

OXFORD, NORTH CAROLINA
October 17, 2016

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, October 17, 2016 at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chairman: Zelodis Jay

Commissioners: Tony W. Cozart R. David Currin, Jr.
 Timothy Karan Ed Mims
 David T. Smith Edgar Smoak

County Manager: Michael S. Felts

County Attorney: James C. Wrenn, Jr.
Assistant County Attorney: Gerald T. Koinis

News Reporters: Chris Harris – *Butner-Creedmoor News*
 David Murray – *Oxford Public Ledger*

MEETING CALLED TO ORDER

At 7:00 p.m., Chairman Zelodis Jay called the meeting to order, and recognized Commissioner Edgar Smoak for the invocation and the Pledge of Allegiance.

BOARD APPROVED CONSENT AGENDA

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner R. David Currin, Jr., and unanimously carried, the Board approved the consent agenda as follows:

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

Environmental Disaster Contingency	\$ 10,000
General Contingency Balance	\$ 155,500
General Fund Appropriated Fund Balance	\$ 1,297,848

- (B) Approved Budget Amendment #3 as recommended by the Finance Director:

Budget Amendment #3
10/17/2016

Be it ordained, the FY 2016-2017 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)

General Government		
Internal Auditor	500	
Public Safety		
Sheriff's Department	39,209	
Emergency Management	20,625	
Contributions to Other Funds		
Contingencies	(14,500)	
<i>Total Expenditures</i>		45,834

Revenues: Increase/(Decrease)

Restricted and Intergovernmental	6,625	
Appropriated Fund Balance	39,209	
<i>Total Revenues</i>		45,834

CONVENIENCE SITE FUND

Expenditures: Increase/(Decrease)			
	Transfers to Landfill Fund		592,231
	<i>Total Expenditures</i>		592,231

Revenues: Increase/(Decrease)			
	Appropriated Fund Balance		\$592,321
	<i>Total Revenues</i>		592,321

Budget Amendment #3					
(For reference only)			Balance		
General Fund/Sheriff's Department					
Expenditures: Increase/ (Decrease)					
10-	4310	540	Capital Outlay Cars	\$39,209	\$389,209
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	\$39,209	\$1,297,848

Description : Fund the purchase of van and van insert. Vehicle purchase was approved by Granville County BoC on April 4, 2016.

General Fund/Internal Auditor					
Expenditures: Increase/ (Decrease)					
10-	4135	182	Professional Services	\$500	\$2,800
10-	9910	991	General Contingency	(\$500)	\$169,500

Description : Fund increased cost of Alertline services for FY 2017.

General Fund/Emergency Management					
Expenditures: Increase/ (Decrease)					
10-	4330	602	Supplemental Grant Expense	\$20,625	\$20,625
10-	9910	991	General Contingency	(\$14,000)	\$155,500
Revenues: Increase/ (Decrease)					
10-	3327	329	Emer. Mgmt Grant CFDA 97.042	\$6,625	\$20,625

Description : Receipt of funds for Emergency Management Grant EMPG-2016-37077 KBELL in the amount of \$20,625.

Convenience Site Fund					
Expenditures: Increase/ (Decrease)					
59-	4710	960	Transfer to Landfill Fund	\$592,321	\$812,321
Revenues: Increase/ (Decrease)					
59-	3991	991	Appropriated Fund Balance	\$592,321	\$923,641

Description : To fund deficit in the Landfill fund.

(C) Approved Minutes of the September 6, 2016 and October 3, 2016 Regular Meetings as recorded.

(D) Approved the following Tax Releases as recommended by the Tax Administrator:

**TAX RELEASES
October 17, 2016**

ACCOUNT	OWNERS NAME	AMOUNT	REASON FOR RELEASE
31670-301	Julious D Stroud & Wm T Comer	49.28	Billed in Vance County
83324-201	Michael G Eudy	10.82	Billed in Vance County
53832-115	Edith Elaine Harris Trustee FY2015	805.66	Deferred Billing Error - Prop sold in 2014
53832-301	Edith Elaine Harris Trustee FY2016	854.19	Deferred Billing Error - Prop sold in 2014
57927-115	Justin Douglas Cash FY2015	172.19	Deferred Billing Error - Prop sold in 2014
57927-301	Justin Douglas Cash FY2016	182.57	Deferred Billing Error - Prop sold in 2014
23927-302	Norma Ruth & Glen E Allen	546.23	Deferred Billing Error - Prop sold in 2015
65334-113	Stephen Craig Currin FY2013	971.36	Deferred Billing Error - Prop sold in 2015
	GRAND TOTAL	\$3,592.30	

- (E) Approved the Granville County CMAQ Greenway Projects and LAPP Greenway Project Budget Amendment #1 (during fiscal year 2016-2017) as recommended by the Finance Director:

Grant Project Ordinance

Granville CMAQ Greenway Projects	LAPP Grant Greenway Project
Budget Amendment # 1 (during Fiscal Year 2016-2017) (Budget Amendment # 7 for grant project ordinance)	Budget Amendment # 1 (during Fiscal Year 2016-2017) (Budget Amendment #1 for grant project ordinance)

Be it ordained, the Granville Greenway Projects Grant Project Budget Ordinance and the LAPP Grant Greenway Project Budget Ordinance are amended as follows:

Revenues: Increase / (Decrease)

Transfer from General Fund - CMAQ Greenway	\$84,000	
Transfer from General Fund - LAPP Greenway	(\$84,000)	
Total Revenues		\$0

(For Reference Only)

Revenue Increase/(Decrease)			<u>Balance</u>
71-3765-910	Transfer from General Fund -CMAQ Grant	\$84,000	\$189,275
71-3760-910	Transfer from General Fund -LAPP Grant	(\$84,000)	\$60,720

Description: To correct December 1, 2014 Budget Amendment. Transfer from General Fund was erroneously designated to the LAPP Greenway Grant when it should have gone to the CMAQ Grant.

