

**OXFORD, NORTH CAROLINA**  
**April 20, 2020**

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, April 20, 2020 at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford. Due to COVID-19 restrictions and the stay at home order, a call-in option was provided for the public.

***Present were:***

***Chairman:*** David T. Smith

***Commissioners:*** Tony W. Cozart      Sue Hinman  
Zelodis Jay                      Timothy Karan

Owen T. Roberts, Jr. and Edgar Smoak were absent.

***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 Timothy Karan for the invocation and the Pledge of Allegiance. At this time, the Clerk did a roll call. Commissioners Roberts and Smoak were absent and excused from the meeting. Chairman Smith announced that if a vote was not unanimous, there would be a roll call vote for the record.

**CONSENT AGENDA APPROVED**

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, 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	\$ 0
School Contingency	\$ 100,000
Environmental Disaster Contingency	\$ 10,000
General Fund Appropriated Fund Balance	\$ 5,316,874

- (B) Approved Budget Amendment #7 as recommended by the Finance Director:

**Budget Amendment #7**  
**4/20/2020**

***Be it ordained,*** the FY 2019-2020 Annual Budget Ordinance is hereby amended as follows:

**GENERAL FUND**

Expenditures: Increase/(Decrease)

General Government	
IT	5,960
Board of Election	5,000
Finance	9,950
Public Safety	
Sheriff's Department	24,000
Detention Center	9,500
Forestry	300

	Emergency Management	6,550	
	911 Operations	99,550	
	Animal Control	5,750	
Community Services			
	Cooperative Extension Service	3,000	
	Planning	1,000	
	Inspections	6,800	
Human Services			
	Social Services	(51,224)	
	Senior Center - South	2,950	
Area Projects and	Other Appropriations		
	Non-Departmental	64,754	
	Pass Thru Funds and Transfers	11,690	
Contributions to	Other Funds		
	Tourism Development Authority	1,000	
	Contributions	811,560	
	<i>Total Expenditures</i>		1,018,090
Revenues: Increase/(Decrease)			
	Licenses, Fees & Other Revenue	6,800	
	Restricted and Intergovernmental	13,703	
	Appropriated Fund Balance	997,587	
	<i>Total Revenues</i>		1,018,090

#### **E-911 FUND**

Expenditures: Increase/(Decrease)			
	(CMAQ) Greenway Construction	(60,880)	
	<i>Total Expenditures</i>		(60,880)
Revenues: Increase/(Decrease)			
	Appropriated Fund Balance	(60,880)	
	<i>Total Revenues</i>		(60,880)

#### **LANDFILL FUND**

Expenditures: Increase/(Decrease)			
	Landfill Operations	9,900	
	Transfers to other funds	200,000	
	<i>Total Expenditures</i>		209,900
Revenues: Increase/(Decrease)			
	Appropriated Fund Balance	209,900	
	<i>Total Revenues</i>		209,900

#### **STORM WATER FUND**

Expenditures: Increase/(Decrease)			
	Storm Water Management Operations	11,300	
	<i>Total Expenditures</i>		11,300
Revenues: Increase/(Decrease)			
	Appropriated Fund Balance	11,300	
	<i>Total Revenues</i>		11,300

#### **Budget Amendment #7**

<b>(For reference only)</b>				<b>Balance</b>
General Fund/Pass Through Funds				
Expenditures: Increase/ (Decrease)				
10- 8580 109	JCPC - Administrative	\$11,690		\$30,607
Revenues: Increase/ (Decrease)				
10- 3583 330	JCPC - Administrative	\$11,690		\$27,190

*Description* : Transfer of funds to allow training initiatives to promote Granville JCPC programs per DPS.

General Fund/Inspections				
Expenditures: Increase/ (Decrease)				
10- 4350 510	Capital Outlays	\$6,800		\$9,300
Revenues: Increase/ (Decrease)				
10- 3343 410	Inspection Fees	\$6,800		\$606,800

*Description* : Fund purchase of six laptops for Inspections Department.

General Fund/Non-Departmental				
Expenditures: Increase/ (Decrease)				
10- 8540 128	IT Connectivity	\$55,000		\$526,600
Revenues: Increase/ (Decrease)				
10- 3990 991	Appropriated Fund Balance	\$55,000		\$4,455,314

*Description* : Fund the purchase of DELL EMC Hyperconverged server infrastructure for the Law Enforcement Center as approved by the Granville County BOCC on March 16, 2020.

General Fund/Transfers					
Expenditures: Increase/ (Decrease)					
10-	9800	049	Transfer to GAP Phase III Project	\$811,560	\$811,560
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriate Fund Balance	\$811,560	\$5,266,874

*Description* : Funding of the remainder of the GAP Phase III construction project budget (not already funded through grants), as approved by Granville County BoCC on October 7, 2019.

