to municipal facilities are shown. This analysis should not be interpreted to say that park search areas should only be in the gaps indicated in the Network Analysis, but rather that these gaps should get consideration along with the findings from community engagement as well as interdepartmental collaborative decisions.

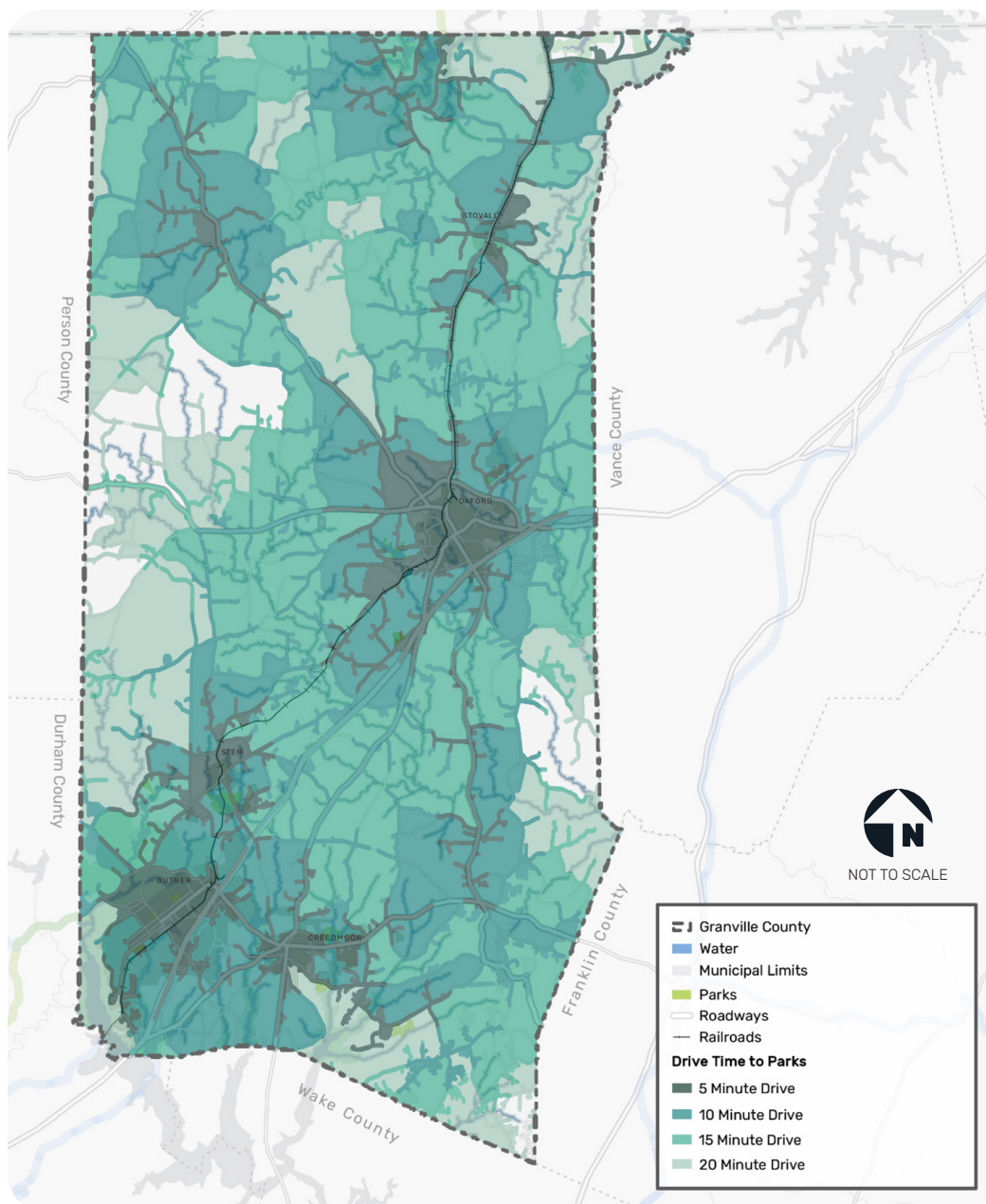


 20-minute drive shed for county parks

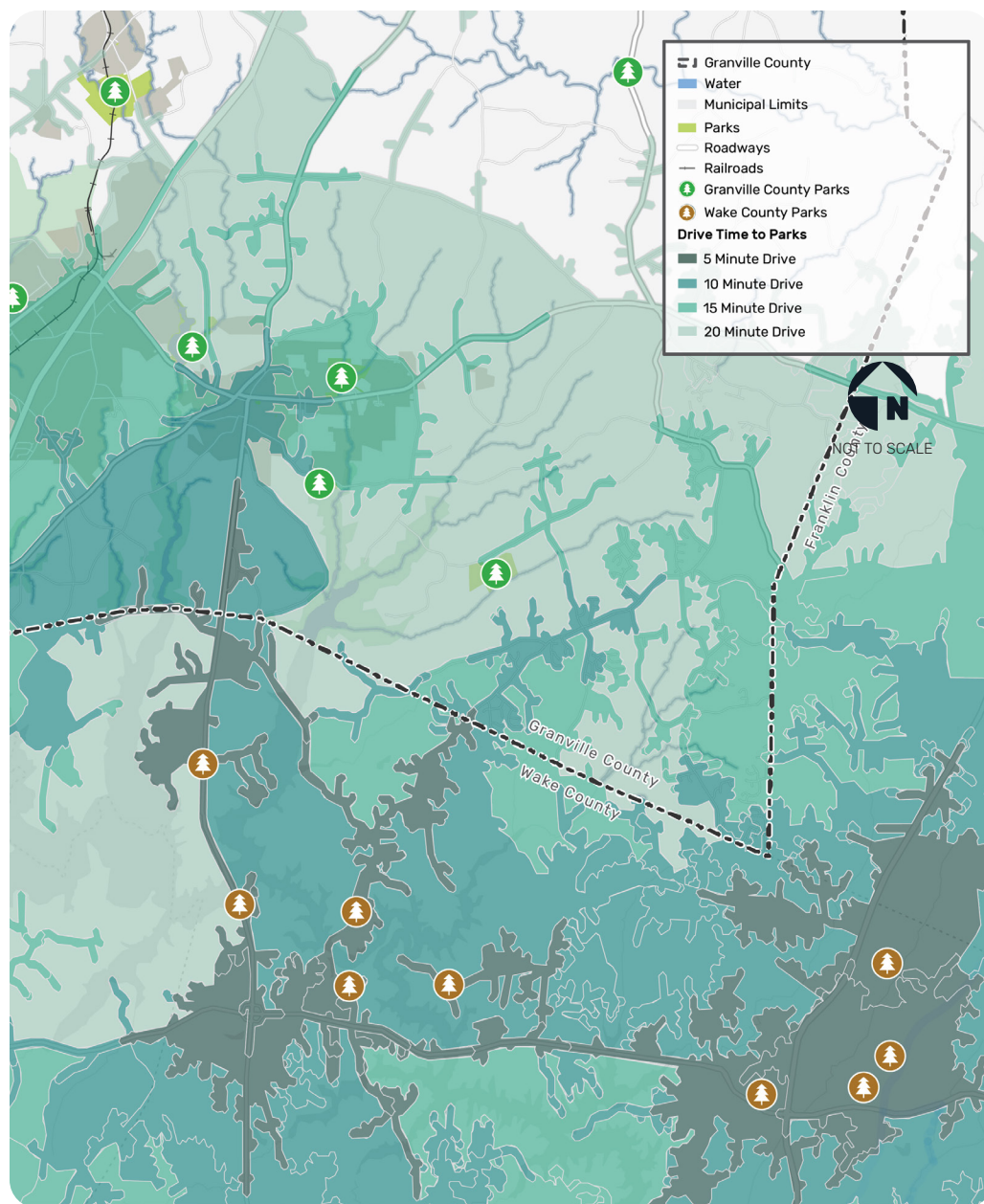


By understanding the existing geographic distribution of parkland and facilities; recommendations can be made for areas that do not have access to existing parks. This analysis also considers why there are gaps, what and where populations are vulnerable and areas that will have future growth.

In addition to drive times from county parks and local parks, the project team also considered travel time to adjacent recreation facilities in Wake County and City of Raleigh. Proximity to several parks and facilities in these jurisdiction also provides an opportunity for residents in the southeast quarter to enjoy amenities and programs offered by these agencies.



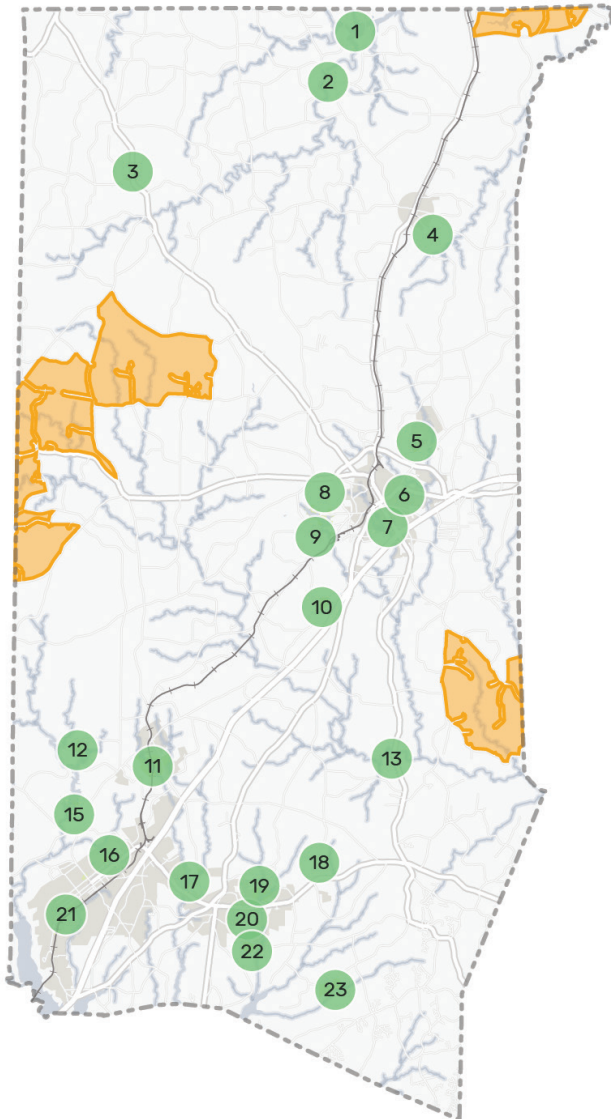
20-minute drive shed for all county + local parks



20-minute drive shed for Wake County parks



The following map illustrates areas that do not have access to a Granville County, municipal, Wake County or City of Raleigh park.



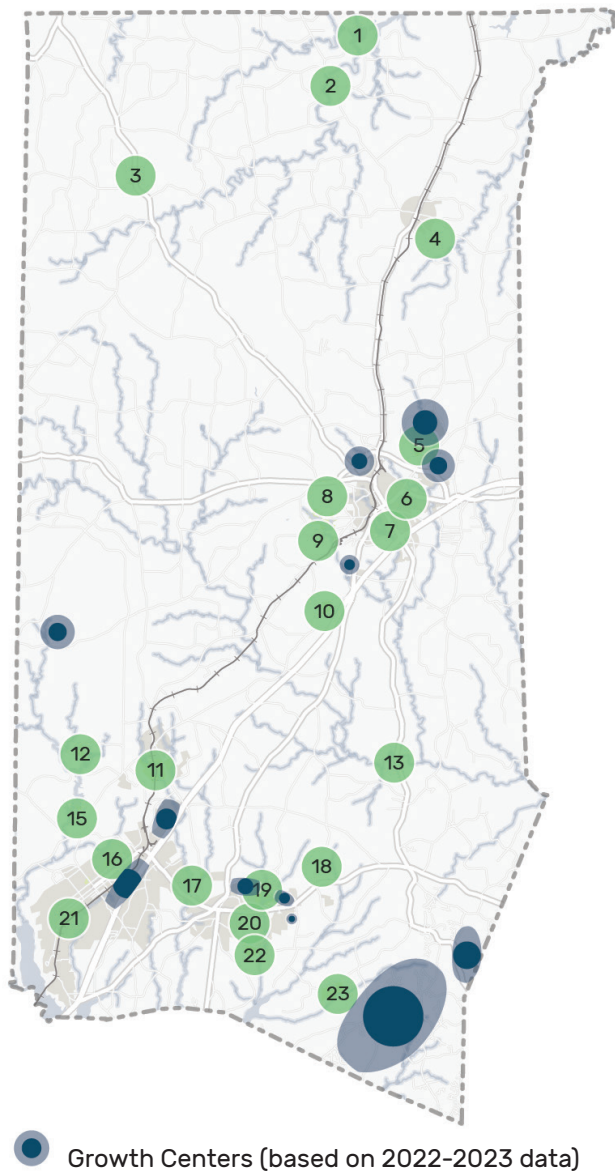
Areas without 20-Minute Access

List of Parks

1. Grassy Creek/Kerr Lake Recreation Area
2. Grassy Creek Community Center
3. Toler Community Outreach Club
4. Stovall Community Park
5. Oxford Athletic Park Complex
6. Hix Recreation Center
7. Granville Street Park
8. Lake Devin
9. Rucker Park
10. Granville Athletic Park
11. Jack Day Community Park
12. Roberts Chapel Conservation Area
13. Wilton Slopes
14. Ledge Creek Conservation Area
15. Lake Holt Recreation Area
16. Soldiers Memorial Sports Arena
17. Lake Rogers
18. Robertson Creek Nature Preserve
19. Creedmoor Community Center
20. Harris Park
21. Butner Athletic Park
22. The Gauntlet Fitness Trail
23. Horseshoe Road Nature Preserve



Growth centers include any permitted new developments, rezonings and annexations that occurred in the past 36 months.

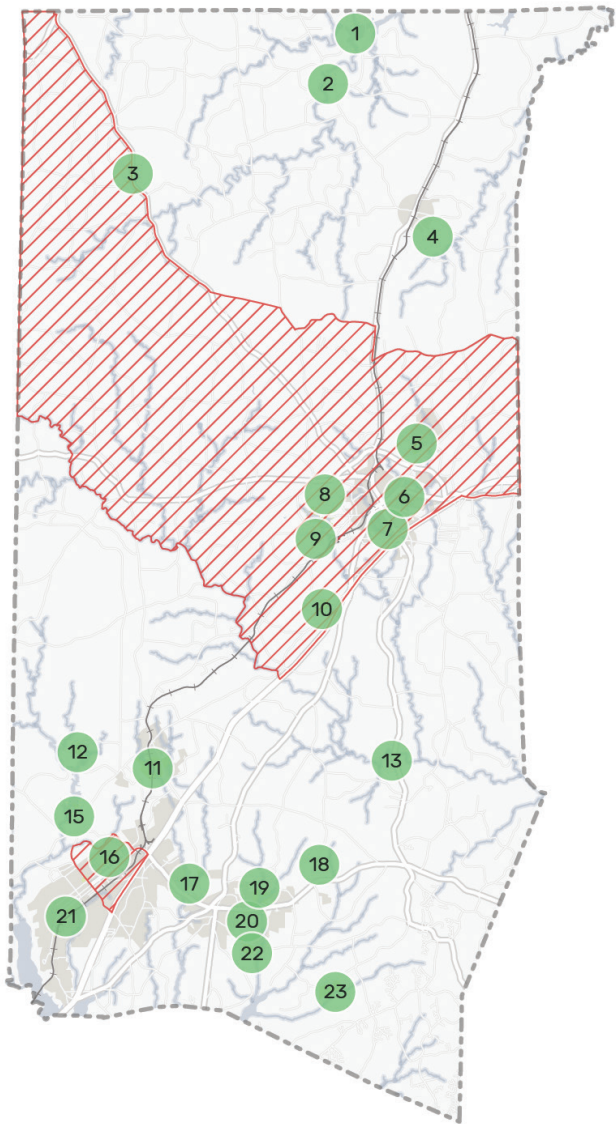


Access to parks can help manage an illness, aid in recovery and prevent future illness. Therefore, the geographic locations of people with high rates of chronic health conditions is an additional consideration for the location of future parks while areas with lower rates of chronic health conditions can maintain their current parks and recreation offerings. The Centers for Disease Control evaluates Health Vulnerability Index (HVI) by the amount of health conditions present.