RESTATEMENT OF BUDGET LEVELS

**Grant Project Ordinance
Granville Greenway Projects
(For County Auditors Reference)**

CMAQ Greenway

Expenditures		Revenues	
Prof. Services	\$100,310	CMAQ Grant	\$421,096
Supplies	\$15,120	TD	\$9,150
Easements	\$5,000	Transf. from Gen Fund	\$189,275
Construction	\$439,091		
Contingency	\$60,000		
	\$619,521		\$619,521

LAPP Greenway

Expenditures		Revenues	
Prof. Services	\$190,000	Funding from other sources	\$203,280
Easement	\$150,000	CAMPO LAPP grant	\$1,056,000
Greenway	\$980,000	Transf. from Gen Fund	\$60,720
	\$1,320,000		\$1,320,000

- (F) Approved the County Sheriff's Office Records Retention Schedule Amendment amending the County Sheriff's Office Records Retention and Disposition Schedule published November 15, 2015.
- (G) Approved the County Management Records Retention Schedule Amendment amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

**NORTH CAROLINA ASSOCIATION OF COUNTY COMMISSIONERS
SERVICE AWARD RECOGNITION**

Neil Emory, on behalf of Executive Director Kevin Leonard, presented Commissioner R. David Currin, Jr. with a North Carolina Association of County Commissioners (NCACC) Service Award for his 20 years of service as a Granville County Commissioner. Commissioner Currin accepted the award and made comments.

**LOCAL GOVERNMENT FEDERAL CREDIT UNION 2016 EXCELLENCE IN
INNOVATION AWARD**

Matt Gunnett and Neil Emory with the North Carolina Association of County Commissioners (NCACC) and Krissy Dubovec with the Local Government Federal Credit Union (LGFCU) recognized Granville County for the 2016 Excellence in Innovation Award.

Mr. Gunnett noted that the NCACC is currently reviewing legislative goals for the 2017 legislative session. Krissy Dubovec then explained the history of the Excellence in Innovation Award and noted that the awards were presented at the NCACC Conference in August. She then presented Jason Falls, Environmental Programs Director, a trophy and check for winning a LGFCU 2016 Excellence in Innovation Award in the Intergovernmental Collaboration category for Vance/Granville Shared Services Agreement for a Solid Waste Director.

**AFTER UPDATE ON THE HENDERSON-OXFORD AIRPORT, BOARD
APPROVED SENDING LETTER TO LEGISLATORS**

Jon Carver, Granville County representative to the Aeronautics Authority of the City of Henderson, City of Oxford, County of Granville and County of Vance gave an update on the airport. He noted that Al Woodlief, Oxford City Commissioner, is the newest member of the Airport Authority. Mr. Carver reported that the runway has been extended from 5,000 to 5,500 feet in order to accommodate larger corporate airplanes and that they are working with the Department of Aviation to rehab the runway and update the lighting system. He said upcoming projects include relocating the taxiway, adding corporate hangers, adding a parallel taxiway and a new terminal building. He said that Jimmy Brummitt had been on the Airport Authority Board for 25 years and was replaced by Mr. Woodlief by the City of Oxford. He said that the Airport Authority Board approved hiring Mr. Brummitt as a consultant to retain his services and expertise for the upcoming projects. He also reported that Mr. Woodlief said he would sponsor a bill to divide the personal property taxes collected from the airport to all the entities (Henderson, Oxford, Vance and Granville Counties) in the Airport Authority instead of just to Granville County that provides the services. He also announced the upcoming

First Annual Military History Show to be held at the airport on Saturday, October 29th from 10:00 a.m. – 4:00 p.m.

Discussion ensued about who Mr. Woodlief would get to sponsor a bill, if a bill could be sponsored without the support of the Airport Authority, and the taxation structure of the Airport Authority. When asked, Mr. Carver stated that the Airport Authority Board meets on an “as needed basis” which has been three to five times a year usually. After discussion the Board decided to take action.

Upon a motion by Commissioner R. David Currin, Jr., seconded by Commissioner Edgar Smoak, and unanimously carried, the Board approved sending a letter to local legislators regarding the Board’s opposition to the change that Oxford Commissioner Al Woodlief is proposing regarding the taxation structure of the Oxford-Henderson Airport Authority.

Mr. Carver noted that the Airport Authority charter states that if an entity does not contribute to funding of the airport, then they do not have a representative for the Airport Authority anymore. He said that the Board may want to consider if an entity does not contribute to funding the Airport Authority then they do not get any of taxes based on non-participation.