General Fund/Non-Departmental					
Expenditures: Increase/ (Decrease)					
10-	8540	109	Legal Fees	\$50,000	\$350,000
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriate Fund Balance	\$50,000	\$5,316,874

*Description* : To fund higher than anticipated legal fees.

General Fund/DSS					
Expenditures: Increase/ (Decrease)					
10-	5300	613	LINKS	(\$2,832)	\$6,732
10-	5300	624	Wake Electric Round Up	(\$1,958)	\$2,000
10-	5300	635	Family Reunification	(\$405)	\$14,358
10-	5300	650	LIEAP(Low Income Energy Asst)	\$3,971	\$205,376
10-	5300	622	Crisis Intervention Program	(\$50,000)	\$151,405
10-	5300	632	State/County Special Assistance	(\$15,000)	\$298,224
10-	5300	260	Supplies & Materials	\$15,000	\$52,812
Revenues: Increase/ (Decrease)					
10-	3538	332	Public Assistance	\$2,013	\$401,543
10-	3990	991	Appropriate Fund Balance	(\$53,237)	\$5,263,637

*Description* : Adjust Social Services funding to reflect changes in energy public assistance and crisis intervention, as well as balance with State funding. Also, to adjust funding within department to cover COVID-19 related expenses. (DSS BA's 1-6)

General Fund/Finance					
Expenditures: Increase/ (Decrease)					
10-	4130	199	Professional Services	\$1,000	\$14,500
10-	4130	395	Registration and Training	\$2,500	\$7,300
10-	4130	510	Capital Outlay	\$5,200	\$10,200
10-	8540	126	Trust Account Expenditures	(\$8,700)	\$453,961

*Description* : Fund the purchase of printers, ID badge maker and AP invoice scanner for the Finance Department. All three items broke down or became impaired during the current fiscal year. Also, to fund arbitrage rebate service and tuition reimbursement for Finance personnel.

General Fund/Various Departments					
Expenditures: Increase/ (Decrease)					
10-	4122	183	HEALTH Insurance	\$5,960	\$29,360
10-	4130	181	FICA	\$1,250	\$20,854
10-	4170	131	BOARD-MEMBER-SALARIES	\$5,000	\$14,250
10-	4310	121	SALARIES	\$20,000	\$3,091,753
10-	4310	184	LEO-RETIREMENT	\$4,000	\$286,138
10-	4320	122	OVERTIME	\$9,500	\$81,000
10-	4330	121	SALARIES	\$3,500	\$240,508
10-	4330	181	FICA	\$400	\$18,531
10-	4330	182	RETIREMENT	\$1,250	\$22,462
10-	4330	183	HEALTH-INSURANCE	\$1,400	\$32,600
10-	4370	182	RETIREMENT	\$300	\$2,783
10-	4380	122	Overtime	\$4,250	\$31,750
10-	4380	126	PART-TIME	\$1,500	\$34,500
10-	4390	121	SALARIES	\$76,000	\$767,893
10-	4390	122	OVERTIME	\$14,800	\$99,800
10-	4390	182	RETIREMENT	\$8,750	\$78,282
10-	4910	181	FICA	\$500	\$20,719
10-	4910	182	RETIREMENT	\$500	\$23,796
10-	4950	182	RETIREMENT	\$3,000	\$3,253
10-	5870	121	SALARIES	\$2,850	\$44,369
10-	5870	181	FICA	\$100	\$3,276
10-	6180	121	SALARIES	\$950	\$53,131
10-	6180	182	RETIREMENT	\$50	\$4,720
10-	8540	111	Position Reclass	(\$31,546)	\$0
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriate Fund Balance	\$134,264	\$134,264

Description: Fund adjustments in departmental salary and benefits due to merit increases, severance payouts, additional overtime, and addition of personnel.

E-911 Fund					
Expenditures: Increase/ (Decrease)					
27-	4501	357	Radio	-60880	\$53,500
Revenues: Increase/ (Decrease)					
27-	3991	991	Use of Fund Balance	-60880	(\$60,880)

Description : Reverse budget amendment #5 - console for 911 Department. Funding was accomplished by transfer between departments within E911 fund.

Landfill Fund					
Expenditures: Increase/ (Decrease)					
60-	4730	597	Due to Oxford C/PC	\$200,000	\$200,000
Revenues: Increase/ (Decrease)					
60-	3991	991	Appropriated Fund Balance	\$200,000	\$417,583

Description : Fund continuing expenditures for post closure costs for the Oxford landfill (Fund 62).

Landfill Fund					
Expenditures: Increase/ (Decrease)					
60-	4729	121	SALARIES	\$9,050	\$47,495
60-	4729	182	RETIREMENT	\$850	\$4,277
Revenues: Increase/ (Decrease)					
60-	3991	991	Appropriated Fund Balance	\$9,900	\$9,900

Description: Fund adjustments in departmental salary and benefits due to severance payouts and addition of personnel.

Storm Water Fund					
Expenditures: Increase/ (Decrease)					
65-	4961	121	SALARIES	\$8,500	\$65,459
65-	4961	126	PART-TIME-SALARIES	\$200	\$16,700
65-	4961	181	FICA	\$200	\$5,820
65-	4961	182	RETIREMENT	\$750	\$5,848
65-	4961	183	HEALTH-INSURANCE	\$1,650	\$9,150
Revenues: Increase/ (Decrease)					
65-	3991	991	Appropriated Fund Balance	\$11,300	\$93,444

Description: Fund adjustments in departmental salary and benefits due to severance payouts and change in personnel

(C) Approved the Request to North Carolina Department of Public Instruction for Lottery Distributions in the amount of \$674,356.80.

(D) Approved the minutes of the February 17, 2020 meeting.

(E) Approved the Tax Releases and Refunds as follows:

Approval for February refund/releases: \$ 3,003.56  
 Approval for February write-offs (\$2 or less)\$ 78.35

Approval for March refund/releases: \$ 14,330.62  
 Approval for March write-offs (\$2 or less) \$ 37.78

(F) Approved the following *Resolution Establishing a Local Government Board Meeting Remote Participation Policy for Granville County*:

**RESOLUTION  
 ESTABLISHING A LOCAL GOVERNMENT BOARD MEETING  
 REMOTE PARTICIPATION POLICY FOR GRANVILLE COUNTY**

**WHEREAS**, the Granville County Board of Commissioners recognizes that Article 33C of Chapter 143 of the North Carolina General Statutes contemplates that official meetings of public bodies, such as the Granville County Board of Commissioners may take place by electronic means.

§143-318.10(d) of the North Carolina General Statutes states that an official meeting “means a meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body.”

**WHEREAS**, when instances such as federal, state, and or local state of emergencies, severe weather situations, and other instances occur, with the correct technology and as determined by the Chairman of the Board of Commissioners, members of the Granville County Board of Commissioners and other local government boards and committees may now participate remotely in meetings provided the following conditions and terms are applied:

1. Acceptable Means of Remote Participation

Telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

2. Notice

To the extent possible, subject to the availability of technology and in order to make appropriate arrangements, a member of the board shall notify the chairman of the board or committee as soon as practicable of the inability to attend the official meeting and the need to participate remotely.

3. Announcement of Presence at Meeting

At the beginning of the meeting, the chairman or designee shall announce that a named board or committee member is participating remotely. Immediately thereafter said member shall identify himself and announce that he is present and participating remotely.

4. Meeting Minutes

The meeting minutes shall show the board or committee member as participating remotely.

5. Permissible and Non-permissible Stipulations

- a. Remote participation is permissible either when a quorum is physically present or when a quorum is present by those board or committee members who are physically present and those who are participating by remote participation.
- b. Remote participation is not permissible in a quasi-judicial hearing.
- c. Remote participation may be available during closed sessions, as such are allowed by law, if the board on a case-by-case basis considers and approves such remote participation.

6. Voting

- a. Remote participants must voice their vote immediately following those voiced by those board or committee members physically present for the meeting so that they can be properly heard and recorded by the Clerk.
- b. Remote participants are required to comply with the same voting rules and procedures as those board or committee members who are physically present for the meeting.

**NOW, THEREFORE, BE IT RESOLVED BY THE GRANVILLE COUNTY BOARD OF COMMISSIONERS**, that all local government board and committee meetings, including such meetings by the Board of Commissioners, may allow remote participation in such local government board and committee meetings pursuant to the terms set out in this resolution.

Entered this the 20<sup>th</sup> day of April, 2020.

**PUBLIC COMMENTS**

Chairman Smith stated that per the notice of this meeting, any public comments be sent by mail or email by today by 12 p.m. He noted that as of 4:00 p.m. today, no public comments were received.

**BOARD APPROVED AUDIT SERVICES FOR FISCAL YEARS 2019-2020, 2020-2021, AND 2021-2022 WITH THOMPSON, PRICE, SCOTT, ADAMS AND CO. PA**

Chairman Smith stated that in February, the County Finance Department released a request for proposal for audit services for the current fiscal year, as well as fiscal year 2020-21 and fiscal year 2021-22. The scope of proposed services included financial audit of Granville County, drafting of Granville County financial statements, and AFIR (Annual Financial Information Report) preparation as well as performing the base audit and financial statement preparation for the Granville County Tourism Development Authority and South Granville Memorial Gardens. Four proposals were submitted to the County and included a submission from our current auditing firm – Winston, Williams, Creech, Evans and Co., LLP (WWCE). The proposals were evaluated based on response to proposal request questions, staff experience, client recommendations and proposed fees. He noted that while all four proposals reflected significant experience in auditing, the fee structure for the firm of Thompson, Price, Scott, Adams and Co. (TPSA) PA (Whiteville NC) is significantly lower than the other three. Their firm currently serves ten different counties in North Carolina. Granville County's Finance Department inquired directly with the Finance Directors of four of ten counties (Nash, Richmond, Lee and Vance) they serve in North Carolina and they spoke very favorably of their work.

County Manager Felts noted that the County has worked with Winston, Williams, Creech, Evans and Co., LLP for many years and has been pleased with their work. The County went out to bid for the audit contract, TPSA was the low bidder, and additional due diligence was done. The Finance Director recommended TPSA because of cost savings to the County. He noted that this is a three year plan, but the Local Government Commission requires an audit contract annually.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Timothy Karan, and unanimously carried, the Board approved contracting with Thompson,

Price, Scott, Adams (TPSA) and Co. to provide financial audit services for Granville County for fiscal years 2019-2020, 2020-2021 and 2021-2022.

**BOARD DENIED TAXPAYER REFUND REQUEST FROM KEITH TUCK FOR 1637 CRYSTAL LANE, STEM, NC**

County Manager Felts stated that the purpose of this item is the approval/denial of the refund plus interest request of Keith Tuck for prior years for overstated square footage for 1637 Crystal Lane, Stem, NC 27581. Mr. Tuck made a request according to North Carolina General Statute (NCGS) 105-381(a)(1)a, “a tax imposed through clerical error.” He then mentioned the background information that was included in the agenda. In order for the NCGS 105-381 to be applicable it must meet the following criteria to justify a clerical error was committed:

1. Error must be apparent on the face of the instrument (property record card).  
Example: transposed number or an obvious incorrect measurement.
2. Error must be capable of being corrected by reference to the record (property record card) only.

County Manager Felts said that Tax Administrator Sharon Brooks-Powell said this was an appraisal judgement error which should have been appealed during the year the tax was levied. The correction was made according to NCGS 105-287(a)(3) - “Recognize an increase or decrease in the value of the property resulting from a factor other than one listed in subsection (b).” In section (b), it lists things that would be considered during a general reappraisal year. NCGS 105-287(c) states, “An increase or decrease in appraised value made under this section is effective as of January 1 of the year in which it is made and is not retroactive.” He clarified that when the error was brought to our attention, the Tax Office made the correction for the current year and years going forward. Properties that are incorrect should come to the Tax Office or Board of Equalization and Review in the tax year they are levied as the NCGS does not allow amendment of prior years once closed.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board denied the request for refund plus interest requested by Keith Tuck for prior years on square footage at 1637 Crystal Lane, Stem, NC 27581.

**BOARD APPROVED WAIVING OCCUPANCY TAX PENALTIES AND INTEREST THROUGH JUNE 30, 2020**

County Manager Felts gave the following background information on the requests received from local hotel owner/operators concerning occupancy taxes. On April 2, 2020, the County Finance Director received an email from Malaikah Sandhu from the Best Western,

Creedmoor, NC. The email explained the difficulties hotels in our area are experiencing due to the COVID-19 pandemic and the email included the following request:

*“I understand every hotel in the County already receives a 5% merchant’s discount. However, hotels need much more support than this given the times we are in. While we cannot waive occupancy taxes completely, an increase in the percentage of the aforementioned merchant’s credit will help TREMENDOUSLY.”*

This request led the County Manager and Finance Director to research options available to the Granville County Board of Commissioners to impact occupancy tax or the collection of the tax. A recommendation from the Tourism Development Authority (TDA) and several letters from hotel owners/operators requesting assistance were included in the agenda for reference. County Manager Felts then explained the process for collecting occupancy tax and noted that the merchant discount rate cannot be changed except by legislative action and/or by the North Carolina Department of Revenue. He said options are eliminating or lowering the occupancy tax or waiving occupancy tax penalties and interest. He said that the TDA recommends waiving occupancy tax penalties and interest.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved waiving all occupancy tax penalties and interest through June 30, 2020 as recommended by the Tourism Development Authority (TDA).

**BOARD APPROVED POSITION RECLASSIFICATION FOR SOCIAL SERVICES**

Chairman Smith said that per the Granville County Personnel Policy, §33 Amendment of Classification Plan, the County Manager is authorized to amend the classification plan by adding, changing, or deleting classes of positions and salary grades based on internal analysis and market surveys within the authorized budget allocation. The County Manager shall advise the Board of Commissioners of such amendments.

County Manager explained that during their regular meeting on March 16, 2020, the Granville County Board of Commissioners approved increasing the Income Maintenance Supervisor position from grade 21 to grade 24. The Child Support Supervisor II position should have been included in that change. This proposed change would align Child Support Supervisor II position with the already approved IMC Supervisor II position and keep the plan



consistent. No pay adjustments are recommended with this salary grade change and funding is not required.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the reclassification of the Child Support Supervisor II position from grade 22 to grade 24 in the current pay and classification plan.

**BOARD APPROVED CONTRACTING WITH WOODLIEF'S LANDSCAPING FOR LANDSCAPE MAINTENANCE AT CONVENIENCE SITES**

Chairman Smith said that for the past 20 years, landscape maintenance and mowing was contracted through Waste Industries and included in the convenience site contract. Staff recognized some inconsistencies with various mowing crews employed by Waste Industries over the years. When the Convenience Site Contract was bid in 2019, mowing and landscaping was excluded from the requirements of the agreement resulting in decreased costs to our monthly fee for site administration. As a result, landscape maintenance bids were advertised by County staff to contract for five years with two, one year extensions and to be overseen by County staff.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved contracting with Woodlief's Landscaping for landscape maintenance at the convenience sites for \$1,375 per month for the following sites:

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| ▪ Oxford Convenience Site       | 6584 Landfill Road, Oxford        |
| ▪ Butner Convenience Site       | 2796 Old Route Highway 75, Butner |
| ▪ Wilton Convenience Site       | 3195 Highway 56, Creedmoor        |
| ▪ Berea Convenience Site        | 1534 Russell Road, Oxford         |
| ▪ Grassy Creek Convenience Site | 2117 James Winston Road, Oxford   |
| ▪ Oak Hill Convenience Site     | 8266 Charlie Stovall Road, Oxford |
| ▪ Bullock Convenience Site      | 9053 US Highway 15, Bullock       |

**BOARD APPROVED PURCHASING RFID EVIDENCE SOFTWARE**

Chairman Smith explained that this item was to consider approving the purchase of RFID Evidence Software and related hardware. This equipment is necessary for better evidence control and tracking and adequate funding is available within the existing budget. Sheriff Charles R. Noblin, Jr., and Chief Deputy Sherwood Boyd recommended authorizing the Sheriff's Office to purchase the RFID Software/Equipment.

County Manager Felts said that this will aid in transferring and tracking evidence to the new Law Enforcement Center.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved purchasing RFID evidence software for the Sheriff's Office from C & A Associates, Inc. in the amount of \$37,038.17.

**BOARD APPROVED ESINET INTEGRATION FOR EMERGENCY COMMUNICATIONS**

County Manager Felts explained that this request was for approval to use E-911 restricted funds to purchase hardware and software to migrate to the state's new ESInet (Next Generation 9-1-1) at the new Law Enforcement Center. The quote covers both the new main center location, as well as the back-up center location. This is a state-required transition that has been put off until we go-live at the new Law Enforcement Center in order to save funds. This is being brought to the Board to lock in pricing, but will not be billed until it is installed and accepted in fiscal year 2020-2021 and will be funded by E-911 restricted funds.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved purchasing hardware and software for Emergency Communications to migrate to the state's new ESInet (Next Generation 9-1-1) using E-911 restricted funds in the amount of \$34,653.95 to be billed when installed in fiscal year 2020-2021.

**BOARD APPROVED NETWORK SWITCHES FOR THE GRANVILLE COUNTY LAW ENFORCEMENT CENTER**

County Manager Felts explained that Granville County utilizes Ruckus switches in its core infrastructure. In order to retain maximum network compatibility, it is highly recommended to purchase the same network switches. These Ruckus switches will establish a network infrastructure at the Granville County Law Enforcement Center allowing end-users and network devices to connect to the network infrastructure.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved purchasing 12 network switches for the Law Enforcement Center from SHI for network infrastructure in the amount of one-time costs of \$51,600.

**BOARD APPROVED PURCHASE OF FITNESS EQUIPMENT FOR THE LAW ENFORCEMENT CENTER**

Chairman Smith said that the new Law Enforcement Center has an exercise room for use by Sheriff's Deputies and other staff within the Detention Center. This request is to

purchase the necessary equipment included in the attached Life Fitness quote. Adequate funding exists within the Fixtures, Furnishings and Equipment budget allocated for this project.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved purchasing fitness equipment for the Law Enforcement Center's exercise room from Life Fitness in the amount of \$24,515.21.

**BREAK**

At this time, the Board took a five-minute break.

**BOARD APPOINTED BONNIE BREEDLOVE (DISTRICT 5) TO THE SENIOR SERVICES ADVISORY COMMITTEE**

Commissioner Karan said he had a recommendation from Commissioner Roberts for the appointment to the Senior Services Advisory Committee for District 5.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Sue Hinman, and unanimously carried, the Board appointed Bonnie Breedlove (District 5) to the Senior Services Advisory Committee.

**BOARD REAPPOINTED TOMMY HOBGOOD (ALTERNATE) TO THE GRANVILLE COUNTY BOARD OF ADJUSTMENT**

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Tommy Hobgood (Alternate) to the Granville County Board of Adjustment.

**BOARD MADE REAPPOINTMENTS TO THE FUNDING PLAN ADVISORY COMMITTEE FOR AGING SERVICES**

Chairman Smith stated that the Funding Plan Advisory Committee for Aging Services only meets once each year. The task of the committee is to help divide the annual Home and Community Care Block Grant allocation between the services that this grant funds (i.e. congregate meals, home delivered meals, in-home aide services, senior center operations, transportation, etc.). The group will be meeting within the next month, and then will not meet again until next year about the same time. The committee will have to meet remotely this year and needs individuals on the committee that can use technology.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried, the Board appointed Leroy Anderson (District 1), Wanda Garrett (District 3), LaVerta Cooper (District 4), JoAnn Deshane (District 5), Toni Anne Wheeler (District 7), Vickie Smoak (District 7), David T. Smith (County Commissioner

Representative District 2) and Kathy May (Staff District 2) to the Funding Plan Advisory Committee for Aging Services.

**BOARD CANCELLED SUMMER CIVIC LEADERSHIP PROGRAM**

County Manager Felts explained that for the past twelve years, the Board approved offering scholarships to Granville County students as a part of a 5-week Summer Civic Leadership Program. Interns explore the following tracks of government: Public Safety; Human Services; Community Services; General Government, and participate in cohort days throughout the program. During this time, interns tour County facilities, speak with department heads, and work on a group project in order to build team-working skills and to integrate all they learned in the program into a culminating project. Typically, the County receives between 15 – 30 applications and interviews are conducted in late April or early May in order to select the five (5) interns. This selection process needs to be completed no later than early May in order to set schedules with the selected applicants and County departments. The program runs in June and July and ends with the County Board meeting in August. He noted that this year only six applications were received.

County Manager Felts stated that due to the COVID-19 Pandemic measures put in place around social distancing, the uncertainty of when the restrictions will be lifted, and the work County departments will need to do to resume full operations, staff does not feel we can adequately plan for the internship program. He recommended cancelling the program for the summer of 2020. He said that a suggestion was made that possibly in 2021 the program could be open to rising seniors and recently graduated seniors and increased to 10 students. This would be a policy decision of the Board.

Commissioner Hinman said with great sadness that she would make a motion to cancel this year's program. Commissioner Jay seconded the motion.

Commissioner Jay asked that this year's applicants be able to apply next year. County Manager Felts noted that this would be a Board decision and could be brought back next year.

Commissioner Karan asked for clarification on number of applicants and asked if a consolation prize could be sent to the applicants who took the time to apply to the program.

Chairman Smith asked Commissioner Karan to work with staff on the matter.

When Chairman Smith called for a vote on the matter, it passed unanimously to cancel the Summer Civic Leadership Program for 2020.

**BOARD APPROVED NOT PROCEEDING WITH BROADBAND ENGINEERING STUDY AT THIS TIME**

County Manager Felts said that the County is working on some initiatives to improve access to broadband. This study and design will establish a plan showing how engineers would build a turnkey solution consisting of fiber or hybrid fiber/fixed wireless technology. Having this tool in hand will enable a “shovel ready” approach to effectively apply for State and Federal Grant opportunities.” River Street Networks has partnered with Piedmont Electric Co-op to develop a blueprint for broadband in the Piedmont Electric Co-op area and adjacent areas. The County Manager has spoken with representatives from River Street, Piedmont Electric, and Wake Electric. He noted that the agenda included a document with information on River Street Networks, more details about a Broadband Engineering Study and Design, and information about the partnership with Piedmont Electric.

He explained that funding of the Broadband Engineering Study and Design plan is proposed at \$60,000 (updated price) with 50% paid at the beginning of the project and the remainder paid at the end of the plan design. He explained that at some point Granville County will want to do a study and it will be necessary to solve the existing broadband issues. He said at this time the County is not in the position to access grant funds due to constraints in the next 12-18 months, so he suggested this being done at a later time.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Timothy Karan, and unanimously carried, the Board approved not proceeding with the Broadband Engineering Study and Design with RiverStreet Networks at this time.

**BOARD APPROVED DEPARTMENT OF SOCIAL SERVICES TEMPORARY FACILITY AND LEASE AT CENTRAL CHILDREN'S HOME**

County Manager Felts explained this emergency action item – DSS Temporary Facility due to COVID-19. He gave background information on a temporary space for Social Services in order to implement sufficient social distancing within the DSS office area. The following request by Adonica C. Hampton, Granville County Department of Social Services Director, was made:

- To move DSS Social Work Services staff to a building that could house 16 social workers in a 2 per office, and 4 social workers/supervisors in individual offices (2 social work supervisors, 2 intake social workers) = offices for 20 staff plus 2 small meeting rooms for multiple weekly group case staffings, for three teams of social workers, multiple community team meetings, and multiple family meetings.

A temporary space was found at the Central Children's Home with a lease for 6 months, with one 3 month extension. The funding for fiscal year 2019-2020 will be from the existing budget and funding for fiscal year 2020-2021 is incorporated in the DSS budget. County Manager Felts said he had spoken with most Board members one on one and had received approval to sign the lease. He asked the Board to ratify the decision to lease the space.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved a lease agreement with Central Children's Home of North Carolina, Inc. at 211 West Antioch Drive, Oxford, NC, in the amount of \$5,000 per month for use of temporary space as executed by the County Manager as an emergency need.

**BOARD PROVIDED UPDATE ON THE COUNTY RESPONSE TO COVID-19**

County Manager Felts said that information included in the agenda is for information only and provides an update on the County's response to COVID-19. He said that there is a COVID-19 link on the Granville County website ([www.granvillecounty.org](http://www.granvillecounty.org)) homepage. He noted that it has been a challenge for Granville County and others.

Chairman Smith thanked the Granville-Vance Health Department as they took the lead on distributing information and County staff for the continuation of services.

County Manager Felts thanked staff and the Health Department for their work during this challenging time.

**BOARD APPROVED US PUBLIC BENEFITS CONVEYANCE PROGRAM  
PROPERTY TRANSFER FOR FORMER FAA TOWER SITE LOCATED AT 7061  
MOUNTAIN ROAD, OXFORD**

County Attorney said this item was in reference to a piece of property located at 7061 Mountain Road, Oxford that is the site of a former Federal Aviation Administration (FAA) tower. He said that it has been determined that Granville County is the proper party to deed that site to and that he has the deeds if the County wishes to accept. He asked for authorization to accept the property and record the deeds.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the acceptance of the property formerly used as a radio communications link repeater tower site for the FAA located at 7061 Mountain Road, Oxford, NC 27565 and authorized the County Attorney to accept and record the deed and the associated resolution as follows:

**RESOLUTION CONSENTING TO THE TRANSFER OF TWO TRACTS OF LAND FROM THE  
UNITED STATES OF AMERICA TO GRANVILLE COUNTY**

WHEREAS, Granville County wishes to adopt this resolution to evidence, to the extent necessary, Granville County's consent to the transfer of the property consisting of two tracts of land located at 7061 Mountain Road ("FAA Repeater Site"), from the United States of America to Granville County, and further described in the attached Exhibit "A".

NOW, THEREFORE, let it be resolved as follows:

1. That the Granville County Board of Commissioners hereby adopts this resolution consenting to the transfer of the property consisting of two tracts of land located at 7061 Mountain Road ("FAA Repeater Site"), from the United States of America to Granville County.
2. That the County Attorney is instructed to take all such actions necessary and proper to effectuate this matter.

**DURING COUNTY ATTORNEY'S REPORT, BOARD ACCEPTED OFFER FOR  
PROPERTY LOCATED AT 3674 HIGHWAY 15 SOUTH, OXFORD AND  
RESOLUTION AUTHORIZING UPSET BID PROCESS**

County Attorney Wrenn informed the Board that an offer was received by Roland Myrick in the amount of \$1,800 for the purchase of property located at 3674 Highway 15 South, Oxford that the County acquired through tax foreclosure. He recommended that the Board accept the offer subject to an upset bid and subject to Mr. Myrick paying the advertising costs. He asked the Board to adopt a resolution to that affect.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved adopting the following resolution authorizing the sale of property located at 3674 US Hwy 15 S., Oxford, NC 27565 in accordance with the upset bid procedure as determined by NCGS 160A-269 and authorized the County Manager, County Attorney and Clerk to finalize the transaction:

**RESOLUTION AUTHORIZING UPSET BID PROCESS**

**WHEREAS**, the Granville County Board of Commissioners (the "County") owns certain real property located at 3674 US Hwy 15 S., Oxford, NC 27565 and further identified as Tax Map No. 180900764845 (the "Property");

**WHEREAS**, N.C. Gen. Stat. §160A-269 permits the County to sell property by negotiated offer, advertisement, and upset bids, after receipt of an offer to purchase for the Property;

**WHEREAS**, the County received an Offer to Purchase and Contract (the "Offer") from Roland B. Myrick ("Buyer") to purchase the Property from the County pursuant to a negotiated offer, advertisement, and upset bid in accordance with G.S. 160A-269 for the amount of \$1,800.00 plus payment of all closing costs associated with the transaction, including but not limited to, all publication costs incurred by the County to meet requirements set out by § 160A-269 (whether one or more), cost for deed preparation, recording fees, revenue stamps (if applicable), and other applicable closing costs; and

**WHEREAS**, a copy of said Offer to attached hereto as **Exhibit A** and the same is incorporated by reference herein; and,

**WHEREAS**, Buyer is required to provide a five percent (5%) deposit on the offer and Buyer has proposed to deposit the sum of \$90.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Granville County Board of Commissioners that:

1. The County authorizes sale of the Property in accordance with the Offer made by Buyer, subject to the upset bid procedure set forth in N.C. Gen. Stat. §160A-269 and other terms and conditions set out herein.
2. The Clerk to the Board shall cause notice of the proposed sale to be published. The notice shall contain a general description of the Property, the amount and terms of the offer, and a notice that within ten (10) days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder.
3. Buyer shall provide the County Clerk with a deposit in the amount of \$90.00.
4. Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer (including offeror's name, address, and telephone number), to the County Clerk within ten (10) days after the notice of sale is published. At the conclusion of the ten (10) day upset bid period, the County Clerk shall open the bids if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.
5. If a qualifying higher upset bid is received, the County Clerk shall cause a new notice of upset bid to be published, and shall continue to do so until a ten (10) day upset bid period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the County Board of Commissioners.
6. To be a qualifying higher bid, an upset bid must raise the existing offer (or subsequent higher upset bid) by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.
7. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid. The County will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received.
8. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted, subject to (i) the terms and conditions set out in the Offer; (ii) the County Board of Commissioners approving the final high bidder offer, which it will consider at its next regularly scheduled board meeting after the final upset bid period has passed.
9. The County reserves the right to withdraw the Property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

County Attorney Wrenn said that adjoining property owners will be notified by letter of the upset process.

**DURING COUNTY ATTORNEY'S REPORT, BOARD APPROVED DUE DILIGENCE FOR BAR NINE PROPERTY ADJACENT TO TRIANGLE NORTH**

County Attorney Wrenn said that the Bar Nine property adjacent to Triangle North is under contract by the County and that due diligence needs to be done before closing. He said that an engineering firm needs to be engaged to look at the traffic pattern and usability of the property. If the traffic pattern and usability check out, then a Phase 1 and survey will need to be done. He asked the Board to authorize an amount not to exceed \$18,000 to conduct due diligence.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Timothy Karan, and unanimously carried, the Board approved authorizing the County Attorney



to conduct due diligence on the Bar Nine property adjacent to Triangle North for an amount not to exceed \$18,000.

**BOARD PRESENTATIONS**

Commissioner Karan said for everyone to be safe and thanked staff for their work during COVID-19.

Commissioner Jay thanked staff and the Granville-Vance District Health Department (GVDHD) for a great job getting information out during COVID-19.

Commissioner Hinman also thanked staff and GVDHD for their work during COVID-19.

Commissioner Cozart echoed comments made by Board members and thanked people for flexibility and cooperativeness during these times. He gave a shout out to citizens in Granville County and mentioned an act of courtesy he saw at a local Dollar General when purchasing items that are in low supply. He mentioned traffic issues at the Wilton convenience site that he has noticed with increased traffic there. He commended the Mary Potter Alumni Association for their work and students who are working on assignments from home.

Chairman Smith echoed comments made by other Board members as we are in unchartered waters with COVID-19. He thanked County staff that continues to provide services; thanked citizens for cooperation to get through this time; and thanked ACIM for providing food for our citizens during this difficult time.

**COMMISSIONERS ADJOURN**

Chairman Smith thanked those that joined the meeting by the call-in option.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board adjourned at 8:03 p.m.

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