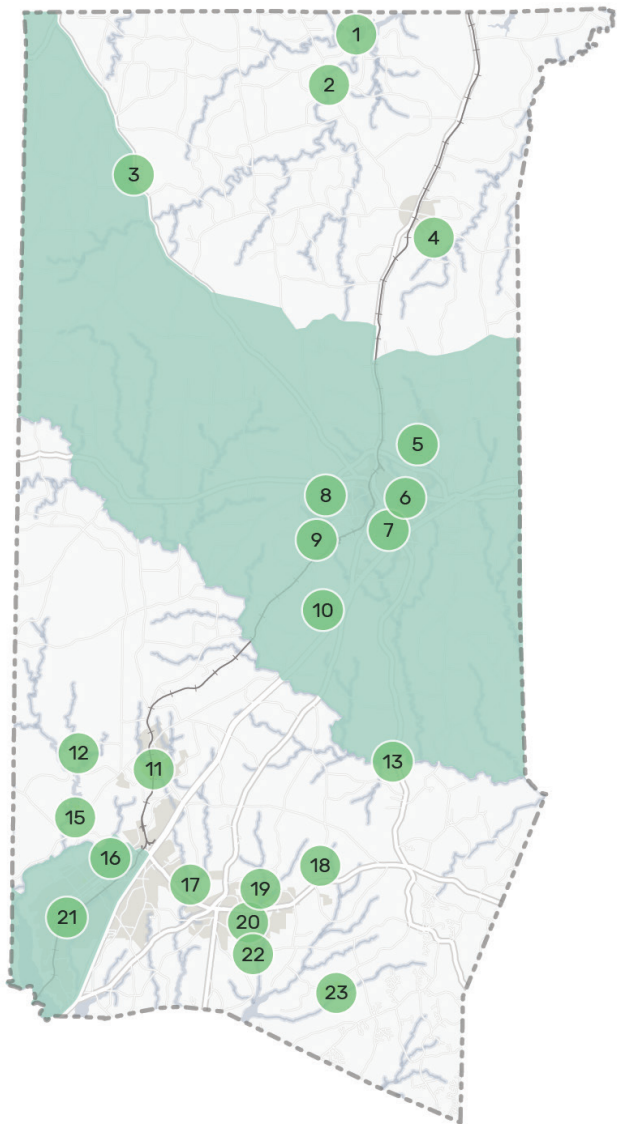
As part of its Environmental Justice Index (EJI), the CDC evaluates Health Vulnerability (HVI) and indexes it. Each Census Tract in the country is assigned a value between 0 and 5 depending on the number of criteria on the HVI that the Tract meets. For example, if a tract met the criteria for 4 of the 5 below conditions it would receive a score of 4. The conditions included in the HVI are:

- High Prevalence of High Blood Pressure
- High Prevalence of Asthma
- High Prevalence of Cancer
- High Prevalence of Diabetes
- High Prevalence of Poor Mental Health

The Social Vulnerability Index (SVI) combines demographic characteristics commonly used as indicators for areas considered at risk of experiencing negative social or health outcomes. Social vulnerability includes an analysis of socioeconomic status, household composition and disability, minority status and language and housing and transportation to determine the area's vulnerability. The dataset for this analysis was created by the Center for Disease Control and Prevention with the intention of assisting communities after a natural disaster. This data set also has applications for community planning in the areas of public health, parks and recreation and greenways.



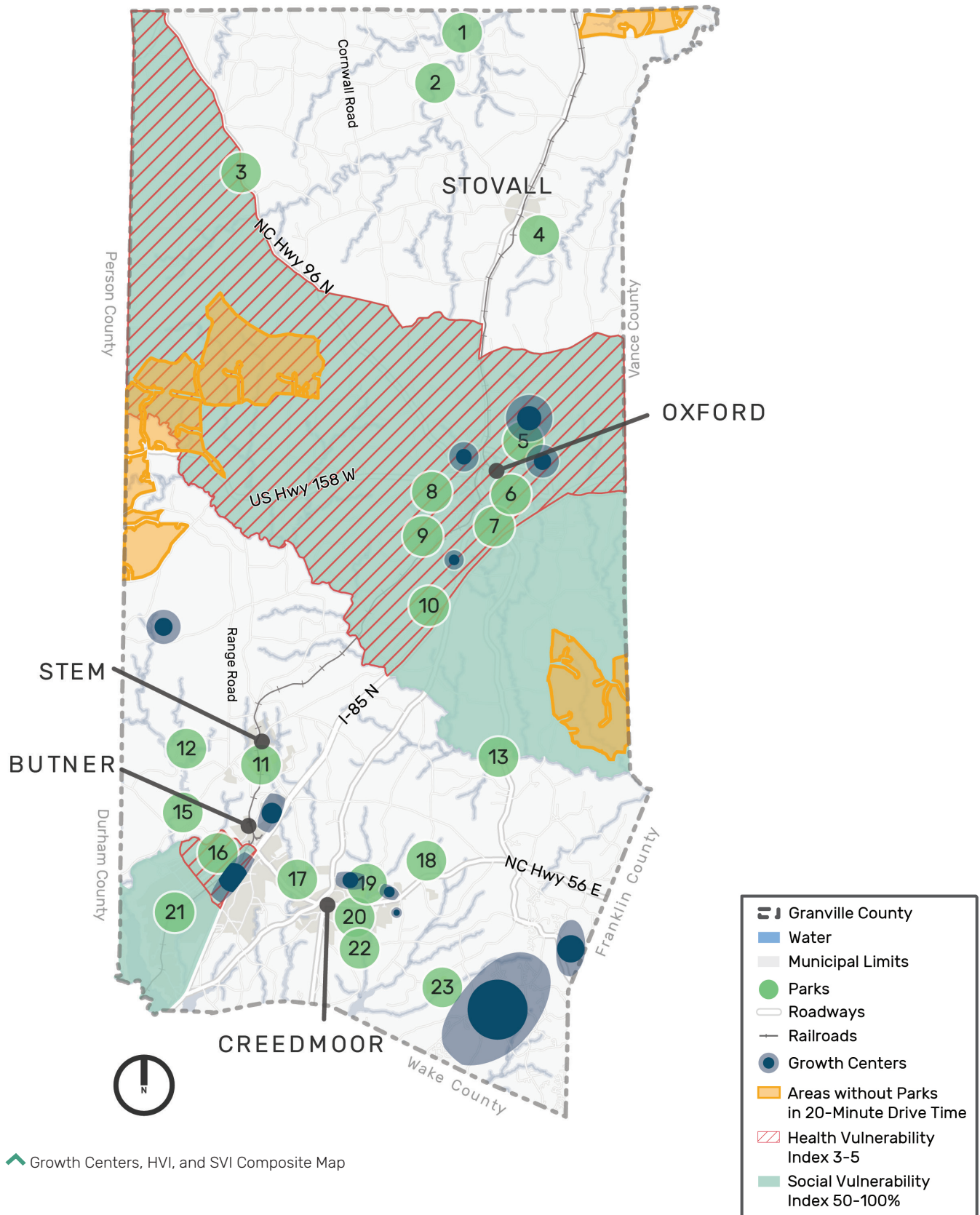
 HVI Rankings 3-5



 SVI 50-100%



SVI, HVI, Park Access Overlay



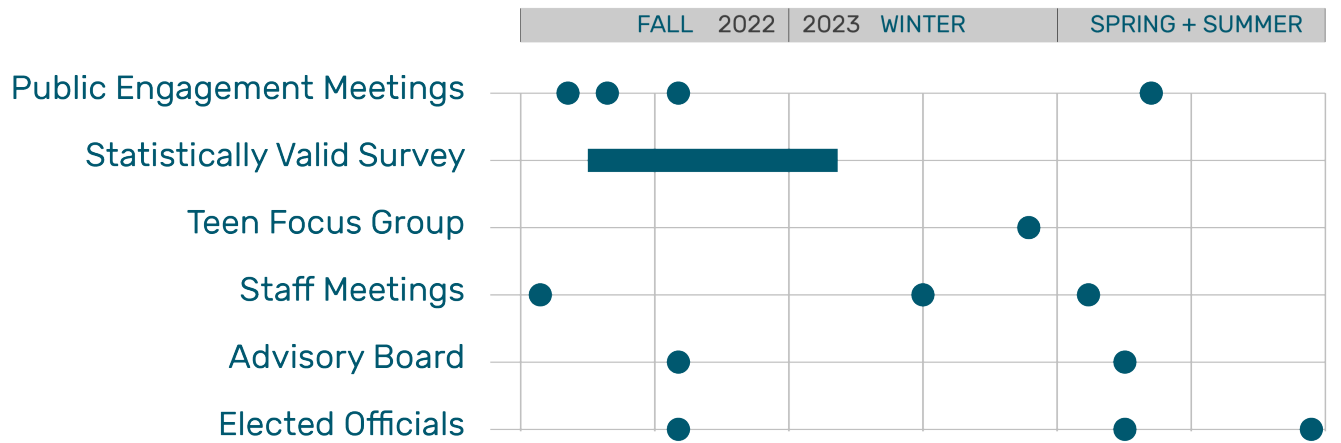
➤ Growth Centers, HVI, and SVI Composite Map

COMMUNITY ENGAGEMENT

Community engagement is an essential part of the comprehensive planning process and this plan is built on the input gathered throughout the process. The input was received from Granville County residents, the County Parks, Greenways and Recreation Advisory Committee, Granville County Board of Commissioners, elected officials from municipalities and County staff.

Public engagement was conducted in a variety of ways such as attending festivals to meet residents where they are, open houses, meetings with elected officials, a teen focus group and a statistically valid survey.

Community Engagements

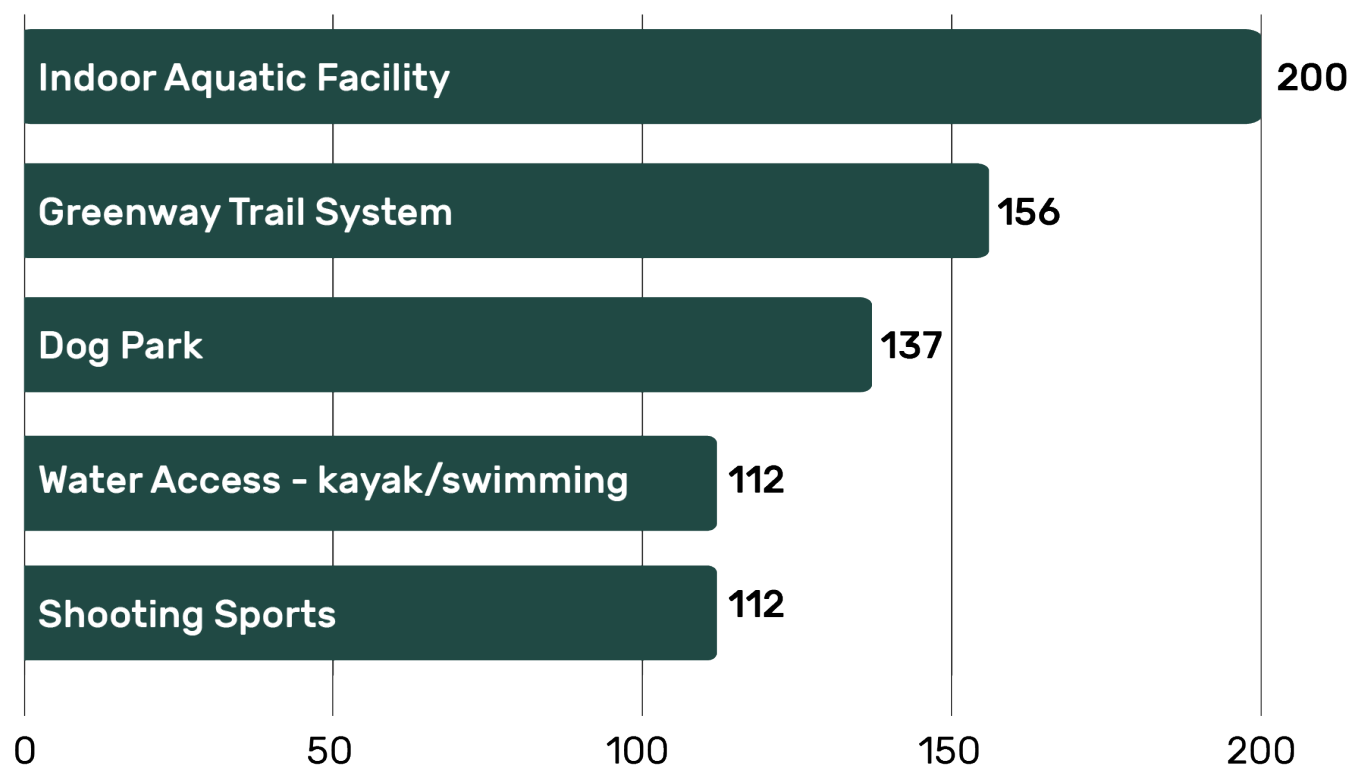


Master Plan community engagements

The scientific survey represents Granville's population and has a confidence rate of 95 percent. The survey provides not only a balanced representation of the population but is a way to receive feedback from those who may not typically participate in the engagement process.

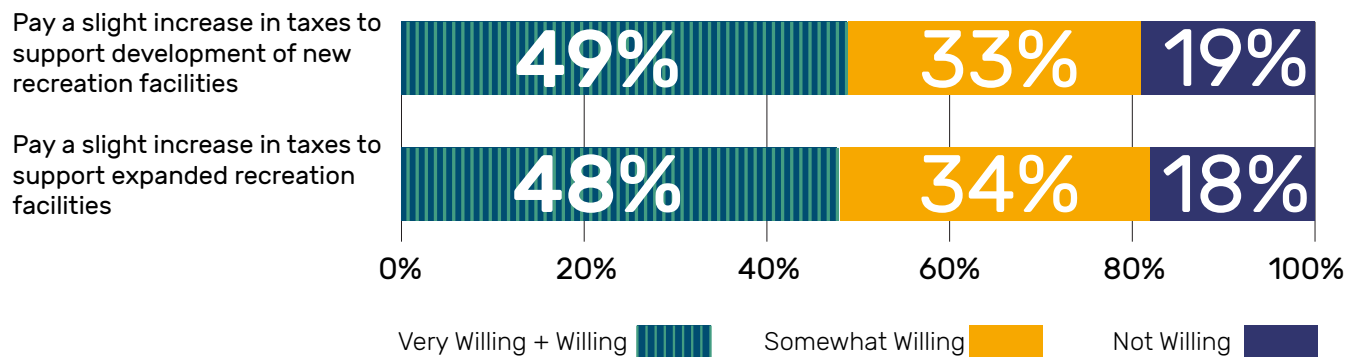
A useful and objective tool of the survey is the Priority Investment Rating (PIR). The PIR measure indicates the importance that residents place on items and the unmet need that exists to access these items. The County can use these results when considering what amenities to provide.

PIR Results



Improvements and expansion of parks and trails has a financial impact. The scientific survey asked targeted questions to obtain an understanding of how park and trail capital projects can be funded.

Willingness to Pay Results





OPERATIONAL ASSESSMENT

Currently, parks and recreation services are provided under Parks and Grounds, Department of Administration and Department of Planning. This organizational structure of providing parks and recreation services in a variety of departments and divisions is not efficient and creates confusion among staff and the public. Due to the growth of the County, there is an increased demand for parks and recreation as well as maintenance support and current resources are not able to meet the demands of this growth.