AFTER PRESENTATION ON SMITH CREEK PROJECT, BOARD APPROVED SUPPORTING THE PROJECT

Derek Halberg, Executive Director of the Tar River Land Conservancy, introduced Ernie Averett, Chairman of the Board of the Tar River Land Conservancy; Amy Edge, General Counsel; and David Proper, The Conservation Fund. Mr. Halberg and Mr. Proper then spoke from the following PowerPoint presentation about the Smith Creek Project in the Neuse River Basin in the southern portion of Granville County:

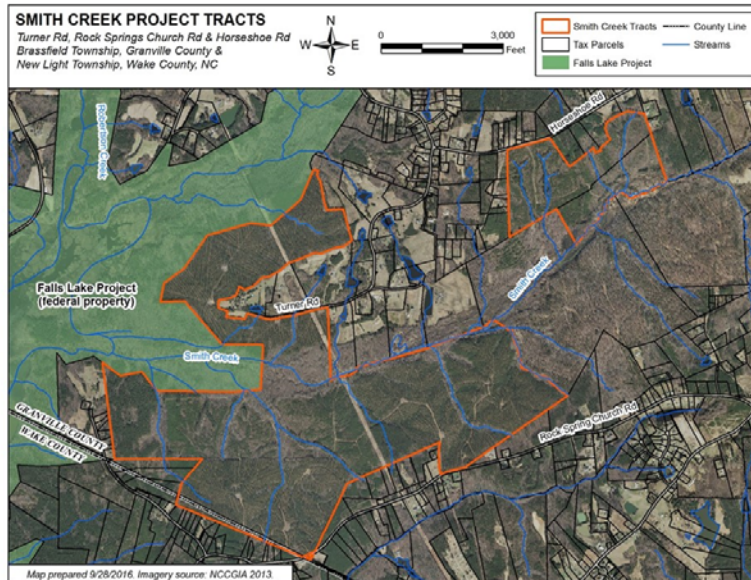
SMITH CREEK PROJECT OVERVIEW

- ❖ Collaboration between The Conservation Fund and Tar River Land Conservancy
- ❖ Protect 1,083 undeveloped acres along Smith Creek as forest and wetlands
- ❖ Achieve multiple public benefits at local, regional, and state levels



TAR RIVER
LAND CONSERVANCY





PROPERTY SUMMARY

Location:

- ❖ situated on Granville-Wake County line
- ❖ adjoins federal “Falls Lake Project” land
- ❖ adjoins Horseshoe Rd, Turner Rd, and Rock Springs Church Rd

Natural Assets:

- ❖ 96% forested property
- ❖ 8.1 miles of streams (Smith Creek & tributaries)
- ❖ 81 acres floodplain & 69 acres wetlands
- ❖ extensive forest trail network

**Slides of Smith Creek, bottomland forest, upland pine forest, and a forest trail were shown.

KEY COMMUNITY BENEFITS

	Compatible Public Recreation	
Forest & Wetland Conservation		Open Space Protection

PROJECT BUDGET

Acquisition Costs = \$8.23 million

Current Project Fundraising

- Clean Water Mgt. Trust Fund (\$2.4M award)
- City of Raleigh (\$4.26M request)
- Environmental Enhancement Grant (\$250K request)
- Wake County Open Space (\$250K request)
- Clean Water Mgt. Trust Fund (\$816K request)

Future Stewardship Costs

- Trail rehab, erosion control, and public access
- Ongoing land stewardship

CURRENT TIMELINE

Late 2016-Early 2017

- The Conservation Fund purchases entire 1,083 acres
- 317 acres transferred in fee simple to TRLC (Phase 1 closing)

Summer 2018

- 450 acres transferred to TRLC (Phase 2 closing)

Fall 2019

- remaining 316 acres transferred to TRLC (Phase 3 closing)

Spring 2021 (???)

- begin phased opening of property for passive public recreation

REQUESTS OF GRANVILLE COUNTY COMMISSIONERS

- 1) To allocate \$250,000 to The Conservation Fund and Tar River Land Conservancy for the acquisition of the 1,083-acre Smith Creek Tracts
- 2) To pledge to work with TRLC and other partners in coming years on plan and actions to open property to public for passive recreation

Project Contacts:

David Proper

The Conservation Fund
dproper@conservationfund.org

Derek Halberg

Tar River Land Conservancy
dhalberg@tarriver.org

Mr. Halberg stated that they are \$250,000 shy of funding for the project and asked the Board for a formal commitment of \$250,000 to support the project. He also asked for a commitment toward the vision and spirit of the project, noting that they are acquiring the land

for the environmental benefits and to make it a place where Granville County citizens and visitors can come and enjoy the recreational uses of the property.

Commissioner Currin asked if stormwater funds could be used for the project.

County Manager Felts stated that he and County Attorney Wrenn had talked and that if allowed stormwater funds would be used first and then general revenues.

Commissioner Currin stated that as Chairman of the South Granville Water and Sewer Authority (SGWASA) that this property could be of benefit to people in all of Granville County and surrounding counties down the road and would also protect Falls Lake.

Commissioner R. David Currin, Jr. made a motion regarding the matter and asked the County Attorney if it was legal. Commissioner Ed Mims seconded the motion.

