

Agenda

Granville County Board of Commissioners

February 1, 2021

AGENDA
GRANVILLE COUNTY BOARD OF COMMISSIONERS



Monday, February 1, 2021

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

Consent Agenda

1. Contingency Summary (p. 3)
2. Minutes (p. 5)

Introductions, Recognitions and Presentations

3. Presentation on Household Waste Collection Event (p. 43)

Public Comments

4. Public Comments (p. 44)

Project Management

5. Triangle North Granville - Permitting for Proposed Water Supply Infrastructure (p. 45)
6. Department of Social Services - South Branch Satellite Office Design Services (p. 64)

Solid Waste Matters

7. Renewal of Recycling Coordinator MOU (p. 71)

Appointments

8. Butner Board of Adjustment – ETJ (p. 76)
9. Orange Street Community Center (p. 77)
10. Veterans Affairs Committee (p. 78)
11. Oxford Zoning Board of Adjustment (p. 79)

County Manager's Report

12. County Manager's Report (p. 80)

County Attorney's Report

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

Presentations by County Board Members

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

Any Other Matters

15. Any Other Matters (p. 83)



Granville County Finance

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

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: January 28, 2021

Title: Contingency Summary

RECOMMENDATION:

Approve Contingency Summary

ATTACHMENTS:

Contingency Summary

ACTION TAKEN:

Summary of Contingency and Use of Fund Balance

Contingency Summary For FY 2020-2021 Budget February 1, 2021

Use of Contingency Summary - General Fund

General Contingency (10-9910-991):

Date	Description/Action	Adjustment Amount	Balance
7/1/2020	Budget Ordinance		\$ 180,000
9/8/2020	Third party consulting for Sheriff's department	\$ (100,000)	\$ 80,000
9/8/2020	Midway USA Foundation grant from 4-H Best to Cooperative Extension	\$ (450)	\$ 79,550
9/8/2020	Additional part-time help needed during Presidential elections	\$ (5,800)	\$ 73,750
10/5/2020	Annual E-911 maintenance contract with Motorola	\$ (51,740)	\$ 22,010
12/7/2020	Lease office space at 104 Belle Street	\$ (11,250)	\$ 10,760
12/7/2020	Fund increase bank fees	\$ (9,200)	\$ 1,560

Environmental Disaster Contingency (10-9910-993):

Date	Description/Action	Adjustment Amount	Balance
7/1/2020	Budget Ordinance		\$ 10,000

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

Date	Description/Action	Adjustment Amount	Balance
7/1/2020	Budget Ordinance		\$ 100,000
10/5/2020	Fund repairs of the boiler at Stovall Shaw Elementary School.	\$ 100,000	\$ -

Use of Fund Balance Summary - General Fund*

Date	Description/Action	Adjustment Amount	Balance
7/1/2020	Budget Ordinance		\$ 2,955,337
9/8/2020	Carry over of Cadinal Innovations grant from FY 2020	\$ 12,500	\$ 2,967,837
9/8/2020	Carry over remaining funds from Human Relations Commissin from FY 2020	\$ 4,947	\$ 2,972,784
9/8/2020	Fund one month's FY 18 window loan payment not previously requested by GH	\$ 11,073	\$ 2,983,857
9/8/2020	Carry over fund for E-911 communations radio tower from FY 2020	\$ 90,000	\$ 3,073,857
9/8/2020	TANF funds received in June 2020 to be applied to FY 2021 Adoption incentiv	\$ 13,637	\$ 3,087,494
9/8/2020	Carry over radio grant to fire districts from FY 2020	\$ 33,000	\$ 3,120,494
9/8/2020	Carry over order to Victory Supply for inmate clothing that was created in FY 2	\$ 2,476	\$ 3,122,970
9/8/2020	Carry over funds for DSS vehicle purchase from FY 2020	\$ 25,000	\$ 3,147,970
9/8/2020	FY 2021 match portion of JCPC - Positive Actions	\$ 3,937	\$ 3,151,907
9/8/2020	Transfer first phase of CRF funding received in General Fund in FY 2020	\$ 796,963	\$ 3,948,870
10/5/2020	receipt of the Election Administration Assistance Fund grant	\$ (39,000)	\$ 3,909,870
11/2/2020	Renновatins to GHS offices that will be leased by GV Health Department	\$ 1,078,400	\$ 4,988,270
11/2/2020	Lease payment to GHS for offices leased by GV Health Department	\$ 209,700	\$ 5,197,970
11/2/2020	Receipt of the supplemental CARES Act funds for COVID-related election exp	\$ (26,500)	\$ 5,171,470
12/7/2020	Fund water/sewer evaluation design and permitting for Triangle North.	\$ 117,000	\$ 5,288,470
12/7/2020	Correct JCPC program balances	\$ (17,122)	\$ 5,271,348
12/7/2020	IT Expenditures (Office 365, Courthouse fiber, server installation)	\$ 105,000	\$ 5,376,348
12/7/2020	Funding of COTT System fees for FY 2021.	\$ 16,000	\$ 5,392,348
12/7/2020	Carry forward FY 2020 balance of Local Emerg. Mgmt Program Funds	\$ 71,548	\$ 5,463,896
12/7/2020	Utility expense for the Law Enforcement Center	\$ 72,000	\$ 5,535,896
12/7/2020	Utility expense for the Law Enforcement Center	\$ 18,500	\$ 5,554,396
1/19/2021	Board of Elections - Sanitizing poll facilities	\$ 50,000	\$ 5,604,396
1/19/2021	Board of Elections - additional election and poll workers	\$ 60,000	\$ 5,664,396



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: January 28, 2021

Title: Minutes

PURPOSE:

To approve minutes of the November 16, 2020 and December 7, 2020 Regular Meetings.

RECOMMENDATION:

Approval

ATTACHMENTS:

November 16, 2020 Draft Minutes
December 7, 2020 Draft Minutes

ACTION TAKEN:

OXFORD, NORTH CAROLINA
November 16, 2020

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, November 16, 2020 at 7:00 p.m. via Zoom conference call in order to adhere to the COVID-19 restrictions.

Present via Zoom were:

Chairman: David T. Smith

Commissioners: Ernie Anderson Tony W. Cozart
Jimmy Gooch Sue Hinman
Zelodis Jay Timothy Karan

County Manager: Michael S. Felts

County Attorney: James C. Wrenn, Jr.

MEETING CALLED TO ORDER

At 7:00 p.m., Chairman David T. Smith called the meeting to order and recognized Commissioner Ernie Anderson for the invocation and Pledge of Allegiance. At this time, Clerk to the Board, Debra A. Weary, did a roll call. Chairman Smith reminded Board members to identify themselves when speaking or making motions and also announced that votes would be done by a roll call by the Clerk.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Ernie Anderson, and unanimously carried, the Board approved the consent agenda as follows:

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

General Contingency Balance	\$ 73,750
School Bond D/S Contingency	\$ 100,000
Environmental Disaster Contingency	\$ 10,000
General Fund Appropriated Fund Balance	\$ 5,171,470

- (B) Approved minutes of the October 19, 2020 and November 2, 2020 Regular Meetings.
- (C) Approved the following *Resolution for Granville County Application for CDBG Grant Funding*:

**Resolution for Granville County
Application for Community Development Block Grant Funding
for the Nugget Comfort Building Reuse Project**

WHEREAS, the Board of Commissioners has previously indicated its desire to assist in economic development efforts within the County; and,

WHEREAS, the Board of Commissioners has held two public hearings concerning the proposed application for a Community Development Block Grant to benefit Nugget Comfort; and,

WHEREAS, the Board of Commissioners wishes the County to pursue a formal application for a Community Development Block Grant to benefit Nugget Comfort; and,

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

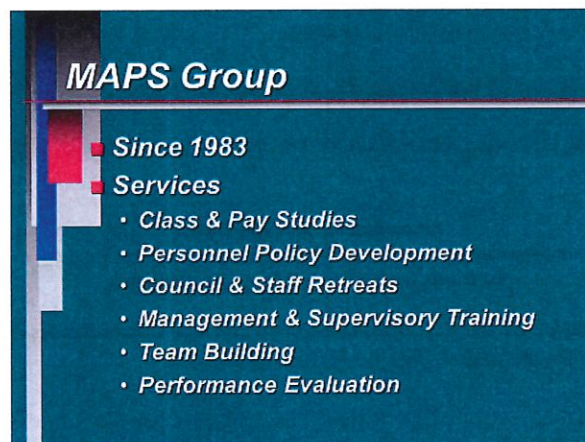
NOW, THEREFORE BE IT RESOLVED, by the Granville County Board of Commissioners that Granville County is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant for Economic Development to benefit Nugget Comfort. Said application will request \$460,000 in CDBG funds.

BOARD DIRECTED STAFF TO INCLUDE THE PAY AND CLASSIFICATION STUDY ON THE DECEMBER AGENDA WITH STAFF RECOMMENDATIONS

Chairman Smith explained that during the June 12, 2019 regular meeting of the Granville County Board of Commissioners, the Board authorized the MAPS Group to conduct a pay and classification study for the County. The Study is designed to help ensure that Granville County is being competitive in the market as we compete for talent to fill our vacant positions. The Study also updates job descriptions/class specifications for each class position based upon current job duties and requirements outlining appropriate ADA information and provides personnel policy recommendations. He noted that the last Pay and Classification Study for Granville County was conducted in 1997 by the MAPS Group and the study was overdue.

At this point, County Manager Felts recognized Becky Veasey with the MAPS Group for a presentation.

Ms. Veasey spoke from the following PowerPoint presentation and made comments regarding the Pay and Classification Study:



MAPS Group

■ Services

- *Assessment Center*
- *Selection Process Design*
- *Organizational Development*
- *Employee Engagement/Climate Surveys*
- *Human Resources Officer Circuit Rider*

Clients Include

■ Municipalities

- *Apex*
- *Clayton*
- *Clinton*
- *Elon*
- *Forest City*
- *Henderson*
- *Ocean Isle Beach*
- *Shallotte*
- *Sylva*

■ Counties

- *Alleghany*
- *Beaufort*
- *Caldwell*
- *Gates*
- *Martin*
- *Mitchell*
- *Nash*
- *Rutherford*
- *Vance*

Clients Include

■ Other Agencies

- *NCLM*
- *Institute of Government*
- *Land of Sky Regional Council*
- *Central Carolina Council*
- *Contentnea MSD*

■ Non-Profits

- *North Wilkesboro Housing Authority*
- *Benson Housing Authority*
- *SGWASA*
- *Tuckasegee W&S Authority*
- *Davidson Water*

Why Have Classification & Pay Plan?

- *Recruit & Retain Employees*
- *Internal Equity*
- *Equal Pay for Equal Work*
- *Maximize Cost Effectiveness*
- *Defensible System*

Classification & Range Revisions

- *Why Do Updates/Studies?*
 - *Jobs Change*
 - *New Technology & Regulations*
 - *New Services & Reorganization*
 - *Market Changes at different rates for different jobs (not just COLA)*
 - *Study updates and adjusts both classification and salary range*
 - *Study about every five years*

Steps in Class\Pay Study

- | | |
|-------------------------------|---|
| ■ <i>Identify Need</i> | ■ <i>Salary Survey</i> |
| ■ <i>Employee Orientation</i> | ■ <i>Complete Analysis & Write Report</i> |
| ■ <i>Questionnaires</i> | ■ <i>Report Draft Review</i> |
| ■ <i>Interviews</i> | ■ <i>Finalize Report</i> |
| ■ <i>Analysis</i> | ■ <i>Present to Board</i> |

Methodology: Position Classification - Terminology

- *Classification*
- *Position*
- *Class Specification*
- *Employee*

***These are not classification
factors:***

- *Volume of Work*
- *Length of Service*
- *Employee Qualifications*
- *Employee Work Performance*

Classification Factors

- *Difficulty, Complexity & Variety of Work*
- *Public Contact*
- *Education & Experience Requirements*
- *Work Environment & Hazards*
- *Physical Effort*
- *Supervision Given*
- *Supervision Received*

Compensation System Components

- *Class & Range Revisions*
- *Annual Market Adjustment*
- *Range Movement (Merit / Performance Pay)*
- *Longevity Pay*

Classification Factors

- *Difficulty, Complexity & Variety of Work*
- *Public Contact*
- *Education & Experience Requirements*
- *Work Environment & Hazards*
- *Physical Effort*
- *Supervision Given*
- *Supervision Received*

I. Class and Market Changes

- *Jobs change:*
 - *Reorganizations*
 - *New services*
 - *New technology*
 - *New regulations*
- *Market Changes at different rate for different jobs*
- *Study updates classifications and market*

II. Annual Market Adjustment

- **Cost of Living**
- **Includes**
 - Consumer Price Index (CPI)
 - Cost of Living in the local area
- **Moves hiring rate and maximum so the plan stays competitive**
- **Helps avoid the cost of turnover**
(estimated at 66% to 125% of annual salary by US Chamber of Commerce)

III. Range Movement/ Merit/Performance Pay

- **Purposes**
 - Reward High Performance
 - Move Salaries Across the Range
- **Trend**
 - More local jurisdictions emphasizing pay for performance
 - More emphasis on valid performance evaluation, training supervisors, and focusing on improvement, not just judging performance

IV. Longevity Pay

- **Rewards & Recognizes Employee Length of Service**
 - Lump Sum
 - Fourth Priority in Pay Plan based on organizational impact
 - Merit / Performance - versus Seniority
- **Trend**
 - Set Dollar vs Percentage

Chairman Smith thanked Ms. Veasey for the presentation and noted that there was a lot of information to look at and digest.

County Manager Felts said that copies of the study were available and would be distributed to the Board. He asked the Board to send any questions to Assistant County Manager Weichel or him.

Upon a motion by Commissioner Ernie Anderson, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved directing staff to include the Pay and Classification Study on the December agenda with staff recommendations.

BOARD APPROVED NCDOT 5310 RESOLUTION AND FUNDING MATCH FOR SENIOR SERVICES

Chairman Smith explained that Granville County has participated in the 5310 Transportation Grant program since 2010 and that funding from this grant program provides the Oxford fixed route.