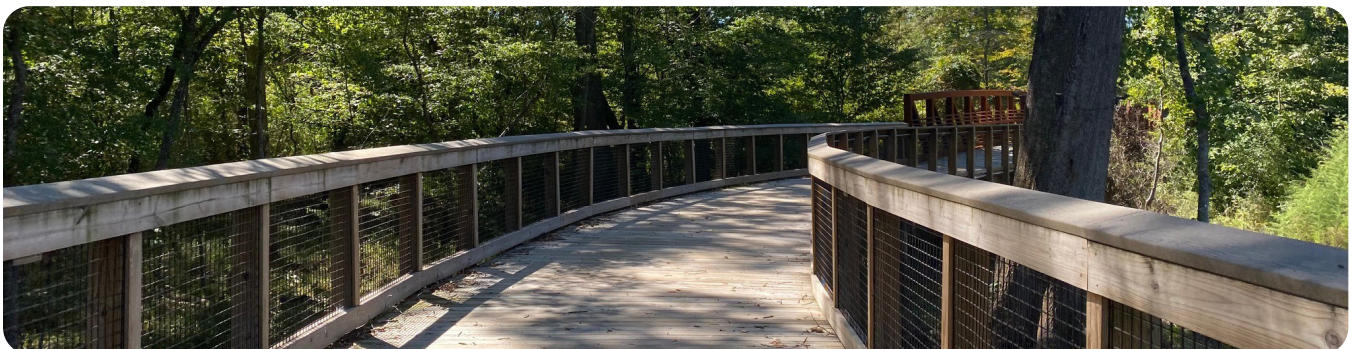
It is recommended that the County create a dedicated parks and recreation division. This would offer a variety of benefits such as services becoming more efficient and effective to meet the needs of the community, organized leadership and lessening the gap of services that currently exists due to the fragmented operations. Creation of a parks and recreation division will require increasing tax subsidies or fees for existing programs, obtaining additional grant support or by increasing program offerings to recover additional revenue.

Creation of a parks department can occur through stages and it is recommended to consider some of the following: hire a parks and recreation director to oversee operations and provide needed leadership and to implement this master plan. Move the existing Parks and Grounds Division into the parks department and add additional staff to the crew. Additional recommendations include determining and establishing financing, staff development and hiring efficiencies, improving communications, additional staff and development of operational policies.

GREENWAYS

Greenways are a key piece of a recreation and transportation network and were a top priority for Granville County residents. There are approximately five miles of greenway currently in Granville County, including 2.3 miles within the Granville Athletic Park (GAP). Previous greenway plans and existing conditions were reviewed to recommend a refined greenway network connecting residents to communities, parks, schools and other destinations.

Greenway network recommendations include a spine corridor of the East Coast Greenway which connects Butner, Stem, Oxford and Stovall to the Triangle region, Virginia and beyond. Greenways are also proposed along the Tar River and sidepaths are proposed on major corridors including NC-50, NC-56, NC-96, US-15 and US-158. Reducing barriers to bicycle and pedestrian mobility would be accomplished by upgrading strategic crossings of I-85, the Tar River and railroad corridors to provide safe and accessible routes for users of all ages and abilities.

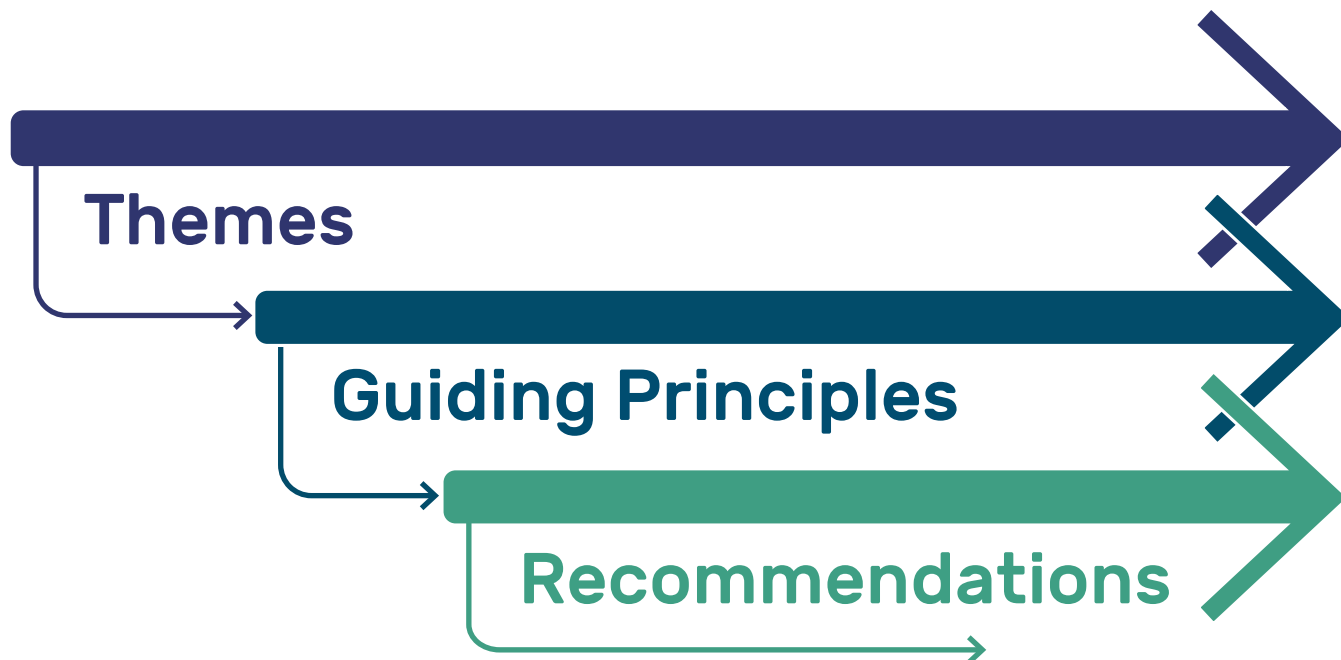


Creedmoor Cross City Trail



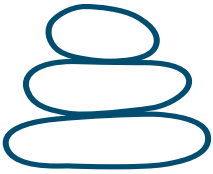
RECOMMENDATIONS

This plan includes guiding principles and recommendations to assist the County in achieving the vision of the Master Plan. Three themes provide the organization for the guiding principles. Within each guiding principle are the recommendation(s). As implementation moves forward, the County should prioritize action items based on community desires, needs and available funding while using the themes and guiding principles as the foundation.





Theme One



BALANCED RECREATION PROVISION

Balance the recreation opportunities across the county for rural and suburban areas through equitable geographic distribution, funding investments and by creating amenities that create welcoming experiences for all residents.

Guiding Principle

- 1.1 Balance the recreational needs and desires of the community in the rural area and the growing suburban core to provide health and well-being.

Recommendations

- 1.1.1 Ensure balanced geographic distribution of parks, facilities and open space within the growing suburban areas as well as more rural remote parts of the County.
- 1.1.2 Work in collaboration with the County planning department to coordinate land management policies in rural and suburban areas of the county.
- 1.1.3 Support health and well-being of Granville residents through the parks system.

Guiding Principle

- 1.2 Prioritize inclusion and equity in developing future parks, facilities and greenways to create welcoming experiences for all county residents.

Recommendations

- 1.2.1 Make parks and facilities inclusive and equitable by acknowledging the demographic diversity of the community including ages, abilities, cultures and socioeconomic status.



Theme Two



CONNECTED SYSTEM

Develop a county-wide connected parks system through greenway development, transportation options and opportunities for socialization.

Guiding Principle

- 2.1 Develop a county-wide connected parks system that connects people to recreation, people to people and people to nature.

Recommendations

- 2.1.1 Improve and enhance regional, county-wide and local connectivity through the development of greenways and trails.
- 2.1.2 Improve connectivity to remote rural areas by developing strategic routes for recreation transportation.
- 2.1.3 Provide enhanced vehicular and pedestrian connectivity to existing natural areas and nature preserves to provide easy access to nature.
- 2.1.4 Promote natural resource stewardship through strategic planning and conservation efforts.



Theme Three



THRIVING OPERATIONS

Create a county wide thriving parks greenways and recreation system by establishing clear service delivery and strengthening the County's presence within the community to provide recreation.

Guiding Principle

- 3.1 Create a county-wide thriving parks, greenways and open space system through a multi-faceted approach.

Recommendations

- 3.1.1 Create a parks department within the County organization.
- 3.1.2 Develop partnerships with community organizations, neighboring counties and cities, towns and unincorporated areas within the County.

Guiding Principle

- 3.2 Strengthen the county parks system's presence within the community.

Recommendations

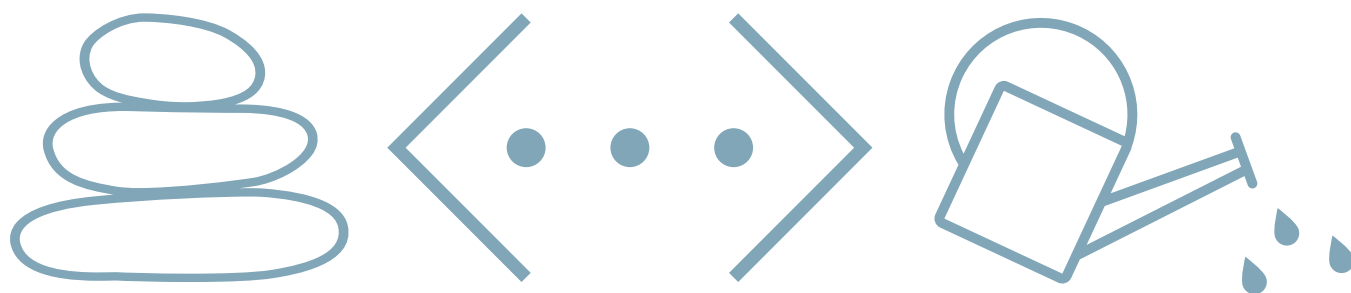
- 3.2.1 Focus on placemaking strategies and create a distinct identity for county parks for enhanced experiences.
- 3.2.2 Continue to invest in the existing recreational amenities through capital improvement planning to ensure their high-quality experiences are maintained.
- 3.2.3 Build a volunteer program to encourage a sense of ownership in the park system from residents.
- 3.2.4 Create an economic impact by attracting visitors from outside of Granville County.



The Granville County Parks, Greenways and Recreation Master Plan aims to create a balanced, connected and thriving park system. Through a reality-based planning approach, the plan balances the current and future needs and desires of the residents with visionary and aspirational goals.

With the County's rapid growth, it must proactively plan to ensure the needs of the community will be met. Strategic planning that involves appropriate staffing allocation, funding resources and effective business decisions will be required to implement the recommendations and action items suggested in this plan.

Creation of a parks and recreation department and strategic collaboration and partnering with existing cities, towns and incorporated areas of the County are vital steps to grow a balanced and thriving parks and recreation system.





Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 4, 2024
Title: **Public Comments**

PURPOSE:

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

Public comments are limited to 3 minutes.

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Charissa Puryear
Department: Cooperative Extension
Date: March 4, 2024
Title: **Memorandum of Understanding for Cooperative Extension**

PURPOSE:

To adopt an updated version of the Memorandum of Agreement between NC State Extension and Granville County.

BACKGROUND:

Granville County Cooperative Extension is a partnership between Granville County Government and NC State Extension. NC State Extension has requested an update to the Memorandum of Agreement between NC State Extension and the Granville County Board of County Commissioners. The updated MOA reflects changes in terminology and function that have evolved since the 2006 Memorandum of Understanding under which the two parties have been operating.

RECOMMENDATION:

The Cooperative Extension Director and County Manager recommend adoption of Memorandum of Agreement

ATTACHMENTS:

MOA with Granville County and North Carolina State University

ACTION TAKEN:

NC STATE

EXTENSION

Memorandum of Agreement

Between
The Board of County Commissioners
Granville County
And
North Carolina State University

Preamble

North Carolina State Extension (NC State Extension) was established as a part of the College of Agriculture and Life Sciences of North Carolina State University (NCSU) by federal and state legislation for the specific purpose of “extending” the educational services of the University to the people of the state, on subjects related to agriculture and natural resources, family and consumer sciences, 4-H youth development, and community and rural development. The laws creating the Cooperative Extension Service were specifically designed to assure that the findings of research in these areas are communicated to the people of the State.

Under the Federal Appropriations Act of 1972, funds were provided to the 1862 land-grant universities (including NCSU) to enhance the extension outreach of the 1890 universities, which included North Carolina A & T State University (NCA&T). The Food and Agriculture Act of 1977 further stipulated that these funds be appropriated directly to the 1890 institutions, and formalized the North Carolina Cooperative Extension Program as an official part of the School of Agriculture and Environmental Sciences at NCA&T.

North Carolina Cooperative Extension (Cooperative Extension) provides the opportunity for North Carolina State Extension and North Carolina A & T Extension to work together to better serve the people of the State through the delivery of locally relevant programs, education and expertise.

The legislation further provided for a cooperative relationship among three levels of government – federal, state, and county – to ensure that the needs of all three levels are addressed. The primary purpose of Cooperative Extension is to provide the people of North Carolina with the most current and relevant unbiased research-based information – particularly that which is related to strengthening the economy through profitable, sustainable and safe food, forest and green industry systems; protecting the environment and natural resources; and empowering youth and families to lead healthier lives and become community leaders. These purposes are furthered by Cooperative Extension employees who are charged with carrying out the extension education programs of the universities and the U.S. Department of Agriculture.

Cooperative Extension has sufficient flexibility to permit attention to the special problems, needs, and interests of the citizens and leadership in each county. Therefore, the programmatic, personnel, and funding complement reflects the unique needs of each county. County Advisory Councils are consulted on a regular basis to assist in prioritizing the county educational program content. Program clientele or recipients of services include individuals, families, communities, municipalities, agricultural and seafood processing and marketing firms, other businesses and certain organizations. These services are delivered to adults and youth in both urban and rural settings.

To assure that educational programs offered by Cooperative Extension meet the needs of the local clientele, it is important that both elected and appointed decision makers at each level of government understand their respective responsibilities and relationships in conducting and funding this work. To this end, this Memorandum of Agreement will detail the individual relationships and mutually agreed-upon responsibilities of NCSU and each county or tribal community that signs this Memorandum of Agreement.

Part I.
NC State Extension will:

- 1.** Establish minimum requirements and qualifications for employment in Cooperative Extension work.
- 2.** Receive and examine applications for employment.
- 3.** Interview and screen applicants to determine their qualifications and availability.
- 4.** Consult with the Board of County Commissioners, or the County Manager as designee, regarding qualified applicants for appointment to vacant or new Cooperative Extension positions.
- 5.** Consult with the Board of County Commissioners, or the County Manager as designee, regarding the salaries and salary splits of all Cooperative Extension employees, including but not limited to County Extension Directors, Extension Agents, and County Operations Support Staff (COSS).
- 6.** Prepare and submit an annual budget to the Board of County Commissioners, or the County Manager as designee, for securing the county's share of funds for salaries and operating expenses each based on the state fiscal year.
- 7.** Provide funds for official travel necessary to conduct Cooperative Extension work and postage funds, to the extent that funds are available, and for purposes authorized by state and federal policies.
- 8.** Accept responsibility and provide the leadership for administration and supervision of Cooperative Extension programs and personnel, including compliance with affirmative action and equal employment opportunity requirements. NC State will investigate all cases of discrimination, harassment, or retaliation following applicable NC State policies.
- 9.** Investigate and manage all employee relations issues related to NC State employees housed in local offices. We will work collaboratively with local county government and NC A&T University when an issue impacts their employees.
- 10.** Develop and administer a personnel management plan that will provide the annual review of each employee's performance, counseling for job improvement where needed, and periodic county program reviews.
- 11.** Provide a staff of specialists to train agents in current technology and other changes affecting agriculture and natural resources, family and consumer sciences, 4-H and youth, and community and rural development, and to otherwise assist them in conducting work in these areas.