County Attorney Wrenn summarized the motion and clarified that it was okay.

When Chairman Jay called for a vote on the matter, it passed unanimously to approve supporting the Smith Creek Project in the amount of \$250,000 with funding from Stormwater funds and additionally, the County will seek to have dialogue with the City of Raleigh and Wake County to make sure they understand the position Granville County is in with the South Granville Water and Sewer Authority project and to seek support to get the waste water treatment facility finished up and on line with the State.

DURING PUBLIC COMMENTS, ONE SPOKE ABOUT ATTENDANCE POLICY

Thomas C. Jackson, 302A Park Avenue, Creedmoor, NC, disclosed that he is a Creedmoor City Commissioner and serves as a member of the Juvenile Crime Prevention Council (JCPC). He said that the JCPC is tasked with spending approximately \$170,000 per year and that there are 26 positions set by General Statutes that are authorized to serve on the committee. He said that 22 positions were appointed by the Board of Commissioners in June. He said that there are three standing committees of the JCPC – monitoring, funding and nomination – and that he serves as Chairman of the Nomination Committee. He mentioned that the Nominating Committee has taken on the responsibility of reviewing the by-laws of the JCPC. The JCPC adheres to the same attendance policy as adopted by the Board of Commissioners for all of their commissions, boards and committees. He read from the policy section 1, paragraph e:

“If an appointee misses 2 consecutive meetings without notifying the committee chairperson prior to the meeting, the appointee will be considered to have resigned his or her appointment. The committee chairperson shall be responsible for notifying the Board of Commissioners of the vacancy.”

He noted that he takes his job seriously and complies with the Board's rules. He noted that there are some members of the JCPC that were appointed in June that are already in violation of the attendance policy and that those names may or may not be submitted to the Board in the next few months.

BOARD APPROVED NCDOT 5310 FUNDING FOR SENIOR SERVICES

Chairman Jay stated that this was a public hearing for the purpose of receiving comments from the public on the NCDOT 5310 funding for Senior Services.

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

Kathy May, Senior Services Director, stated that the public hearing is to receive public input on the renewal of a grant application to the North Carolina Department of Transportation (NCDOT) in the amount of \$161,000 to continue a fixed bus route in the city limits of Oxford that was started in August 2010. This bus operates Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. and has provided approximately 1,000 trips per month to the general public. The route has 16 designated stops that included grocery stores, pharmacies, the hospital and all of the senior housing developments. She said there is a second "paratransit" bus to pick up those who are physically unable to get to one of the stops between the hours of 8:00 a.m. and 2:00 p.m. The paratransit vehicle provides approximately 400 trips per month. She noted that both vehicles are provided and operated by KARTS and that the grant will be used to continue the operating costs. The 10% match required is provided by the ROAP grant and that no County funds are being requested.

Chairman Jay asked those wishing to speak to come to the podium and give their name and address for the record.

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

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Edgar Smoak, and unanimously carried, the Board approved the renewal application to NCDOT for FY 2017-2018 Section 5310 Funding for Senior Services to operate, in partnership with KARTS, a fixed bus route in the city limits of Oxford and a second bus to provide transportation services that meet the special needs of elderly persons and persons with disabilities for whom mass transportation services are unavailable, insufficient or

inappropriate. The renewal application is for \$161,000 for the one year time period and DOT will provide \$144,900 and the \$16,100 of ROAP funds will be used for the 10% local match.

BOARD APPROVED GRANT AWARD FOR UPGRADES TO CONVENIENCE CENTER RECYCLING

County Manager Felts stated that a grant award contract from the NC Department of Environmental Quality Division of Environmental Assistance and Customer Service (DEACS) was included in the agenda. The Granville County Landfill requested approval to contract with DEACS to upgrade commingled recycling, from 40 yard open top containers to 40 yard compactor recycling systems at the Berea and Bullock convenience sites. The grant will provide \$31,000 for the upgrades. The County would be responsible for the remaining costs, estimated at \$7,038, which is available in the current budget. A copy of Grant Contract No. 7011 was included in the agenda.

Upon a motion by Commissioner R. David Currin, Jr., seconded by Commissioner David T. Smith, and unanimously carried, the Board approved contracting with the Division of Environmental Assistance and Customer Service (DEACS) at an estimated cost of \$7,038 from current budget, with \$31,000 from a grant, to upgrade commingled recycling from 40 yard open top containers to 40 yard compactor recycling systems at the Berea and Bullock convenience sites.

BOARD APPROVED GRANVILLE COUNTY ATHLETIC PARK, PHASE III PROJECT – LWCF GRANT AWARD

County Manager Felts introduced Charla Duncan, Grants Coordinator, and stated that she would provide an update on the Granville Athletic Park – Phase III Project and discuss a Land and Water Conservation Fund (LWCF) Grant award.

Ms. Duncan stated that during the regular Board meeting held on April 18, 2016, the Granville County Board authorized County Administration to submit a Parks and Recreation Trust Fund (PARTF) grant for up to \$500,000 and the Board set aside up to \$500,000 of matching funds to be used with the Phase III park project. Granville County was not successful in obtaining the PARTF grant during the 2016 cycle, but Granville County was awarded a Land and Water Conservation Fund (LWCF) grant for \$250,000 to go towards the Phase III park project as submitted in the PARTF application. LWCF award money can be used as matching funds for PARTF funds should the County choose to submit an application during the 2017 cycle for the remaining project funding.

She then explained that as a condition of acceptance of the LWCF grant, the County has to certify to the items as listed below:

1. The information contained in the Parks and Recreation Trust Fund grant application and subsequently for the proposed Land and Water Conservation Fund grant is true.
2. The scope of work for the project will be completed in its entirety.
3. The required local matching funds will be available during the project's contract period.
4. The local government will comply with all federal and state laws applicable to the LWCF program.
5. The local government will complete an environmental assessment of the proposed project site before beginning the project.
6. An appraisal meeting federal guidelines will be completed for any land that will be acquired for the project.
7. The park or greenway where the LWCF project is located will be operated and maintained for public outdoor recreation in perpetuity.

She noted that Item 5, an environmental assessment is a unique item associated with the LWCF grant; however, we should be able to complete this requirement within the existing Phase III budget. If the County accepts the LWCF Grant, the County has up to three (3) years to obtain the remaining project funding and complete the park project. A copy of the LWCF award letter, a graph representing the funding proposal for the Phase III park project, project budget as submitted in the PARTF application, and a phase III project site plan were included in the agenda. She then pointed out the funding proposal, site plan and project budget submitted in the PARTF application.

When asked, County Manager Felts explained how the matching grant funds work in the project budget and work that has been done on the application thus far.

Commissioner David T. Smith made a motion to approve the recommendation by the Grants Coordinator and Commissioner Timothy Karan seconded the motion.

Commissioner Currin asked if private donations would help in the application process and mentioned the possibility of a wall of donors.

County Manager Felts explained that commitments from individuals or organizations by donations or being actively engaged in the creation of the park area would help strengthen the application.

Commissioner Mims asked if the Board will get a sequence of events for the application.

County Manager Felts explained the sequence of events if the motion is approved and noted that summer of 2018 is the earliest that construction would start on this phase of the park.

When Chairman Jay called for a vote on the motion, the Board unanimously approved accepting the Land and Water Conservation Fund (LWCF) Grant in the amount of \$250,000 and approved submitting a \$250,000 grant application during the 2017 Parks and Recreation Trust Fund (PARTF) grant cycle.

BREAK

At this point, Chairman Jay declared a break.

BOARD APPROVED REPLACEMENT OF FIRE-DAMAGED ROOFTOP UNIT AT THE RICHARD H. THORNTON LIBRARY

County Manager Felts stated that on September 19th a Heating and Cooling unit was damaged beyond repair due to an electrical fire. Fortunately the fire was quickly extinguished by the Oxford Fire Department with no damage to the roof or library interiors.

This request is to replace the 10-ton gas package unit and connecting ERV (energy recovery ventilator) with an equal manufacturer. Preliminary Insurance repayment of \$17,615.71 is forthcoming.

Prices obtained are as follows:

Company	Bid
Warren Hay Mechanical/ York Unit*	\$13,150.00
Mike Brummitt Heating & Cooling/ Carrier Unit	\$27,659.00
WESCO/ Trane Unit	\$27,600.00
Frazier Brothers Heating & Cooling	No Bid

*Uses undamaged York ERV – ERV (Energy Recovery Ventilator) is an accessory mounted to the heating/cooling unit and was not damaged in the fire.

Commissioner Edgar Smoak made a motion to approve the County Manager’s recommendation and Commissioner Tony W. Cozart seconded the motion.

Commissioner Currin asked for clarification on the warranty.

When Chairman Jay called for a vote on the motion, the Board unanimously approved awarding the rooftop replacement unit purchase for the Richard H. Thornton Library to Warren Hay Mechanical for an amount not to exceed \$13,150, with the understanding that the undamaged York ERV (energy recovery ventilator) will be used.

BOARD APPROVED LANDSCAPE MAINTENANCE AT VARIOUS COUNTY LOCATIONS

County Manager Felts stated that on September 23, 2016, Granville County accepted price proposals for landscape maintenance from local and surrounding area landscape maintenance firms. This request was to provide an alternate means of maintenance for newly

renovated County facilities, providing needed relief to our limited County maintenance staff as well as providing a higher level of service required to protect our capital investment.

Twelve (12) County-based firms were notified of this informal service request and two (2) additional firms based outside Granville County responded to the web-based advertisement and were issued proposal packages. Fourteen firms responded to the request and a total of eight (8) firms provided itemized pricing.

Commissioner Smoak asked for clarification on where the money is coming from for this.

County Manager Felts said there are funds in the construction/administration budget to do this and would be in the continuation budget. He noted that staff has been doing weeding and mulching, but the ability to trim and prune trees and maintain landscaping in some newly renovated areas is stretching the current staff to be able to do so.

Commissioner Smith asked about the Triangle North site and if there are funds available for maintenance.

County Manager Felts explained that there are some dedicated funds for Triangle North that can be obtained to help offset these costs.

Upon a motion by Commissioner R. David Currin, Jr., seconded by Commissioner Edgar Smoak, and unanimously carried, the Board approved awarding the landscaping maintenance contracts as follows and recommended by the Development Services Director:

- Granville County Senior Center; **S2 Landscape** for an annual price not to exceed \$5,648.00.
- Department of Social Services; **Lawn Buddy** for an annual price not to exceed \$7,063.00.
- Richard H Thornton Library; **Land Scape, Inc.** for an annual price not to exceed \$8,100.00.
- Granville County Courthouse; **S2 Landscape** for an annual price not to exceed \$1,510.00.
- South Branch Library; **Lawn Buddy** for an annual price not to exceed \$7,695.00.
- Triangle North; **Land Scape, Inc.** for an annual price not to exceed \$12,900.00.

BOARD APPOINTED JAMES W. GOOCH (DISTRICT 7) TO THE SOUTH GRANVILLE MEMORIAL GARDENS BOARD OF TRUSTEES

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Timothy Karan, and unanimously carried, the Board appointed James W. Gooch (District 7) to the South Granville Memorial Gardens Board of Trustees as an alternate.

BOARD REAPPOINTED ANGELA ALLEN TO THE GRANVILLE GREENWAYS ADVISORY COUNCIL

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Angela Allen (Tourism Development Authority Representative) to the Granville Greenways Advisory Council.

BOARD APPROVED THE GRANVILLE COUNTY SOCIAL MEDIA POLICY

County Manager Felts stated that as part of ongoing improvements to provide information to the public and staff, the County is planning a launch of a reworked County website. The website is scheduled to go live on or before November 1, 2016 and with the launch of the new website, the County also plans to begin using social media. A draft social media policy was presented during the Board's regular meeting held on October 3, 2016 for the Board's review and comment. He noted that no changes were made to the draft policy since October 3rd.

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Ed Mims and unanimously carried, the Board approved the Granville County Social Media Policy as follows:

GRANVILLE COUNTY SOCIAL MEDIA POLICY

Purpose

Granville County officials, agents, and employees use social media and networking sites as a means to communicate with stakeholders, media, employees, constituents, and visitors. Social media and networking sites provides an avenue to provide timely information to the public and enables the County to receive feedback easily. This policy is designed to give direction on the rights and responsibilities for using these platforms, as well as a guideline for representing Granville County in the social media and networking sphere.

Establishing a Social Media or Networking Account

All proposed official Granville County social media and networking sites are to be submitted for approval to the County Manager's Office. Requests submitted by staff to the County Manager will already have the department head's approval. Any social media and networking sites, representing Granville County Government, existing prior to this policy being adopted need to be reported to the County Manager's Office within 5 working days of this policy's adoption.

Social Media and Networking as Public Record¹

Granville County social media and networking sites are considered public record under North Carolina General Statutes Section 132 and will be managed as such. Non-employees may not know that social media and network sites are public record. To assure that the public is aware of this, departments with social media and network sites should include language on their social media and networking page that identifies it as subject to public record laws.

Guidelines for Use: Representing Granville County

Content Generation:

Officials, agents, and employees using social media and networking sites to communicate with citizens do so on behalf of Granville County. Therefore, please use discretion before posting or commenting, as content can be seen by anyone and may not be able to be recanted. A successful representation of Granville County will:

- Be honest and transparent.
- Post only within one's area of expertise
- Post only useful information
- Keep it professional - avoid confrontation
- Be accurate

¹ § 132-1. "Public records" defined (North Carolina General Assembly).

(a) "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

(b) The public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people. Therefore, it is the policy of this State that the people may obtain copies of their public records and public information free or at minimal cost unless otherwise specifically provided by law. As used herein, "minimal cost" shall mean the actual cost of reproducing the public record or public information. (1935, c. 265, s. 1; 1975, c. 787, s. 1; 1995, c. 388, s. 1.)

- Correct errors, and if modifying an earlier post, identify the change
- Be responsive to citizen concerns
- Follow Granville County standardization guidelines listed below.

Employees are prohibited from posting the following on official Granville County sites:

- Information about actual or potential claims and litigation involving the government
- The intellectual property of others, without written permission; a successful representation of Granville County will utilize original content
- Photographs of employees or members of the public without written permission
- Defamatory material
- Any personal, sensitive, or confidential information about anyone
- Obscene, pornographic, or other offensive/illegal materials or links
- Racist, sexist, and other disparaging language about a group of people
- Sexual comments about, or directed to, anyone
- Political campaign materials or comments
- Threatening or harassing comments
- Other information that is not public in nature.

Public Commentary

While some departments may choose a strategic presence that is purely informational and non-transactional, a public forum strategy that allows commentary and engagement may be a more effective and desired strategy for some. The County Manager will leave this strategy to the discretion of the department heads with the understanding that engagement with the public will adhere to the following guidelines.

Public Commentary

Departments and their social media designee(s) will operate platforms in compliance with the Granville County comments policy.

Official Granville County social media and networking sites will post the following social media and networking comments policy:

1. This site is moderated and comments are reviewed.
2. Any communication on this site is considered public record.
3. The appearance of external links or advertisements on this site does not constitute official endorsement.
4. Please note that the comments expressed on these sites do not reflect the opinions and position of Granville County government or its officers and

employees. If you have any questions concerning our Social Media Comments Policy, please contact [*INSERT YOUR DEPARTMENT CONTACT INFO HERE*].

5. Solicitations/advertisement are not allowed and will be removed from this site.
6. We will remove comments that are or include:
 - a. **Off Topic:** We will exclude comments not related to the subject of the conversation.
 - b. **Spam:** Comments focused on selling a product or service, or comments posted for a purpose of driving traffic to a particular website for personal, political, or monetary gain, will be excluded.
 - c. **Personal Attacks:** If you disagree with the content, we'd like to hear from you, but ask that you refrain from comments that attack of others.
 - d. **Illegal:** Comments that suggest or encourage illegal activity are not allowed.
 - e. **Offensive Language:** Comments including, but not limited to, graphic, obscene, explicit, abusive, derogatory, or racial content will be excluded.
 - f. **Private or Confidential Information:** You participate at your own risk, taking personal responsibility for your comments, your username and any information provided. Please do not provide any specific personal information about yourself or other individuals.
 - g. **Political Views:** Comments expressing political views are not allowed.

Responding to Public Commentary

If the social media designee finds a public comment in violation of the Social Media Comments Policy, the designee is to immediately remove the comment from the site. It is highly recommended that the designee keep a log of removed comments and users. Appropriate response verbiage in the case of removal might include: "Your recent post is in violation of Granville County's Social Media Comments Policy and has been removed. Please refrain from posting inappropriate content in the future. If you do not refrain from posting such content, we will regretfully have to block you from further posts. Thank you for understanding."

Guidelines for Standardizing Accounts

Usage standards below apply to all social media and networking accounts:

- Display being the "official account"
- Display official county or department logo or program graphic
- Contain a link to official county website and post the Social Media Comments Policy (if applicable)
- Contain an official county email and/or contact number
- Review site daily for exploitation or misuse

Elected Officials and Social Networking

Elected officials who use the county's official social media are subject to the same requirements as employees. Elected officials are subject to the state's open meetings laws with the use of social media. A quorum of lawmakers holding a discussion about public business through social media may constitute a meeting that is subject to the open meetings law. Elected officials use of their own social media to communicate in their official capacity with members of the public can produce some risk. Discussion of public business, especially if it involves other elected officials, can be difficult to track and keep in accordance with open meeting laws.

Elected officials who use social media and networking for campaigning are highly encouraged to use a separate account for that purpose and not access social media through government technology and the use of government social media resources.

Elected officials are highly encouraged to include a link back to the county's official website for detailed information.

Elected officials who use the same social media for communicating with constituents as they do to campaign risk violating the law against using government resources for political purposes.

Employee Use of Personal Accounts

All county employees, agents, and officers are asked to access their personal social media and networking accounts in a responsible and professional manner during office hours. Accessing personal accounts should not detract from workplace responsibilities and productivity.

When accessing personal accounts during and outside of office hours:

- Employees include in any post related to the government or their job on a personal or professional site a disclaimer that the posting reflects their own opinion, and not that of the government
- Policies that relate to conduct and ethics, privacy and confidentiality, harassment, retaliation and other relevant conduct apply
- Employees have no reasonable expectation of privacy when using government technology
- Employee use of personal social media at work must be brief, not interfere with performance of the employee's duties or with the workplace, and not involve commercial, political or other prohibited activities

BOARD APPROVED STORMWATER UTILITY SERVICES MANAGER SCOPE OF SERVICES – FISCAL YEAR 2016-2017

County Manager Felts stated that Granville County currently contracts with Raftelis Financial Consultants, Inc. to provide Stormwater Utility Services Manager Services as named in the inter-local agreements among Granville County, Person County, Town of Butner, City of Creedmoor, and Town of Stem. The agreement is renewable in terms of one year beginning July 1st through June 30th each unless either party provides notice of termination. The agreement also requires Exhibit “A” (Scope of Services) to be updated annually based on the work plan approved as set out in the Interlocal Agreement for the joint operation of a Stormwater Management Program. The fee for **Tasks A through H** is: Not-to-Exceed \$96,000 which is consistent with the prior year not-to-exceed amount, and **Task I** not-to-exceed amount is \$24,000 which is consistent with the prior year not-to-exceed amount.

Upon a motion by Commissioner R. David Currin, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the updated Stormwater Utility Services Manager Scope of Services (Exhibit A) with Raftelis Financial Consultants, Inc. for FY 2016-2017 at a cost not to exceed \$96,000 for Tasks A through H and at a cost not to exceed \$24,000 for Task I.

BOARD APPROVED GRANVILLE COUNTY DIGITAL INFRASTRUCTURE PLANNING COMMITTEE

County Manager Felts stated that during the August North Carolina Association of County Commissioners (NCACC) Conference, he was able to pick up information from

vendors who work to assist local governments with digital infrastructure. He noted that while the need for improved digital infrastructure has long been a priority of the County, alternatives were limited. Technology improvements in recent years and proposed changes in legislation have allowed for new services and emerging alternatives to become available. He then requested that the Board consider creating a Digital Infrastructure Planning Committee to work with staff to research alternatives to expand availability, evaluate services & vendors, and develop plans for digital infrastructure enhancements. He then referred to a list of suggested committee members and a draft document showing the Name, Authorization, Function, and Terms of Service of the proposed Granville County Digital Infrastructure Planning Committee (GCDIPC).

Commissioner Edgar Smoak made a motion to accept the County Manager's recommendation to create a Granville County Digital Infrastructure Planning Committee and asked the County Manager to contact the suggested list of committee members to be sure that they can serve and bring the list of committee members back to the Board. Commissioner Timothy Karan seconded the motion. Chairman Jay said if the committee was approved, he would like to appoint Commissioner Karan and himself to the committee.

Commissioner Mims expressed concerns about committee members having the background and insight to serve on the committee. Commissioner Currin noted that he has the highest level of internet service and recently during bad weather his internet service was down for four days.

When Chairman Jay called for a vote on the motion, it passed unanimously to create a Granville County Digital Infrastructure Planning Committee to research alternatives and develop a plan and strategies to expand availability in underserved areas of Granville County. Commissioner Zelodis Jay and Commissioner Timothy Karan were appointed to determine membership.

BOARD APPROVED EASEMENT REQUEST FOR THE WAFFLE HOUSE PROPERTY ON HIGHWAY 56

County Attorney Wrenn stated that a company developing a Waffle House in Butner adjacent to County-owned property was requesting an easement. He noted that this easement is a few yards from a previous easement granted to O'Reilly's Auto Parts and would allow connection to SGWASA's sewer line. He referred to a diagram in the agenda packet.

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved authorizing the County Manager and the County Attorney to work on the utility easement for the Waffle House property on Highway 56 to allow for connection to SGWASA.

County Attorney Wrenn stated that he had two attorney-client matters for closed session.

BOARD PRESENTATIONS

Commissioner Currin stated that he and Harry Mills, Economic Development Director, have been working together to help find young men and women interested in working at Polk Youth Center as they have 80 positions open for Correctional Officers I, II and III. He noted that if you know of anyone interested, to please contact Mr. Mills.

Commissioner Cozart said that several churches in the area have asked about opportunities to help those affected by Hurricane Matthew and asked if anyone knew of opportunities to help to please share with others. Commissioner Smith noted that a truck will be at Walmart on Thursday and Commissioner Jay said that the Lott Carey group will be sending a truck to the affected areas also. Commissioner Currin noted that physical labor is also desperately needed.

Commissioner Mims stated that he presented the Bells Across America Proclamation Honoring the Courageous Firefighters of Granville County at Butner Presbyterian Church recently. He said it was mentioned having the event at a larger or different venue next year to attract more first responders from across the County. He announced the Military History event at the Henderson-Oxford Airport on October 29th from 10:00 a.m. – 4:00 p.m. He said he held a 4th Annual State of District 5 Report on October 13th and recognized students from each of the schools in District 5. He noted that Michael Felts, County Manager, was the guest speaker and gave an update on Granville County. He said he presented a Proclamation Honoring Mt. Vernon Missionary Baptist Church on its 144th anniversary. He said that Pastor Morgan announced that land had been purchased on NC Highway 56 for a 500 seat sanctuary and that a ground breaking will be held April 1, 2017.

Commissioner Karan mentioned that the Cooperative Extension Volunteer Appreciation Banquet will be held on Tuesday, October 18th at the Granville Expo Center at

6:00 p.m. and that he looked forward to hearing a report on the ribbons that the local 4-H and FFA participants have won at the North Carolina State Fair.

Commissioner Jay invited everyone to the Library Appreciation Day to be held at the Granville Athletic Park on Saturday, October 22nd from 11:00 a.m. – 3:00 p.m.

DURING PRESENTATIONS, BOARD APPROVED PROCLAMATION RECOGNIZING THE LIBRARY FOR ITS 80 YEARS OF SERVICE

Commissioner Jay asked the Board to consider a proclamation recognizing the Library's 80 years of service in Granville County.

Upon a motion by Commissioner R. David Currin, Jr., seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved a proclamation designating November 2016 as "Granville County Library System Month" to honor the Library on its 80th anniversary.

Commissioner Jay asked the Board and those in attendance to thank the staff at the libraries for the great job they are doing. Commissioner Smith said there is an article in today's Oxford Public Ledger regarding the history of the library.

BOARD PRESENTATIONS CONTINUE

Commissioner Jay mentioned that the Granville County Citizens Advisory Committee for Environmental Affairs toured the landfill on October 10th.

CHANGE OF MEETING PLACE

Chairman Jay announced that the Board of Commissioners will meet at Butner Town Hall, 415 Central Avenue, Butner on November 7, 2016 at 7:00 p.m.

BOARD WENT INTO CLOSED SESSION

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3), (4) and (5) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations; and to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i)

the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner R. David Currin, Jr., and unanimously carried, the Board returned to regular session.

BOARD APPROVED LEGAL ACTION AGAINST TRIANGLE WASTE SERVICES

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved authorizing the County Attorney to take appropriate legal action against Triangle Waste Services regarding the violation of Granville County's waste collection franchise agreement.

BOARD ADJOURNED

Upon a motion by Commissioner R. David Currin, Jr., seconded by Commissioner Ed Mims, and unanimously carried, the Board adjourned.

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