At this point, Chairman Smith declared the public hearing open and then recognized Kathy May, Senior Services Director, for a brief overview.

Kathy May, Senior Services Director, 107 Lanier Street, Oxford, NC, stated that Granville County began receiving 5310 federal funding from the North Carolina Department of Transportation (NCDOT) in March of 2010 to fund an in-town fixed transportation route for Oxford. She said she is in the process of reapplying for the grant for 2021-2022, a public hearing has to be held, and that the public hearing has been advertised properly. She said changes to the route have been made throughout the years to accommodate the most individuals for their target population. The shuttle has a fixed route with 16 designated stops in the city limits of Oxford that include seven (7) senior housing developments, two (2) public low income housing developments, grocery stores, pharmacies, and downtown. She noted efforts have been made so that people are able to walk to the routes and noted that the route is open to all citizens as it would be difficult for a bus driver to manage determining ages of those getting on and off the bus. She said there is a second "paratransit" bus to pick up those who are over the age of 65 or who are disabled and cannot get to one of the stops for the fixed route. She said in 2018-2019, last full year of operation, the two bus routes provided over 17,000 one-way trips. She said the bus routes were shut down in March due to COVID and they are currently running on a modified schedule, but anticipate being back in full operation by July 1, 2021. The total funding for the grant is \$161,000, a local match of \$16,100 is required, and the ROAP (Rural Operating Assistance Program) funding can be used, so no County funding is required.

Chairman Smith asked if there was anyone wishing to speak.

Russ May, 4569 Ashtons Way, Franklinton, NC, asked if this money was exclusively for Oxford or if it could be expanded to Creedmoor.

Mrs. May said the money is specifically for the city limits of Oxford.

Mr. May asked if there are plans for grants for Creedmoor and Butner.

Mrs. May said she has looked at this previously, and noted that with the pandemic it is not the best time to make an application. She said there can only be one program per service area, but that she will check on the possibility again since there is such a long distance between Oxford and the Butner/Creedmoor area.

With no one else wishing to speak, Commissioner Smith closed the public hearing.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Ernie Anderson, and unanimously carried, the Board approved submitting the application for the NC DOT 5310 Transportation Grant funding for fiscal year 2021-2022 in the amount of \$161,000 and the 10% match of \$16,100 from ROAP funds and the following resolution:

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

FY 2022 RESOLUTION

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

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

A motion was made by Tony W. Cozart and seconded by Ernie Anderson for the adoption of the following resolution, and upon being put to a vote was duly adopted.

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

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

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

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

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

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

WHEREAS, the applicant has or will provide all annual certifications and assurances to the

State of North Carolina required for the project;

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

**POTENTIAL REFUNDING OF SERIES 2010A RECOVERY ZONE
ECONOMIC DEVELOPMENT BONDS (RZEDBs) – INFORMATION
ONLY ITEM**

County Manager Felts explained that Granville County's Financial Advisors, Davenport and Company, have identified a potential refunding opportunity with the Series 2010A RZEDBs. Initial analysis shows that there may be an opportunity to save approximately \$400,000 over the remaining 10-year life of this debt. He reported that Davenport, working on behalf of the County, has issued a request for proposal to various banks to determine interest in the possible refunding opportunity. If sufficient interest and savings is indicated and the Local Government Commission will authorize the financing prior to completion of the June 30, 2020 audit, then a recommendation will be brought to the Board for consideration during the December 7, 2020 regular meeting. He noted there will be no cost to the County unless the Board moves forward and then there will be the traditional cost for outside counsel and for financial advisory services.

The Board recommended that the County Manager and County Finance Director continue with the process to determine the opportunity of potential savings for refunding of Series 2010A Recovery Zone Economic Development Bonds.

**BOARD APPROVED OPEN BROADBAND, LLC TOWER AGREEMENT FOR
OAK HILL TOWER PENDING FINAL PLAN REVIEW**

Chairman Smith said the next item was to consider approval of an Open Broadband, LLC Tower Agreement for collocation of fixed wireless open broadband equipment on the Oak Hill Tower. Funding for the annual commitments required by the original agreement is included in the fiscal year general operating budget. There is no additional funding required for the Tower Agreement under consideration this evening. The Assistant County Manager and County Manager recommend approval of the Open Broadband, LLC Tower Agreement for the Oak Hill Tower pending final plan review by CityScape and the Granville County Inspections Department.

Assistant County Manager Weichel commented that this is part of the agreement with Open Broadband, LLC that was approved in June 2019. She said they have been working

through the process to get authorization to put the equipment on the Oak Hill Tower. She said there is not a timeline, but the project is closer to completion than it has ever been.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the Open Broadband, LLC Tower Agreement for the Oak Hill Tower pending final plan review by CityScape and the Granville County Inspections Department.

BOARD APPROVED CONTRACTING OF SERVICES FOR LITTER REMOVAL WITH DMW CONTRACTING

Chairman Smith reported that at their regular meeting on November 9, 2020, the Environmental Affairs Committee approved cleaning the shoulder of the following roads below and contracting with DMW Contracting, Inc. This company has been selected by NCDOT in a bid process to clean roads within Granville, Person, Durham and Wake Counties. As similar to the last approved roadside litter pickup event, staff is recommending to work with said company at the same quoted price of \$147.50/shoulder mile.

Jason Falls, Environmental Services Director, noted this is a similar request as in the last few years for litter pickup.

Upon a motion by Commissioner Ernie Anderson, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved awarding the contract to DMW Contracting, Inc. for litter removal services of 404 shoulder miles at \$147.50 per shoulder mile for a total of \$59,590 for the following roads:

Road Name	Shoulder Miles
Belltown Road	14.6
Brassfield Road	4 (Hawley School Rd-Intersection to Brassfield/Hayes Rd(s)
Brogden Road	11.2
Bruce Gardner Road	12
Cornwall Road	32
Culbreth Road	14
Dove Road	7.2
E. Lyon Station	5.2
Hawley School Road	2
Henry Thorpe Road	5.6
Hester Road	13.8
Joe Peed Road	3.4
Knotts Grove Road	4.4
NC Hwy 56	17.2
NC Hwy 96	69.2
Northside Road (Hwy 15 to Munn's Rd)	2.0
Old NC 75	34.2
Old Roxboro Road	11

Oxford Loop	12
Sterl Carrington Road	5.8
Tar River Road	12.6
US Highway 15	67.2
US Highway 158	27.6
W. Antioch Road	2.8
Webb School Road	2.0
W. Lyon Station	4.6
Watkins Wilkinson Road	4.4
Will Suite Road (Hwy 15-Wake Co)	2.0
TOTALS	404

Chairman Smith thanked the Environmental Affairs Committee for their service and work to keep our roads clean.

BOARD APPROVED SELECTION OF SOLID WASTE ENGINEERING FIRM

Chairman Smith explained that Granville County Solid Waste contracts with outside firms and/or companies have historically been awarded 5-year terms with at least two (2), 1-year extensions. For the last 17 years, the County has been contracted with Labella, Inc. who has served as our engineering firm for groundwater testing/management as well as landfill construction permitting/consulting. Due to extended permitting processes and lengthy overlapping of operations, this agreement has extended beyond the County's regularly awarded term limits.

The Solid Waste Committee met with staff on August 25, 2020 and advised staff to advertise for a RFQ (Request for Qualifications) for solid waste engineering services. Seven (7) RFQs were received and after reviewing the proposals, three firms (Garrett & Moore, Draper Aden Associates and Labella) were selected and interviewed by the Solid Waste Committee on November 4, 2020. After interviewing the firms and discussion by the committee, Garrett and Moore was chosen as the best firm to serve Granville County's interests and Labella, Inc. was the second firm discussed as being fully competent of accomplishing the requirements in the RFQ.

County Manager Felts thanked the Solid Waste Committee and noted that their recommendation was unanimous. Jason Falls, Environmental Programs Director, noted that all three firms were well received.

Upon a motion by Commissioner Ernie Anderson, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved negotiating pricing with Garrett and Moore for the "Annual Solid Waste Professional Consulting Services" for a period of five (5) years beginning on July 1, 2021 and ending on June 30, 2026, with the ability to extend the term of

this agreement for two (2) additional one (1) year periods; approved negotiating pricing immediately with the selected consultant to provide the necessary engineering and design services to handle such tasks as identified in the RFQ "*New Cell Construction*," (work would include services such as; a site conditions study/design, construction plan application, and permitting work of an additional cell); and approved ceasing negotiations with Garrett and Moore if unable to reach an agreement that is comparable in pricing and renegotiating with Labella, who is able to provide services, in accordance with N.C.G.S. 143-64.31(a).

BOARD APPROVED FIRE INSPECTION SOFTWARE

Chairman Smith explained that Granville County Emergency Services currently uses Firehouse software which was purchased from ESO. This software is no longer being supported or upgraded and no longer meets the needs of the department. Emergency Services staff have researched alternative software from ESO, iWorQ, and Mobile Eyes. Since the Inspections Department utilizes iWorQ, staff looked into the possibility of expanding or utilizing this existing service. Due to significant process differences, an expansion of the existing iWorQ software was not an acceptable choice.

Emergency Services Director Jason Reavis reported in the agenda write-up that ESO is not an option due to not providing everything their department needs. Mobile Eyes and iWorQ do about the same thing, however long term Mobile Eyes will save the County \$6,136 over five (5) years. Person County, Vance County and the City of Oxford currently use Mobile Eyes for Fire Inspections so this would allow utilization of their past history for best practices.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved purchasing Mobile Eyes Software from Tyler Technologies for Fire Marshal inspections and invoice generating in the amount of:

- Initial Cost of \$6,838
- Reoccurring Cost of \$2,454
- Total 5 Year Cost of \$16,654

BOARD APPROVED GRANVILLE ATHLETIC PARK ENTRANCE SIGNAGE

Chairman Smith said the next item was to consider new signage at Granville Athletic Park (GAP) entrances. He then gave the following background information. Due to the poor condition of the existing entry sign and the need for greater visibility to identify the park entrances, the Board needs to consider design and costs for new signage.

The County has received multiple requests for additional entrance signage at the GAP that would provide greater visibility for drivers. The existing entry sign is placed in such a way that drivers traveling northbound on Belltown Road cannot see the sign until after they pass it, and the Jonesland Road entrance lacks appropriately sized signage to identify it as another entrance into the park. The fact that the road curves around both entrances further adds to visibility issues.

Proofs of signage were included in the agenda packet and there are two construction material options are available:

Option 1: Cedar wood. The existing park sign is constructed of wood and was installed approximately 15 years ago. Wood provides a more “rustic” look; however, it requires greater maintenance and is subject to a much shorter life span. Cost estimate is \$15,500.

Option 2: Aluminum sign panel with raised PVC lettering. Aluminum is more durable than wood and maintains a quality appearance for a much longer period of time. Cost estimate is \$17,000.

The current GAP Phase III expansion project is tentatively scheduled to be completed by mid-December. If the new sign process is started now, it may be possible to schedule installation to coincide with the public opening of the new park amenities; otherwise, we could hold off and begin the process in early 2021. Chairman Smith noted that funding for this initiative is not included in the GAP Phase III project budget, however funds exists in the County’s Capital Improvement Budget. The total construction, installation, permitting, landscaping, and excavation work cost estimate is roughly \$25,000 - \$30,000.

Commissioner Jay was one of the individuals who expressed a desire to improve the signage, and the County Manager and Assistant County Manager met him at the site on Friday, November 6th to review placement and other concerns.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved allowing staff to work with McCorkle Signs to purchase and install two (2) 1-sided signs at the GAP entrances at an estimated total cost of up to \$30,000.

County Manager Felts acknowledged the work of the Assistant County Manager Weichel on the project. He asked Board members to contact them if they have a preference on the construction material of the sign.

BOARD APPOINTED ANGELA GOOCH (DISTRICT 6) TO THE ANIMAL CONTROL ADVISORY COMMITTEE

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board appointed Angela Gooch (District 6) to the Animal Control Advisory Committee to fill the unexpired term ending February 1, 2022.

BOARD MADE REAPPOINTMENTS TO THE GRANVILLE-VANCE DISTRICT BOARD OF HEALTH

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board reappointed Sharon Pittman (At-Large-District 1), Carolyn White (At-Large-District 2) and Dr. Dianne Kapherr (Pharmacist-District 5 appointed by District 6).

BOARD REQUESTED FURTHER RESEARCH ON SURPLUS PROPERTY REQUEST FOR SIGN AT OLD ANIMAL SHELTER

County Manager Felts said he had received the following request from Natalie Rowntree:

Excerpts from email received from Natalie Rowntree:

I am writing to ask if the plaque at the old Animal Shelter will be moved. In the event there is not a plan to move it, I would like to be allowed to have it at my home.

For more than 20 years I volunteered at the Shelter the County first had, helped put the Shelter on Cornwall together, taught Volunteer Classes, and served on the Advisory Committee. I believe the only other person listed on the plaque still active is Dr. Dudley.

Thank you for your time and consideration.

County Manager Felts said that County Administration has not yet developed plans for the use of the previous Animal Shelter facility or for the associated signage. He noted that typically signs are not removed from buildings unless a building is remodeled or repurposed. He asked for direction from the Board on the matter.

The consensus of the Board was for further research on the matter as it is not a typical request.

BOARD AUTHORIZED COUNTY MANAGER TO EXECUTE LEASE FOR 104 BELLE STREET, OXFORD

County Manager Felts said the next item was to present a draft lease for office space for the Board's consideration. During a regular meeting held on November 2, 2020, the County Manager and County Attorney discussed possible lease terms and the Board authorized the County Manager to develop a draft lease agreement to bring back to the Board at the November 16th regular meeting for review and consideration. A draft copy of the lease was included in

the agenda and was provided by Scott Hadley who works in real estate. For transparency purposes, Robert “Bob” Jessup, with Sanford Holshouser and who the County has worked with on financing issues, reviewed the proposed lease as outside counsel. Mr. Jessup asked that one additional substantive change be added to item 28 of the lease in the agenda packet as follows: *“Any promises by the County in this lease to indemnify or hold harmless the lessor or any other person or entity or to maintain general liability insurance are made only to the extent permitted by law.”* He said this addition was agreed to by Attorney Wrenn. He said if the lease is approved, it is anticipated to begin in April or May and that existing funds in the budget are available for the leased months in this fiscal year. Funding would be included in the fiscal year 2021-2022 budget. When asked, County Manager Felts said that the aforementioned addition will be added to the proposed lease.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved authorizing the County Manager to make necessary non-substantive changes, if any, and execute the lease with Gilliam Street Partners, LLC for office space at 104 Belle Street, Oxford, NC at a cost of \$3,750 per month for a 10-year term based on the lease terms presented.