12. Provide Cooperative Extension professionals with training programs as needed to maintain effective program delivery.
13. Seek regular input from the County and maintain a County Advisory Leadership System to ensure that county Cooperative Extension programs are based on the particular needs of people in their respective county.
14. Prepare and submit a "Report to the People" to the Board of Commissioners, or the County Manager as designee, at least annually, informing the Board or Manager of Cooperative Extension programs and work accomplished.

Part II.
The Board of County Commissioners will:

1. Provide the County's share of salaries and benefits for Cooperative Extension personnel.
2. Comply with North Carolina's Workers Compensation Act, N.C. General Statute § 97-2(2).
3. Provide offices, equipment, utilities, telephones, office supplies, instructional materials and other items needed for efficient operation of the County Extension Center and its programs; and comply with the accessibility provisions of the Americans with Disabilities Act.
4. Review and consider the annual budget request from NCSU, and take appropriate action by July 1 of each fiscal year.
5. Provide regular input to the District and County Extension Directors on the particular needs of people in their respective county to help ensure that county Cooperative Extension programs are based on specific needs and meet county programming plans.

Part III.
NC State Extension and the Board of County Commissioners mutually agree:

1. That all county Cooperative Extension employment appointments and separations will be made in consultation between NCSU and the Board of County Commissioners, or the County Manager as designee, and that no official action related to such appointments or separations will be taken by either party regarding appointment or separation prior to discussion of the matter with the other party.
2. That the Board of County Commissioners and NCSU shall each be responsible for compliance with applicable laws and regulations relating to their respective operations.
3. To cooperate in implementing affirmative action and equal employment opportunity plans of NCSU.

4. The parties will work together to maintain an environment of high-quality cooperation and services. At the request of any party, a meeting or conference will promptly be held between the Parties' representatives to resolve any problems or develop any improvements.
5. That the policies established by the State of North Carolina under N.C. General Statute §126 and followed by the UNC System for SHRA employees be used in the granting and administration of leave related to the earning rates, transfer policies, payout computation and timing, and administration of vacation, sick, civil, community involvement, military, Family and Medical Leave, Family Illness Leave, leaves of absence, and other approved leave programs for Cooperative Extension personnel.
6. That Cooperative Extension employees will follow county policies relative to office hours, office closings for inclement weather, and holidays, and for the management and use of county property.
7. That personnel procedures are as follows:

(a) Establishing Accounts to Operationalize the Payroll Process.

- i. To operationalize the payroll arrangement, NCSU will establish a Trust Fund Account for the County at NCSU that will serve as the vehicle for the transfer of funds from the County to NCSU for use in paying the county's agreed-upon share of salary and benefits for Cooperative Extension personnel.
- ii. Procedure for Providing Funds to the Account. A State Treasurer's Electronic Payment System (STEPS) form will be completed and the original submitted to the Assistant Extension Director of HR and Operational Strategy via the appropriate District Extension Director. The County Finance Officer, or the designated County representative, will receive notification from the NCSU College of Agriculture and Life Sciences HR Office prior to the University's payroll date, generally the last working day of each month, advising the amount due for the current payroll. Within 5 business days following the payday, the respective University will draft against the County's established trust account in the amount communicated.
- iii. Administration of the Account. The trust account will be maintained in accordance with the respective NCSU accounting policies and procedures. The trust account will be audited and reconciled by the NCSU College of Agriculture and Life Sciences Business Office to ensure the month-end account balance remains zero.

(b) Employee Benefits.

- i. Retirement Benefits. All Extension Personnel will participate solely in either the North Carolina Teachers and State Employees Retirement System (TSERS) and accompanying North Carolina Disability Income Plan, or the Optional Retirement Plan, based on eligibility criteria established by the State. They will be eligible solely for respective NCSU employee benefits for which they qualify based on their appointment and FTE, and former federal appointees will maintain federal benefits, the employer-paid parts of which will be paid for solely by NCSU.

(c) Taxes and Fringe Benefits.

- i. The County will be responsible for providing their proportional share of fringe benefits for all Cooperative Extension personnel, including but not limited to the following:
 1. Employer contributions to all applicable Federal and State taxes.
 2. Employer contribution to TSERs per N.C. General Statute §135, or to ORP per N.C. General Statute §135-5.1.
 3. Employer contribution to the Health Insurance matching charges per N.C. General Statute §135.

(d) Workers' Compensation will be administered pursuant to N.C. General Statute §97-2(2). The County will provide full and direct coverage for those employees subject to the County workers' compensation insurance within the county insurance program. Employees for whom the County will maintain workers' compensation coverage are the following:

1. All administrative and any other positions designated as County Operations Support Staff (COSS); and
 - a. All Program Assistants/Associates who are not funded by directly allocated federal funds such as EFNEP, or Program Assistants/Associates who are paid in part by EFNEP funds but which account for less than 50% funding.
 - b. NCSU will provide full and direct coverage for their respective Cooperative Extension employees subject to NCSU's workers' compensation insurance. Cooperative Extension employees for whom NCSU will maintain workers' compensation coverage are the following:
 - i. All County Extension Directors and Extension Agents; and
 - ii. All Program Assistants or Associates who are funded by directly allocated federal funds such as EFNEP, or Programs Assistants or Associates who are paid in part by EFNEP funds at equal to or more than 50% funding.

(e) Employee Separation

1. NCSU will process severance pay for reductions-in-force (RIFs) as delineated in the COSS Employee Handbook for County Operations Support Staff (COSS).
2. Upon an employee's separation, the County will pay out its proportional share of annual/vacation leave, up to a maximum of 240 hours per the OSHR and/or UNC System guidelines, and any applicable bonus leave balance.

3. The County will pay its proportional share of state longevity for COSS employees upon an employee's service anniversary date.
4. The County will pay out its proportional share of any accrued "extra" time (hour-for-hour) or overtime (1.5 hour-for-hour) to Cooperative Extension employees that are subject to Fair Labor Standards Act or the North Carolina Wage and Hour Act upon an employee's earning anniversary date or as due to the employee at the time of separation.

(f) Optional County-paid Salary Increases or Bonuses to Cooperative Extension Personnel.

At their discretion, Counties may award additional permanent salary increases or one-time pay awards ("bonuses") to Cooperative Extension personnel. If such salary increases or bonuses are proposed by the County under the "non-lock-in" payroll arrangement, they must be communicated to the appropriate District Extension Director's office no later than the first day of any month in which the proposed increase or bonus is to be applied. Increases must be entered in the current fiscal year.

Granville County will provide annual merit increases through a system that aligns Cooperative Extension performance evaluation rankings with Granville County rankings, determining the applicable percentage of merit increase for Extension Personnel. Additionally, Granville County may offer one-time pay awards to Extension Personnel.

(g) Lock-In Provision

This section describes the preferred arrangement to support the salary agreement between the County and NCSU for Extension personnel. All counties will participate in the Lock-In provision unless designated on an Opt-Out Addendum the arrangement as Non Lock-In.

1. Salary Adjustments for Extension Employees under the Lock-In Provision. The full compensation plan for university employees as approved by the General Assembly and implemented by the Office of the President, University of North Carolina System, will serve as the basis for all compensation adjustments and both the County and NCSU will adhere to the plan's effective dates and implementation instructions. Cooperative Extension personnel receiving salary from grant funds will be governed by the terms and conditions of the applicable grant within the scope and applicability of NCSU personnel policies governing grants. These compensation components include, but are not limited to:

Across-the-board adjustments,
Cost-of-living adjustments (COLA),
Merit adjustments,
Bonuses (in any form conveyed), and
Promotion, classification, market, or equity adjustments.

Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

2. County Increases in the Lock-In Provision

The County may elect to include NCSU employees in County increases, bonuses, etc. at any time. See 7(f) for more information on submitting county increases. Lock-In Provision indicates that all State adjustments will be honored and automatically drafted, but the County is not limited to just the State increases in this agreement.

Part IV.

DURATION, AMENDMENT, AND TERMINATION

The parties will conduct a periodic review of this collaboration and responsibilities to determine and evaluate whether the parties are achieving the goals and accomplishing the responsibilities activities herein. No amendment of the terms of this Agreement will be effective unless made in writing and signed by each Party's authorized signatory.

Signatures of the persons below authorize execution of this document, effective as of July 1, 2023, and continuing year-to-year, unless otherwise terminated in writing by either party under written notification to the other party no less than one-hundred twenty (120) days prior to the proposed termination date. Termination of this Memorandum of Agreement shall have the effect of terminating the Cooperative Extension activities and programs in the County.

Signature: _____ Date: _____

Chairperson or Designee Board of County Commissioners
Granville County

Signature: _____ Date: _____

Director
North Carolina Cooperative Extension
North Carolina State University

Signature: _____ Date: _____

Dean
College of Agriculture and Life Sciences
North Carolina State University

Addendum Attached Executed _____



Granville County Environmental Services

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

To: Board of Commissioners
From: Jason Falls
Department: Environmental Services
Date: March 4, 2024
Title: **Landfill RFP Overview/Request for Authority to Negotiate Landfill Operations Contract with Huff Soil Conservation Services, Inc.**

PURPOSE:

Review and award of a contract for landfill operations.

BACKGROUND:

On June 5, 2023, The Board of County Commissioners authorized Garrett and Moore and staff to prepare and administer a Request for Proposals (RFP), evaluate proposals, and recommend an award for Solid Waste Operations Services to become effective July 1, 2024. A RFP for landfill operations was advertised at the end of October 2023, with proposals due on December 15, 2023. Proposal evaluations and interviews of Proposers were held between December 2023 and February 2024.

As articulated in the RFP, the primary goals of the RFP are to:

- continue support for local solid waste disposal services;
- serve residents and businesses with a cost-effective landfill solution;
- reduce or eliminate environmental liabilities;
- minimize operating expenses;
- maximize revenue to the county through sustained fees over the term of the contract;
- find innovative ways to preserve landfill air space for the county by increasing compaction rates beyond the minimum listed in the RFP;
- operate the county landfill in accordance with federal, regional, and local permits, regulations, and guidelines;
- operate using best management practices to assure efficient performance of high quality;
- operate the County landfill in a manner that maximizes public and service provider safety;
- operate the landfill in the most efficient and cost-effective manner, minimizing consumption of airspace;
- operate the landfill in a manner that maximizes customer convenience and satisfaction;
- operate the landfill in a manner that protects the environment from pollution; and
- operate the landfill with minimal disruption to neighboring residents.

Three (3) proposers (Huff Soil Conservation Services, Inc., Meridian Waste North Carolina, LLC, Wall Recycling, LLC) submitted responses that complied with the terms of the RFP and those proposals were accepted and evaluated. The RFP contained four proposal scenarios:

- Option 1 - Contract operations of Butner and Oxford facilities with local waste stream at Oxford municipal solid waste (MSW) landfill (currently approximately 50,000 tons annually);
- Option 2 – Contract operations of Butner and Oxford facilities with current County waste stream at Oxford MSW landfill plus tonnage increments up to an additional 100,000 tons annually to be solicited by County;
- Option 3 – operations of Butner and Oxford facilities with current County waste stream at Oxford MSW landfill plus Proposer/Responder financial incentives for disposal of up to an additional 100,000 tons annually to be solicited by Proposer/ Responder;
- Option 4 - The Proposer/ Responder proposal for a Purchase Agreement of the Oxford Subtitle D landfill together with a proposal for contract operations of the other Butner and Oxford facilities.

All three respondents provided proposals for Scenario 1 & 2. Meridian Waste and Wall Recycling provided proposals for Scenario 3 & 4. A summary of the proposals received is included.

Upon evaluation of all proposals, Q & A's, and interviews, the review team consisting of Garrett and Moore, County Manager, and Environmental Services Director recommend awarding a contract to Huff Soil Conservation, Inc.

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

This RFP process and award followed N.C.G.S. §143-129.2.

FUNDING LINE ITEM:

Once negotiations are finalized, annual funding will be budgeted within the enterprise fund (59 & 60) beginning in FY 24-25.

RECOMMENDATION:

The County Manager and Environmental Programs Director with extensive input from the County Attorney and County's landfill consultants, request that the Board determine that Huff Soil Conservation Services, Inc.'s proposal is more responsive to the request for proposals and that the Board authorize the County Manager, Environmental Programs Director, and County Attorney to enter into negotiations for a landfill operations contract with Huff Soil Conservation Services, Inc. to begin in FY 24-25 with the final recommended agreement to be brought back to the Board for approval.

ATTACHMENTS:

Granville County Landfill Proposal Summary
Granville County Landfill RFP Award 3.4.2024 Presentation
Request For Proposal

ACTION TAKEN:

LANDFILL PROPOSAL SUMMARY

Option(s) (tons)	Huff Soil Conservation	Meridian Waste	Wall Recycling
Option 1 (50K)	\$110,000/month; or \$26.40/ton	\$42.00/ton	\$39.50/ton
Option 2 (150K)	\$110,000/month; or \$25.00/ton for tons over 50K	\$36.00/ton for County Waste	\$39.50/ton – 60K; \$35/ton- 100K; \$33/ton – 125K; \$28.00/ton 150K
Option 3 (150K)	No Proposal	Contract fee of \$36.00/ton for County Waste; Contract fee of \$23.50/ton for out-of-county waste; Pay County \$32.50 for disposal of out-of-county waste. 15K tons proposed	Contract fee of \$28.00/ton for County and out-of county wastes; Pay County \$40.00/ton for out-of- county waste. 100K tons proposed
Option 4	No Proposal	Contract fee of \$40/ton in- county waste; Lump sum fee of \$18 million for lease/purchase; \$1/ton host fee for all wastes received; minimum annual payment of \$150K to the county; expansion fee payment to county \$0.10 per cy3 for each 2 million cy3 capacity expansion	Contract fee of \$45.00/ton for in- County waste; Lump sum fee of \$5 million for a lease/purchase; \$1.50/ton host fee for out-of-county waste; minimum annual payment of \$150K; transfer of co. existing closure funds (\$2 million)
Ancillary Wastes Annual (\$)	Options 1&2- \$96,200	Options 1&2 - \$81,540	Options 1&2- \$87,500
25 year Guarantee of Co. Disposal	✓	✓	✓
CPI Increase	✓	✓	5% CPI



Board of Commissioner's
Meeting

March 4, 2024

RFP Award

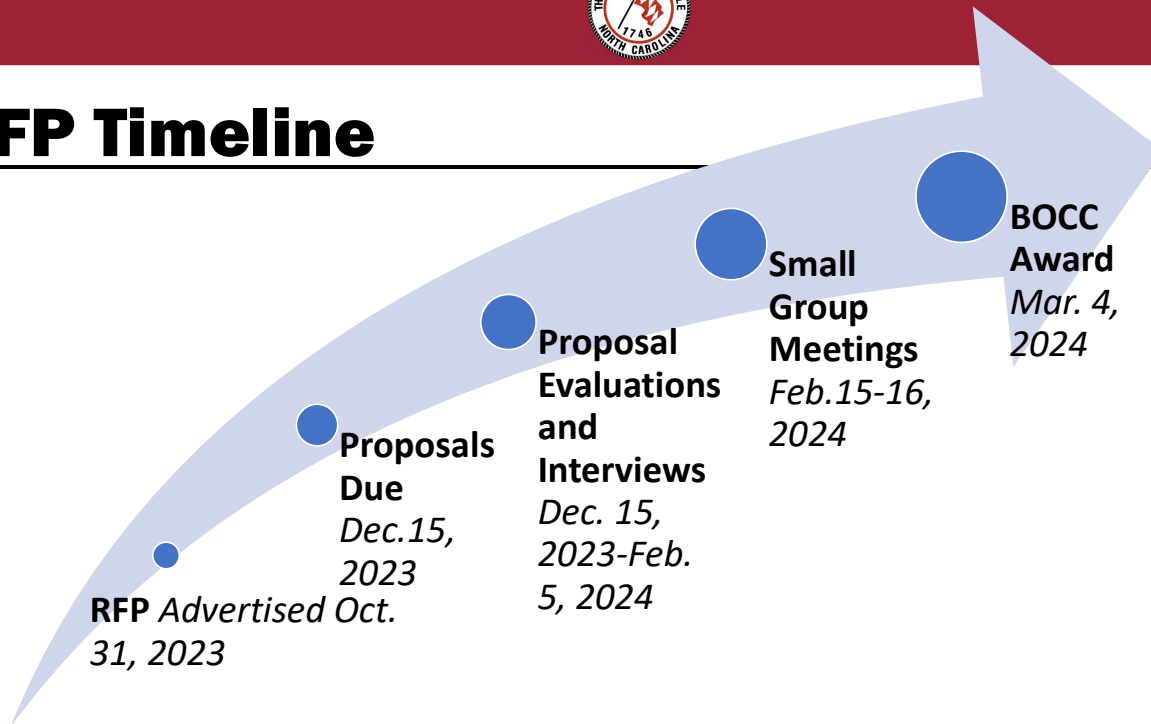
Environmental Programs

Request for Authority to
Negotiate Landfill Operations
Contract with Huff Soil
Conservation Services, INC





RFP Timeline



Landfill RFP | Environmental Programs | March 4, 2024



RFP Primary Goals/Outcomes

- Continue support for local solid waste disposal services
- Serve residents and businesses with a cost-effective landfill solution
- Reduce or eliminate environmental liabilities
- Minimize operating expenses
- Maximize revenue to the County through sustained fees over the term of the contract
- Find innovative ways to preserve landfill air space for the county by increasing compaction rates beyond the minimum listed in this RFP

Landfill RFP | Environmental Programs | March 4, 2024



RFP Primary Goals/Outcomes (cont'd)

- Operate the County landfill in accordance with federal, regional, and local permits, regulations, and guidelines
- Operate using best management practices to assure efficient performance of high quality
- Operate the County landfill in a manner that maximizes public and Service Provider safety
- Operate the County landfill in the most efficient and cost-effective manner, minimizing consumption of airspace

Landfill RFP | Environmental Programs | March 4, 2024



RFP Primary Goals/Outcomes (cont'd)

- Operate the County landfill in a manner that maximizes customer convenience and satisfaction
- Operate the County landfill in a manner that protects the environment from pollution
- Operate the County landfill with minimal disruption to neighboring residents

Landfill RFP | Environmental Programs | March 4, 2024



Proposal Options

Option(s)	Landfill Operations Summary
Option 1	Landfilling County's waste stream, ~50,000 tons of waste and ancillary wastes (Status Quo/Local Option)
Option 2	...plus up to 100,000 tons of additional <u>County</u> solicited waste
Option 3	...plus up to 100,000 tons of additional <u>Proposer</u> , solicited waste
Option 4	SALE OF LANDFILL

Landfill RFP | Environmental Programs | March 4, 2024



Proposal Highlight(s)

Option(s)	Proposal Summary		
Option 1	Lowest Cost Proposal Huff Soil Conservation \$26.40/ton		
Option 2	Lowest Cost Proposal Huff Soil Conservation \$25.00/ton >50K		
Option 3	Proposer	Charge to Co. (\$/Ton)	Pay Co. > 50k tons (\$/Ton)
	Wall Recycling	\$28.00	\$40.00
	Meridian Waste	\$36.00 I/C; \$23.50 O/C	\$32.50
	Huff Soil	No Proposal	No Proposal

Landfill RFP | Environmental Programs | March 4, 2024



Proposal Highlight(s) (cont'd)

Option(s)	Proposal Summary		
	Proposer	Purchase/Lease Lump Sum Offer	Annual Host Fee
Option 4	Wall Recycling	\$5 Million	\$150,000
	Meridian Waste	\$ 18 Million	\$150,000
	Huff Soil	No Proposal	No Proposal

Landfill RFP | Environmental Programs | March 4, 2024



County Staff Recommendation

The County Manager and Environmental Programs Director with extensive input from the County Attorney and County's landfill consultants, request authority to enter into negotiations for a landfill operations contract with Huff Soil Conservation to begin in FY24-25.



Questions from the Board

Landfill RFP | Environmental Programs | March 4, 2024



THE COUNTY OF
Granville
NORTH CAROLINA

Request for Proposals #23-316

Granville County, North Carolina

Solid Waste Operations Services

Advertisement Date:

October 2023

Proposal Due Date:

December 2023



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Request for Proposal Summary

This request for proposals (RFP) is being issued by Granville County (County) to solicit proposals for the operation and maintenance of solid waste management facilities owned and operated by the County. Primarily, the County is interested in retaining the services of a company to operate the Oxford MSW Landfill and other ancillary solid waste management services but this RFP also allows a Proposer to propose a Purchase Agreement for the Oxford Subtitle D Landfill Facility as set out below.

1.0 Introduction

Granville County is responsible for providing solid waste management services in accordance with the goals established in the County's Solid Waste Management plan.

The primary goals are:

- 1) Continue support for local solid waste disposal services;
- 2) Serve residents and businesses with a cost-effective landfill solution;
- 3) Reduce or eliminate environmental liabilities;
- 4) Minimize operating expenses;
- 5) Maximize revenue to the county through sustained fees over the term of the contract;
- 6) Find innovative ways to preserve landfill air space for the county by increasing compaction rates beyond the minimum listed in this RFP;
- 7) Operate the County landfill in accordance with federal, regional, and local permits, regulations, and guidelines;
- 8) Operate using best management practices to assure efficient performance of high quality;
- 9) Operate the County landfill in a manner that maximizes public and Service Provider safety;
- 10) Operate the County landfill in the most efficient and cost-effective manner, minimizing consumption of airspace;
- 11) Operate the County landfill in a manner that maximizes customer convenience and satisfaction;
- 12) Operate the County landfill in a manner that protects the environment from pollution;
- 13) Operate the County landfill with minimal disruption to neighboring residents.

Granville County, North Carolina (County) is issuing this Request for Proposal (RFP) to solicit competitive proposals from companies to provide the scope of work as described in Section 3 for the any of the following scenarios:

1. The Service Provider will submit a proposal for contract operations of the Butner and Oxford facilities as described in Section 3. The County retains financial responsibility for the facilities (permitting, construction, environmental monitoring, closure, and post-closure). The Service Provider will propose a fee structure for contract operations at the Oxford MSW landfill for the County's waste stream (currently approximately 50,000 tons annually).
2. The Service Provider will submit a proposal for contract operations of the Butner and Oxford facilities as described in Section 3. The County retains financial responsibility for the facilities (permitting, construction, environmental monitoring, closure, and post-closure). The Service Provider will propose a fee structure for contract operations at the Oxford MSW landfill for the County's waste stream (currently approximately 50,000 tons annually) plus tonnage increments up to an additional 100,000 tons annually to be solicited by County.
3. The Service Provider will submit a proposal for contract operations of the Butner and Oxford facilities as described in Section 3. The County retains financial responsibility for the facilities (permitting, construction, environmental monitoring, closure, and post-closure). The Service Provider will propose a fee structure for contract operations at the Oxford MSW landfill for the County's waste stream (currently approximately 50,000 tons annually). The Service Provider will provide financial incentives for disposal of up to an additional 100,000 tons annually to be solicited by the Service Provider.
4. The Service Provider will propose a Purchase Agreement for the Oxford Subtitle D Landfill Facility. If the County is inclined to accept the offer, the County will follow the procedures set out in N.C. Gen. Stat. §160A-269 in connection with the proposed sale. The Service Provider will also submit a proposal for contract operations of the other Butner and Oxford facilities as described in Section 3. The Service Provider will assume financial responsibility (permitting, construction, closure, and post-closure) for the Oxford Subtitle D Landfill. The Service Provider will provide a proposal regarding the long-term disposal of the County's waste stream (currently approximately 50,000 tons annually).

The County intends to award a contract or contracts for a five-year period (minimum), with options to renew.

Interested parties are encouraged to submit the Intent to Propose Form to receive any questions/answers or Addenda issued during the RFP process.

All questions or requests for clarifications regarding this RFP should be directed to Jason Falls at jason.falls@granvillecounty.org no later than December 1, 2023. Responses to the questions will be provided to all prospective Service Providers in writing.

The proposal must be submitted with one (1) original entitled “Granville County Solid Waste Operations Services”. **Proposals must be submitted no later than 4:00 PM on December 15, 2023.** Please submit the proposal according to the outline specified. The proposal should be sent to the address indicated in the table below.

Mailing address for delivery of proposal via US Postal Service	Office Address of delivery by any other method (hand delivery, overnight, or any other carrier)
RFP Number: 23-316 Granville County Administration Office Attn: Jason Falls Post Office Box 906 Oxford, North Carolina 27565	RFP Number: 23-316 Granville County Administration Office Attn: Jason Falls 104 Belle Street Oxford, North Carolina 27565

2.0 Required Proposal Documents

2.1 Proposal Options

The Service Provider may submit a proposal for one or any combination of the scenarios presented in Section 1.

2.2 Minimum Proposal Contents

The Service Provider shall submit the following in response to this RFP:

- 1) A description of landfill experience relevant to the services or arrangement proposed under the Service Provider's response to the RFP.
- 2) The ability of the Service Provider to secure adequate financing, if applicable, to support the services or arrangement proposed under the Service Provider's response to the RFP.
- 3) Proposals for project staffing, implementation of work tasks, and the carrying out of all responsibilities required by a proposed contract.
- 4) Qualifications and resumes for key personnel.
- 5) Minimum of three (3) references from similar projects.
- 6) Service Provider shall identify any clarifications or exceptions for the operation of the facilities as described in Section 3.
- 7) Provide a detailed description of the scenario(s) as described in Section 1 included in Service Provider's proposal.
- 8) Provide a fee schedule, including a detailed measurement and payment description, for the scope of services being offered, with a breakdown as follows:
 - a) Oxford MSW Landfill Operations (Section 3.1)
 - b) Oxford Facility – Yard Waste Management (Section 3.2)
 - c) Oxford Facility – Scrap Tire Collection (Section 3.3)
 - d) Oxford Facility – White Goods and Scrap Metal (Section 3.4)
 - e) Oxford Facility – Unit 1 MSWLF Post Closure Maintenance (Section 3.5)
 - f) Butner Facility – Scrap Tire Collection (Section 3.6)

The fee schedule should clearly identify and specify all elements of cost which would become charges to the County, in whatever form, in return for the fulfillment by the Service Provider of all tasks and responsibilities established by the response to the RFP for the full lifetime of the proposed contract.

- 9) Provide a discussion regarding reasonable financial incentives for the Service Provider to exceed the minimum requirements for waste compaction/airspace utilization as described in Section 3.1.4 Waste Placement and Compaction.
- 10) Provide a discussion regarding reasonable financial penalties for the Service Provider for not meeting the minimum requirements for waste compaction/airspace utilization as described in Section 3.1.4 Waste Placement and Compaction.
- 11) Provide a discussion regarding reasonable financial penalties in the event the Service Provider's performance under the Agreement results in any Notices of Violation.
- 12) Schedule for contract award necessary for mobilization to be operational on July 1, 2024.
- 13) Procurement forms to be submitted:
 - Certification of Financial Condition

2.3 Certification

The Service Provider hereby certifies that it has carefully examined this Request for Proposal and the Service Provider certifies that it understands the scope of the work to be done and that the Service Provider has knowledge and expertise to provide the scope of the work. By signature on the response to the RFP, the Service Provider certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud, so that all proposals for the purchase will result from free, open and competitive proposing among all vendors. Further, the Service Provider certifies that it understands that collusive bidding/proposing is a violation of Federal law and can result in fines, prison sentences, and civil damage awards.

2.4 Conflict Of Interest

By submission of a response, the Service Provider agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Service Provider's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Granville County. Service Providers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the County, in consultation with legal counsel, may reject their proposal.

2.5 Assignment

No assignment of the Service Provider's obligations or the Service Provider's right to receive payment hereunder shall be permitted without prior consent of the County. The Service Provider may not sell, assign, transfer or convey the contract resulting from this RFP, in whole or in part, without the prior written approval from the County.

2.6 Indemnification

The Service Provider will indemnify and hold the County harmless from any and all liability, expense, judgment, suit, or cause of action for personal injury, death, or direct damage to tangible property which may accrue against the County to the extent it is caused by the negligence of Service Provider, its sub-consultants, or their employees or agents, while performing duties under this Agreement, provided that the County gives the Service Provider prompt, written notice of any such claim or suit. The County shall cooperate with Service Provider in its defense or settlement of such claim or suit.

2.7 Independent Service Provider

It is understood that in the performance of any services herein provided, the Service Provider shall be, and is, an independent Service Provider, and is not an agent or employee of the County and shall furnish such services in its own manner and method, except as required by this contract. Further, the Service Provider has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Service Provider in the performance of the services hereunder. The Service Provider shall be solely responsible for, and shall indemnify, defend, and save the County harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

2.8 Payment

Payment for the services rendered pursuant to the Agreement resulting from this RFP shall be made in amounts and at times set forth in the Agreement and shall be made upon receipt of original invoice(s) in accordance and in conformity with payment dates for bills and claims as established by the County. Prior to payment, the Service Provider must submit an original dated itemized invoice of services rendered. (Photographs or facsimiles of invoices will not be accepted.) Any reimbursement for expenses as allowed in the Agreement that are included in the invoice(s) must be supported with attached original billings for such expenses.

2.9 Insurance

Service Provider shall purchase and maintain during the life of this Agreement, with an insurance company acceptable to Owner, 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 Service Provider, and any subcontractor performing work under this Agreement, from claims of bodily injury or property damage which arise from operation of this Agreement, whether such operations are performed by Service Provider, any subcontractor, or anyone directly or indirectly employed by either. Nothing herein shall be read to allow subcontractors to provide services hereunder without Owner's prior written consent. The amounts of such insurance shall not be less than \$2,000,000 bodily injury each occurrence/\$4,000,000 aggregate and \$2,000,000 property damage each occurrence/\$4,000,000 aggregate. This insurance shall include coverage for products/completed operations, personal and advertising injury liability and contractual liability in an amount not less than \$2,000,000 each occurrence/\$4,000,000 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 - \$500,000 per accident limit, \$500,000 disease per policy limit, \$500,000 disease each employee limit.

PROFESSIONAL LIABILITY – Insuring against professional negligence/errors and omissions on a claims-made basis with policy limits of \$2,000,000 per claim/\$4,000,000 annual aggregate. "Tail" coverage will be required at the completion of this Agreement for a duration of thirty-six (36) months, or the maximum time period reasonably available in the marketplace. Service Provider shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) 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, Service Provider shall be required to keep the coverage in effect for a 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.

Owner shall be named an additional insured under all such policies (except workers' compensation and professional liability). Certificates of such insurance will be furnished and shall contain the provision that Owner will be given thirty (30) days written notice of any intent to amend

or terminate by either the Service Provider or the insuring company. In the event Service Provider fails to maintain any required insurance, Service Provider shall be liable for all losses and costs resulting from such failure.

2.10 Governing Law

This RFP and any contract resulting therefrom shall be governed by and construed according to the laws of the State of North Carolina. Should any portion of any contract conflict with the laws of the State of North Carolina, the State laws shall invalidate only that portion. The remaining portion of the contract(s) shall remain in effect.

2.11 Confidential Information/Public Records Law

INFORMATION SUBMITTED IN RESPONSE TO REQUESTS FOR BIDS, PROPOSALS, AND OTHER PROCUREMENT METHODS SUBJECT TO PUBLIC RECORDS LAW Granville County is subject to North Carolina's Public Records Act located in Chapter 132 of the North Carolina General Statutes. As a result, information submitted to and received by Granville County in response to a Request for Proposal/Request for Bid/Request for Quote/Request for Qualifications, or any other procurement method (collectively "Procurement Process"), is considered public record and may be released for public inspection after the contract award, or as otherwise permitted under applicable law, without further notice to the Service Provider unless it is considered "Confidential Information" as set out below. The County does not intend to elicit confidential or trade secret information in response to a Procurement Process and assumes no responsibility for the submission of such information.

2.12 Confidential or Trade Secret Information

If a Service Provider nonetheless submits information in a bid proposal or other response to a Procurement Process and it considers such information to be confidential, then all four requirements of NCGS 132-1.2 "Confidential Information" must be met for the County to consider withholding the information from public inspection in response to a public records request. Among other legal requirements, information deemed to be "confidential" or "trade secret" by Service Provider must be clearly marked as such on the face of the document(s) at the time of the initial disclosure/submittal of RFP. In addition, although not required by law, Granville County requests that any Service Provider who submits a proposal or response containing any such designation of confidentiality also submit a second copy of the proposal or response with the respective page(s) or section(s) redacted. The County will not agree to withhold an entire proposal or response from public inspection; thus, Service Providers should refrain from including blanket restrictions on disclosure or all-encompassing claims of confidentiality. When a public records request is made for information contained in or attached to a proposal or response that has been clearly marked as "trade secret" or "confidential" upon its submission, Granville County may, in its discretion and without further notice, release the redacted copy of the proposal or response to

the requester if one has been previously submitted. Otherwise, the Service Provider will be notified of the request and given an opportunity to provide within a reasonable period a written explanation of the basis for claiming protection under N.C.G.S. 66-152 and N.C.G.S. 132-1 and/or a redacted proposal or response. The County shall make the final determination on release of the information. Should any civil action be brought against the County in an effort to compel or prevent the disclosure of information contained in a proposal or response that is deemed confidential by a Service Provider, the Service Provider may participate at its own expense; and by deeming any information in a proposal or response confidential, Service Provider further agrees to indemnify and hold harmless the County for and against any costs incurred by the County as a result of such litigation, including but not limited to fees or expenses arising out of N.C.G.S. 66-153 and N.C.G.S. 132-9.

2.13 Compliance with Laws and Regulations

Service Provider must comply with all applicable State and Federal Laws. In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful Service Provider to notify Granville County at once, indicating in their letter the specific regulation which required such alterations. The County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

Service Provider must comply with all applicable State laws and regulations pertaining to certification and licensing, through itself or subcontractors, including but not limited to NC Licensing Board for General Contractors, NC Board of Examiners for Engineers and Surveyors, and NC Board of Licensing Geologists.

2.14 Additional Services

The County reserves the right to negotiate additional services with the Services Provider at any time after the initial contract award.

2.15 E-Verify

Any Service Provider who executes an agreement with the County must warrant 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, Service Provider shall require that all subcontractors providing services related to such agreement be and remain in compliance with Article 2, Chapter 64 of the North Carolina General Statutes. Failure to meet the requirements shall be an event of default under the agreement.

2.16 Restricted Companies List

Service Provider shall represent that as of the date of any agreement, Service Provider is not included on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.58. Service Provider also shall represent that as of the date of any agreement, Service Provider 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.

2.17 Anti-Discrimination

Any Service Provider awarded a contract shall not discriminate against any employee or applicant for employment because of sex (including pregnancy, gender, sexual orientation, gender identity or expression or transgender status), race, color, religion, national origin, age, disability, genetic information, veteran status, or any other legally protected characteristic.

It is the policy of County to provide minorities and women equal opportunity for participating in all aspects of Owner's contracting and procurement programs, including but not limited to employment, construction development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy of Granville County prohibits discrimination against any person or business in pursuit of these opportunities on the basis of sex (including pregnancy, gender, sexual orientation, gender identity or expression or transgender status), race, color, religion, national origin, age, disability, genetic information, or veteran status, or any other legally protected characteristic. It is further the policy of the County to conduct its contracting and procurement programs so as to prevent such discrimination and to appropriately resolve any and all claims of such discrimination.

In the event a Service Provider awarded a contract is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state, or local law or this provision, the contract may be canceled, terminated, or suspended in whole or in part by County, and Service Provider may be declared ineligible for further County contracts.

2.18 Acceptance

Submission of any proposal indicates a Service Provider's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

The County may make a contract award to any Service Provider selected pursuant to this RFP upon a determination that the selected Service Provider's proposal is more responsive to the RFP and may thereupon negotiate a contract with said Service Provider for the performance of the services described in this RFP and the Service Provider's response to the RFP. The County is not bound to accept a proposal on the basis of lowest or highest price, and further, the County has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the

identical or revised specifications, if it is deemed to be in the County's best interests to do so. The County reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Service Providers if it is deemed in the County's best interest. Moreover, the County reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the County.

3.0 Scope of Work

3.1 Oxford MSW Landfill Operations

The Service Provider is responsible for providing sufficient staff of qualified labor, equipment, vehicles, tools, materials, and safety equipment (PPE, fire suppression, etc.), and any other incidentals necessary to carry out the services in accordance with the provisions of the contract at its own sole cost and expense.

The Service Provider is responsible for all aspects of landfilling waste and managing other acceptable items delivered to the Oxford MSW Landfill.

The Oxford Facility consists of a Subtitle D MSWLF permitted in accordance with the North Carolina Department of Environmental Quality (NCDEQ) Permit No. 3901-MSWLF-2012.

The Oxford Subtitle D MSWLF has a service area that includes Granville County, Durham County, Franklin County, Person County, Vance County, and Wake County.

The Oxford Subtitle D MSWLF accepts residential, commercial, and industrial waste, wastewater treatment sludges, and construction and demolition (C&D) debris for disposal. Hazardous waste as defined within 15A NCAC 13A, polychlorinated biphenyls (PCBs) wastes as defined in 40 CFR 761, coal ash (per county resolution) and liquid waste will be prohibited from disposal in the landfill nor will it be accepted at the convenience center. Liquid waste is defined as any waste material that is determined to contain “free liquids” as defined by Method 9095 Paint Filter Liquids Test (SW-846), unless the waste is household waste other than septic waste, waste oil, leachate, or gas condensate derived from the landfill. Waste acceptance is further discussed in the Operations Plan included in the Permit to Construct Application. (See Attachments).

The Landfill Facility is open for operations Monday through Friday from 7:30 a.m. to 4:00 p.m. and Saturday from 8:00 a.m. to 12:00 p.m. Currently, waste is not accepted at the landfill working face on Saturday's. Any wastes received are collected in 30-yard containers and hauled for disposal in the landfill of on the following Monday.

Relevant attachments include:

- Historic waste tonnage received at the facility is provided in Table 1.
- A copy of the most recent solid waste permit is provided in Appendix A.
- A copy of the most recent permit to construct application is provided in Appendix B.

3.1.1 General

The Service Provider shall operate the MSW landfill in accordance with all Federal, State, and Local laws including soil and erosion compliance, control of site access and traffic control, litter control, dust control, and fire.

The Service Provider shall be required to operate the Landfill in accordance and as described in the facility's Operation Plan, dated July 29, 2021, prepared by Garrett & Moore, Inc.

In addition to requirements outlined in the operations manual the Service Provider shall be responsible for protecting the integrity of the landfill liners, leachate collection system, leachate cleanouts, as well as, all monitoring points, stormwater management structures, road and other infrastructure associated with the landfill.

The Service Provider shall meet the requirements of the U.S. Occupational Safety and Health Administration (OSHA) and the North Carolina Occupational Safety and Health Division (NCOSHD).

3.1.2 County Responsibility

For scenarios 1, 2 and 3, the County shall retain the following responsibilities:

- The Operations Record with assistance and information from the Service Provider
- Environmental monitoring.
- Leachate monitoring.
- Determination of rate structures and implementation of customer fees.
- Determination of acceptable wastes.
- Determination of landfill operating hours, mutually agreed upon by the County and the Service Provider.
- Operations and maintenance associated with scales and scale house, including utilities and IT expenses.
- Supply of electricity and power related maintenance unless caused by negligence on behalf of the Service Provider.
- Periodic surveys for airspace usage, capacity calculations, and calculations of airspace utilization.
- The ability to enter into separate agreements for the sale of landfill gas and the revenue generated by this process. All proceeds from the sale of landfill gas shall belong to the County.
- Fees assessed to the County for permitting or operation of the landfill by the local, state, or federal governments shall be paid by the County. The County shall also pay all leachate hauling and disposal costs, electricity, and water bills associated with the operation.
- The Facility maintains an up-to-date Stormwater Pollution Prevention Plan (SWPPP) and a Spill Prevention, Control, and Countermeasure (SPCC) Plan. The County will provide annual reviews and as-needed updates. The Service Provider will be responsible for the SWPPP management, recordkeeping, and compliance.

3.1.3 Safety

The Service Provider shall employ a Health & Safety Program acceptable to the County. The Program shall include a Random Drug Testing Program.

Service Provider shall notify the County of any safety violations, positive testing results and the actions taken following.

3.1.4 Equipment

The Service Provider shall provide and supply, at a minimum, all equipment required to provide efficient and effective Landfill Facility and Solid Waste Management operating services without interruption, included but not limited to the equipment described in the following paragraphs.

All equipment should be nearly new, have adequate fire extinguishing equipment; have undercarriages suitable for landfill operations and meet all local, state, and federal safety standards.

- Note: The Service Provider may propose other or additional equipment for County review and consideration.

3.1.5 Waste Compactor(s)

One four-wheeled, steel-wheeled compactor designed and built for the purpose of compacting solid waste at landfills and not converted from some other use, meeting the following specifications:

- Less than 8,000 total hours or newer, equipment with over 4,000 hours require certified maintenance records submitted with the Service Provider's RFP submission;
- A minimum manufacturer's specified operating weight of 81,000 pounds;
- Ability to climb solid waste slopes of 3:1 (vertical to horizontal);
- An enclosed, pressurized cab with working ventilation and all-season climate control systems;
- A design that allows the operator to maintain a clear and unobstructed view whenever they are operating the compactor in a forward or reverse direction; and
- A working communication system.
- Fire suppression system

3.1.6 Bulldozer(s)

A minimum of one waste-equipped track-type tractor bulldozer meeting the following specifications:

- Less than 2,000 hours or newer;

- A minimum manufacturer's specified weight of 50,000 pounds;
- A flywheel horsepower of 165 or greater;
- An enclosed pressurized cab with working ventilation and all-season climate control systems;
- A design that allows the operator to have a clear and unobstructed view whenever operating the compactor in a forward or reverse direction;
- A working communication system.
- A minimum of one track-type tractor bulldozer for use in non-waste handling applications but to act as a backup for waste placement.

3.1.7 Excavator(s)

One (1) tracked-excavator suitable to perform excavation and loading tasks suitable for cover soil applications and other ancillary tasks.

3.1.8 Off-Road End Dump Haul Truck(s)

A minimum of one (1) off-road end-dump truck suitable to perform hauling tasks suitable for cover soil applications and other ancillary tasks.

3.1.9 Water Truck

Truck or equipment with large tank to hold and distribute non-potable water for dust suppression, fire suppression and otherwise as needed tasks.

3.1.10 Supplementary Equipment

The Service Provider shall provide equipment to grade and maintain roads, snow removal, maintain the leachate collection system, maintain ditches and the stormwater management system, traverse the site, and monitor the Facility and maintain accesses, loading equipment to manage scrap metal, scrap tires and yard waste, pumps, generators and or lighting equipment.

3.1.11 Equipment Maintenance

The Service Provider is solely responsible for maintenance, repairs and all other operating costs or requirements of the Service Provider supplied equipment, including, but not limited to fuel, licensing, insurance, storage, and aesthetics. The Service Provider shall maintain all vehicles and equipment in good operating condition, and satisfactory appearance with regular washing and paint, as needed.

The Service Provider shall be responsible for the daily and regularly scheduled maintenance of all landfill equipment. The Service Provider shall keep up to date maintenance logs/records for all equipment and copies of all work on the Compactor and be readily available for County review.

3.1.12 Equipment Performance Requirements

The Service Provider shall present a contingency operating plan for scheduled equipment maintenance and equipment failures, for approval by the County. The Service Provider is expected to provide equivalent temporary or replacement equipment, as needed, to prevent landfill operation interruptions.

3.1.13 Working Face Operation and Maintenance

The Service Provider will maintain the active disposal working face size as small as practically possible to allow for appropriate daily cover, in compliance with the County Operations Plan.

When establishing a new working face, the Service Provider will excavate and stockpile all soil from roads, berms, and pads, for reuse. Service Provider shall use the designated soil borrow source(s) for daily and intermediate cover and other miscellaneous uses. Any soil materials identified for use as soil liner in future landfill expansion projects shall be excavated and stockpiled at a location as directed, for potential future use.

The Service Provider will level, grade and maintain secondary roads, pads, turn-around areas, or other vehicle access associated with the working face. Such work will be conducted in a manner to prevent water ponding and promote surface water run-off in a direction suitable for NCDEQ.

The Service Provider will not permit any waste to be removed from the landfill, unless otherwise directed by the County or NCDEQ.

3.1.14 Waste Placement & Compaction

Waste shall be spread and placed in accordance with the slopes and grades specified in the Engineering Drawings.

Landfill operations shall be conducted to achieve an airspace utilization factor of 0.55 tons per cubic yard, minimum.

Airspace utilization factor means the weight of the waste disposed as measured in tons divided by the landfill airspace used for waste disposal as measured in cubic yards.

3.1.15 Initial Operation on Liner System

The Service Provider should have similar type experiences in maintaining/protecting the newly built liner protection system during disposal operations.

Prior to disposal operation in specific areas, Service Provider shall cut and remove the rain and wind cover in increments dimensionally small as practical, to limit surface water infiltration into the leachate collection system.

A 'fluff' layer of waste (per engineer direction) shall first be constructed over the lined protective cover layer on one continuous lift to maintain a positive flow of surface water to the auxiliary stormwater pump. Only low-ground pressure bulldozer(s) shall operate to spread the initial fluff layer of waste. The Service Provider shall take all cautionary measures in preventing any waste item large, (bulky, potential to pierce/cut) from puncturing the landfill liner during this phase of construction.

A waste-equipped compactor machine shall not operate on the initial lift until a minimum 10-foot separation from the protective cover layer is constructed.

3.1.16 Daily and Intermediate Cover

The Service Provider will be responsible for achieving the daily and intermediate cover requirements as specified by the Operations Plan and DEQ regulations to include excavation, hauling, spreading of on-site cover materials.

The Service Provider shall develop, maintain, and implement a nuisance management plan that includes, but is not limited to, addressing litter, odor, dust, vectors, and fires.

Service Provider shall ensure the landfill is maintained clean of wind born trash and aesthetically pleasing. Odor complaints from surrounding areas shall be addressed immediately with review for changes to disposal procedures and daily cover measures to prevent odors from the landfill.

Service Provider will maintain a daily log of soil usage for daily and intermediate cover and will submit the log monthly.

3.1.17 Source of the Soil for Landfill Operations

The source of the soils for landfill operations shall be sourced from the designated borrow areas. Use of soil from other areas at the Facility shall be by request and approval only.

3.1.18 Seeding / Stabilization

The Service Provider shall provide a seeding plan for all seasons. Newly intermediate-covered areas shall be seeded as soon as practically possible. Other disturbed or bare areas around the Facility shall be addressed with seed and fertilizer, thin areas of vegetation shall be addressed with additional seed and/or fertilizer.

All grassed areas to be fertilized and limed once annually. The Service Provider shall conduct the appropriate annual soil test to determine application rates.

The landfill shall be maintained by mowing at minimum twice per year.

3.1.19 Leachate Seeps

The Service Provider shall report to the County as soon as practically possible all leachate seeps observed. The plan to address the seep shall be reviewed and discussed.

The Service Provider is responsible for remediating all leachate seeps at the landfill and for assuring that leachate does not enter the stormwater system at any time. The Service Provider shall be responsible for all clean up measures at no cost to the County and any and all penalties invoked by the DEQ. If the seep should occur in an area operated by the previous operator, the Service Provider shall be compensated on time and material basis.

3.1.20 Stormwater Management

The Service Provider will be responsible for the SWPPP management, recordkeeping and compliance.

The Service Provider shall manage stormwater to control run-on and run-off associated with the landfill property. The Service Provider will be expected to clean sediment from on-site storm basins on a regular schedule to meet stormwater regulations.

The Service Provider is responsible for operating in accordance with the Plan.

- Note any major violation of the NCDEMLR industrial stormwater permit must be reported to the County immediately.

3.1.21 Spill Prevention, Control, and Countermeasure (SPCC) Plan

There is currently a Spill Prevention, Control, and Countermeasure (SPCC) Plan in place.

The Service Provider shall be well-versed with the Plan and will be responsible for Plan management, recordkeeping, and compliance.

The Service Provider is responsible for operating in accordance with the Plan.

3.1.22 All-Weather Access

The Service Provider shall ensure all areas of the landfill working face are accessible to customers during normal business hours under all types of weather conditions.

All non-paved roads must maintain proper drainage, including ditches and added culverts, as needed.

- A. Service Provider to be responsible for maintenance, and establishing of, if needed, the landfill access road including but not limited to dust control, snow removal, and stone. This includes any turn-around or queuing areas needed to manage landfill traffic.

- B. The Service Provider shall be responsible for the maintenance and road material for the haul road to soil borrow area and/or stockpile.
- C. The Service Provider shall be responsible for maintenance of the landfill perimeter road which includes but not limited to spreading stone, filling potholes, leveling by grading, smoothing out ruts.
- D. The Service Provider shall be responsible for prohibiting dirt, mud and debris from tracking onto the paved surface of the landfill entrance road.
- E. The Service Provider will be responsible for providing materials for proper surfacing of the landfill access road and access to the soil borrow/stockpile area.

- Roads to be maintained are delineated on supporting Figures.

The Service Provider shall supply all materials to construct or maintain roads and ensure proper drainage on the property.

3.1.23 Traffic Control

The Service Provider is responsible for traffic control, including the safe direction of traffic when access to scales is disrupted for any reason. The Service Provider shall provide cones, barricades or otherwise to be located and re-located and maintained as necessary to direct on-site traffic.

The Service Provider will be responsible for the preservation of all signs (informational & directional), directional devices, barricades, and fencing used throughout the landfill to direct and control traffic. The Service Provider shall locate signs, directional devices, barricades, and fencing as required to control traffic and secure the site. If the Service Provider fails to preserve existing signage and other traffic control devices, the Service Provider shall, at their own expense, replace these with equivalent products approved by the County.

The potential for collision between heavy equipment and other vehicles should be recognized and respected. Service Provider will be responsible for ensuring collision avoidance. Service Provider will have only one (1) light-duty company vehicle at the working face area, parked safely away from equipment activity, at any time. There shall not be employee parking at the active disposal area.

The Service Provider will ensure heavy equipment maintains a safe distance when operating based on the number and size of equipment unloading at the landfill working face. If a vehicle enters the working face, the operator shall move their equipment a safe distance from the vehicle and park until the area is clear.

The heavy equipment operator must operate their machine in a manner that ensures they have a clear unobstructed view. Operators shall always have a clear and unobstructed view of the

working face and their immediate surroundings. If it is not possible for equipment operator to maintain a clear and unobstructed view, then the Service Provider will provide a spotter to direct traffic and maintain safety. When a spotter is used, this person will be responsible for directing vehicles to appropriate areas to avoid interference with Service Provider's equipment and operations.

Any spotter must have effective verbal contact with equipment operators.

3.1.24 Customer Vehicle Assistance

If a commercial hauler or landfill customer (private citizen/business) becomes 'stuck' at the working face or on any of the roads under maintenance by the Service Provider, the Service Provider is responsible for assisting them. The Service Provider is solely liable for all damages that may be associated with this assistance. Service Provider shall indemnify and hold harmless the County for any liability for damages to a hauler or private citizens vehicle brought about by the Service Provider's removal thereof.

3.1.25 Waste Screening

The Service Provider's on-site staff shall monitor received waste for suspected hazardous or prohibited waste or any other items not accepted at the landfill in accordance with the Facility Operations Plans. The Service Provider shall immediately report any suspicious materials to the County. The Service Provider shall document the waste screening inspections as required by the permit and NCDEQ.

The Service Provider shall remove unacceptable waste from the landfill in a manner that minimizes contamination of the landfill. The removal and disposal of any illegal waste found shall be the responsibility of the Service Provider by the end of the business day.

3.1.26 Leachate Management

The Service Provider should have considerable knowledge of the leachate collection and leachate management system to include a general understanding of leachate collection and force main lines, pumps, and control panels for both leachate pumps, the leachate tank system and its' associated functions. The Service Provider shall observe and record daily leachate pump readings/cycles, monitor, and be prepared to address issues that may arise with the system.

The Service Provider shall work with the County to manage hauling of leachate.

The County owns and operates a Godwin, diesel pump for the new cell in pumping off stormwater. Service Provider should have experience in using these type pumps and will be allowed to use this pump during the term of this contract. Service Provider shall fuel and perform minor maintenance. The County will be responsible for major maintenance repairs of this pump during this contract period.

3.1.27 Litter Control

The Service Provider will be responsible for litter control on and around the landfill property, regardless of whether insufficient compaction, insufficient cover, inadequate fencing, untarped loads or any other similar action generated the litter.

Litter fence is currently installed around the perimeter of the Phase 2 landfill cell. The Service Provider shall install litter fencing around active disposal areas and other locations as necessary to minimize and prevent windblown trash.

Litter collection shall be conducted on an as-needed daily basis to maintain the appearance of the landfill. Service Provider will collect litter from trees and neighboring properties, as needed.

The Service Provider shall be responsible for litter collection along access roads and the landfill entrance road to the Facility. A daily log of litter control activities shall be submitted to the County with other monthly reports.

3.1.28 Dust Suppression

The Service Provider shall provide, operate, and maintain dust suppression systems, as needed, for all non-paved roads within the landfill boundary.

The Service Provider shall operate equipment, on-site, to mitigate dust, as required.

The Service Provider shall provide all necessary pumps for water transfer into water trucks, sediment basins, etc.

3.1.29 Fire Control

The Service Provider shall take all necessary steps to follow best practices when handling materials in a manner that prevents fire from occurring at the landfill.

The Service Provider's staff shall be trained in handling landfill fires and shall be responsible for extinguishing landfill fires where it is safe and possible to do so.

The Service Provider will keep and maintain a water tank or truck on-site with a pump ready to combat any potential fires.

Further, to reduce the chance of fires, ignition sources shall be controlled through the following:

- No burning of waste shall be acceptable.
- Only emergency mechanical work shall be performed on the working face.
- Equipment fueling shall occur a safe distance from the working face.
- Equipment shall be parked a safe distance from the working face at the end of each workday.

- All equipment shall be equipped with fire extinguishers.
- The Service Provider's staff will only smoke in designated areas.

In the event of a fire, the Service Provider shall immediately notify the County's 911 Center, then notify County officials and the local fire department. The Service Provider should take all necessary actions to control or extinguish the fire. Service Provider shall follow fire control measures as outlined in the Operations Plan, which can be reviewed at the mandatory pre-submittal meeting.

3.1.30 Landscaping

The Service Provider is responsible for comprehensive maintenance of vegetation around the facility to include mowing along facility entrance and along entrance and access roads, mowing landfill slopes and perimeter berms slopes, maintenance of vegetation and around stormwater controls, i.e., ponds, ditches and swales, control of vegetation in rip-rap and sediment trap locations. This shall include maintenance and provisions described in the Facility SWPPP.

Access to all monitoring wells (groundwater, gas, stormwater) points shall be maintained clear and accessible at all times.

3.1.31 Access and Security

The Service Provider shall ensure the property is secured when the landfill is closed and shall assist with control of trespassing during business hours.

The Service Provider is solely responsible for security and protection of all materials, supplies, tools, equipment, and facilities. Service provider shall provide additional security measures if deemed necessary at the discretion of the Service Provider and at no additional cost to the County.

3.1.32 Service Provider's Workforce

The Service Provider will always provide enough professional, trained, and equipped staff to perform the services safely and efficiently in accordance with all requirements of this RFP.

The Service Provider shall not employ any person at the landfill that is unfit for duty or anyone unskilled in the work they are assigned. The County, by written notice to the Service Provider, will maintain the right to require the immediate removal from the Landfill of any employee of the Service Provider, who in the opinion of the County, is incompetent, disorderly, unfit, or otherwise unsatisfactory, in which case the employee will be permanently removed and shall not again be employed for Landfill work without the prior written approval of the County. The Service Provider shall be solely liable for any costs, expenses, and/or damages resulting from such removal.

The Service Provider must have a responsible site manager on-site during operating hours. Service Provider must provide a primary contact and one alternate for communicating daily

inquiries, requests from the public, environmental hazards, landfill liner compromise, leachate or groundwater issues, operations concern that would trigger a Notice of Violation (NOV), injuries, death, and any other situations that occur at the landfill site. The preferred communication method is email. When not on-site, the Service Provider's site manager must always be accessible during operating hours.

Except through voluntary resignation, the Service Provider's designated site manager shall not be changed without prior notice given to the County. The site manager shall be authorized to represent the Service Provider at the landfill and shall have full authority to act for the Service Provider in all matters relating to landfill work. Instructions given to the Service Provider's site manager by the County, or the County's Representative, shall be held as instructions given by the Service Provider.

The Service Provider shall maintain good relations with the public while working at the County landfill. The Service Provider's employees hired by the Service Provider shall also be made conscious of their responsibilities in this regard. The County may require the suspension, discharge, or other disciplinary action of any employee directly involved in the County landfill operation for one or more of the following offences during working hours, and the Service Provider shall comply with such requirements immediately:

- Intoxication
- The use of foul, profane, vulgar, or obscene language
- Solicitation of gratuities or tips from the public for services performed hereunder
- The refusal to handle waste, recyclable materials, asbestos waste, or compostable waste
- Any willful or reckless action in disregard of safety of persons or sanitary requirements
- Any action which may constitute a nuisance, violation of law, or disorderly conduct
- Theft
- Unauthorized scavenging or removal of material from the County
- Smoking on landfill property outside of designated areas.

The Service Provider shall conform to and comply with all applicable laws, ordinances and regulations relating to employees, including but not limited to wages, employment standards, Worker's Compensation, nondiscrimination, and all other matters with respect to hiring, discharging, treatment, and safety of all workers employed on or with respect to the work.

The Service Provider is expected to maintain proper records showing the names of all workers employed by or through the Service Provider and this information shall be made available to the County upon request.

At the direction of the County, the Service Provider may be required to:

- Assist with investigation of illegal activities
- Photograph different areas of the County landfill for projects
- Report animal issues to County Animal Control
- Report illegal dumping to County Codes Enforcement

The Service Provider shall ensure that the work is carried out in a manner which ensures there are no labor issues, work stoppages, or other labor disputes with might affect the work. If the Service Provider has knowledge that any actual or potential labor dispute is delaying, threatens to delay, or may threaten to delay the timely performance of the work, the Service Provider shall immediately give written notice to the County, including all relevant information with respect to such dispute or potential dispute. In the event of labor difficulties, the Service Provider at its sole expense shall take all legal steps available to it to continue performing the work without interruption. The Service Provider shall immediately inform the County, in writing, of any labor problems, or potential problems, and inform the County of all proposed solutions.

- The Service Provider shall employ, at all times, a minimum of one (1) person certified as Solid Waste Association of North America (SWANA) Manager of Landfill Operations (MOLO).
- The Service Provider shall have at all times on-site during operation, when MOLO certified personnel are not available, a minimum of one (1) person SWANA certified as a Landfill Operator. Employees at the landfills shall hold certificates in accordance with NCDEQ Regulations. Documentation of certifications shall be provided to the County not less than 30 days prior to expiration of current certification. The Service Provider will maintain a copy of all certifications on-site.

3.1.33 Contingency Operations

In case of an emergency or significant storm event requiring Service Provider presence during non-operational hours, the Service Provider shall be prepared to provide at least one operator on Sundays or holidays if needed and on an emergency basis. The Service Provider shall provide an hourly rate for this service. The County and Service Provider will work together to determine the need for emergency operations and subsequent additional work.

3.1.34 Sanitary Facilities

The Service Provider is responsible for providing and maintaining appropriate sanitary facilities for its operators and landfill customer haulers.

3.1.35 Inspection and Penalty

The Service Provider shall be present for all Stormwater and DEQ inspections and will be held responsible for violations involving items covered by this contract. NCDEQ is not required to give

advanced notice for inspections. The County and the Service Provider will work to ensure inspectors have the access and resources needed to conduct inspections of the Facility to include the Operation Record.

If the County is assessed any fine or penalty or if the County incurs any costs associated with defending themselves against such fine or penalty, and if this fine or penalty is directly related to the Service Provider's activities on site, the Service Provider is solely responsible for payment of such fine or penalty and all costs incurred by the County in defense of such. The Service Provider shall also be solely responsible for implementing all remediation activities without additional cost to the County.

3.1.36 Other Reporting

Service Provider shall maintain a record or daily log of all activities that occur on the landfill facility to include but not limited to personnel activities, hours, type of cover, equipment inspection log, equipment maintenance, and site maintenance. This log shall be made available to the County upon request.

The Service Provider shall submit along with the monthly application for payment, a monthly progress report to include but not limited to a summary of activities completed, past or ongoing project tasks, safety incidents and hauler issues.

3.1.37 Work Plan

The Service Provider shall prepare and submit a work plan to the County at least 45-days days prior to the start of operations under this contract. A digital copy of the work plan shall be provided to the County for review and approval. This work plan will be reviewed and updated as needed, at a minimum on an annual basis.

The Work Plan shall include, at a minimum:

- Service Provider's contact information and emergency contact information
- On-site communication plan
- Methodology for waste disposal and management
- Approach to site maintenance, monitoring, and reporting
- Safety Plan specific to the Landfill Facility
- Equipment list
- Staffing structure to include number of certified and on-site employees
- Contingency plan to address equipment in repair, staffing issues and adverse weather operations
- Fire control plan

- Methods for minimizing the use of airspace and maximizing efficiency
- Daily cover plan
- Litter/windblown control and maintenance plan
- Incident/Complaint Forms

3.1.38 Performance Evaluation

The Service Provider's performance shall be evaluated by the County through regular County inspections and NCDEQ. Performance will be measured for compliance with the Operation Plan, Solid Waste Permit, NCDEQ solid waste regulations, and the Agreement. Additionally, the Service Providers performance will be measured by the following (but not limited to):

- A. Airspace Utilization Factor (AUF). Landfill disposal efficiency, compaction rates, and soil usage will be monitored for compliance with the contract.
- B. Unsatisfactory work shall be specified in writing to the Service Provider by the County. Due to the nature of operations at the landfill (e.g. weather), the Service Provider will be given three (3) days to make contact with the County after receiving written notification to establish a schedule for correcting unsatisfactory work or conditions. Contact shall be in writing and outline the required action items and provide a schedule for completion. The schedule must be mutually agreed upon.
- C. It will be distinctly understood and agreed by and between the County and the Service Provider that should the quality of the workmanship and appearance of the Landfill Facility be unsatisfactory, that the monthly application for payment check will be withheld until such time as the Facility is brought up to the standards as determined by the County.
- D. Chronic failure on the part of the Service Provider's personnel to perform the tasks at the landfill according to these documents and/or Operating Manual will be grounds for termination of the contract.
- E. Failure to perform due to frequent inoperable or malfunctioning equipment shall be grounds for Granville County to cancel the contract with thirty (30) days' notice to Service Provider.

3.2 Oxford Facility - Yard Waste Management

The Service Provider is also responsible for daily management of materials which are not landfilled. The facility receives on average 900-1100 tons of yard waste debris per year.

Yard waste is typically processed to mulch and sold from both the Oxford Facility and the Butner Material Management Facility for \$10/scoop (paid to County), with an additional \$10 charge for loading (paid to the Service Provider).

3.2.1 County Responsibilities

The County will be responsible for operations and maintenance associated with scales and scale house.

The County will provide an outside Service Provider for grinding of yard waste and any transportation of mulch off site.

3.2.2 Staffing

Service Provider will provide sufficient staffing to manage and maintain the yard waste management operation in accordance with the Permit.

3.2.3 Waste Screening

Service Provider with assistance and coordination with scale house employees will inspect incoming loads and remove unacceptable materials and non-organic wastes (i.e., plastics, treated wood, metal, etc.) from the yard waste/land clearing waste stockpile for placement into a roll-off container or other county approved means (vehicle, equipment, container).

Service Provider will haul unacceptable materials and non-organic wastes for disposal within the Oxford Subtitle D Landfill.

3.2.4 Mulch Management & Loading

Service Provider will provide personnel and equipment to manage excessive heat within yard waste area or resulting fires within the Yard Waste Facility.

When mulch is available, the Service Provider will be responsible for loading mulch for customers during normal hours of operation.

Service Provider will cooperate with the responding fire department to manage fire within the Yard Waste Facility.

3.3 Oxford Facility – Scrap Tire Collection Site

3.3.1 County Responsibilities

The Oxford Landfill Facility provides scrap tire collection and management at a designated location at the landfill facility as shown on the Facility Plan. (See Attachments)

The Facility accepts scrap tires from county residents, businesses, and commercial users at no charge provided proper documentation.

The County will be responsible for contracting a third-party tire recycler for hauling and disposal of scrap tires. All revenue from scrap tire processing is retained by the County.

Scrap tire collection totals for the last several years at the Oxford location is presented in the table below:

Fiscal Year	Tons
2022-23	289
2021-22	284
2020-21	278
2019-20	280
2018-19	286

3.3.2 Service Provider Responsibilities

The Service Provider will provide equipment/personnel to load scrap tires into trailers daily. Tires should be loaded into open-top trailers by loading each tire by hand and/or compaction by equipment to minimize transport cost(s). Trailers should be full prior to third party pickup. Loading shall maximize the load and County shall approve loading techniques. Lacing the tires into the trailer is preferred. The Service Provider shall be responsible for the collection area maintenance, management of scrap tires and signage.

3.3.3 Staffing

Service Provider will provide sufficient staffing to manage and maintain the scrap tire collection operation in accordance with the Permit to include equipment and manpower to receive and monitor the designated scrap tire collection area.

3.3.4 All-Weather Roads

The Service Provider will provide and maintain all-weather access roads through the Facility to include to and from the Scrap Tire drop-off loading area.

Access roads shall be graded on a regular frequency to promote drainage, turn-over aggregate to provide a loose rock surface and prohibit potholes and ponded water. The County may request additional events during the year per road conditions.

3.4 Oxford Facility – White Goods and Scrap Metal

3.4.1 County Responsibilities

The County will be responsible for contracting with a white goods & scrap metal processor for hauling, processing, recycling and/or disposal of scrap metal and white goods. The Service Provider will provide on-site management of the collection and management of white goods and

scrap metal to include but not limited to collection area maintenance, management of stockpile to within an acceptable size, and signage.

Revenues from recycling of white goods scrap metal are retained by the County.

3.4.2 Service Provider Responsibilities

Maintenance of the white goods / scrap metal storage areas. Maintenance means that only acceptable materials are received at and stored in the designated areas and that any storage area is kept contained to the smallest re practically possible. Unacceptable materials will be removed immediately by the Service Provider.

The table below lists the tonnage of scrap metal/ and white goods received at both Oxford and Butner locations in the last few years. For bidding purposes, The Service Provider should anticipate stockpiling 300 tons annually at the Oxford Site.

Year	White Good/Scrap Metal Tons
2022	575
2021	696
2020	778
2019	581

3.4.3 Staffing

The Service Provider shall provide sufficient staffing to manage the white goods collection area at the designated locations.

3.4.4 All-Weather Access Road

The Service Provider will provide and maintain all-weather access roads throughout the Facility to include to and from the white goods management area.

Access roads shall be graded on a regular frequency to promote drainage, turn-over aggregate to provide a loose rock surface and prohibit potholes and ponded water.

3.5 Oxford Facility – Unit 1 MSWLF Post Closure Maintenance

3.5.1 Post Closure Maintenance

The Service provider will perform post closure maintenance of Unit 1 MSW Landfill in accordance with Permit No. 3901-MSWLF-2012, Attachment 4 as follows:

“3. Pursuant to Rule 15A NCAC 13B .1627(d)(1)(A), the permittee must maintain the integrity and effectiveness of the final cover systems of the closed Landfill Unit 1, including making repairs to the cover as necessary to correct the effects of settlement, subsidence, erosion, or other events, and prevent surface water from impounding over waste and run-on and run-off from eroding or otherwise damaging the final cover system. In addition, a vegetative cover of native grasses must be maintained and mowed regularly.

4. The permittee must maintain permanent markers that accurately identify the edge of the waste disposal boundary of the closed Landfill Unit 1.

5. The permittee must conduct routine inspections at the closed Landfill Unit 1 and implement the measures to prevent leachate release. In the event of a leachate release from the contained unit is observed; the permittee must report the Section according to Rule 15A NCAC 13B .1604(b)(2)(M). Within 14 working days or a mutually agreed time frame after the leachate release, the permittee must prepare a written incident report and a sampling plan to identify the impacted area due to the release followed by submitting a sampling result report to determine if the following-up correction action should be taken.”

3.6 Butner Facility – Scrap Tire Collection

3.6.1 County Responsibilities

The County will be responsible for operations and maintenance associated with scales and scale house, including utilities and IT expenses.

The County will be responsible for executing contracts and paying all expenses associated with a third-party tire recycler to haul and dispose of scrap tires.

The County will retain all grants, or other revenues, for the hauling and disposal of scrap tires.

Estimated tonnages from prior years are listed below:

Year	Tons
FY22-23	389
FY21-22	386
FY20-21	379
FY19-20	382
FY18-19	374

3.6.2 Staffing

The County will provide equipment/personnel to stockpile scrap tires at the designated scrap tire management area.

3.6.3 Scrap Tire Management

Service Provider will provide equipment/personnel to load scrap tires into an open top style trailer daily. Tires should be loaded into van trailers by loading each tire by hand and/or compaction by equipment to minimize transport cost(s). Trailers should be full prior to third party pickup. However, no tires should exceed the top of the tire walls on open top trailers.

3.6.4 Access Road Maintenance

The County will provide and maintain all-weather access roads throughout the Facility to include to and from the white goods management area.

3.6.5 Fire Protection

Service Provider will provide personnel and equipment to manage excessive heat or resulting fires within the Facility.

Service Provider will cooperate with the responding fire department to manage fire within the Facility. The Service Provider will be compensated on a time and material basis for services related to fire management and control.

Proposal Forms

FORM A
INTENT TO PROPOSE
REQUEST FOR PROPOSAL #23-316

This form should be emailed to jason.falls@granvillecounty.org to ensure you receive all addenda issued for the RFP.

I, _____ a representative
of _____ confirm that we
intend to submit a proposal for RFP #

Company _____

Address _____

Contact _____

Phone (____) _____

Email _____

Date _____

FORM B
CERTIFICATION OF FINANCIAL CONDITION

Name of Service Provider: _____

The undersigned hereby certifies that: [check all applicable boxes]

- The Service Provider is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____

- The Service Provider has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.
- The Service Provider is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.
- The Service Provider is not the subject of any current litigation or findings of noncompliance under federal or state law.
- The Service Provider has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of this Contract.
- He or she is authorized to make the foregoing statements on behalf of the Service Provider.

Note: This is a continuing certification and Service Provider must notify the Contract Lead within 15 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, Service Provider must explain the reason in the space below:

Signature

Date

Printed Name

Title

[This Certification must be signed by an individual authorized to speak for the Service Provider]

Attachments

Attachments referenced in the Request for Proposal may be downloaded following the link:

https://garrettmoore-my.sharepoint.com/:f/g/personal/bgarrett_garrett-moore_com/EoPCZMeopdhBtj_S2_6UKL8BGkq7w_xt37Mrsg8M3Z3T0g?e=jvEeg4



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 4, 2024
Title: **DSS Board**

PURPOSE:

To make an appointment to the DSS (Department of Social Services) Board.

BACKGROUND:

At the retreat held on February 20, 2023, the Board approved the concept of expanding the Department of Social Services (DSS) Board from 3 members to 5 members and instructed the County Manager and County Attorney to determine the legal process and bring it back to the Board. The three-member board included one Board of Commissioners (BOC) appointment, one State of North Carolina Social Services Commission (SSC) appointment, and one appointment voted on by the other two Granville County DSS Board members.

North Carolina General Statute for expanding a DSS Board requires notice to the Department of Health and Human Services as the expansion provides an additional State and County appointee at the same time. A five-member board includes two BOC appointments, two SSC appointments, and one member appointed by the other board members. If the seat appointed by the Granville County DSS Board members becomes vacant, then that appointment is made by the other four board members.

At the regular meeting held on June 5, 2023, the Board approved expanding the Department of Social Services Board from 3 to 5 members and approved sending the letter of notification to the Department of Health and Human Resources to start the process. The expansion of the Granville County DSS Board becomes effective when both of the additional board members have been appointed.

1. SSC appoints an additional social services board member for a term that expires at the same time as the term of the incumbent social services board member who was appointed by the BOCC, and
2. BOC appoints one additional social services board member for a term that expires at the same time as the term of the incumbent social services board member who was appointed by the state Social Services Commission.

SSC appointments require approval by a majority vote of the SSC commissioners/members present at official meetings of the SSC at which a quorum is present.

BOCC appointments require approval by a majority vote of the commissioners present at official meetings of the boards of county commissioners at which a quorum is present.

SSC and BOC each maintain final decision-making authority over their own appointments.

Before assuming duties, all appointees must take an oath of office.

A letter dated December 13, 2023, from the State of North Carolina Social Services Commission notified us of the appointment of Ernestine Howard to a term ending on June 30, 2026.

<u>Others serving:</u>	Tony W. Cozart	Granville County BOC appointee
	Sue Hinman	State of NC Social Services Commission appointee
	Wilma Moore	DSS Board appointee

RECOMMENDATION:

Make an appointment to the Granville County DSS Board for a term ending on June 30, 2026, expiring at the same time as the term of the DSS board member who was appointed by the State of NC Social Services Commission.

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 4, 2024
Title: **Oxford Planning Board -Extraterritorial Members**

PURPOSE:

To make an appointment to the Oxford Planning Board – Extraterritorial Members.

BACKGROUND:

The Oxford Planning Board makes recommendations to the Mayor and to the Board of Commissioners on subdivision and zoning matters that arise. (G.S. 160A-361)

There are 11 seats on the Oxford Planning Board. Seven (7) members shall be citizens and residents of the City and shall be appointed by the Oxford Board of Commissioners, four (4) members shall be citizens of Granville County who reside outside of the City, but within the extraterritorial jurisdiction of the City and shall be appointed by the Granville County Board of Commissioners.

Luanne Gilligan has resigned and needs to be replaced.

Others serving: Charlotte Evins
Michael Kinlow
Tony Woodlief
Vacant

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 4, 2024
Title: **Oxford Zoning Board of Adjustment - ETJ**

PURPOSE:

To make an appointment to the Oxford Zoning Board of Adjustment – ETJ (extraterritorial jurisdiction) member.

BACKGROUND:

The Oxford Zoning Board of Adjustment has the power to hear appeals, grant variances (unnecessary hardship) and special use permits. The decision of this Board is final. The only appeal is through the court system. (G.S. 160A-388).

The term of Steve Pruitt (District 2) expired in February.

Others serving:	Annie Nesbitt	District 1
	Leonard Overton	District 2
	Sandy Woody	District 3
	Harold Satterwhite	District 4
	Ajulo Othow Norman, Alternate	District 4
	Stewart Harris, Alternate	District 1

ACTION TAKEN:



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 4, 2024
Title: Granville County Board of Adjustment

PURPOSE:

To make appointment to the Granville County Board of Adjustment.

BACKGROUND:

The function and duty of the Board of Adjustment is to hear and decide appeals from and review any order, requirement, decision, or determination made by an administrative official charged with enforcing the Granville County Zoning Ordinance. This Board shall also hear and consider any and all requests for variances and conditional use permits from the public at large, and arguments regarding zoning district boundary interpretation.

Blaine Holmes resigned and needs to be replaced.

Others serving:

Michael O. Smith	District 1
Wayne Overton	District 2
Jimmy Williams	District 3
Juanita Rogers	District 4
Vacant	District 5
John Frank	District 6
John W. Wimbush	District 7
Victoria Bradsher, Alternate	District 2
Delores Lyons, Alternate	District 4

ACTION TAKEN:



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 4, 2024
Title: Granville County Planning Board

PURPOSE:

To make appointments to the Granville County Planning Board.

BACKGROUND:

The function and duty of the Planning Board is to make comprehensive surveys and studies of existing conditions and probable future developments. The Board is responsible for preparing such plans for physical, social and economic growth, as will best promote the public health, safety, convenience or the general welfare as well as efficiency and economy in the development of Granville County.

The Planning Board serves at the pleasure of the Board of County Commissioners and reviews and makes recommendations to the governing body.

Joshua Averette (District 5) has moved and Justin Milstein (District 7) resigned.

Others Serving:	Allen Nelson	District 1
	Adam Brewer	District 2
	Elvin Mangum, Jr.	District 3
	Cynthia Nadine Green	District 4
	Vacant	District 5
	Michael O'Briant Turner	District 6
	Vacant	District 7

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 4, 2024
Title: **Granville County Tourism Development Authority**

PURPOSE:

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

BACKGROUND:

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

There is a second hotel/motel owner position vacancy. The TDA is recommending Punitha Srinivasan with Days Inn & Suites per the attached letter to fill the position.

Others serving:

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

RECOMMENDATION:

The Tourism Development Authority recommends Punitha Srinivasan to fill the vacant position.

ATTACHMENTS:

Letter of Recommendation

ACTION TAKEN:



February 5, 2024

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

Dear County Board of Commissioners:

Our TDA Board has had a vacant board member for a hotel since October 2021. The previous position was held by the general manager of Comfort Inn & Suites in Oxford. Due to health issues, they were no longer able to serve.

The TDA board would like to recommend Punitha Srin, General Manager of Days Inn & Suites in Oxford for a term of 3 years. We feel that she will be a great addition to the TDA board and she has agreed to this term.

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

Sincerely,

Angela P. Allen

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



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 4, 2024
Title: **County Manager's Report**

PURPOSE:

Any matters as needed by the County Manager.

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 4, 2024
Title: **County Attorney's Report**

Any items as needed by the County Attorney.

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 4, 2024
Title: **Presentations by County Board Members**

PURPOSE:

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

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

ACTION TAKEN:



Granville County Administration

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 4, 2024
Title: **Any Other Matters**

PURPOSE:

To consider any other matters as needed.

ACTION TAKEN: