

OXFORD, NORTH CAROLINA
February 7, 2022

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, February 7, 2022, at 7:00 p.m. via Zoom due to the rise in COVID cases.

Present were:

Chairman: Tony W. Cozart

Commissioners: Jimmy Gooch Timothy Karan
Sue Hinman Russ May
Zelodis Jay David T. Smith

County Manager: Michael S. Felts

Assistant County Manager: Korena Weichel

County Attorney: James C. Wrenn, Jr.

MEETING CALLED TO ORDER

At 7:00 p.m., Chairman Tony W. Cozart called the meeting to order. He then recognized Commissioner Jimmy Gooch for the invocation and Pledge of Allegiance. At this time, Clerk to the Board, Debra A. Weary, did a roll call. Chairman Cozart reminded Board members to identify themselves when speaking or making motions and announced that votes would be done by a roll call by the Clerk.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner Russ May, 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	\$	14,000
School Bond D/S Contingency	\$	100,000
Environmental Disaster Contingency	\$	10,000
General Fund Appropriated Fund Balance	\$	4,485,784

- (B) Approved Budget Amendment #5 for Fiscal Year 2021-2022 as recommended by the Finance Director:

Budget Amendment #5
February 7, 2022

Be it ordained, the FY 2021-2022 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)

General Government

Administration	40,953
IT	4,580
Finance	4,607

	Human Resources	909	
	Internal Auditor	2,871	
	General Services	5,008	
Public Safety			
	Sheriff's Department	198,253	
	Forestry	1,319	
	911 Operations	107,975	
	Addressing / GIS	2,520	
Community Services			
	Cooperative Extension Service	9,464	
	Soil Conservation Program	1,987	
	Planning	6,839	
	Inspections	22,141	
	Construction Projects	25,000	
Human Services			
	Social Services	(5,788)	
	Oxford Senior Center	27,494	
	Senior Center - South	2,671	
Area Projects and Other Appropriations			
	Non-Departmental	(482,732)	
	Pass Thru Funds and Transfers	5,788	
Contributions to Other Funds			
	Tourism Development Authority	2,990	
	<i>Total Expenditures</i>		(15,150)
Revenues: Increase/(Decrease)			
	Investment Earnings & Operating Transfers In	20,000	
	Appropriated Fund Balance	(35,150)	
	<i>Total Revenues</i>		(15,150)

Budget Amendment #5

(For reference only)				Balance	
General Fund/					
Expenditures: Increase/ (Decrease)					
10-	4251	442	GAP Improvements	\$20,000	\$78,000
Revenues: Increase/(Decrease)					
10-	3991	949	Transfer from GAP Phase III Project	\$20,000	\$20,000

Description: Transfer funds for dugout replacement for Fields 3 & 4 from the GAP Phase III project fund.

General Fund/Administration					
Expenditures: Increase/ (Decrease)					
10-	4120	260	Strategic Plan	\$2,500	\$5,500
10-	8540	128	IT & Connectivity Services	(\$2,500)	\$49,500

Description: Funding for strategic planning books for current year, instead of FY 22-23.

General Fund/Construction Projects					
Expenditures: Increase/ (Decrease)					
10-	4251	814	Law Enforcement Center Repairs	\$5,000	\$5,000
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$5,000	\$4,525,934

Description: Fund various repairs to the Law Enforcement Center

General Fund/Non-Departmental					
Expenditures: Increase/ (Decrease)					
10-	5300	314	Work First Transportation	(\$5,788)	\$10,000
10-	8580	140	KARTS/RPG	\$5,788	\$101,671

Description: Per DSS and Kathy May, move excess ROAP funds out of Work First and into KARTS.

General Fund/Non-Departmental					
Expenditures: Increase/ (Decrease)					
10-	8540	808	Stovall Senior Center Land Purchase	(\$92,570)	\$81,071
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	(\$92,570)	\$4,433,364.00

Description: Correct BE 9913. Offset to correctly reduce 10-8540-126 Trust Acct Expenditures should be to Fund Balance.

General Fund: Various departments

Expenditures: Increase/ (Decrease)

10-	4120	121	Salaries	\$23,884	\$420,604
10-	4120	181	FICA	\$184	\$30,105
10-	4120	182	Retirement	\$3,352	\$47,744
10-	4120	183	Health Insurance	\$11,033	\$54,033
10-	4122	121	Salaries	\$1,187	\$248,445
10-	4122	182	Retirement	\$3,393	\$37,793
10-	4125	183	Health Insurance	\$909	\$18,109
10-	4130	121	Salaries	\$3,982	\$270,411
10-	4130	181	FICA	\$93	\$20,475
10-	4130	182	Retirement	\$532	\$30,772
10-	4135	121	Salaries	\$1,344	\$72,334
10-	4135	182	Retirement	\$114	\$8,171
10-	4135	183	Health Insurance	\$1,413	\$10,013
10-	4260	121	Salaries	\$1,731	\$145,071
10-	4260	181	FICA	\$168	\$16,437
10-	4260	182	Retirement	\$3,109	\$28,909
10-	4310	121	Salaries	\$184,618	\$3,721,344
10-	4310	122	Overtime	\$6,064	\$86,064
10-	4310	181	Retirement	\$7,571	\$292,128
10-	4350	121	Salaries	\$11,227	\$530,730
10-	4350	182	Retirement	\$1,140	\$60,104
10-	4350	183	Health Insurance	\$9,774	\$78,574
10-	4370	126	Part -Time Salaries	\$1,093	\$32,072
10-	4370	181	FICA	\$83	\$2,453
10-	4370	182	Retirement	\$143	\$3,659
10-	4390	121	Salaries	\$83,853	\$895,477
10-	4390	122	Overtime	\$9,688	\$109,688
10-	4390	181	FICA	\$3,402	\$73,907
10-	4390	182	Retirement	\$11,032	\$114,501
10-	4396	121	Salaries	\$1,036	\$58,613
10-	4396	182	Retirement	\$71	\$6,606
10-	4396	183	Health Insurance	\$1,413	\$10,013
10-	4910	121	Salaries	\$1,200	\$287,220
10-	4910	182	FICA	\$268	\$32,731
10-	4910	183	Retirement	\$5,371	\$48,371
10-	4950	126	Part -Time Salaries	\$8,791	\$8,791
10-	4950	181	FICA	\$673	\$673
10-	4961	181	FICA	\$1,139	\$4,908
10-	4961	183	Health Insurance	\$848	\$9,448
10-	5860	121	Salaries	\$1,685	\$313,351
10-	5860	127	Part -Time Salaries	\$20,155	\$20,155
10-	5860	183	Health Insurance	\$5,654	\$57,254
10-	5870	121	Salaries	\$1,823	\$49,143
10-	5870	183	Health Insurance	\$848	\$9,448
10-	6180	121	Salaries	\$1,967	\$56,836
10-	6180	182	Retirement	\$175	\$6,403
10-	6180	183	Health Insurance	\$848	\$9,448
10-	8540	111	Position Reclass	(\$223,850)	\$0
10-	8540	113	Performance Based Adjustment	(\$163,812)	\$0
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$52,420	\$4,485,784

Description: Fund adjustments in departmental salary and benefits due to merit increases and annual leave payouts for the balance of FY 2021-2022.

(C) Approved Tax Refunds, Releases and Write-offs as recommended by the Tax Administrator:

Refunds	November 2021:	\$ 329.26
Releases	November 2021:	\$1,454.70
Write-offs (\$2 and less)	November 2021:	\$ 24.30
Refunds	December 2021:	\$1,509.85
Releases	December 2021:	\$1,591.21
Write-offs (\$2 and less)	December 2021:	\$ 6.82

INTRODUCTION OF FIELD CROPS AGENT

Charissa Puryear, County Extension Director, introduced Mikayla Graham, the new Field Crops Agent.

Ms. Graham said she began working in Granville and Person Counties in December and joins us from Union County. She made comments about her position and noted that she will be developing a Facebook group for farmers to get information out.

AFTER HEARING PRESENTATION ON HOUSEHOLD WASTE COLLECTION EVENT, BOARD APPROVED AN ADDITIONAL EVENT

Teresa Baker, Recycle and Sustainability Coordinator, reported that Granville County has had successful household waste collection events in the past and noted that Veolia has provided its services at the events at no cost to the county. She asked the Board to consider adding a hazardous waste collection to the event scheduled May 14, 2022 at the same funding level. The event will include shred services, electronic recycling, batteries, etc.

County Manager Felts added that a decision can be rendered later, but a funding source needs to be identified.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved authorizing Teresa Baker, Recycle and Sustainability Coordinator, to hold an additional household hazardous waste collection event on May 14, 2022, with funding up to \$30,000 and the funding source to be determined by the County Manager and Finance Director.

Ms. Baker noted that she will do her best to outsource the costs.

PRESENTATION ON CENTURYLINK PARTNERSHIP PROPOSAL FOR GRANVILLE COUNTY FIBER PROJECT

The next item was to consider a Memorandum of Understanding committing Granville County to a partnership with CenturyLink in the Growing Rural Economies with Access to Technology (GREAT) grant program established by the North Carolina Broadband Infrastructure Office. County Manager Felts introduced Steve Brewer, Director of Government Affairs for Lumen (doing business as CenturyLink), and then Mr. Brewer introduced Ted Hankins, Government Affairs Director.

Mr. Brewer spoke from a presentation that contained proprietary information for the fiber project. After the presentation, he answered questions and made clarifications about the project. Board members expressed concerns about the lack of coverage in the northern area,

particularly Stovall, Bullock, and Oak Hill as well as pockets in the southern area. Mr. Brewer explained and pointed out the areas that are eligible at this time for the GREAT Program. He noted that at this time the speed threshold makes Butner and Creedmoor ineligible, but that if the speed threshold changes some areas may be eligible.

Assistant County Manager Weichel noted that this is an eligible expense for funds received by Granville County through the Coronavirus State and Local Fiscal Recovery Funds (part of the American Rescue Plan Act of 2021) and asked the Board to consider approval of the Memorandum of Understanding (MOU) included in the agenda packet.

Commissioner Karan asked for additional time to consider the MOU.

Commissioner Jay concurred and asked to consider the item during the budget.

County Manager Felts said the item would need to be added to the retreat agenda in order to meet the grant deadline at the end of March.

Commissioner May asked if a map of the coverage could be provided and about the plans for expanding fiber coverage in other areas not identified.

Chairman Cozart directed the County Manager to put this item on the upcoming retreat agenda.

AFTER HEARING PRESENTATION, BOARD APPROVED REQUEST FROM GRANVILLE HEALTH SYSTEM TO PURCHASE PROPERTY AT 101A PROFESSIONAL PARK DRIVE, OXFORD

Chairman Cozart explained that Granville Health System (GHS) proposes to acquire 101A Professional Park Drive. The 101A Professional Park Drive property is a condominium unit consisting of 8,420 square feet formerly occupied by Oxford Family Physicians. The lower unit is occupied by Center for Women's Health, P.A. This building is adjacent to the Granville Health System campus. GHS plans to use the space for physician practice medical office space.

John Snow, CEO of Granville Health System, asked the Board to consider approval of the purchase of 101A Professional Park Drive, Oxford. He noted that this request does not include acquiring the lower part of the building. He said the building contains 14 exam rooms and 10 offices and that the asking price is \$830,000. He noted that this request was being brought before the Board of Commissioners because Granville County holds title to all Granville Health System Real Property as required by the Resolution Establishing the Board of Trustees. GHS plans to purchase the property with cash from operations and may refinance

later with a Local Government Commission-approved loan. The property is adjacent to the hospital.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the request to purchase the property at 101A Professional Park Drive, Oxford consisting of 8,420 square feet at the cost of \$830,000 using existing Granville Health System funding.

AFTER HOLDING PUBLIC HEARING, BOARD APPROVED ECONOMIC INCENTIVE PACKAGE AND RESOLUTION FOR PROJECT FROZEN – MEEL CORPORATION

Chairman Cozart said the purpose of the public hearing was to receive the views of the public on aiding and encouraging the relocation and expansion of industrial facilities in Granville County.

Chairman Cozart declared the public hearing open and read the notice regarding public comments for remote meetings. He then recognized Harry Mills, Economic Development Director, to provide an overview.

Harry Mills, Economic Development Director, 310 Williamsboro Street, Oxford, NC, stated that NCGS 158-7.1 requires a public notice that was completed prior to the public hearing. He said that Project Frozen – Meel Corporation is the relocation of a manufacturing company to Granville County and is based out of Miami, Florida. The company will invest approximately \$5.7 million and employ 24 new employees. The maximum costs of the County-funded improvements will be up to \$32,500 in accordance with the County funding policy to serve as a 50% match of \$25,000 towards the \$50,000 One NC Grant and a 5% match of \$7,500 towards the \$150,000 Building Reuse Grant awarded by the North Carolina Department of Commerce. He requested that following the public hearing, the Board's approval of the grant match and associated resolution.

No public comments were received for the public hearing.

Chairman Cozart closed the public hearing.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Russ May, and unanimously carried, the Board approved a \$25,000 match for the \$50,000 One NC Fund Grant and a \$7,500 match for the \$150,000 Building Reuse Grant for Project Freeze (Meel Corporation) and the following associated resolution:

**AUTHORIZING RESOLUTION BY GOVERNING BODY OF THE APPLICANT
North Carolina Department of Commerce Building Reuse Program**

WHEREAS, in June 2004, the North Carolina General Assembly passed House Bill 1352, authorizing funds to stimulate economic development and job creation in distressed areas through constructing critical water and wastewater facilities, addressing technology needs, renovation of vacant buildings, and implementation of research and demonstration projects; and,

WHEREAS, in July 2007, the General Assembly passed House Bill 1473 to expand the Economic Infrastructure Fund and to provide funding to facilitate economic transitions in rural communities; and,

WHEREAS, the North Carolina Department of Commerce's Rural Economic Development Division's Building Reuse Program was created to spur economic activity and job creation by assisting in the productive use of buildings in rural areas; and,

WHEREAS, the County of Granville is engaged in activities to assist in the productive use of buildings, specifically the renovation of the building for Meel Corporation located at 112 Corporation Drive, Oxford, NC that will increase the number of jobs in the area; and,

WHEREAS, the County of Granville requested grant assistance from the North Carolina Department of Commerce's Rural Economic Development Division's Building Reuse Program;

NOW, THEREFORE, BE IT RESOLVED, BY THE COUNTY COMMISSIONERS OF THE COUNTY OF GRANVILLE:

That the County of Granville will provide 50% match of the \$50,000 One NC grant award for the project,

That the County of Granville will provide a 5% match of the 150,000 Building Reuse Grant,

That the County of Granville will provide for efficient administration, implementation, and operation/maintenance of the grant.

That the County Manager is hereby authorized and directed to furnish such information as the North Carolina Department of Commerce may request in connection with the grant application and project; to make assurances as contained above; and to execute such other documents as may be required in connection with the application and grant.

That the County of Granville has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

Adopted this the 7th of February 2022.

PUBLIC COMMENTS

Chairman Cozart announced that public comments were submitted by **Lynn Allred**,

6070 Highway 96 North, Oxford, NC. He read the first paragraph of the following public comments submitted:

Arbor Day, 2022 will be observed in North Carolina on March 18. According to the N.C. Forest Service, Arbor Day is observed each year to encourage outdoor beautification and to draw attention to our natural resources through the planting of trees. In many areas across the state, celebrations are held through a tree-planting ceremony on public grounds, with a goal of adding beauty, shade, and a place to gather in their communities.

With that idea in mind, the Granville Athletic Park is an ideal place to bring awareness to the natural beauty of our county, and could be a potential setting for a “memory garden” – dedicated to those who have made a difference in our county.

I would like to propose a County-sponsored tree planting ceremony at the GAP, to be held in Spring of 2022, to honor the memories of former County Commissioners Dave Currin, Edgar Smoak and Owen Roberts, who we sadly lost in recent years. Trees planted in their memory could be weeping willows, flowering dogwoods, or other small low-maintenance trees to be planted in a corner area of the park, where the names of those honored could be engraved on a park bench, designating the area as a place to sit, reflect and enjoy the beauty of the Granville Athletic Park.

This tree-planting ceremony could also serve as a community gathering to bring awareness to Arbor Day and to the Park, as well as to the impactful work of these former Commissioners, who were dedicated to enriching the lives of our county residents. Participation from the Commissioners’ families and members of the public could also be a special part of the ceremony, with an invitation to contribute comments and add personal memories.

Assistance for this project can be readily available through already-existing partnerships with the N.C. Forest Service and N.C. Cooperative Extension. The Granville Gardeners and other local organizations may also be interested in assisting with an Arbor Day celebration.

Please consider this suggestion, and let me know if I can be of any assistance in making this a reality. (National Arbor Day is designated as the last Friday in April, if the weather on March 18 is a concern.)

Commissioner Hinman said she would like to make a motion to do a recognition of former commissioners that have passed away and to plant trees in their memory.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved a County-sponsored tree planting ceremony at the Granville Athletic Park to honor the memories of former County Commissioners Dave Currin, Edgar Smoak and Owen Roberts to coincide with Arbor Day which is being celebrated March 18th in North Carolina.

**A memorial tree dedication event was held at the Granville Athletic Park on Friday, April 29th at 3:00 p.m.

BOARD APPROVED UPDATING THE DETENTION CENTER PAY TEL CONTRACT

Chairman Cozart stated that the next item was to approve an updated contract with Pay Tel Communications, Inc. as the exclusive provider of enabled and secured inmate communication services to inmates. He explained that with a need to improve security, reduce contraband, and provide safety to detention staff, the Granville County Sheriff’s Office and Detention Center staff reached out to our existing vendor, Pay Tel Communications (Pay Tel) to include mail scanning services to the existing list of enabled and secured inmate communication services.

Sheriff John B. Hardy and Major Edward Cash, Detention Administrator, explained that it takes approximately two hours a day to go through inmates' mail and the potential exists for contraband items to come through the mail. They recommended updating the Pay Tel contract to include the mail scanning services and the extension of the contract.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Russ May, and unanimously carried, the Board approved an updated contract with Pay Tel Communications, Inc. as the exclusive provider of enabled and secured inmate communication services to inmates and authorized the County Manager and/or County Attorney to make non-substantive changes to the contract.

BOARD APPROVED VEHICLES FOR THE SHERIFF'S OFFICE

This item was walked in as an add-on to the agenda.

Sheriff Hardy requested approval to purchase two (2) vehicles using North Carolina State Contract pricing from Performance Automotive in Clinton, NC and two (2) vehicles from Dominion Dodge in Bedford, VA. The request for the purchase of these additional vehicles was due to the very short supply and the current fleet needs replacements as soon as possible. In August 2021, the Board approved the purchase of ten vehicles, however at that time only six could be provided. The dealership could not place the remaining four on backorder.

County Manager Felts noted that funds are available in the current budget. When asked by County Attorney Wrenn, he noted that the quotes from the Virginia dealer are below the state contract pricing.

Upon a motion by Commissioner Russ May, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved purchasing a Dodge Charger priced at \$28,607 and a Dodge Durango priced at \$38,089 using North Carolina State Contract pricing from Performance Automotive in Clinton, NC; and two (2) Dodge Durango AWD Pursuit vehicles priced @ \$35,387 each from Dominion Dodge in Bedford, VA, for a total cost of \$137,470 for the four (4) vehicles from the fiscal year 2021-2022 budget.

BOARD APPROVED CONCRETE PAD CONSTRUCTION AT BUTNER LANDFILL SITE

Chairman Cozart said the next item was to consider the construction of a concrete pad near the Butner Scale house to store three (3) 30-yard waste containers to accept construction and demolition wastes. Staff sent out proposals for pricing of a 50' x 50' concrete pad to have

the ability to accept construction and demolition wastes at the Butner Convenience Site and received the following bids:

Vendor	Bid
Briggs Grading & Excavating	\$47,380.00
Carrington Clearing and Grading	\$26,521.00
New Ground Construction	\$43,590.00
Vance Construction	\$31,776.00

When asked about the difference in the bids, County Manager Felts explained that specs were provided for the project and that supply and demand has affected bidding prices.

Scott Phillips, Development Services Director, noted that the low bidder is local, has done other projects, and does good work.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved contracting with Carrington Clearing and Grading for construction of a concrete pad at the Butner Scale House for three (3) 30-yard waste containers to accept construction and demolition wastes at a not-to-exceed amount of \$26,521.00 with funding from the Solid Waste Enterprise fund.

BOARD APPROVED 2024 TAX VALUATION PROJECT

Chairman Cozart explained that during the regular meeting held on September 8, 2020, the Granville County Board of Commissioners authorized staff to notify the North Carolina Department of Revenue (NCDOR) of the County's decision to adopt a six-year revaluation cycle. The Board subsequently, on October 5, 2020, approved the authorizing resolution adopting the six-year revaluation cycle, which remains on file with NCDOR and set our next revaluation effective date as January 1, 2024.

County Manager Felts added that the County decided to use the request for qualifications rather than a request for proposal method, therefore price was not a component of the selection process. The Tax Office issued a Request for Qualifications (RFQ) for services to conduct Granville County's 2024 Revaluation on December 10, 2021, with a deadline of January 14, 2022. Three companies responded by the RFQ deadline, and they were C.B. Ferris, Pearson's Appraisal Service, and Vincent Valuations. A review panel of tax department staff reviewed the responses and recommended Pearson's Appraisal Service. Pearson's Appraisal Service has conducted the previous four revaluation projects with excellent results.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved contracting with Pearson's Appraisal

Service to conduct Granville County's 2024 Revaluation, and authorized the County Tax Administrator, County Manager, and County Attorney to prepare a contract based on a negotiated price for the Board's subsequent consideration and approval.

BOARD APPROVED INTERIOR ALTERATIONS FOR THE CLERK OF COURT OFFICE

Granville County received competitive bid proposals on January 21, 2021, for the interior alterations needed for the Granville County Clerk of Court. The needed office alterations are to accommodate their increasing number of estates, adoption, land division, and other special proceedings within their department each year, as well as some added security elements for the cashier's area.

Scott Phillips, Development Services Director, noted that he contacted five (5) contractors, but only received two (2) bids. He recommended the alternate bid for carpet tiles instead of broadloom carpet.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Timothy Karan, and unanimously carried, the Board approved awarding the construction contract for interior alterations for the Clerk of Court office to J.L. Williams Construction Company in the amount of \$39,605.00, and add alternate of \$2,899.00 for carpet tile instead of broadloom carpet, for a total of \$42,504.00 from the fiscal year 2021-2022 budget.

BOARD APPROVED BASEBALL DUGOUT COVERS FOR FIELDS 3 AND 4 AT THE GRANVILLE ATHLETIC PARK

Granville County received competitive bid proposals on January 21, 2021, for the replacement of the existing aluminum-framed, canvas-covered dugout covers with wood-framed structures utilizing 29-gauge metal roof. This work request is identical to what was done in 2019 for fields 1 and 2.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Timothy Karan, and unanimously carried, the Board approved awarding the construction contract for the replacement of baseball dugout covers at fields 3 and 4 at the Granville Athletic Park to Paul Williford Builder for the amount of \$39,000.00 from the fiscal year 2021-2022 budget.

PROCLAMATIONS, RESOLUTIONS AND LEGISLATIVE MATTERS

There were no matters brought up at this meeting.

BOARD APPOINTED STACEY BUFFINGA (DISTRICT 1) TO THE GRANVILLE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Timothy Karan, and unanimously carried, the Board appointed Stacey Buffinga (District 1) to the Granville County Library System Board of Trustees.

BOARD APPOINTED ED SOSA (DISTRICT 6) TO THE JUVENILE CRIME PREVENTION COUNCIL

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Russ May, and unanimously carried, the Board appointed Ed Sosa (District 1) to the Juvenile Crime Prevention Council.

BOARD REAPPOINTED BARBARA HARRIS (DISTRICT 2) TO THE ADULT HOME CARE COMMUNITY ADVISORY COMMITTEE

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Sue Hinman, and unanimously carried, the Board reappointed Barbara Harris (District 2) to the Adult Home Care Community Advisory Committee.

BOARD APPOINTED MEMBERS TO THE NURSING HOME COMMUNITY ADVISORY COMMITTEE

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Timothy Karan, and unanimously carried, the Board reappointed Sarah Mayfield (District 1) and Jason Jenkins (District 5) appointed George Bullock (District 2) to the Juvenile Crime Prevention Council.

BOARD APPOINTED MEMBERS TO THE ANIMAL CONTROL ADVISORY COMMITTEE

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Sue Hinman, and unanimously carried, the Board reappointed Sarah Gabel (District 2), Dr. Abigail Crownshaw (District 3 appointed by District 4), and Angela Gooch (District 6) to the Animal Control Advisory Committee.

BOARD APPOINTED MEMBERS TO THE AGRICULTURAL ADVISORY BOARD

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Timothy Karan, and unanimously carried, the Board reappointed Sandy Gabel (District 1) and Randy Guthrie (District 3) and appointed Shelby McStoots (District 6) to the Agricultural Advisory Board.

BOARD APPOINTED MEMBERS TO THE GRANVILLE COUNTY HUMAN RELATIONS COMMISSION

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried, the Board reappointed William O. Betts (District 3 appointed by District 1) and Ethel Anderson (District 1), and appointed Lynn Cooper (Staff Representative) to the Granville County Human Relations Commission.

BOARD REAPPOINTED STEWART HARRIS, ALTERNATE (DISTRICT 1) TO THE OXFORD ZONING BOARD OF ADJUSTMENT

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried, the Board reappointed Stewart Harris, Alternate (District 1) to the Oxford Zoning Board of Adjustment.

BOARD APPOINTED MEMBERS TO THE VETERANS AFFAIRS COMMITTEE

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Sue Hinman, and unanimously carried, the Board reappointed Ronnie Boyd (District 2), Harriet Morton (District 4) and Allan Strickland (District 6) to the Veterans Affairs Committee.

COUNTY MANAGER'S REPORT

County Manager Felts requested a closed session for an attorney-client matter.

BOARD APPROVED MARK III AS EMPLOYEE BENEFITS BROKER

Chairman Cozart said the next item was to approve a change to a new employee benefits broker. A review of our current insurance broker was done to make sure that we are getting the best brokerage services to support the needs of the County, as well as the best insurance coverage available to our employees.

Human Resources staff and six other county employees from various departments served on a committee to review the benefits and services currently being offered to our employees. Request for proposals for insurance brokers was received from approximately eight insurance brokers and the committee selected the top three vendors to interview.

- Gallagher (current insurance broker)
- Mark III
- Pierce Group

The committee selected Mark III as the proposed insurance broker for employee benefits based on their experience in the industry, the services they can provide to the county and employees, emerging trends, and cost savings.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved Mark III as the County's new insurance broker for employee benefits

PROPOSED AMENDMENTS TO THE GRANVILLE COUNTY PERSONNEL POLICY – INFORMATION-ONLY ITEM

County Manager Felts stated that the next item was for information only. He then explained that periodic amendments to the Personnel Policy are necessary in order to address the County's growth and changing needs, to provide additional clarification on the application of specific policies, and/or to reflect the most current employment law legislation. Throughout the past year as staff consulted the policy for guidance on various personnel matters, county administration and human resources analyzed the current policy to identify where updates or clarification were indicated. Proposed amendments were then incorporated into the original policy document utilizing the track changes feature to ensure they were easily recognizable to the reader.

A Summary of Key Amendments to Personnel Policy were included in the agenda. Board members asked questions and for clarification. Commissioner Smith asked about the new policy for holidays and leaves of absence as the new policy adds an exclusion of elected sheriff and register of deeds positions from earning annual leave. County Manager Felts said he would set up a meeting with Kathy Taylor, Register of Deeds regarding the change.

Commissioner May asked for clarification of the policy for outside employment with the Sheriff's Office and Commissioner Jay asked for clarification on the on-call and call-back compensation.

After discussion and clarification, County Manager Felts said that if there are further questions to send an email and then noted that the Personnel Policy will be on the Board's annual retreat agenda for further discussion.

COUNTY ATTORNEY'S REPORT

County Attorney Wrenn said he had one attorney-client matter for closed session.

BOARD PRESENTATIONS

Commissioner May thanked the County Manager and Veterans Services for looking at expanding services to Creedmoor and said he hopes that more services can be added at the Sheriff's satellite office once a Veterans Service Tech is hired. He mentioned that the Juvenile

Crime Prevention Council (JCPC) and Tiana Jones and Charissa Puryear with Teen Court are working to establish Teen Traffic Court. If approved by District Attorney's Office and Courts, they will work to ensure the appropriate Chapter 20 violations are brought to Teen Traffic Court once established.

Commissioner Smith reported that the Granville County Senior Center SHIIP (Senior Health Insurance Information Program) team assisted 660 Medicare recipients during the seven-week open enrollment period and helped save them \$470,271. He said that in the last five (5) years, the team has saved clients \$2,862,656 and thanked them for their efforts.

Chairman Cozart reported that Elizabeth Gibson, the Creedmoor Elementary School student that had winning artwork in the National Association of Counties (NACo) student art contest, had her drawing of the Granville County Courthouse featured on the front page of the 2022 calendar. He noted that Brim Royster, J.F. Webb High School student, also had his drawing of his family members in the calendar. He thanked Commissioners Hinman, Jay and Karan for attending the upcoming Legislative Goals conference.

BOARD WENT INTO CLOSED SESSION

County Manager Felts gave instructions for the Zoom breakout session for the closed session.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Russ May, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3) 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.

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

BOARD ADJOURNED

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Russ May, and unanimously carried, the Board adjourned the meeting at 9:41 p.m.

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