COUNTY MANAGER MADE REQUEST REGARDING CLOSED SESSION

County Manager Felts asked that the closed session be cancelled and moved to a later date.

DURING COUNTY ATTORNEY'S REPORT, BOARD APPROVED ACTION REGARDING ACCESS AT GRANVILLE COUNTY LANDFILL

County Attorney Wrenn said that he had been approached by Pine Gate Renewables, the company that has a proposed solar site behind the Granville County Landfill off Sterl Carrington Road, to grant an easement across County property. He reported that the County Manager, Environmental Programs Director Jason Falls, and he reviewed the matter with the County's current engineers and others. He reported that they recommend granting an easement across the property in an area that does not affect landfill operations, that does not expect to impact landfill operations anytime in the near future, and that would require that any time after 25 years the County can require the easement holder to relocate the easement at their expense. He said the agreement will come back to the Board at the December meeting as the company would like to access the property at this time for due diligence.

When asked, County Attorney Wrenn said there would not be an option to revoke the easement, but after consultation with engineers they do not anticipate use of the area for 50 years.

Upon a motion by Commissioner Ernie Anderson, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved authorizing the County Manager to grant access to the Granville County Landfill (Oxford) by Pine Gate Renewables, subject to a hold harmless agreement to be brought back at the December 7, 2020 meeting for approval.

BOARD PRESENTATIONS

Commissioner Gooch mentioned that upcoming Strategic Planning sessions will be held by SGWASA (South Granville Water and Sewer Authority) in December or January. He also thanked fellow commissioners, Chairman Smith, County Manager Felts, and staff for their support in his new role of Granville County Commissioner.

Commissioner Jay thanked Assistant County Manager Weichel for her work on the Oak Hill Tower and signage at the GAP (Granville Athletic Park). He reminded everyone of the Fall Clean Out Recycle and Collection Event at the Expo Center on Saturday, November 21, 2020 from 8:00 a.m. to 1:00 p.m.

Commissioner Cozart said it has been gratifying to hear comments regarding benevolent spirit of neighbors helping neighbors during these unusual times. He thanked those that are providing assistance to others.

Chairman Smith mentioned the Veterans Day holiday this past week and thanked veterans for their service. He reported that Commissioner Jay and he attended the drive-thru Veterans Appreciation Event at the Senior Center in Oxford.

ANY OTHER MATTERS

County Manager Felts acknowledged and thanked staff members who joined the Zoom meeting.

CLOSED SESSION CANCELLED BY CHAIRMAN

Chairman Smith announced that the closed session would be cancelled and rescheduled for a later date. He thanked Mrs. Becky Veasey for her presentation and also thanked citizens and department managers that joined the meeting. He said that as we move forward with the COVID-19 vaccine, he hoped that 2021 would be a better year.

COMMISSIONERS ADJOURN

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board adjourned at 8:40 p.m.

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

APPROVED BY:

David T. Smith, Chairman

OXFORD, NORTH CAROLINA
December 7, 2020

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, December 7, 2020 at 7:00 p.m. via Zoom conference call in order to adhere to the COVID-19 restrictions.

Present via Zoom were:

Chairman: David T. Smith

Commissioners: Ernie Anderson Tony W. Cozart
Jimmy Gooch Sue Hinman
Zelodis Jay Timothy Karan

County Manager: Michael S. Felts

County Attorney: James C. Wrenn, Jr.

MEETING CALLED TO ORDER

Chairman David T. Smith called the meeting to order at 7:07 p.m. due to County Attorney Wrenn having difficulty connecting to the meeting. He then recognized Commissioner Timothy Karan for the invocation and Pledge of Allegiance. At this time, Clerk to the Board, Debra A. Weary, did a roll call. Chairman Smith reminded Board members to identify themselves when speaking or making motions and also announced that votes would be done by a roll call by the Clerk.

COMMENTS BY CHAIRMAN DAVID T. SMITH

Chairman Smith congratulated Commissioners Jay, Hinman, Cozart and May on their election and willingness to serve and welcomed Commissioner May to the Board. He then made comments regarding the challenges of 2020, thanked the Board for the honor and privilege to serve as Chairman, paused to remember Commissioner Owen T. Roberts and Commissioner Edgar Smoak who passed away this year, and thanked Commissioner Anderson and Commissioner Gooch for filling their terms. He then thanked County staff, news media and citizens for their support during the past year and said he prays that 2021 will be a better year.

OATHS OF OFFICE

Clerk to the Board Debra A. Weary reported that Zelodis Jay (District 1), Sue Hinman (District 3), Tony W. Cozart (District 4) and Russ May (District 5) were sworn in this afternoon at the Granville Expo Center. North Carolina General Statute 153A-26 calls for newly-elected

county officers to be sworn in on the first Monday in December following the general election. County elected officials are to “assemble at the regular meeting place of the board of commissioners,” on this date to take the oath. She reported that the proper paperwork was filed with the Clerk’s office and the swearing-in ceremonies as follows:

2:00 p.m.	Commissioner Zelodis Jay sworn in by Chairman David T. Smith
3:00 p.m.	Commissioner Tony W. Cozart by Representative Terry Garrison
4:00 p.m.	Commissioner Sue Hinman by the Honorable John Dunlow
5:00 p.m.	Commissioner-Elect Russ May by the Honorable Paul Newby

ANNOUNCEMENT OF PRESENTATION OF LONG LEAF PINE AWARD TO DAVID T. SMITH

Commissioner Jay announced that Chairman David T. Smith was presented the Order of the Long Leaf Pine Award this afternoon by Senator Mike Woodard. He thanked him for his service to Granville County.

Chairman Smith said he was surprised and honored by the award.

CHAIRMAN AND VICE CHAIRMAN OF THE BOARD ELECTED

At this point, the Clerk to the Board was asked to preside during the election of Chairperson of the Board of Commissioners for the 2020-2021 year. The floor was opened for nominations.

Commissioner Tony W. Cozart nominated Commissioner Sue Hinman for Chair of the Board of Commissioners. Commissioner Zelodis Jay seconded the motion.

Commissioner Timothy Karan made a motion to close the nominations. Commissioner Jimmy Gooch seconded the motion. When the Clerk called for the vote on the matter, it passed unanimously to close the nominations.

When the Clerk called for the vote on Commissioner Sue Hinman as the Chair of the Granville County Board of Commissioners, it passed by a vote of 6-0 (Hinman did not vote).

The Clerk to the Board opened the floor for nominations for Vice Chairman.

Commissioner David T. Smith nominated Tony W. Cozart to be the Vice Chairman. Commissioner Zelodis Jay seconded the motion.

Commissioner Jimmy Gooch made a motion to close the nominations. Commissioner Timothy Karan seconded the motion. When the Clerk called for the vote on the matter, it passed unanimously to close the nominations.

When Clerk Weary called for the vote on Tony W. Cozart as Vice Chairman of the Granville County Board of Commissioners, it passed by a vote of 6-0 (Cozart did not vote).

Chair Hinman thanked Commissioners Anderson and Gooch for filling the District 5 and 7 seats. The District 5 seat was filled by Russ May at the November election and the District 7 seat will be filled by Jimmy Gooch until December 2022.

BOARD APPROVED MEETING TIME, PLACE AND SCHEDULE

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved meeting in the Auditorium of the Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford beginning at 7:00 p.m. for regular meetings and in the Meeting Room for budget workshops and the retreat, or by Zoom if necessary due to COVID and noticed as such as follows:

January 4
January 19
February 1
February 18 and 19
March 15
April 5
April 19
May 3
May 10-13
May 17
June 7
June 21
July 12
August 2
September 7
October 4
October 18
November 1
November 15
December 6

BOARD APPROVED COMMITTEE AND LIAISON ASSIGNMENTS

Chair Hinman referred to the list of recommended board/committee/liaison assignments in the agenda packet. She said she is reviewing requests to the proposed list and pushed the item to the next agenda.

BOARD APPOINTED MICHAEL S. FELTS AS INTERIM GRANVILLE COUNTY ASSESSOR AND TAX COLLECTOR

Chair Hinman stated that the Granville County Tax Assessor and Tax Collector position is vacant and that an Interim Assessor and Interim Tax Collector needs to be appointed until the position is filled.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board appointed Michael S. Felts as the Interim County Assessor/Tax Collector for Granville County until the position is filled. The Clerk will administer the oath of office to Mr. Felts at a later time.

**BOARD APPROVED BONDS FOR 2020-2021 FOR GRANVILLE COUNTY
OFFICIALS**

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner David T. Smith, and unanimously carried, the Board approved the following bonds for 2020-2021 Granville County Officials:

Finance Director	\$900,000
Tax Administrator	\$250,000
Sheriff	\$ 25,000
Register of Deeds	\$ 25,000

CONSENT AGENDA APPROVED

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

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

General Contingency Balance	\$ 1,560
School Bond D/S Contingency	\$ 100,000
Environmental Disaster Contingency	\$ 10,000
General Fund Appropriated Fund Balance	\$ 5,554,396

- (B) Approved Budget Amendment #4 as recommended by the Finance Director:

**Budget Amendment #4
12/7/2020**

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

GENERAL FUND

Expenditures:Increase/(Decrease)

General Government

Board of Commissioners

Administration

IT

Board of Election

Finance

Tax Administration

Register of Deeds

Human Resources

Internal Auditor

General Services

Public Safety

Sheriff's Department

Detention Center

Emergency Management

911 Operations

Animal Control

Community Services

4-H Best

County Library System

Jonesland Park Operation

Planning

Inspections

Construction Projects

Economic Development

Human Services

Social Services

Oxford Senior Center

Area Projects and Other Appropriations

Non-Departmental

Pass Thru Funds and Transfers

Contributions to Other Funds

2,812
40,462
107,783
34,395
12,456
4,523
18,375
2,813
1,508
1,823
179,887
5,699
72,798
2,400
23,991
1,254
3,369
3,880
1,830
9,250
117,000
1,637
45,395
1,681
(260,594)
(10,761)

Tourism Development Authority	1,185	
Contributions	936	
Contingencies	(20,450)	
Total Expenditures		407,337
Revenues: Increase/(Decrease)		
Restricted and Intergovernmental	24,411	
Appropriated Fund Balance	382,926	
Total Revenues		407,337

LANDFILL FUND

Expenditures: Increase/(Decrease)		
Landfill Operations	936	
Total Expenditures		936
Revenues: Increase/(Decrease)		
Transfers	936	
Total Revenues		936

Budget Amendment #4 (For reference only)

Balance

General Fund/General Government				
Expenditures: Increase/ (Decrease)				
10-	4110	412	Office Lease	\$2,812
10-	4120	412	Office Lease	\$5,625
10-	4125	412	Office Lease	\$2,813
10-	9910	991	General Contingency	(\$11,250)
				\$10,760

Description : To fund the lease of office space at 104 Belle Street at a cost of \$3,750/month for the final three months of FY 2021, as approved by the Granville County BoCC on November 16, 2020.

General Fund/Construction Projects

Expenditures: Increase/ (Decrease)				
10-	4251	801	Triangle North Road and Other	\$117,000
				\$134,000
Revenues: Increase/(Decrease)				
10-	3990	991	Appropriated Fund Balance	\$117,000
				\$5,288,470

Description: Fund water/sewer evaluation design and permitting for Triangle

North. General Fund/Non-Departmental

Expenditures: Increase/ (Decrease)				
10-	8540	807	County 275th Ann. Books	\$18,050
				\$83,050
Revenues: Increase/(Decrease)				
10-	3411	001	County Ann. Book Sales	\$18,050
				\$83,050

Description: Fund production of commemorative coins for the 275th County anniversary, as approved by the Granville County BoCC as of Nov 2, 2020.

General Fund/JCPC

Revenues: Increase/(Decrease)				
10-	3583	331	Comm. Conn. Youth Villages	\$155,880
10-	3583	342	JCPC - Trail to Success	\$15,414
10-	3583	329	JCPC - Initial Allocation	-\$171,294
				\$180,837

Description: Correct keying error in BA #2 Journal Entries BE-7834,7837 & 7838

General Fund/JCPC

Expenditures: Increase/ (Decrease)				
10-	8580	107	CBA: INITIAL JCPC ALLOCATION	-\$29,235
				\$0
10-	8580	109	JCPC Administrative	\$17,867
				\$17,867
10-	8580	108	Comm. Conn. Youth Villages	\$203
				\$170,440
10-	8580	112	Boys and Girls (Positive Actions)	\$202
				\$26,085
10-	8580	146	JCPC - Trail to Success	\$202
				\$17,735
Revenues: Increase/(Decrease)				
10-	3583	329	CBA: INITIAL JCPC ALLOCATION	-\$180,837
				\$0
10-	3583	330	Administrative	\$15,500
				\$15,500
10-	3583	331	Comm. Conn. Youth Villages	\$155,880
				\$155,880
10-	3583	338	Boys and Girls (Positive Actions)	\$202
				\$22,148
10-	3583	342	JCPC - Trail to Success	\$15,616
				\$15,616
10-	3990	991	Appropriated Fund Balance	-\$17,122
				\$5,271,348

Description: Correct JCPC program balances to match DPI County Funding Plan dated 11/18/20

General Fund/IT

Expenditures: Increase/ (Decrease)					
10-	4122	381	Licensing	\$105,000	\$206,589
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$105,000	\$5,376,348

Description: To fund Office 365 license costs, fiber repair to Courthouse and server installation which was funded in FY 2020 but not complete by 6/30/2020.

