

OXFORD, NORTH CAROLINA
September 8, 2020

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Tuesday, September 8, 2020 at 7:00 p.m. via Zoom conference call in order to adhere to the COVID-19 restrictions.

Present via Zoom were:

Chairman: David T. Smith

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

Edgar Smoak was 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. He asked for prayers for Commissioner Smoak and his family as he was in the hospital. He then recognized Commissioner Zelodis Jay for the invocation and the Pledge of Allegiance. At this time, Clerk to the Board, Debra A. Weary, did a roll call. Commissioner Smoak was absent and excused. Chairman Smith reminded Board members to identify themselves when speaking or making motions and also announced that votes would be done by a roll call by the Clerk.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried (5-0), the Board approved the consent agenda as follows:

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

General Contingency Balance	\$ 73,750
School Bond D/S Contingency	\$ 100,000
Environmental Disaster Contingency	\$ 10,000
General Fund Appropriated Fund Balance	\$ 3,948,870

- (B) Approved Budget Amendment #1 as recommended by the Finance Director:

Budget Amendment #1
09/08/20

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

GENERAL FUND

Expenditures: Increase/(Decrease)

General Government	
Board of Election	5,800
Public Safety	
Detention Center	2,476
Fire Services	33,000
Emergency Management	1,000
Community Services	

	Cooperative Extension Service	450	
	21 Century Schools	114,436	
	Construction Projects	90,000	
Human Services			
	Granville Medical Center	11,073	
	Social Services	38,637	
	Cardinal Innovations Grant	12,500	
Area Projects and Other Appropriations			
	Special Projects	4,947	
	Non-Departmental	100,000	
	Pass Thru Funds and Transfers	25,883	
Contributions to Other Funds			
	Contributions	1,233,427	
	Contingencies	(106,250)	
	<i>Total Expenditures</i>		1,567,379
Revenues: Increase/(Decrease)			
	Restricted and Intergovernmental	137,382	
	Appropriated Fund Balance	1,429,997	
	<i>Total Revenues</i>		1,567,379

E-911 FUND

Expenditures: Increase/(Decrease)			
	Phone System & Furniture	35,000	
	ETSF - Hardware	(65,000)	
	<i>Total Expenditures</i>		0

LANDFILL FUND

Expenditures: Increase/(Decrease)			
	Landfill Operations	266,000	
	<i>Total Expenditures</i>		266,000
Revenues: Increase/(Decrease)			
	Appropriated Fund Balance	266,000	
	<i>Total Revenues</i>		266,000

Description :

		Budget Amendment #1		
(For reference only)				Balance
General Fund/Non - Departmental				
Expenditures: Increase/ (Decrease)				
10- 8540 109	Legal Fees	\$100,000		\$275,000
10- 9910 991	General Contingency	(\$100,000)		\$80,000

Description: To fund anticipated third party consulting for the Sheriff's department through the attorney's office.

General Fund/Cooperative Extension				
Expenditures: Increase/ (Decrease)				
10- 4950 232	Midway USA Grant	\$450		\$450
10- 9910 991	General Contingency	(\$450)		\$79,550

Description: Move the Midway USA Foundation Grant expenditure line from 4-H Best into Cooperative Extension.

General Fund/Cardinal Innovations Grant				
Expenditures: Increase/ (Decrease)				
10- 6320 694	Cardinal Innovations Grant	\$12,500		\$12,500
Revenues: Increase/ (Decrease)				
10- 3990 991	Appropriated Fund Balance	\$12,500		\$2,967,837

Description: to carry over Cardinal Innovations grant received and unspent in FY 2020 for grocery gift cards for seniors.

General Fund/Special Appropriations				
Expenditures: Increase/ (Decrease)				
10- 8500 657	Human Relations Commission	\$4,947		\$11,737
Revenues: Increase/ (Decrease)				

10-	3990	991	Appropriated Fund Balance	\$4,947	\$2,972,784
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Description: To roll over remaining funds from FY 2019-20 for Human Relations Commission.

General Fund/Board of Elections

Expenditures: Increase/ (Decrease)

10-	4170	125	Part -Time Staff	\$5,800	\$11,416
10-	9910	991	Contingency	(\$5,800)	\$73,750

Description: To fund additional help needed during the Presidential elections in light of additional constraints created by COVID - 19.

General Fund/Hospital

Expenditures: Increase/ (Decrease)

10-	5700	510	Capital Outlay	\$11,073	\$143,946
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$11,073	\$2,983,857
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Description: To fund one month's FY 2018 Window loan payment due to Granville Health System. In July 2020, GHS discovered that this payment was not requested for the month of November 2018.

General Fund/Construction Projects

Expenditures: Increase/ (Decrease)

10-	4251	812	L.E. C. 911 Comm. Tower	\$90,000	\$115,000
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$90,000	\$3,073,857
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Description: To carry over funds appropriated in FY 2020 for construction of the 911 communications tower. No expenditures were made in FY 2020.

General Fund/DSS

Expenditures: Increase/ (Decrease)

10-	5300	630	Federal Adoption Assistance	\$13,637	\$20,637
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$13,637	\$3,087,494
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Description: to recognize receipt of TANF funds received in June, 2020 that were to be applied to to FY 2021 Adoption incentives.

General Fund/Fire Services

Expenditures: Increase/ (Decrease)

10-	4340	631	Radio Grant to Districts	\$33,000	\$33,000
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$33,000	\$3,120,494
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Description: To carry over funds appropriated in FY 2020 for funding of 25% of the State Radio grant to fire districts, as approved by the Granville County BoCC at the February, 2020 annual retreat. No expenditures were made in FY 2020.

General Fund/21st Century School

Expenditures: Increase/ (Decrease)

10-	5837	126	Part-Time Salaries	\$95,076	\$95,076
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10-	5837	181	FICA	\$7,259	\$7,259
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10-	5837	260	Supplies	\$6,780	\$6,780
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10-	5837	313	Field Trips	\$5,321	\$5,321
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Revenues: Increase/ (Decrease)

10-	3584	001	21st Century School Grant	\$114,436	\$114,436
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Description: To establish funding and anticipated expenditures for 21 Century School Grant for Granville Central High School. This grant was obtained by the Cooperative Extension department.

General Fund/Sheriff

Expenditures: Increase/ (Decrease)

10-	4320	213	Inmate Clothing / Supplies	\$2,476	\$17,476
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$2,476	\$3,122,970
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Description: to fund the last of an order to Victory Supply that was created in March, 2020.

General Fund/Emergency Management

Expenditures: Increase/ (Decrease)					
10-	4330	604	Tier II Grant Expenditures	\$1,000	\$1,000
Revenues: Increase/ (Decrease)					
10-	3433	341	Tier II Grant Revenue	\$1,000	\$1,000

Description: To recognize Tier II grant funding received by Emergency Management.

General Fund/DSS

Expenditures: Increase/ (Decrease)					
10-	5300	540	Capital Outlay - Cars	\$25,000	\$25,000
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	\$25,000	\$3,147,970

Description: To carry over FY 2020 funding for the purchase of a vehicle. Purchase was not made in FY 2020 due to complications from COVID-19.

General Fund/Pass Through

Expenditures: Increase/ (Decrease)					
10-	8580	112	JCPC - Positive Actions	\$25,883	\$25,883
Revenues: Increase/ (Decrease)					
10-	3583	338	JCPC - Positive Actions	\$21,946	\$21,946
10-	3990	991	Appropriated Fund Balance	\$3,937	\$3,151,907

Description : To establish FY 2021 funding of the JCPC Positive Actions plan

General Fund/Contributions to Other Funds

Expenditures: Increase/ (Decrease)					
10-	9800	030	Transfer to Covid-19 Relief Fund	\$1,233,427	\$1,233,427
Revenue: Increase/(Decrease)					
10-	3990	030	Transfer from CRF	\$436,464	\$436,464
10-	3990	991	Appropriated Fund Balance	\$796,963	\$3,948,870

Description: To transfer first phase on Coronavirus Relief Funding received by Granville County in Spring of 2020 to the Covid-19 Relief Project Fund, which was establish August 3, 2020. And also, to recognize receipt of payment from the CRF for Sheriff department patrol personnel eligible for CRF reimbursement.

E-911 Fund

27-	4500	510	T/C Furniture & Capital Outlay	\$65,000	\$77,000
27-	4502	353	Telephone	(\$65,000)	\$60,500

Description: To fund purchase of console furniture work stations, as approved by the Granville County BoCC on December 2, 2019.

Landfill Fund

Expenditures: Increase/ (Decrease)					
60-	4725	510	Capital Outlay	\$266,000	\$266,000
Revenues: Increase/(Decrease)					
60-	3991	991	Appropriated Fund Balance	\$266,000	\$266,000

Description: To carry over funds to construct the scale house at the Oxford landfill, as approved by the Granville County BoCC on January 6, 2020.

(C) Approved minutes of the July 6, 2020 Regular Meeting, July 20, 2020 Special Meeting, January 29, 2020 Continued Meeting and the January 30 and 31, 2020 Retreat.

(D) Approved the Tax Refunds/Releases and Write-offs for June 2020 as follows:

- July refund/releases: \$31,935.70
- July write-offs (\$2 or less) \$122.92

INTRODUCTION OF HUMAN RESOURCES DIRECTOR AND ASSISTANT COUNTY MANAGER

Chairman Smith welcomed Angela Miles, Human Resources Director, and Korena Weichel, Assistant County Manager, to Granville County.

County Manager Felts introduced Mrs. Miles and Mrs. Weichel. Mrs. Miles began work March 16, 2020 and Mrs. Weichel began on August 16, 2020. Both made comments and then Board members welcomed them to Granville County.

DURING PUBLIC COMMENTS, ONE SPOKE ABOUT RV CAMPERS

Kim Boyd, 1517 Bradsher Drive, Stem, NC, made the following comments and provided the Clerk with a copy:

Thank you for giving me this opportunity to bring a most grievous issue to your attention.

In the winter of 2017 I met a resident of our county, a Mr. Phillip Miller who was at that time living in a dilapidated shed on his property. This man had no heat, no water, and very little food. Mr. Miller had been living in a mobile home on the property previously but it had been repossessed leaving him in his current situation. Mr. Miller was living in the mobile home with his mother but upon her death he could no longer afford it with his income alone as he was only receiving close to the minimum in social security.

I along with several other members of my church family were able to help him to the best of our ability by providing him some food, water, and a propane heater. A few weeks later my pastor was able to obtain a RV camper free of charge and gave it to Mr. Miller. This seemed like an absolute miracle from God until we were told that Granville County (which has no minimum housing code) would not allow a RV camper to be set up as a residence. With this said, Mr. Miller is not allowed to have an electric hook up for the RV camper. For the past two and a half years he has ran a gas powered generator that allows him the use of a fan, a light, and a charging source for his cell phone. He has no running water since the generator will not run the well pump, and no source of heat other than a small propane heater.

I was told that a RV camper could not be set up as a residence as it would not be safe, I had to shake my head in disbelief at this since due to Mr. Miller's inability to obtain electricity he cannot even wash his hands with warm water and he is in an age category that places him at high risk living in this pandemic, not to mention the danger of running a propane heater within the confines of a camper.

The city of Butner allows for RV campers to be set up within mobile home parks but Mr. Miller does not have the resources where he can maintain rent on a mobile lot, he owns the lot he's living on.

I am asking the Granville county commissioners to have mercy on this gentleman and to change the ordinance that prohibits RV Campers to be set up as a residence or at the very least to allow citizens to apply for permits that may granted due to hardship or other criteria the board may see fit to enact.

I pray to our Lord that you find mercy in your hearts that leads to action that will rectify this oversight in this ordinance.

Ms. Boyd noted that the person is a veteran and not asking for charity.

Chairman Smith requested follow-up on the matter.

BOARD APPROVED SIX YEAR SCHEDULE FOR GRANVILLE COUNTY PROPERTY REAPPRAISAL AND SCHEDULED NEXT ONE EFFECTIVE JANUARY 1, 2024

Chairman Smith explained that Granville County received a letter from the North Carolina Department of Revenue (NC DOR) dated April 30, 2020 with a recommendation that

Granville County conduct a reappraisal earlier than the currently scheduled January 1, 2026 reappraisal. See the attached letter from the NC DOR.

Reappraisal standards became effective as of January 1, 2018. Section 1 of the “standards” provides for the frequency of countywide reappraisals. NC DOR recommends that all counties conduct reappraisals at least once every four years, or by January 1 of the third year following notifications by their office that the County has failed to meet one of the criteria noted in the letter. By statute, no county can extend the countywide reappraisal beyond eight years.

The cost associated with conducting a reappraisal every four years is challenging for counties of our size or smaller. Many counties who currently conduct a reappraisal every four years retain appraisers on staff rather than using contract services. The Granville County Tax Administrator and County Manager believe this staffing is cost prohibitive. The County Manager and Tax Administrator recommended adjusting our reappraisal from January 1, 2026 to January 1, 2024 (6 years from the previous 2018 reappraisal). While NC DOR has recommended that Granville County conduct a reappraisal effective January 1, 2023 (5 years from the previous 2018 reappraisal), approval for the 6-year reappraisal has been obtained.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Timothy Karan, and unanimously carried, the Board approved scheduling the next Granville County property reappraisal with an effective date of January 1, 2024 (6-year reappraisal) and directed the budget officer to adjust the annual set aside to \$150,000 annually to fully fund the reappraisal; and approved that staff provide notice to the NC Department of Revenue that Granville County will continue on a 6-year reappraisal cycle for future years.

BOARD APPROVED RESOLUTION OF ADOPTION CONCERNING THE GRANVILLE COUNTY EMERGENCY OPERATIONS PLAN

Chairman Smith explained that the Granville County Emergency Operations Plan outlines duties and operations in response to emergencies/disasters and noted that Granville County’s current Emergency Operations Plan was adopted over 20 years ago. This revised plan serves the County as a broad Emergency Plan and will ensure updated practices and agreements. The cost associated with revising the plan was 100% funded using the Emergency Management Performance Grant (EMPG). The Emergency Services Advisory Committee approved forwarding the plan to the Granville County Board of Commissioners and recommended approving the resolution to adopt the plan.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved the Resolution of Adoption concerning the Granville County Emergency Operations Plan as follows:

Resolution of Adoption

WHEREAS, Granville County has identified natural, technological, and man-made hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties; and,

WHEREAS, the North Carolina Emergency Management Act of 1977 as amended (NCGS 166A. et. seq) and Granville County Ordinance, Chapter 20 – Civil Emergencies confers upon local governing boards comprehensive powers to be exercised in providing for the protection of the lives and property of their citizens against natural, technological, and man-made disasters/emergencies; and,

WHEREAS, assistance from other jurisdictions, the state, and/or federal government may be available under certain circumstances when emergency or disaster response and recovery operations exceed local government capabilities; and,

WHEREAS, the effective preparation for emergency situations requires extensive initial planning, continuing revision of plans, and assignment of emergency functions prior to the occurrence of an emergency and the training of personnel in order to ensure a seamless, effective application of governmental functions to emergency operations;

NOW, THEREFORE, BE IT RESOLVED BY THE GRANVILLE COUNTY BOARD OF COMMISSIONERS that the Granville County Emergency Operations Plan is hereby approved, and:

1. That the Granville County Department of Emergency Services shall act as the designated coordinating agency to coordinate emergency and disaster prevention, protection, mitigation, response, and recovery in Granville County, under the general supervision of the County Manager.
2. That the Granville County Emergency Management Division is authorized to update and maintain the Emergency Operations Plan in accordance with state and federal guidance in coordination with the stakeholders of the plan.
3. That Granville County Emergency Services is authorized to maintain and update plans, policies, and procedures that facilitate the implementation of the Emergency Operations Plan and agency responsibilities as identified in Guilford County Ordinance 7.5.
4. That Granville County Emergency Services will assist in coordinating disaster related training for all agencies and entities that have responsibilities under the Emergency Operations Plan.
5. That all agencies identified within the Emergency Operations Plan work to ensure compliance with this document to include the provision of policies and processes to carry out their assigned responsibilities.
6. That all agencies identified within the Emergency Operations Plan ensure that their organization's staff are trained to perform their assigned functions.
7. That all agencies identified within the Emergency Operations Plan ensure compliance with the National Incident Management System through training and policy implementation.
8. That should any provision of this resolution or the application thereof be declared invalid for any reason, such a declaration shall not affect the validity of other provisions, or of this resolution, as a whole, since the provisions of this resolution are severable as provided by G.S. 166A-19.15.

BOARD APPROVED ENVIRONMENTAL PROGRAMS ANNUAL ENGINEERING AGREEMENT WITH LABELLA ASSOCIATES

Chairman Smith explained that Labella provides annual engineering services for the Environmental Programs Department. Service scope includes design and permitting, water quality sampling, groundwater and gas monitoring, and reporting which is required by NCDENR (North Carolina Department of Environment and Natural Resources). He noted that the proposed scope of services is consistent with fiscal year 2019-2020 and funding is available in the current department budget.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony Cozart, and unanimously carried, the Board approved the Consulting Services Agreement with Labella Associates for annual services at the County's landfills for fiscal year 2020-2021 and included in the fiscal year 2020-2021 Solid Waste Enterprise Fund approved budget for a cost not to exceed \$91,900 (Addendum No. 1679-01R).

BOARD DECLARED VEHICLES AS SURPLUS AND AUTHORIZED SALE

Chairman Smith stated that North Carolina General Statutes require the Board of Commissioners to formally declare items surplus prior to the sale. Per Granville County's surplus procedures, all vehicles must be approved for sale or transferred by the Granville County Board of Commissioners prior to their sale or transfer.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved declaring the following vehicles as surplus and authorized sale on GovDeals.com:

- 1997 Ford Van VIN# 4556
- 2004 Dodge Durango VIN# 6873

BOARD APPROVED NETCLOCK FOR EMERGENCY COMMUNICATIONS

Chairman Smith said the next request was for approval to use E-911 restricted funds to purchase a new Netclock system for use at the new Law Enforcement Center. The Netclock system currently in use is believed to be 10-15 years old. This system ensures all hardware and software inside the 9-1-1 Center is continually synced to the correct time. Funding will be from E-911 restricted funds.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved the purchase of a Netclock system from

Mobile Communications America, in the amount of \$10,421.92 using E-911 restricted funds for use at the new Law Enforcement Center

BOARD APPROVED RADIO MAINTENANCE CONTRACT FOR EMERGENCY COMMUNICATIONS

Chairman Smith said the factory maintenance contract for our Emergency Communications radios has expired. The County will now be responsible for any repairs and maintenance of the Emergency Communications radio system. Motorola has provided three different package options to choose from: option 1, the "Essential Package" is the basic bare-bones support package; option 2 is the "Essential Package" with Onsite Premier Support 24x7 added a la carte; and option 3 is the "Advanced Package" and includes everything in option 1 and option 2, as well as additional services such as network and security monitoring.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the annual radio maintenance contract option 2, the "Essential Package" with Onsite Premier Support 24x7 added a la carte from the County's existing vendor, Motorola Solutions, in the amount of \$51,688.64 from contingency funds.

BOARD APPROVED PREVENTATIVE MAINTENANCE CONTRACT OF HVAC SYSTEMS FOR LAW ENFORCEMENT AND DETENTION CENTER

Chairman Smith said that the Law Enforcement/ Detention Facility and Animal Shelter need a service contract to maintain and service the mechanical equipment. The mechanical system(s) includes 68 pieces of equipment ranging from rooftop and ground located package units, condensers, and air handlers, and 59 exhaust fans with an overall investment value of approximately \$3,500,000.00. The services outlined include Spring and Fall Preventative Maintenance in accordance with the manufacturer's recommendations, filter change out quarterly, and condenser coil cleaning each Spring.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved awarding the preventative maintenance contract of the HVAC Systems to Comfort Systems USA Mid Atlantic for an annual total cost of \$23,200.00 (\$19,650.00 LEC/Detention Center and \$3,350.00 Animal Shelter).

BOARD APPROVED LANDSCAPING MAINTENANCE CONTRACT FOR LAW ENFORCEMENT AND DETENTION CENTER

Chairman Smith said that the Law Enforcement/Detention Facility and Animal Shelter are in need of a service contract to maintain the surrounding landscape and lawns. The

landscape elements include 407 varieties of trees and shrubs as well as over 6 acres of lawn. Maintenance needed includes lawn care consisting of mowing, trimming, fertilization, overseeding, and pest control as well as seasonal pruning and mulching. Service intervals include weekly visits from May through October and once every 10 days November through April.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved awarding the landscaping maintenance contract to S2 Landscape for an annual cost of \$37,569.23.

BOARD APPROVED REQUESTED CHANGES FOR LAW ENFORCEMENT AND DETENTION CENTER

County Manager Felts said that Granville County's Construction Manager at Risk/Guarantee Maximum Price (GMP) contract with Bordeaux Construction Company includes a contingency fund to help reduce risks assumed by the Construction Manager at Risk (CMR) at the time of bidding. Under the provisions of the contract, the CMR Contingency may be applied to (1) scope gaps between trade contractors, (2) contract default by trade contractors, (3) unforeseen field conditions, and (4) design omissions that a prudent CMR could not have reasonably detected during the discharge of their pre-construction services. The Owner Contingency, approved within the project funding, is not included within the GMP or CMR Contingency. The County will receive a credit for the balance of the CMR Contingency once the project is completed. In order to expedite the construction services, owner requested changes were processed through the CMR contingency. This request reconciles the CMR Contingency from the Owner Contingency but does not affect the overall funding amount approved by the Board. The Change Order Request log highlighted for Owner added items and associated costs was included in the agenda packet. He noted that there is adequate funding available in the Owner Contingency Fund for the request.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved reconciling the Construction Manager at Risk Contingency with funds from the Owner's Contingency for Contract Change Order #3 in the amount of \$106,994.00.

BOARD APPROVED CONTRACTING WITH D.B. WILLIAMS CONSTRUCTION COMPANY, INC. FOR SCALE HOUSE AT GRANVILLE COUNTY MSW LANDFILL

Chairman Smith explained that Environmental Services has been planning an upgrade for its current truck scales and scale house. At the request of Jason Falls, Environmental

Service Director, a cost study was performed in October 2019 indicating an overall estimated cost of \$266,125.00. After approvals were given, new scales were purchased and during that same timeline design drawings were issued for the construction of a new scale house. On June 26, 2020, only one bid was received in response to our original request. On August 31, 2020, the following informal bids were received for the building construction:

D.B. Williams Construction Company, Inc.	\$119,880.00
JL Williams Construction Company, Inc.	\$120,492.00
G&G Builders, Inc.	\$143,567.00
Harrod and Associates Constructors, Inc.	\$149,200.00
IDIAS Contracting, LLC	\$206,925.00

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved awarding D.B. Williams Construction Company, Inc. a fixed-price contract for an amount not to exceed \$119,880.00, for a new scale house at the Granville County MSW Landfill including the following contingencies:

- Site development to include handicapped parking and sidewalk- \$7,500.00
- Owner requested changes- \$3,500.00

BOARD APPROVED GRANVILLE-VANCE DISTRICT HEALTH DEPARTMENT RENOVATION AND ALTERATIONS FOR BUILDINGS LOCATED AT GRANVILLE HEALTH SYSTEM

Chairman Smith said that this item was to consider approval of a Construction Services Contract for the renovations and alterations of three (3) buildings located at Granville Health Systems, 1010 College Street, Oxford. He gave the following background information. Due to failing building systems and the need for additional functional space for Granville-Vance Health Department (GVHD), Granville County is currently working with Granville Medical Systems for the lease of three (3) vacant buildings located behind the hospital facility. In order to provide the functional space required for the services offered by GVHD, Granville County accepted single-prime/fixed price construction bids on August 27, 2020. The bid price and associated bid alternates reflects over six months of planning and design necessary to accommodate the needs of GVHD, and to, where appropriate, provide value-based renovation and alteration methods to minimize the capital investment.

County Manager Felts recommended the base bid and bid alternates #2 and #3.

Development Services Director Scott Phillips said there can be value cost savings by only replacing HVAC equipment in need of replacement and keeping those less than 10 years of age. He said the lighting hubs allow for energy efficiency. He noted that he and the architect are not in favor of painting the exterior brick.

County Manager Felts added that he recommended the contingencies for unforeseen conditions and changes as well as exterior signage.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved awarding a Construction Services Contract for Harrod and Associates for renovations for Granville-Vance District Health Department for buildings located at 1010 College Street at Granville Health System in the base bid amount not to exceed \$930,500.00 and two (2) alternates and two (2) contingencies:

1. Alternate Bid M-1: Replacing all existing mechanical HVAC equipment for \$87,000.00. The base bid includes replacing one (1) unit in each building.
2. Alternate Bid E-1: Install Lighting Hubs for \$9,000.00. "Lighting Hub" is a centralized lighting control system that offers flexibility of programming and some energy efficiency in operational cost.
1. Contingency-Unforeseen conditions & Owner requested changes-\$30,000.00.
2. Contingency-Exterior Signage as required by Granville Health Systems and necessary to identify each building/services for GVHD - \$25,000.00.

BOARD APPOINTED JOANN DESHANE (DISTRICT 5 APPOINTED BY DISTRICT 3) TO THE KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS ADVISORY COUNCIL ON AGING

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board appointed JoAnn Deshane (District 5 appointed by District 3) to the Kerr-Tar Regional Council of Governments Advisory Council on Aging.

COUNTY MANAGER REQUESTED TO ADD ITEM TO AGENDA

County Manager Felts requested to add an item to the agenda regarding the Aramark Contract for inmate food services.

UPDATE ON 2020 CENSUS – INFORMATION ITEM

County Manager Felts said that a letter of appreciation from the Area Census Office Manager dated September 1, 2020 was included in the agenda and a copy of the signed letter is available in the County Manager's Office. He then gave an update. The 2020 Census will determine congressional representation, inform hundreds of billions in federal funding every year, and provide data that will impact communities for the next decade. Granville County has a 66% self-response rate compared to North Carolina's total self-response rate of 60.8%. As of September 1, 2020 our census area has completed approximately 54% of the Non-Response Follow-up visits and North Carolina is now showing a total response rate of 75.9%. Field collection of census information will end on September 30, 2020, so it is important that we

continue to encourage people to be counted. He made one last call for citizens in Granville County to respond to the census.

Chairman Smith and County Manager Felts thanked staff members for their assistance with the census.

BOARD APPROVED EMERGENCY RESPONSE PROGRAM WITH BUILDER SERVICES OF NORTH CAROLINA

County Manager Felts said that approximately four or five years ago, Commissioner Karan, Attorney Wrenn, and then Emergency Services Director, Doug Logan, met with Builder Services regarding an Emergency Response Program for Granville County. At that time, the program did not work in conjunction with North Carolina General Statutes but they have since revised their program and contract language. He said this item was to consider engaging Builder Services to assist the County with developing an Emergency Response Program for the County's facilities. He said that with the approval and execution of an agreement, Builder Services North Carolina (BSNC) will provide a cloud based software platform for the County to use to establish in advance specific procedures for the quick response to, mitigation of, and/or restoration of potential future property loss. The County and BSNC will be contractually bound for services on a particular recovery project only when the Time and Material Contract and Unit Rate Sheet and/or any other written contract is signed by both parties. He then explained how the program works and noted that with preplanning we can act quickly if there is an emergency. He said that this program is at no cost.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Timothy Karan, and unanimously carried, the Board approved authorizing County staff to enter into an Emergency Response Program Agreement with Builder Services North Carolina.

BOARD APPROVED AMENDMENT TO LAW ENFORCEMENT CENTER INMATE FOOD SERVICE CONTRACT WITH ARAMARK CORRECTIONAL SERVICES, LLC

County Manager Felts said that a contract amendment for Aramark needs to be done to add a tier for less than 50 meals served in a day. He said the more meals served, the lower the cost, but that a tier for less than 50 is needed at this time due to how COVID has affected Detention Center numbers.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved authorizing the County Manager and

County Attorney to amend the Law Enforcement Center Inmate Food Service Contract with Aramark Correctional Services, LLC, to add the price tier for meals served below 50.

BOARD APPROVED ACTION REGARDING BAR NINE PROPERTY ACQUISITION

County Attorney Wrenn said the next item was regarding the Bar Nine Property that the County has under contract to purchase. During a regular meeting on April 20, 2020, the Granville County Board of Commissioners 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. During a regular meeting on July 6, 2020, the Granville County Board of Commissioners approved authorizing the County Attorney to move forward with the closing of the Bar Nine property (map #193303349560), located at Tabbs Creek Road and Highway 158 that adjoins the Triangle North property, at the price of \$350,000 plus customary closing costs.

Also related to Triangle North Granville, during a regular meeting on July 1, 2019, the Granville County Board of Commissioners approved contracting with McGill Associates for engineering services at Triangle North for an amount not-to-exceed \$255,600 from funds held in trust for Triangle North Granville. To-date Granville County has not requested any reimbursement funding from the funds held in trust.

County Attorney Wrenn recommended the use of funds held in trust for the purchase of property located at Tabbs Creek Road and Highway 158 that adjoins the Triangle North Granville property rather than reimbursing expenditures associated with the contract with McGill Associates for engineering services at Triangle North Granville. The purchase price is \$350,000 plus acquisition costs. County Attorney Wrenn explained that \$331,361.89 is held in trust for the Granville County Triangle North site and approximately \$25,000 will need to be funded by the County for the property and acquisition costs. He noted that the property will need to be titled in the name of Kerr-Tar Regional Economic Development Corporation as the other property if the funds in the trust are used.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the use of funds held in trust for Triangle North Granville for the purchase of the property located at Tabbs Creek Road and Highway 158 that adjoins the Triangle North property and known as the Bar Nine property, and any

additional funding for completion of the transaction to be appropriated from general fund balance.

Chairman Smith noted that a called meeting for the Triangle North Board of Directors is scheduled Wednesday for official approval of this matter. County Attorney Wrenn noted that this is pending the Triangle North Board's approval and if approved he hopes to close on the property this week.

BOARD APPOINTED ERNIE ANDERSON TO DISTRICT 5 VACANCY UNTIL FIRST MONDAY IN DECEMBER

County Attorney Wrenn stated that following the death of Commissioner Roberts, the Board is required to appoint a replacement pursuant to North Carolina General Statute §153A-27. He noted that there are three requirements required for filling the vacancy. The person filling the vacancy must be the same political party-Republican, the person must reside in District 5, and the County Board must solicit recommendations from the Executive Committee of the Republican Party, but is not required to follow that recommendation. He said that it is his understanding the Board has solicited a recommendation from the Executive Committee of the Republican Party of Granville County and that the recommendation is Mr. Russell May to fill the District 5 vacancy. He said he previously recommended that the Board use the nomination and vote method to fill the vacancy. He explained the process and noted that a second is not required for nominations and voting will be done by roll call vote until a majority is received.

There were no questions, so the floor was open for nominations.

Commissioner Zelodis Jay nominated Ernie Anderson.

Commissioner Timothy Karan nominated Russell May who was recommended by the Executive Committee of the Republican Party.

There were no other nominations, so County Attorney Wrenn asked for a motion to close the nominations.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Sue Hinman, and unanimously carried, the nominations were closed by.

County Attorney Wrenn asked Clerk Weary to do a roll call vote for the District 5 vacancy. The vote was as follows:

Commissioner Zelodis Jay	Ernie Anderson
Chairman David T. Smith	Ernie Anderson
Vice Chair Sue Hinman	Russell May

Commissioner Tony W. Cozart Ernie Anderson
Commissioner Timothy Karan Russell May

County Attorney Wrenn stated that Ernie Anderson was selected by a vote of 3-2 to fill the District 5 vacancy of Owen Roberts.

Board members congratulated Mr. Anderson.

County Manager Felts said that the Clerk to the Board will contact Mr. Anderson and set up a time for his swearing in and noted that once he is sworn in, he will become active on the Board.

DURING COUNTY ATTORNEY'S REPORT, BOARD AUTHORIZED FINALIZING UPSET BID SALE OF PROPERTY LOCATED AT 3674 US HIGHWAY 15 SOUTH, OXFORD

County Attorney Wrenn updated the Board on the completion of the upset bid process for property located at 3674 US Highway 15 South, Oxford identified as tax map number 180900764845. He reported that Claude Ogden won the upset bid after several bids and the sale of the property needed to be finalized. The final bid was \$4,000 and the buyer will also be responsible for advertising and associated costs.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved authorizing the County Manager and County Attorney to finalize the sale of property at 3674 US Highway 15 South, Oxford to Claude Ogden in the amount of \$4,000 plus all associated costs including advertising.

BOARD PRESENTATIONS

Commissioner Karan reported that South Granville Water and Sewer Authority (SGWASA) received good results from the Division of Water Quality, met the three-year mark with glowing results, and that the water is safe.

Commissioner Hinman thanked those that prayed for her grandson after his accident and reported he is better and is now recuperating at home.

Commissioner Cozart reported that Franklin-Granville-Vance Smart Start has the opportunity to use COVID relief funds to purchase tablets and provide resources for connectivity for those in need in the area. He said that anyone in need of these free services should contact that office. He said to continue to lift up Commissioner Smoak in prayer.

Chairman Smith reported that County Manager Felts and Commissioners Jay, Hinman and he attended the dedication of the Stovall Fire Department Training Center on Saturday. He noted that it is named after long-time firefighter and Stovall Commissioner Tim Davidson.

He reminded everyone that the Nifty 90s event will be held on Tuesday, September 22nd as a drive-thru event at the Senior Center in Oxford. Anyone 90 and above interested in attending should contact the Senior Center. He asked everyone to remember Commissioner Smoak in their prayers.

DURING ANY OTHER MATTERS, BOARD CONSENTED TO LETTER REGARDING ABC BOARD AUDIT

County Manager Felts said that he received a request from Connie Bowen, ABC Board Manager, regarding their fiscal year 2019-2020 audit. Ms. Bowen requested a letter from the County regarding ABC working capital funds being saved for future needs as the funds exceed the statutory limit this year. He noted that this is okay as long as the County is aware and it is for a future need. The ABC Board has increased contributions to the County as well as saving for future needs. The consensus of the Board was to send a letter acknowledging that the Granville County Board of Commissioners is aware that the Granville County ABC Board exceeds the working capital limit in its account and that the Board understands that these funds are being reserved for future capital needs.

SPECIAL MEETING ON SEPTEMBER 24, 2020 ANNOUNCED

Chairman Smith announced that the Granville County Board of Commissioners will hold a special meeting on Thursday, September 24, 2020 beginning at 7:00 p.m. at the Granville County Expo and Convention Center located at 4185 US Highway 15 South, Oxford, NC 27565 for the purpose of conducting a special use permit hearing for a proposed Wireless Telecommunication Tower near the Town of Stem off of Tump Wilkins Road. The Board anticipates going into closed session pursuant to G.S. §143-318.11(a)(3), (4) and (6), attorney-client, economic development and personnel.

COMMISSIONERS ADJOURN

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried, the Board adjourned at 8:26 p.m.

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