General Fund/Finance

Expenditures: Increase/ (Decrease)					
10-	4130	233	Bank Fees	\$9,200	\$12,480
10-	9910	991	General Contingency	(\$9,200)	\$1,560

Description : To fund increased bank fees due to the drop in earnings credit rating.

General Fund/Register of Deeds

Expenditures: Increase/ (Decrease)					
10-	4180	602	Automation Project	\$16,000	\$16,000
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$16,000	\$5,392,348

Description : Funding of COTT System fees for FY 2021.

General Fund/Emergency Mgmt

Expenditures: Increase/ (Decrease)					
10-	4330	602	Supplemental Grant Exp.	\$71,548	\$71,548
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$71,548	\$5,463,896

Description : To carry forward the FY 2020 balance of Local Emergency Management Program Grant funds

General Fund/Sheriff

Expenditures: Increase/ (Decrease)					
10-	4310	331	Utilities	\$72,000	\$72,000
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$72,000	\$5,535,896

Description : To fund utility expense for the Law Enforcement Center.

General Fund/Animal Control

Expenditures: Increase/ (Decrease)					
10-	4380	331	Utilities	\$18,500	\$29,500
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$18,500	\$5,554,396

Description : To fund additional utility expense for the new Animal Control Center.

General Fund

Expenditures: Increase/ (Decrease)					
10-	4120	121	Salaries	\$29,573	\$369,348
10-	4120	181	FICA	\$2,262	\$27,826
10-	4120	182	Retirement	\$3,002	\$36,921
10-	4122	121	Salaries	\$2,362	\$232,648
10-	4122	181	FICA	\$181	\$17,798
10-	4122	182	Retirement	\$240	\$23,614
10-	4130	121	Salaries	\$2,764	\$267,782
10-	4130	181	FICA	\$211	\$20,485
10-	4130	182	Retirement	\$281	\$27,180
10-	4135	121	Salaries	\$1,280	\$70,496
10-	4135	181	FICA	\$98	\$5,393
10-	4135	182	Retirement	\$130	\$7,155
10-	4145	121	Salaries	\$3,839	\$369,401
10-	4145	181	FICA	\$294	\$28,336
10-	4145	182	Retirement	\$390	\$37,495
10-	4170	121	Salaries	\$30,318	\$208,005
10-	4170	181	FICA	\$2,319	\$24,239
10-	4170	182	Retirement	\$1,758	\$22,004
10-	4180	121	Salaries	\$2,016	\$213,881

10-	4180	181	FICA	\$154	\$16,362
10-	4180	182	Retirement	\$205	\$21,709
10-	4260	121	Salaries	\$1,548	\$150,080
10-	4260	181	FICA	\$118	\$15,306
10-	4260	182	Retirement	\$157	\$15,233
10-	4310	121	Salaries	\$91,585	\$3,298,897
10-	4310	181	FICA	\$7,006	\$267,092
10-	4310	182	Retirement	\$9,296	\$39,844
10-	4320	121	Salaries	\$4,838	\$1,273,539
10-	4320	181	FICA	\$370	\$103,393
10-	4320	182	Retirement	\$491	\$136,877
10-	4330	121	Salaries	\$1,061	\$206,938
10-	4330	181	FICA	\$81	\$15,831
10-	4330	182	Retirement	\$108	\$21,005
10-	4350	121	Salaries	\$7,852	\$496,737
10-	4350	181	FICA	\$601	\$38,001
10-	4350	182	Retirement	\$797	\$50,419
10-	4380	121	Salaries	\$4,661	\$321,471
10-	4380	181	FICA	\$357	\$29,643
10-	4380	182	Retirement	\$473	\$35,813
10-	4390	121	Salaries	\$2,037	\$762,037
10-	4390	181	FICA	\$156	\$66,711
10-	4390	182	Retirement	\$207	\$87,497
10-	4910	121	Salaries	\$1,553	\$269,016
10-	4910	181	FICA	\$119	\$20,886
10-	4910	182	Retirement	\$158	\$27,305
10-	4920	121	Salaries	\$1,390	\$124,806
10-	4920	181	FICA	\$106	\$9,547
10-	4920	182	Retirement	\$141	\$12,668
10-	5300	121	Salaries	\$38,536	\$3,903,350
10-	5300	181	FICA	\$2,948	\$299,244
10-	5300	182	Retirement	\$3,911	\$398,194
10-	5831	121	Salaries	\$1,065	\$57,875
10-	5831	181	FICA	\$81	\$5,269
10-	5831	182	Retirement	\$108	\$5,874
10-	5860	121	Salaries	\$1,427	\$302,063
10-	5860	181	FICA	\$109	\$24,026
10-	5860	182	Retirement	\$145	\$30,660
10-	6110	121	Salaries	\$2,860	\$538,311
10-	6110	181	FICA	\$219	\$51,707
10-	6110	182	Retirement	\$290	\$54,638
10-	6130	121	Salaries	\$3,294	\$141,191
10-	6130	181	FICA	\$252	\$16,845
10-	6130	182	Retirement	\$334	\$14,331
10-	6180	121	Salaries	\$1,006	\$54,944
10-	6180	181	FICA	\$77	\$4,203
10-	6180	182	Retirement	\$102	\$5,577
10-	9800	060	Transfer to Landfill Fund	\$936	\$936
10-	8540	111	Position Reclass	-\$238,005	\$0
10-	8540	113	Performance Based Adjustment	-\$40,639	\$319,361

Description: Fund adjustments in departmental salary and benefits due to merit increases and annual leave payouts for the balance of FY 2020-2021.

Landfill Fund

Expenditures: Increase/(Decrease)

60-	4729	121	Salaries	\$794	\$42,691
60-	4729	181	FICA	\$61	\$4,471
60-	4729	182	Retirement	\$81	\$4,334

Revenues: Increase/(Decrease)

60-	3981	000	Contribution from General Fund	\$936	\$936
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Description: Fund adjustments in departmental salary and benefits due to annual leave payouts for the balance of FY 2020-2021.

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

Refunds	December 2019:	\$11,088.42
	January 2020:	\$28,172.68
	February 2020:	\$ 2,755.13
	March 2020:	\$ 4,059.70
	April 2020:	\$ 4,294.27
	May 2020:	\$ 5,952.53

	June 2020:	\$ 4,372.05
	July 2020:	\$13,117.04
	August 2020:	\$94,350.29
	September 2020:	\$ 4,188.19
	October 2020:	\$ 3,829.03
	November 2020:	\$30,310.69
	Total:	\$206,490.02
Releases	December 2019:	\$ 6,026.06
	October 2020:	\$ 9,180.75
	November 2020:	\$ 4,154.62
	Total:	\$19,361.43
Write-offs (\$2 and less)	December 2019:	\$14.73
	October 2020:	\$10.91
	November 2020:	\$21.62
	Total:	\$47.26

(D) Approved the following *Proclamation Recognizing Granville County Employees*:

Proclamation Recognizing Granville County Employees

WHEREAS, Granville County employees provide essential services to citizens in many areas, including health and public safety, human and social services, environmental management, recreation and economic development; and

WHEREAS, during this challenging year, County employees endured the uncertain times and worked together to quickly make changes in order to deliver services to the citizens; and

WHEREAS, County employees exemplify the values of integrity, accountability and excellence in their everyday work; and

WHEREAS, whether it is assisting with education, providing access to healthcare, improving the lives of seniors, assisting veterans with access to benefits, conducting fair elections, managing animal populations, taking emergency calls, or protecting our citizens; each employee who serves Granville County government is vital and essential; and

WHEREAS, when you reflect back on this year and remember the struggles, we hope you will realize the key role you played in making someone else's life a little better during this year;

NOW, THEREFORE, BE IT PROCLAIMED, that the Granville County Board of Commissioners expresses appreciation and gratitude to the Granville County employees for their hard work, sacrifices, and unselfish spirit of dedication to the citizens of Granville County.

DURING PUBLIC COMMENTS, ONE SPOKE REGARDING COMMISSIONER RUSS MAY

Creedmoor Commissioner Georgana Kicinski read the following letter from the City of Creedmoor:

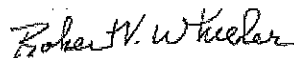
Dear Commissioner Russell May, Jr.,

On behalf of the Citizens of Creedmoor, we the Board of Commissioners of Creedmoor along with our Mayor, Bobby Wheeler would like to congratulate you on winning the confidence and trust of the citizens of District 5. With the majority of the district being in Creedmoor we look forward to your representation and leadership. Many of your constituents have already informed you of their thoughts for the future as we step into 2021 and going forward, all of which are possibly obstacles to

overcome, but we have faith and belief that you will do the right things that are within your power to face these challenges along the way. You have shared your life experiences with us, your love for your wife Sheila, and professed your faith in God who we know will guide you in your path.

So once again, on behalf of all the citizens of Creedmoor we congratulate you, ask God to bless you and wish you much success as you begin your new role as Granville County Commissioner of District 5.

Sincerely yours,



Mayor Bobby Wheeler
and Creedmoor Board
of Commissioners

**BOARD APPROVED OPEN BROADBAND, LLC WI-FI AND TOWER
AGREEMENTS FOR GRANVILLE ATHLETIC PARK**

Chair Hinman said the next item was to consider approval of an Open Broadband, LLC Wi-Fi Agreement and accompanying Tower Agreement for installation of free public Wi-Fi at the Granville Athletic Park.

County Manager Felts gave the following background information on the matter. In continuation of their focus to create a broadband strategy to serve the citizens of Granville County which began in 2017 as a regional effort between Granville, Franklin, and Vance Counties, the Granville County Board of Commissioners authorized an agreement with Open Broadband, LLC during their regular meeting held on June 12, 2019 ("The Original Agreement"). At that same meeting, the Board authorized the County Manager to work with Open Broadband, LLC to provide hot spot services in various locations throughout the County. Two County-owned properties were initially identified to host Wi-Fi hot spot services: the Granville Expo Center and Granville Athletic Park (GAP). Open Broadband completed the Expo Center installation in late 2019, and approval of the agreements on tonight's agenda will now authorize them to install equipment and provide outdoor Wi-Fi access to park users at the GAP. Open Broadband and County staff conducted thorough observations to determine which areas within the park would be best served by Wi-Fi access and those coverage areas are included in the agenda.

He added that the Original Agreement requires County approval for equipment installations (antennas, radios, dishes, routers, switches) on County assets; the request for approval on this meeting agenda are based on that contractual requirement. The draft GAP Wi-Fi Agreement includes a \$2,500 one-time installation cost and \$750 recurring monthly cost

for internet service, maintenance, updates, repairs, and software upgrades. These costs are covered by funding authorized in The Original Agreement and are included in the fiscal year general operating budget. Open Broadband has tentatively scheduled installation at the GAP to be completed by end of the year.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved Wi-Fi Agreement and the Tower Agreement for installation of free public Wi-Fi at the Granville Athletic Park with Open Broadband, LLC. with a \$2,500 one-time installation cost and \$750 recurring monthly cost for internet service, maintenance, updates, repairs, and software upgrades that are covered by funding authorized in the original agreement.

BOARD APPROVED AWARDING CONTRACT FOR ANNUAL SOLID WASTE PROFESSIONAL CONSULTING SERVICES AND NEW CELL CONSTRUCTION TO GARRETT AND MOORE

Chair Hinman said the next item was to consider awarding contracts for Annual Solid Waste Professional Consulting Services and New Cell Construction.

County Manager Felts gave background information on the matter. At the regular board meeting on November 16, 2020, the Granville County Board of Commissioners authorized staff to negotiate pricing with the recommended firm Garrett and Moore in accordance with N.C.G.S. 143-64.31(a). A copy of the Garrett and Moore proposal for Annual Solid Waste Professional Consulting Services as well as for work for the new cell construction was included in the agenda. Annual solid waste, consulting services will begin on July 1, 2021 and ending on June 30, 2026 with the option to extend the agreement for two, (2) additional one (1) year periods. New cell construction work will begin immediately upon approval by the Board and extend until 2022.

He added that negotiations of pricing with Garrett and Moore resulted in costs at 1.6% less than anticipated for the Annual Solid Waste Professional Consulting Services, and 5.8% less than anticipated for the new cell construction. The summary of the costs follows:

Proposal Comparison Solid Waste Consulting (Update 12.1.2020)	
Task	Garrett & Moore
ANNUAL WORK	
GW Sampling/Monitoring/Reporting (Unit 1)	17,500.00
GW Sampling/Monitoring/Reporting (Unit 2)	15,700.00
GW Sampling/Monitoring/Reporting (Butner)	17,500.00
Oxford & Butner LFG Monitoring and Reporting	12,000.00

	\$62,700.00
NEW CELL CONSTRUCTION	
Jurisdictional Determination	\$10,200.00
Erosion and Sediment Control Plan	\$12,480.00
Design Hydrogeological Report	\$135,360.00
Updated/GW Monitoring Systems	\$11,680.00
Construction Plan Application	\$119,520.00
Response to Comments/Meetings	\$14,400.00
	\$303,640.00

County Manager Felts explained that upon approval by the County Board of Commissioners, the County Manager will direct the County Attorney to draft, two (2) separate agreements for said work. He noted that upon authorization from Board tonight, Garrett and Moore should proceed with work on the "New Cell Construction" immediately and to invoice the County for any work as proposed in the attached proposal entitled *"TASK ORDER NO. 1 BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL ENGINEERING SERVICES."*

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved awarding a contract to Garrett and Moore for the *"Annual Solid Waste Professional Consulting Services"* (Task 2) for a period of five (5) years beginning on July 1, 2021 and ending on June 30, 2026 for a cost not to exceed \$62,700 annually and the extension of the contract by mutual consent of the two (2) parties for the term of this agreement for two (2) additional one (1) year periods; and approved awarding a contract with Garrett and Moore to provide the necessary engineering and design services to handle such tasks as identified in the RFQ *"New Cell Construction"* (Task 1), including services such as: a site conditions study/design, construction plan application, and permitting work of an additional cell, at a cost of \$303,640.

BOARD APPROVED RESOLUTION IN SUPPORT OF LOCAL GOVERNMENT COMMISSION (LGC) APPLICATION FOR DEBT REFINANCING

County Manager Felts explained that Granville County's Financial Advisors, Davenport and Company, have identified a potential refunding opportunity with the Series 2010A RZEDBs (Recovery Zone Economic Development Bonds). Initial analysis shows that there may be an opportunity to save approximately \$400,000 over the remaining 10-year life of the debt tied to Tar River Elementary School. He reported that Davenport, working on behalf of the County, issued a request for proposal to various banks to determine interest in the possible refunding opportunity and received seven responses. Three responses were evaluated

for additional information, TD Bank was recommended, and the County will save \$482,000 over the next 10 years.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved the following *Resolution Supporting an Application to the Local Government Commission for its Approval of a County Financing Agreement – 2021 Tar River Elementary School Refinancing* and instructed staff to proceed with the LGC application process:

**Resolution Supporting an Application To The Local Government Commission For
Its Approval of a County Financing Agreement
– 2021 Tar River Elementary School Refinancing**

WHEREAS --

Granville County staff has advised the Board of Commissioners that the County can save money by refinancing part of the County's 2010 financing for the construction of Tar River Elementary School.

The 2010 financing and the new financing will proceed as installment financings, as authorized under Section 160A-20 of the North Carolina General Statutes. In an installment financing, the County offers a mortgage-like interest in some or all of the property to be financed (or refinanced), but the County does not pledge its taxing power or any specific revenue stream. In this case, the County has granted a security interest in the elementary school and its associated real estate.

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

1. THEREFORE, BE IT RESOLVED as follows:

(a) The County makes a preliminary determination to finance approximately \$6,100,000 to refinance the outstanding balance of the County's Taxable Limited Obligation Bonds (Recovery Zone Economic Development Bonds), Series 2010A, and to pay financing costs. The County asks the LGC to approve the County's application for this financing.

(b) The Board will determine the final amount to be financed by a later resolution. The final amount financed may be slightly lower or slightly higher than \$6,100,000.

2. The Board makes the following findings of fact in support of the County's application to the LGC:

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

(b) The proposed installment financing is preferable to a bond issue for the same purposes. The existing financing is an installment financing and therefore it makes sense that the refinancing will take this same form.

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

overall financing costs between general obligation bonds and installment financings for this project.

(c) The estimated sums to fall due under the proposed financing contract are adequate and not excessive for the proposed purpose. The County will closely review proposed financing rates against market rates with guidance from the LGC and the County's financial adviser. The County will only borrow enough money to pay off the old loan and to pay financing expenses.

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

(e) The refinancing will reduce the debt service payable by the County and will therefore reduce the tax rate impact of the debt to the County.

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

3. Additionally, the Board resolves as follows:

(a) The financing structure the County will use includes participation by Granville County Public Facilities Company, Inc. This Company is a North Carolina nonprofit corporation that was formed to assist the County in the original 2010 school financing. The Company's Bylaws call for the County Board to appoint the Company's board members from time to time. The Board hereby appoints the following people to serve as the Company's Board members, and to the extent permitted and required the County Board terminates the terms of any prior Company Board members.

Crawford A. Knott, John Burns, John Brent Currin, Dr. Tony Cozart, and Timothy
Karan

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

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

(c) This resolution takes effect immediately.

BOARD REAPPOINTED ETHEL ANDERSON (DISTRICT 1) TO THE KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS' ADVISORY COUNCIL ON AGING

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Ethel Anderson (District 1) to the Kerr-Tar Regional Council of Governments' Advisory Council on Aging.

BOARD MADE APPOINTMENTS AND REAPPOINTMENTS TO THE GRANVILLE HEALTH SYSTEM BOARD OF TRUSTEES

Chair Hinman said the next item was to fill the vacant voting seat held by Commissioner Edgar Smoak and to make appointments/reappointments for expiring terms.

County Manager Felts referred to background information in the agenda packet regarding membership on the Granville Health System Board of Trustees as provided by the County Attorney and read the recommendation.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Timothy Karan, and unanimously carried, the Board appointed Tony W. Cozart to the open voting position; appointed Jimmy Gooch to the Ex-Officio position previously held by Commissioner Cozart; and reappointed Zelodis Jay, Timothy Karan, and Dr. J. Randall Byrd to the Granville Health System Board of Trustees.

BOARD APPROVED ADOPTION OF FISCAL YEAR 2020-2021 PAY AND CLASSIFICATION STUDY AND IMPLEMENTATION OF PAY ADJUSTMENTS WITH EFFECTIVE DATE OF JANUARY 16, 2021

County Manager Felts explained that the Granville County Board of Commissioners authorized the MAPS Group to conduct a Pay and Classification Study in June 2019. The purpose of the Study was to help ensure that Granville County is being competitive in the market when competing for talent to fill vacant positions and for retaining current employees. The Study also provided updated job descriptions/class specifications for each class position based upon current job duties and requirements.

During the November 16, 2020 Commissioner's meeting, Becky Veazey of the MAPS Group presented the completed Pay and Classification Study and provided a three-ring binder with documentation of the study results for each board member. The MAPS group also conducted an analysis of current employee compensation levels with a recommendation for pay adjustments to current employee salaries in an approach that yields an average for employee years of service and years in their current position. This methodology provides a fair and equitable manner in which to ensure that current employees are being compensated at market rate in harmony with the new Pay Plan and that they are also recognized for their service. Based on current staffing levels, the annual cost for implementation is approximately \$851,000 which represents an increase to annual payroll of approximately 6.4% with approximately 60% of current County employees receiving a pay increase. The half-year

implementation effective date of January 16, 2021 will incur a cost of approximately \$425,500 for the remainder of fiscal year 2020-2021.

Commissioner Cozart said he was happy to see the study, noted it was timely, and then made a motion to approve the County Manager and Assistant County Manager's recommendation.

Commissioner Smith seconded the motion. He noted that he hoped it would not be 23 years before the next study.

County Manager Felts said that the MAPS Group recommends a study every five years and he would probably recommend every seven years.

When Chair Hinman asked if there were any questions, Commissioner Russ May commented that he hoped the County would look at a TSP (Thrift Savings Plan) for employees down the road as he felt it would be beneficial for long-term employees.

When Chair Hinman called for the vote on the matter, the Board unanimously approved adoption of the fiscal year 2020-2021 Pay and Classification Plan and implementation of pay adjustments to current employee salaries both with an effective date of January 16, 2021.

**RESCINDING GRANVILLE COUNTY PERSONNEL ORDINANCE AND
RECOMMENDATION OF PERSONNEL POLICY – INFORMATION ONLY
ITEM**

County Manager Felts said the next item was for information only to consider rescinding the Granville County Personnel Ordinance and adopting the Granville County Personnel Policy recommendation both with an effective date of January 16, 2021. He noted that this agenda item consists of two parts: (1) With an effective date of January 16, 2021, rescinding the Granville County Personnel Ordinance as last amended in July 2018; and (2) Also with an effective date of January 16, 2021, adopting the recommended Granville County Personnel Policy. He then reviewed or referenced the following background information:

Rescinding the Current Granville County Personnel Ordinance

A recommendation to rescind the current Ordinance and replace it with a policy is primarily based on the fact that personnel-related matters require amending from time to time and a policy is far less cumbersome to update than amending an Ordinance.

For example, rescinding an Ordinance requires a motion resulting in a unanimous vote; if the motion only results in a majority approval, it must be presented at the next regular Board meeting and the motion must receive another majority approval at that meeting in order to go into effect. The Ordinance must then be provided to the County's codification vendor to be updated and incorporated into the County's Code of Ordinances. On the other hand, policy updates require only a simple Resolution or Board motion which

result in a majority vote. The updated policy can then be distributed to employees electronically.

Adopting the Granville County Recommended Personnel Policy

The MAPS Group Pay & Classification Study authorized by Granville County Commissioners in June 2019 included the drafting of a Personnel Policy recommendation as an additional component. A copy of the draft is contained in the three-ring binder provided to the Board following the MAPS Group presentation at the Board of Commissioner's Meeting on November 16, 2020.

County Administration has reviewed the draft policy and conducted a comparison to ensure it is in harmony with the existing Personnel Ordinance, inserted modifications based on current practice or other County needs, and included existing free-standing policies into this one reference document.

Included in the agenda for review and reference were the following:

- A summary of key County changes to the MAPS Group recommended Personnel Policy;
- A redline version of the MAPS Group recommended Personnel Policy with track changes enabled showing key County changes to the original recommendation; and
- A "clean" version of the County recommended Personnel Policy.

County Manager Felts said that staff has been working on revising the Personnel Ordinance since 2019. He noted that the Board does not need to take action at this time as the item will be on the January 4, 2021 agenda for consideration.

DURING COUNTY ATTORNEY'S REPORT, BOARD APPROVED AUTHORIZING COUNTY MANAGER TO EXECUTE LEASE FOR EASEMENT AT THE GRANVILLE COUNTY LANDFILL

County Attorney Wrenn reported that the County Manager, Environmental Programs Director Jason Falls, and he reviewed the easement for the landfill solar farm and had some recommended changes. The easement connects the solar farm that is behind the County landfill property to the electrical line on Sterl Carrington Road. He requested the Board grant the County Manager authority to execute the lease. He noted that the Board can cancel the easement after a period of time and relocate the easement.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved authorizing the County Manager to execute the easement with Pine Gate Renewables (also known as Birch Creek Development, LLC) on behalf of Granville County at the Granville County Landfill.

BOARD PRESENTATIONS

Commissioner Jay thanked Commissioner Smith for his leadership and guidance as Chairman last year, congratulated those commissioners sworn in tonight, and congratulated Chair Hinman and Vice Chairman Cozart for their selection to lead the Board of Commissioners. He then congratulated Chair Hinman on her recent selection as Outstanding

County Elected Official for the Kerr-Tar Region. He thanked staff for their hard work, wished everyone a “Merry Christmas and Joyful New Year,” and reminded everyone to remember the reason for the season.

Commissioner Smith thanked Commissioner Jay for his kind comments and congratulated Chair Hinman on her award as Outstanding County Elected Official in the five-county area. He mentioned that the Granville County Senior Center would be hosting three drive-thru Christmas events – Oxford, Stovall and Creedmoor – and asked those interested to call the Senior Center to sign-up. He wished everyone a “Merry Christmas and Happy and Healthy New Year.” He congratulated those reelected and elected to the Board.

Commissioner Cozart echoed words of congratulations to Commissioners May, Jay and Hinman. He commended Commissioner Smith for his leadership as Chairman of the Board of Commissioners as well as Chairman of the Granville Health System Board of Trustees during this challenging year with the pandemic and loss of two commissioners. He said he serves with Chair Hinman on the Social Services Board and looks forward to her leadership and working with her this year. He mentioned that the upcoming Martin Luther King Jr. Event will be held virtually this year, noting that he will miss the face-to-face event, and said he is excited that there are 80 essays to be reviewed for the essay. He also talked about the concerns many students face from not being able to be in classrooms and how we will face those challenges for those who have different learning styles. He said with the leadership on the Board and County staff we have, he looks forward to a great year.

Commissioner May thanked County Manager Felts noting he spent countless hours with him preparing for his campaign, thanked those who voted for and supported him during his campaign, and thanked those who motivated and inspired him to run for Commissioner. He said he wants to get along with all the Board members and have a successful tenure; use his background and skill set to work on issues; looks forward to having kids back in school and working as a School Liaison to tackle issues; referenced his campaign that ran on a public safety platform – fire and EMS - and how he hopes to find remedies there; mentioned his hopes to raise visibility and accountability at the Sheriff’s Office; mentioned his hopes that the state and federal government will step up and help with SGWASA infrastructure issues; and noted that economic development is critical to our County. He said he has a lot to learn and wants to work with the Board to do what is best for Granville County and the citizens of District 5,

and that he looks forward to working with the Board and facing the challenges ahead. He commended Commissioner Smith for his life of service and the Long Leaf Pine Award.

Commissioner Karan said it was great to have Ernie Anderson fill the vacant District 5 seat in the interim and thanked him for his service; congratulated Commissioner Smith on his well-deserved Long Leaf Pine Award; congratulated Commissioner Hinman on her Outstanding County Official Award and reelection; and congratulated Commissioners Cozart and Jay on their reelections. He commended the peaceful transfer of power from former Chairman Smith to Chair Hinman and said he is glad to serve on this Board. He reported that he served on the interview team for the Cooperative Extension Director position and commented how our rural county works together and supports each other; reported that he participated in a CAMPO joint meeting with Commissioner Gooch that included Congressman David Price, the NC League of Municipalities Director and NCACC Executive Director Kevin Leonard; and reported that a NCACC Legislative goal is legislation regarding an orphaned road policy. He wished everyone a Merry Christmas and said he is glad to close the door on 2020.

Commissioner Gooch congratulated Chair Hinman on her Outstanding County Official Award, congratulated Commissioner Smith on his Long Leaf Pine Award, and noted it was a pleasure working with them and the Board. He thanked Ernie Anderson for his service on the Board and said he looked forward to working with Commissioner May. He reported that he attended a CAMPO meeting virtually with Commissioner Karan and volunteered at the Fall Recycle/Collection event at the Expo Center. He said he was amazed at the turnout as people were lined up at 7:45 a.m. He said he was honored to serve on the Board of Commissioners and wished everyone a “Merry Christmas and Happy New Year.”

Chair Hinman said since becoming a Commissioner, the Board (“her guys”) has taken care of her and she reflected on losing two Board members and gaining three new ones. She said the Outstanding County Official Award she received on December 3rd was particularly special as it was her mother’s birthday. She reminded Board members of the employee appreciation visits starting tomorrow and called on Commissioner Smith for more details.

Commissioner Smith announced that due to COVID and not being able to have the annual Employee Appreciation breakfast, employees will be recognized for their hard work, dedication and years of service by small group visits of Board members and staff on December

8th and 15th. He then read excerpts from the *Proclamation Recognizing Granville County Employees* that was approved in the consent agenda. During this time, PowerPoint slides were displayed with the names of employees reaching milestones of service with Granville County.

Commissioner Hinman thanked the Board for electing her as Chair and said she looked forward to serving with the support of “her guys” and County staff.

Commissioner Smith thanked everyone for their kind remarks and said that we will all continue to get through these challenging times together.

COMMISSIONERS ADJOURN

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board adjourned at 8:45 p.m.

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

APPROVED BY:

Sue Hinman, Chairman



Granville County Environmental Services

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

To: Board of Commissioners
From: Debra Weary
Department: Environmental Services
Date: January 27, 2021

Title: Presentation on Household Waste Collection Event

PURPOSE:

To hear a presentation from Teresa Baker, Recycle and Sustainability Coordinator.

BACKGROUND:

In November 2019 and 2020, Veolia North America donated services for the household hazardous waste collection event. This event has grown in popularity over the past several years and several people have made requests for there to be a similar event in the spring. In order to hold a spring event, funding to cover the collection and handling of the household hazard waste would be needed.

Cost projections based on the November 2019 and 2020 events are \$17,368 and \$28,824 respectfully. Based on the most recent event projection, funding of up to \$30,000 may be required to host a spring event. Mrs. Baker is here to present more information.

FUNDING:

TBD

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: January 27, 2021

Title: **Public Comments**

Public Comments are limited to 3 minutes.

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Scott Phillips
Department: Development Services
Date: January 26, 2021

Title: **Triangle North Granville - Permitting for Proposed Water Supply Infrastructure**

PURPOSE:

Approval to obtain NCDEQ permits.

BACKGROUND:

During FY 2019-2020 Granville County began an agreement with McGill and Associates for evaluation and design of the utilities needed for Triangle North. Listed below are the elements involved with the agreement and a brief status report for each:

- Services needed to evaluate the park's water supply needs and to design the water supply infrastructure necessary for the park's buildout, and to provide bidding and construction documents for the installation.

Status: The evaluation and waterline design is complete. The designed system consist of a 12" diameter water line connecting at the intersection of US 158 E and Tabbs Creek Road and routing within the R/W of Tabbs Creek Road and the Triangle North spine road. The design accommodates Phase I of Triangle North with designed capacities needed to extend the system into Phase II. The utility extension conforms to NCDEQ and the City of Oxford's requirements and has an engineering cost estimate for construction at \$1,500,000.00. Attached to this report you will find the overall water supply design (Sheet G-3) for general information. A complete set is available upon request.

The 2nd phase of this element is to obtain the necessary permits needed for construction. Approval is required from NCDEQ and once permitted has an active life of 2-years. The permit holder can request an extension of the expiration date if work has not begun within the allowed time. In addition to the NCDEQ permit, an encroachment agreement is required along Tabbs Creek Road as well as an Erosion

Control permit. We recommend obtaining the NCDEQ water extension permit and necessary NCDOT encroachment agreement but holding application for the Erosion Control permit until we are closer to a construction start date.

- Evaluate the existing gravity sewer, pump station and force main, and provide bidding and construction documents for any issues that require update or correction.

Status: The field evaluations are substantially complete. The investigation included the electrical, control and operating systems for the pump station; the condition of the mechanical piping, pumps, and valves; and the general condition of the wet well. A visual inspection has been performed of the gravity system and the manholes were cleaned of debris. A flow test and visual inspection of the force main was also performed.

Attached to this report is a Field Report issued from McGill and Associates that reviews their initial findings, the final report of the conditions and recommended corrections is forthcoming. No action is required at this time.

- Planning for Phase II of the Triangle North Park

Status: McGill and Associates have produced a conceptual subdivision plan but no other work on this phase has been produced. No action is required at this time.

Status Summary: As indicated above, the waterline design is ready for permitting. We recommend proceeding with the NCDEQ permitting and begin the process of determining potential funding sources needed for the construction. We anticipate having the evaluation and recommendations for the pump station, gravity system and force main completed within the next 60 days. At this point, we are holding work for the planning phase until the water and sewer work has been complete.

FUNDING:

Funds exist within our FY 20-21 Budget; 10-4251-801 Triangle North Improvements.

RECOMMENDATION:

The Development Services Director recommends directing McGill and Associates to acquire the necessary NCDEQ permits.

ATTACHMENTS:

Water Supply / Overall System G-3

McGill and Associates / Initial Site Inspection of Pump Station, Field Report

ACTION TAKEN:



Memorandum

December 3, 2019

Attn: Mr. Scott Philips
Granville County

RE: Field Report
Initial Site Inspection
Triangle North Lift Station
Oxford, North Carolina

Dear Mr. Phillips,

This report includes observations made at the site that will need to be addressed prior to further inspections/testing can be conducted and site improvements for the full functionality of the lift station. In addition to the observations made at the site, the field report from the electrical engineer is attached at the end.

Immediate Actions

1. Force Main
 - a. On the three air relief valves, blow off piping with the proper material and components are required to be installed on the valves.
 - b. The three air relief valves will need to be opened prior to any testing of the pumps.
 - c. It is recommended the force main pressure test to be performed, based on the McAdams report (November 2, 2011) and not finding any supporting documentation that a prior test was conducted.
2. Gravity Sewer (off-site)
 - a. As mentioned in the McAdams report, a thorough inspection of the gravity sewer downstream of the force main to insure proper installation.
3. On-site Crane
 - a. The crane on-site will require manufacturer servicing from Gorbels, or someone familiar with this type of crane to make it operational in the event the pumps will need to be serviced or replaced.
4. From electrical engineer inspection
 - a. The Uninterruptible (UPS) inside the pump control panel was not functioning. The UPS will need to be replaced, and the pump control panel will need manufacturer servicing from Carolina Pumpworks LLC, or another panel manufacturer.
 - b. Water appears to have penetrated the light fixture in the bypass valve vault. Recommend having it inspected by an electrician.

Additional Items

1. The air relief valve within the lift station fencing has some evidence of seepage. Recommend applying an epoxy coating inside the wet well.
2. Wet Well
 - a. Joints are misaligned, and grout is being forced out. In addition, water infiltration is evident on the walls of the vault. Recommend a more comprehensive inspection when the wet well can be pumped dry.
 - b. Recommend a water exfiltration test to be performed when pumps operational.
3. Valve Vault
 - a. Bottom of vault is filled with water and debris. Recommend cleaning out drainpipe to wet well and remove debris.
 - b. The pressure gauges need to be verified to be operational.
4. Bypass Valve Vault
 - a. Bottom of vault is filled with water and debris. Recommend cleaning out drainpipe to wet well and remove debris.

This report is not a comprehensive inspection of the entire lift station and its components. Further site visits will be required for testing and more comprehensive inspections. In addition, there are some items that have not been addressed in this report that were mentioned in the McAdams report that will be addressed later. Do not hesitate if you have any questions or concerns at (919) 378-9111.

Sincerely,
McGILL ASSOCIATES, P.A.



Bill Roark, PE, CPSWQ
Raleigh Office Manger

Field Report No.: 01
State Job No:
Project: Granville Co NC - Triangle North
Contract: 19.01913
Date: 11-4-19
Time: 10am-2pm
Weather:
Temperature Range:
Est. % of Completion:
Conformance with Schedule:

Present: McGill Associates, Town of Oxford

OBSERVATIONS

1. MTU generator (250kW) ran for a couple of hours and seemed to operate properly. Circuit breaker was closed and the Automatic Transfer Switch (ATS) energized, recognizing that utility power was unavailable and transferred to emergency power. The Operator Interface Terminal (OIT) of the ATS experienced occasional flickering where the ATS would indicate the presence of utility power though none existed. The ATS will need manufacturer servicing to inspect and ensure the proper working condition of the ATS from ASCO Services.
2. Existing MCC is main lug only. All of the circuit breakers in the existing MCC were in the open position. All circuit breakers in the Motor Control Center (MCC) were placed in the closed position. The 208V three phase panel energized and the lights inside the pump station worked properly.
3. The OIT of the pump control panel did not come on, and the power LED indicating power to the pump control panel was off.
4. The pump control panel was opened, and it was apparent that power was arriving at the panel as the Verbatim auto dialer was energized. After trouble shooting the panel it became apparent that the Uninterruptable (UPS) inside the panel was not functioning. The UPS will need to be replaced, and the pump control panel will need manufacturer servicing from Carolina Pumpworks LLC, or a panel manufacturer.
5. The crane did not respond to any operator commands. It was verified that the circuit breaker for the crane (located in the MCC) was in the closed position. The crane has been unused for 11 years, and there is noticeable degradation on parts of the insulation of the crane wiring. In addition, there is a break in the conduit for the feeder circuit to the crane disconnect. The likely cause of the crane malfunction is a bad control terminal. The crane will need manufacturer servicing from Gorbels, or someone familiar with this type of crane.
6. The air conditioner thermostat did not respond when all circuits in the 208V lighting panel were closed. The Marvair air conditioner has not been operated since installation (11 years). The air conditioning system will need manufacturer service.
7. There appears to be leaking in the pump station walls at several locations.

8. Water appears to have penetrated the light fixture in the valve vault. Recommend to have it inspected by an electrician.

ITEMS TO VERIFY

1. Verify that neutral is bonded to ground in low voltage 15kVA transformer.
2. Verify voltage to MCB (after installation of utility power)
3. Verify voltage to lighting panel
4. Verify proper grounding of pump station building
5. Verify performance of 100HP submersible pumps
6. Verify functionality including alarming, pump control, and meter readings of pump control panel
7. Verify voltage and current readings on pumps
8. Verify functionality of auto dialer – Phone service will need to be provided or a cellular phone option to be installed
9. Verify full functionality of ATS (after installation of utility power)

Report by: Wes Fleming

cc:







Pump Station Granville Business Park

Date: 11-4-2019

PUMP STATION STARTUP / DEMONSTRATION CHECKLIST

(General Information)

General Contractor N/A

Electrical Contractor N/A

Engineer McGill Associates

Electrical Provider Duke Progress Service Area Meter # N/A (No Normal Utility Available)

Primary Voltage 480/277 VAC 3 Phase

Electrical Equipment – Connections

Is power supplied to the site?..... Yes ☐ No ☒

(Use caution when inspecting panels that may be supplied with power)

Main Circuit Breaker (MCB)

Is the MCB (or Fuse) sized per drawings?..... Yes ☒ No ☐

Are the cables supplying power to the MCB sized per drawings?..... Yes ☒ No ☐

Are the cables supplying power to the MCB properly identified per phase?..... Yes ☒ No ☐

Is the neutral bonded to ground in the MCB enclosure?..... Yes ☐ No ☒

Was the voltage level supplied to the MCB confirmed?..... Yes ☐ No ☒

Is the MCB properly labeled and identified per specs?..... Yes ☐ No ☐

Panel labeling not required per Specs

Surge Protective Device (SPD)

Is the SPD properly connected to each phase on the load side of the MCB?..... Yes ☒ No ☐

If the SPD has a manual switch, is it in the on position?..... Yes ☐ No ☒ **N/A**

Is the SPD properly labeled and identified per specs?..... Yes ☐ No ☐

Panel labeling not required per Specs

Manual / Automatic Transfer Switch (ATS)

Are all cable connections inside of the ATS complete?.....	☒ Yes	☐ No
Are all cables properly identified per phase at point of connection?.....	☒ Yes	☐ No
Are the cables located in the ATS sized per drawings?.....	☒ Yes	☐ No
Is the neutral bonded to the ground in the ATS enclosure?.....	☐ Yes	☒ No
Is the ATS properly labeled and identified per specs?.....	☒ Yes	☐ No

Pump Control Panel (PCP)

Are all cable connections inside the PCP complete?.....	☒ Yes	☐ No
Are the cables supplying power to the PCP sized per drawings?.....	☒ Yes	☐ No
Is the neutral bonded to the ground in the PCP enclosure?.....	☐ Yes	☒ No
Is the PCP properly labeled and identified per specs?.....	☐ Yes	☒ No

Lighting Panel (LP)

Are all cable connections inside the LP complete?.....	☒ Yes	☐ No
Are the cables supplying power to the LP sized per drawings?.....	☒ Yes	☐ No
Does the LP receive power from a transformer?.....	☒ Yes	☐ No
Is the neutral bonded to the ground in the LP enclosure?.....	☐ Yes	☒ No
Was the voltage level supplied to the LP confirmed?.....	☐ Yes	☒ No
Is there a typed circuit identification card supplied per specs?.....	☐ Yes	☒ No
Is the LP properly labeled and identified per specs?.....	☐ Yes	☒ No

Other Panels

Are all cable connections inside panel complete?.....	☐ Yes	☐ No	☒ N/A
Are the cables supplying power to panel sized per drawings?.....	☐ Yes	☐ No	☒ N/A
Does panel receive power from a transformer?.....	☐ Yes	☐ No	☒ N/A
Is the neutral bonded to ground inside the panel enclosure?.....	☐ Yes	☐ No	☒ N/A
Is the panel labeled and identified per specs?.....	☐ Yes	☐ No	☒ N/A

Generator

Are all cable connections to the generator complete?..... ☒ Yes No N/A

Is the generator sized per drawings / specs?..... ☒ Yes No N/A

Is the neutral bonded to the ground in the generator enclosure?..... Yes ☒ No N/A

Grounding Ring No inspection of Grounding Electrode System took place

Are the grounding electrodes sized per drawings/specs?..... Yes No

Are the grounding electrodes spaced per drawings? (minimum 6 ft)..... Yes No

Is the grounding ring installed at least 30 inches below surface of earth?..... Yes No

Performance testing of Pumps did not take place due to piping improvement requirements

Electrical Equipment – Performance

Pump Number 1	Pump Number 2
Motor Voltage	Motor Voltage
Motor Serial No.	Motor Serial No.
Nameplate FLA	Nameplate FLA
Pump Motor Size (HP)	Pump Motor Size (HP)
Pump Motor MFG	Pump Motor MFG
Pump MFG	Pump MFG
Discharge Size	Discharge Size
Serial No.	Serial No.

Pump Number 3	Pump Number 4
Motor Voltage	Motor Voltage
Motor Serial No.	Motor Serial No.
Nameplate FLA	Nameplate FLA
Pump Motor Size (HP)	Pump Motor Size (HP)
Pump Motor MFG	Pump Motor MFG
Pump MFG	Pump MFG
Discharge Size	Discharge Size
Serial No.	Serial No.

Pump Control Panel **Functionality of Pump Control Panel was not verified**

Loss of Phase Causes Alarm	Yes	No	N/A
Specified Conduit Used	Yes	No	N/A
Digital Pressure Meter Present on Panel	Yes	No	N/A
Panel Heater Operates	Yes	No	N/A
Panel Heater Thermostat(s) Operate	Yes	No	N/A
Motor Digital Amp Meters Function	Yes	No	N/A
Alarm Lights Function on ALL Failures	Yes	No	N/A
Alarm Lights Reset	Yes	No	N/A
Panel Air Conditioner Operates	Yes	No	N/A
Flow Meter Functions	Yes	No	N/A
PLC Failure Simulated – Pumps Operate on Floats	Yes	No	N/A
Seal Offs Installed and Filled	Yes	No	N/A
Alarm Light on Building/Panel Exterior Functions	Yes	No	N/A

OIT was not functioning when power applied. UPS not functioning.

Sump Pumps

Sump Pumps Provided for Wet Well or Valve Vault	Yes	No	N/A
Sump Pumps Automatically Controlled by Floats	Yes	No	N/A
Pumps Operate Properly in Response to Floats	Yes	No	N/A
Pumps Operate Properly Via On-Off Switches	Yes	No	N/A
Pump Capacity as Specified (_____gpm)	Yes	No	N/A
Pump ON Setting if Float Operated (elevation).....	_____		N/A
Pump OFF Setting if Float Operated (elevation).....	_____		N/A

Pump Station _____

Date: _____

Pump No. 1 **Not Tested**

H.O.A Switch Operates	Yes	No	N/A
Simulated High Winding Temp Causes Alarm	Yes	No	N/A
Simulated Seal Failure Causes Alarm	Yes	No	N/A
Pump Elapsed Time Meter Functions	Yes	No	N/A
Pump Running Light Illuminates	Yes	No	N/A
Pump Starts on High Level Switch	Yes	No	N/A
Pump Stops on Low Level Switch	Yes	No	N/A
Pump Overload Relay Operates	Yes	No	N/A
Pump Stops on High Head	Yes	No	N/A

Pump No. 2 **Not Tested**

H.O.A Switch Operates	Yes	No	N/A
Simulated High Winding Temp Causes Alarm	Yes	No	N/A
Simulated Seal Failure Causes Alarm	Yes	No	N/A
Pump Elapsed Time Meter Functions	Yes	No	N/A
Pump Running Light Illuminates	Yes	No	N/A
Pump Starts on High Level Switch	Yes	No	N/A
Pump Stops on Low Level Switch	Yes	No	N/A
Pump Overload Relay Operates	Yes	No	N/A
Pump Stops on High Head	Yes	No	N/A

Pump No. 3

H.O.A Switch Operates	Yes	No	N/A
Simulated High Winding Temp Causes Alarm	Yes	No	N/A
Simulated Seal Failure Causes Alarm	Yes	No	N/A
Pump Elapsed Time Meter Functions	Yes	No	N/A
Pump Running Light Illuminates	Yes	No	N/A
Pump Starts on High Level Switch	Yes	No	N/A

Pump Station _____

Date: _____

Pump Stops on Low Level Switch	Yes	No	N/A
Pump Overload Relay Operates	Yes	No	N/A
Pump Stops on High Head	Yes	No	N/A

Pump No. 4

H.O.A Switch Operates	Yes	No	N/A
Simulated High Winding Temp Causes Alarm	Yes	No	N/A
Simulated Seal Failure Causes Alarm	Yes	No	N/A
Pump Elapsed Time Meter Functions	Yes	No	N/A
Pump Running Light Illuminates	Yes	No	N/A
Pump Starts on High Level Switch	Yes	No	N/A
Pump Stops on Low Level Switch	Yes	No	N/A
Pump Overload Relay Operates	Yes	No	N/A
Pump Stops on High Head	Yes	No	N/A

Wet Well Gauge Elevations Level alarms and functionality not verified

PLC or Float Level Alarm is	_____
Common Stop is	_____
Start Lead Pump is	_____
Start 1 st Lag is (elevation).....	_____
Start 2 nd Lag is (elevation).....	_____
Start 3 rd Lag is (elevation).....	_____
PLC or Float High Level Alarm is	_____
Elevation at Bottom of Air Line & How Measured	_____
Back Up Low Level Float or Switch Setting is	_____
Back Up High Level Float or Switch Setting is	_____

Pump Station _____

Date: _____

Submersible Pumps

Pumps Travel properly on guide rails	Yes	No	N/A
Evidence of Leaks where Pump Connects to Base	Yes	No	N/A
Evidence of Pump Cavitation or Vortexing	Yes	No	N/A
Air Release Valve Installed	Yes	No	N/A
Block Valve at Force Main	Yes	No	N/A
Check Valve Limit Switch	Yes	No	N/A
Pressure Gauge Installed on Each Pump	Yes	No	N/A
Pressure Transmitter Installed on Force Main	Yes	No	N/A

Odor Control System

System Checked for Leaks	Yes	No	N/A
Fan Rotation Checked and Verified	Yes	No	N/A
Air Balance Complete	Yes	No	N/A
Isolation Dampers Open and Close Correctly	Yes	No	N/A
Drain Taps Primed	Yes	No	N/A
Media Loaded into Vessels	Yes	No	N/A
Water Recirculation Pump and Sprays Operate	Yes	No	N/A
Nutrient Feed Pump Operates Correctly	Yes	No	N/A
Make Up Water Controls Level in Sump	Yes	No	N/A
Media Bed Differential Pressure is	Yes	No	N/A
Control Panel Operation/Alarm Functions Verified ...	Yes	No	N/A

Pump Station _____

Date: _____

Meter Readings**Pump 1** Voltage and Current measurements were not verified

Leg A – Ground Ω	Leg A – B Ω
Leg B – Ground Ω	Leg B – C Ω
Leg C – Ground Ω	Leg A – C Ω

	Current / Amps (A)		Voltage / Volts (V)
Leg A		Leg A – B	
Leg B		Leg B – C	
Leg C		Leg A – C	

Pump 2

Leg A – Ground Ω	Leg A – B Ω
Leg B – Ground Ω	Leg B – C Ω
Leg C – Ground Ω	Leg A – C Ω

	Current / Amps (A)		Voltage / Volts (V)
Leg A		Leg A – B	
Leg B		Leg B – C	
Leg C		Leg A – C	

Pump 3

Leg A – Ground Ω	Leg A – B Ω
Leg B – Ground Ω	Leg B – C Ω
Leg C – Ground Ω	Leg A – C Ω

	Current / Amps (A)		Voltage / Volts (V)
Leg A		Leg A – B	
Leg B		Leg B – C	
Leg C		Leg A – C	

Pump 4

Leg A – Ground Ω	Leg A – B Ω
Leg B – Ground Ω	Leg B – C Ω
Leg C – Ground Ω	Leg A – C Ω

	Current / Amps (A)		Voltage / Volts (V)
Leg A		Leg A – B	
Leg B		Leg B – C	
Leg C		Leg A – C	

Pump Station _____

Date: _____

Telemetry Signals Autodialer functionality not verified

Data Exchange Table Submitted and Accepted	Yes	No	N/A
Alarm Dialer Installed and Setup	Yes	No	N/A

Pump Alternator Pump sequencing not verified

After Each Run, Alternator Switches Lead Pump	Yes	No	N/A
Alternator Switches Lead Pump when Designated Lead Pump is Off	Yes	No	N/A

Emergency Power No utility power available for testing the ATS

ATS Switches on Utility Failure	Yes	No	N/A
ATS Switches on Loss of Phase	Yes	No	N/A
Return to Utility Source Occurs on Return of Power	Yes	No	N/A
Return to Utility Source Occurs on Return of Phase	Yes	No	N/A
Delay of Return of Power or Phase is set at (in minutes)	_____		
Engine Cool Down Timer is set at (in minutes)	_____		
Synchronizing of Generators Occurs Properly	Yes	No	N/A

Miscellaneous

Access Road Complete	☒ Yes	No	N/A
Water to Station	Yes	No	☒ N/A
Fence is Complete	☒ Yes	No	N/A
Any Leaks in Pipes, Walls or Floors	☒ Yes	No	N/A
Are There any Holes or Washouts	Yes	☒ No	N/A
Does Building need Priming or Painting	Yes	☒ No	N/A
Spare Parts Transferred to Owner	Yes	No	☒ N/A
O&M Manuals Submitted	Yes	No	☒ N/A
Training has been Completed	Yes	No	☒ N/A
Electrical Test Reports have been Submitted	Yes	No	N/A Not verified
Site Security Light Operates	Yes	No	N/A Not verified

Pump Station _____

Date: _____

Other Comments or Items Not Addressed Above

Report By: Wes Fleming



Granville County Development Services

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

To: Board of Commissioners
From: Debra Weary
Department: Development Services
Date: January 27, 2021

Title: Department of Social Services - South Branch Satellite Office Design Services

PURPOSE:

To consider awarding a Design Services Agreement for Interior Alterations.

BACKGROUND:

Lease space has been located in Butner for the expansion of Granville County Department of Social Services. The space, consisting of two units within the Dutch Village Shopping Center, contains a total of 9,600 square feet and has the capacity to contain approximately 25-30 offices, client interview rooms, a training room, and a public lobby. This request is to award a Design Services Agreement to Stephen Baxter Architect, PLLC for the necessary space planning needs, and to produce the construction bid documents needed for the space alterations and permitting requirements.

FUNDING:

This project was unbudgeted in the fiscal year 2020-21 annual budget; however, it can be funded with existing funds within the budget.

[For Finance Department Use: County Administration recommends moving up to \$30,000 from the budget in line item 10-4251-222 *Admin Annex Renovation* to 10-4250-599 *Other Improvement Projects*.]

RECOMMENDATION:

The Development Services Director recommends:

1. Exempting the County from the Mini-Brooks Act (NCGS 143-64.32 /written exemption of particular contracts), requiring Request for Qualification based selection for professional

services based on (a) The contract value is less than the mandatory threshold of \$50,000.00, and (b) The work has a time sensitive schedule due to the lease cost of the space.

2. Award a fixed price design service agreement to Stephen Baxter Architect in the amount of \$28,800.00

ATTACHMENTS:

Design Proposal from Stephen T. Baxter, Architect, PLLC dated January 26, 2021

Chapter 143/Article 3D; Procurement of Architectural, Engineering, and Survey Services (reference)
Creedmoor Dutch Village Site Plan

ACTION TAKEN:

Stephen T. Baxter, Architect, PLLC

January 26, 2021

Mr. Scott Phillips
Granville County Development Services
122 Williamsboro Street
Oxford, NC 27565

RE: Granville County Department of Social Services Satellite Office
Interior Alterations at
2531 East Lyon Station Road, Suites 6A & 6B,
Creedmoor, NC

Mr. Phillips,

I am pleased to offer this proposal in accordance with the attached terms and conditions, which are incorporated herein by reference, for design services of the above referenced project.

Proposed Project

It is my understanding that you would like to have design, bidding, and construction administration services for interior alterations to the address above which is composed of two tenant spaces inside the Dutch Village Shopping Center. The project will include necessary changes to accommodate the needs of the Granville County Department of Social Services as a satellite location. The proposed departmental uses are not consistent with previous uses of the spaces which were Mercantile and Assembly classifications. The proposed use will be a Business classification for office type occupancy. The scope of work will include conversion of mostly open space into multiple private staff offices, interview rooms, a waiting room, a conference room, a staff break room, and separate toilet facilities for public and staff use. Affected interior surfaces will receive new finishes. The toilet room facilities will receive new finishes while the existing fixtures will remain except where handicapped accessibility is a concern. The design services will include schematic design, design development, and construction documents. After the construction document drawings are complete, they will be used for the purpose of formally bidding these alterations.

Plumbing, mechanical, and electrical design services will be provided by Kilian Engineering, Inc.

Assumptions

1. The proposed project is located at 2531 East Lyon Station Road, Creedmoor, NC, which is in the Granville County, NC code enforcement jurisdiction.
2. All drawings and copies thereof are instruments of service and as such remain the property of Stephen T. Baxter, Architect, PLLC. They are produced for one-time use only with respect to this project.
3. Stephen T. Baxter, Architect, PLLC reserves the right to use these plans at its own discretion for marketing purposes.
4. The proposed project will be permitted using the 2018 North Carolina State Building Code with all applicable revisions.
5. No structural design services are expected or included in this proposal.
6. PME design services will address desired improvements associated with the renovation project. Existing PME systems will be preserved except where improvement or replacement is necessary.
7. Fire Alarm system design services are included with the PME design services of this proposal.
8. Adjustments to the Sprinkler system will require design services, but are not included in this proposal. It is recommended that any necessary adjustments to the Sprinkler system be addressed as design/build with the General Contractor who is awarded this project.
9. No exterior building improvements are expected or included in this proposal.
10. No Civil Engineering for Site Design services or Planning Department review are expected or included in this proposal.

Granville County Administration DSS Satellite Alterations Proposal
8133 Holly Forest Road, Wake Forest, NC 27587; phone (919) 819-1536

01/26/2021

Proposed Architectural Drawings

The completed set of drawings (per building) will include:

- | | |
|----------------------------------|--|
| 1. (T-1) Cover Sheet - | Building Code Summary |
| 2. (T-2) Secondary Title Sheet - | Life Safety Plan |
| 3. Floor Plan - | Dimensioned Layout |
| 4. Reflected Ceiling Plan - | Acoustical Tile Layout |
| 5. Wall Sections - | Interior Partition Details |
| 6. Miscellaneous - | Enlarged Plans, Interior Elevations, Details |
| 7. Schedules - | Room Finish and Door Schedules |

Consultants' drawings provided to us will be included in the completed set of plans.

FEES FOR SERVICES

Architectural Design Service Fees:

Construction Documents	\$12,000.00
Bidding Services	\$ 1,500.00
<u>Construction Administration Services</u>	<u>\$ 3,000.00</u>
Subtotal Architectural Design Service Fees:	\$16,500.00

PME Design Service Fees:

Construction Documents	\$ 9,300.00
Bidding Services	\$ 750.00
<u>Construction Administration Services</u>	<u>\$ 2,250.00</u>
Subtotal PME Design Service Fees:	\$12,300.00

TOTAL SERVICES FEE:	\$28,800.00
----------------------------	--------------------

*The Construction Documents will include a written project manual for Bidding and Construction procedures. Material specifications will be noted on the drawings. No written specifications are included. Specific materials and colors are to be selected by the Owner from samples provided by the General Contractor.

*No printing or reproduction services are included with the Construction Documents. Construction Documents will be provided to the Owner and Bidders electronically. Any requested printing will be provided at 1.5 times the directly incurred expense.

*Bidding services will include an advertisement provided to the Owner, but the advertisement and expense is not included. This phase will include submission of bidding documents to bidders, a Pre-Bid Conference, a Bid Opening, and Contract Negotiations.

*No Permitting services or fees are included.

*Construction Administration services will include a Pre-Construction Conference, material submittal review, monthly progress site meetings, monthly pay request review/approval, a final punch list inspection, and final walk-thru. These Construction Administration procedures are estimated to take three months. Additional site visits due to unforeseen conditions or delays beyond control will be billed at \$500 per visit for the architect.

*PME design excludes sprinkler system design, HVAC certification, fault current calculations, or site lighting.

*Production of As-Built drawings is not included.

Conclusion

I appreciate this opportunity to propose our services. Your signature on this proposal will constitute our agreement for design services. You will be billed monthly for work completed to date

Stephen T. Baxter,
Architect

Acceptance

By: _____ Date: _____

Granville County DSS Satellite Alterations Proposal

01/26/2021

Article 3D.

Procurement of Architectural, Engineering, and Surveying Services.

§ 143-64.31. Declaration of public policy.

(a) It is the public policy of this State and all public subdivisions and Local Governmental Units thereof, except in cases of special emergency involving the health and safety of the people or their property, to announce all requirements for architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. Selection of a firm under this Article shall include the use of good faith efforts by the public entity to notify minority firms of the opportunity to submit qualifications for consideration by the public entity.

(a1) A resident firm providing architectural, engineering, surveying, construction management at risk services, design-build services, or public-private partnership construction services shall be granted a preference over a nonresident firm, in the same manner, on the same basis, and to the extent that a preference is granted in awarding contracts for these services by the other state to its resident firms over firms resident in the State of North Carolina. For purposes of this section, a resident firm is a firm that has paid unemployment taxes or income taxes in North Carolina and whose principal place of business is located in this State.

(b) Recodified as G.S. 143-133.1(a) by Session Laws 2014-42, s. 3, effective October 1, 2014, and applicable to contracts awarded on or after that date.

(c) Recodified as G.S. 143-133.1(b) by Session Laws 2014-42, s. 3, effective October 1, 2014, and applicable to contracts awarded on or after that date.

(d) Recodified as G.S. 143-133.1(c) by Session Laws 2014-42, s. 3, effective October 1, 2014, and applicable to contracts awarded on or after that date.

(e) For purposes of this Article, the definition in G.S. 143-128.1B and G.S. 143-128.1C shall apply.

(f) Except as provided in this subsection, no work product or design may be solicited, submitted, or considered as part of the selection process under this Article; and no costs or fees, other than unit price information, may be solicited, submitted, or considered as part of the selection process under this Article. Examples of prior completed work may be solicited, submitted, and considered when determining demonstrated competence and qualification of professional services; and discussion of concepts or approaches to the project, including impact on project schedules, is encouraged. (1987, c. 102, s. 1; 1989, c. 230, s. 2; 2001-496, s. 1; 2006-210, s. 1; 2013-401, s. 1; 2014-42, ss. 3, 4.)

§ 143-64.32. Written exemption of particular contracts.

Units of local government or the North Carolina Department of Transportation may in writing exempt particular projects from the provisions of this Article in the case of proposed projects where an estimated professional fee is in an amount less than fifty thousand dollars (\$50,000). (1987, c. 102, s. 2; 2013-401, s. 2.)

§ 143-64.33. Advice in selecting consultants or negotiating consultant contracts.

On architectural, engineering, or surveying contracts, the Department of Transportation or the Department of Administration may provide, upon request by a county, city, town or other subdivision of the State, advice in the process of selecting consultants or in negotiating consultant contracts with architects, engineers, or surveyors or any or all. (1987, c. 102, s. 3; 1989, c. 230, s. 3, c. 770, s. 44.)

§ 143-64.34. Exemption of certain projects.

State capital improvement projects under the jurisdiction of the State Building Commission, capital improvement projects of The University of North Carolina, and community college capital improvement projects, where the estimated expenditure of public money is less than five hundred thousand dollars (\$500,000), are exempt from the provisions of this Article. (1987, c. 102, s. 3.1; c. 830, s. 78(a); 1997-314, s. 1; 1997-412, s. 5; 2001-496, ss. 8(b), 8(c); 2005-300, s. 1; 2005-370, s. 1; 2007-322, s. 2; 2007-446, s. 7.)

§§ 143-64.35 through 143-64.49. Reserved for future codification purposes.

SITE PLAN

2531 E. Lyon Station Road, Creedmoor, North Carolina



LEASING CONTACT

JOAQUIN CANALS | 919.714.7124 | jcanals@naicarolantic.com

E. LYON STATION ROAD

TRI PROPERTIES

NAI Carolantic Realty



Granville County Administration

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

To: Board of Commissioners
From: Michael Felts
Department: Administration
Date: January 27, 2021

Title: Renewal of Recycling Coordinator MOU

PURPOSE:

Review of the Recycling Coordinator Position and consider renewal of the MOU with the School System.

BACKGROUND:

Following a report from the Granville County Environmental Affairs Committee to the Granville County Board of Commissioners in June 2010, the Commissioners discussed their desire to hire a Recycling Coordinator to work with the schools. Granville County has participated with the School System each year since fiscal year 2010-11. The County has contributed \$13,500 annually since fiscal year 2012-13.

Attached for your reference is a draft Memorandum of Understanding (MOU) which is consistent with prior year MOUs. This is requesting the level of County support to continue at \$13,500. The MOU is intended to:

1. Increase recycling efforts within the schools and community
2. Decrease waste handling costs among schools and local governments
3. To promote local job growth

This partnership has been very successful. In a review of contracts, it was discovered that the County and School System did not have a MOU in place for the 2020-2021 fiscal year. Attached for your reference is a copy of the 2020-2021 Memorandum of Understanding between Granville County and the School System.

FUNDING:

Funding is included in the current budget.

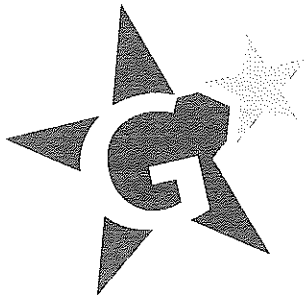
RECOMMENDATION:

County Manager recommends continuing the program and approving the MOU with the School System for fiscal year 2020-2021.

ATTACHMENTS:

Letter and Recycling Coordinator Position MOU

ACTION TAKEN:



Granville County
PUBLIC SCHOOLS

"Committed to Excellence and Achievement for All"

January 14, 2021

Michael Felts, County Manager
County of Granville
PO Box 906
Oxford, NC 27565

Dear Mr. Felts,

We appreciate the continued partnership with Granville County to provide valuable recycling services that benefit the entire county. Please find enclosed two original MOUs between County of Granville and Granville County Public Schools for the provision of this recycling partnership.

Please review the MOU document, sign both copies where indicated, and return one signed copy to Granville County Schools.

Please let me know if you have any questions.

Sincerely,

Vickie S. Hines
Finance Coordinator
hinesvs@gcs.k12.nc.us

**Recycling Coordinator Position
MEMORANDUM OF UNDERSTANDING (MOU)**

Between

**County of Granville
And
Granville County Public Schools**

This is an agreement between “**County of Granville**,” hereinafter called **County** and “**Granville County Public Schools**,” hereinafter called **Schools**.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation of a recycling program to be developed by the County and Schools. The program is intended to help both agencies reduce solid wastes and associated disposal costs within the school and county. This will be accomplished through the schools hiring of a full-time recycling coordinator that the County will assist in funding. The Schools have agreed to contract with a recycling firm to collect and transport recyclables to an approved recycling center.

Both the County and Schools will ensure that program activities are conducted in compliance with all applicable State and Federal laws, rules, and regulations.

In particular, this MOU is intended to:

- Increase recycling efforts within the schools and community
- Decrease waste handling costs among schools and local governments
- To promote local job growth

II. BACKGROUND

The Environmental Affairs Board in their June 2010 report to the Granville County Commissioners discussed their desire to hire a recycling coordinator to work with the schools. The schools obliged by contracting with a recycler to provide collection and recycling services to all school. The County will provide \$13,500 to the school system to help pay the salary for this position

III. COUNTY OF GRANVILLE RESPONSIBILITIES UNDER THIS MOU

County shall undertake the following activities:

- Support recycling coordinator in his/her efforts with Schools
- Provide \$13,500 to Schools to help fund recycling position
- Promote reduction, reuse, and recycling initiatives in Schools and community
- The County assumes no liabilities relating to the employment or work of the recycling coordinator
- Maintain recycling records of number of pickups, reduction in waste pickups, tonnage recycled
- Work with Schools to evaluate effectiveness of the program

IV. GRANVILLE COUNTY SCHOOLS RESPONSIBILITIES UNDER THIS MOU

Schools shall undertake the following activities:

- Develop a comprehensive school recycling program
- Support local government waste reduction initiatives
- Provide recycling expertise/assistance to local government programs
- Promote recycling within Schools and community
- Schools assume all liability relating to the employment and work of the recycling coordinator
- Train all students, staff, and administrators on reducing, reusing, and recycling
- Maintain records of number of recycling pickups, reduction in waste pickups, tonnage recycled
- Work with the County to evaluate the effectiveness of the program

V. FUNDING

This MOU does include the transfer of \$13,500 in funds between the two parties.

Funding requirements:

Funding is designated to help fund the salary of the recycling coordinator's position. Program activities should not supplant existing outreach programs, and where operating in conjunction with existing programs, enhance and supplement them. Continued funding will be subject to review and approval during the County's annual budget process.

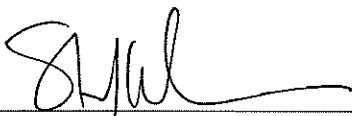
VI. RECORD RETENTION

All records must be retained for three years from fiscal closure. This requirement applies to fiscal records, reports, and client information.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of the County and Schools authorized officials. It shall be in force from July 1, 2020 to June 30, 2021.

Parties County and Schools indicate agreement with this MOU by their signatures.



Stan Winborne, Assistant Superintendent

Michael Felts, County Manager

11/14/2021
Date

Date



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: January 22, 2021

Title: Butner Board of Adjustment - ETJ

PURPOSE:

To make appointment to the Butner Board of Adjustment-Extraterritorial member.

BACKGROUND:

The term of Ron Daniels, Alternate, expired in December. Mr. Daniels has moved out of the ETJ and needs to be replaced.

Others serving: Mike Arrington
Mark Pennington

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: January 22, 2021

Title: Orange Street Community Center

PURPOSE:

The term of Elijah Strater, Jr. (District 1) expired December 31, 2020.

BACKGROUND:

Others serving:	Larry D. Downey	District 1
	Iris Evans	District 1
	Ronnie Nowood	District 1
	Catherine Comer Jones	District 2
	Edward Latta	District 2
	Rev. Ronnie Morton	District 1 apptd. by District 3
	Paula Jones	District 4
	Juanita Rogers	District 4
	Bonita Green	Ex-Officio

ACTION TAKEN:



Granville County

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

To:
From: Board of Commissioners
Department: Debra Weary
Date: Administration
January 22, 2021
Title:
Veterans Affairs Committee

PURPOSE:

To make appointment to the Veterans Affairs Committee.

BACKGROUND:

The term of Fred Bradsher (District 7) expires in February. Mr. Bradsher has asked to be replaced.

Others serving:	Michael K. Allen	District 1
	Ronnie Boyd	District 2
	Michael O'Briant Turner	District 6 appointed by 3
	Harriet Morton	District 4
	Michael Scott	District 5
	Allan Strickland	District 6
	Lynette Breisacher	Spouse of a Veteran
	Judy Smith	Female Veteran
	Anne Williams	At-Large Member
	Charles Miller	Ernest F. Hart American Legion Post 90
	James E. Hunsuckle	Butner-Creedmoor VFQ Post 10777
	Larry Hester	Hester-Crews American Legion Post 166
	Charles Penland	Moses S. Cash American Legion Post 161
	Rodney Frazier	Staff Representative
	Russ May	Commissioner

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: January 27, 2021

Title: Oxford Zoning Board of Adjustment

PURPOSE:

The terms of Leonard Overton (District 2), Steve Pruitt (District 2), LuAnne Elliott Gilligan (District 3), Annie Nesbitt (District 3), Harold Satterwhite (District 4) and Ellis Bagby, Alternate (District 4) expire in February.

Others serving: Stewart Harris, Alternate District 1

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: January 28, 2021

Title: County Manager's Report

PURPOSE:

Any items as need by the County Manager.

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: January 27, 2021

Title: County Attorney's Report

PURPOSE:

Any items as needed by the County Attorney.

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: January 28, 2021

Title: Presentations by County Board Members

PURPOSE:

Board members will make comments.

1. Commissioner May
2. Commissioner Karan
3. Commissioner Gooch
4. Commissioner Jay
5. Commissioner Smith
6. Commissioner Cozart
7. Chair Hinman

ACTION TAKEN:



Granville County

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

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: January 27, 2021

Title: Any Other Matters

PURPOSE:

Any other matters if needed.

ACTION TAKEN: