

OXFORD, NORTH CAROLINA
December 5, 2016

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, December 5, 2016 at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chairman: Zelodis Jay

Commissioners: Tony W. Cozart Timothy Karan
David T. Smith Edgar Smoak

R. David Currin, Jr. and Ed Mims were absent.

County Manager: Michael S. Felts

County Attorney: James C. Wrenn, Jr.

Assistant County Attorney: Gerald T. Koinis

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

MEETING CALLED TO ORDER

At 7:00 p.m., Chairman Zelodis Jay called the meeting to order and recognized Commissioner Tony W. Cozart for the invocation and the Sheriff Department's Honor Guard for the Presentation of the Colors. Commissioner Cozart then led the Pledge of Allegiance.

CONSENT AGENDA APPROVED

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

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

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

(B) Approved Minutes of the November 7, 2016 meeting as recorded.

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

Tax Releases
December 5, 2016

ACCT	NAME	AMOUNT	REASON
39004-102	Duke University Affiliated Phys	16.47	Equipment Disposed
10745-301	Carl P Harris FY2010	349.38	DWMH Listed Twice
10745-301	Carl P Harris FY2011	349.38	DWMH Listed Twice
10745-301	Carl P Harris FY2012	349.38	DWMH Listed Twice

10745-301	Carl P Harris FY2013	364.76	DWMH Listed Twice
10745-301	Carl P Harris FY2014	364.76	DWMH Listed Twice
10745-301	Carl P Harris FY2015	364.76	DWMH Listed Twice
10745-301	Carl P Harris FY2016	386.73	DWMH Listed Twice
37527-106	Andrew Benson Curl	33.81	Motor Vehicle Listed in Error
TOTAL		\$2,579.43	

(D) Approved the following Register of Deeds Release as recommended by the Register of Deeds:

Register of Deeds Refund Release December 5, 2016

NAME	AMOUNT	REASON FOR RELEASE
Nathan M. Garren	938.00	Duplicate Recording
TOTAL	\$938.00	

PRESENTATION ON VIRTUAL ENTERPRISE PROGRAM

Chairman Jay introduced Baleigh Million, a student from South Granville High School, who did a PowerPoint presentation on the Virtual Enterprise Program.

Miss Million then spoke from the following PowerPoint presentation.





Why?

- Real world experiences
- Responsibility and time management
- Understanding the business industry

South Granville High School



Adrenaline Records & Boxes Galore

- Mission Statement
- Weekly Executive Meetings
- Rewarding Employees
- Departments
- Trade Fair



Boxes Galore

Structure in the Classroom



VE1's: First year students
VE2's: Second year students

Short Term Goals

- Expanding product line
- Sell 25 boxes of each line
- Expand to the west coast

Long Term Goals

- \$800,000 over the fiscal year
- Training VE1's in management
- International markets



Target Market

Cosmetic Box

- Young Women
- Teenage to Young Adult

Body care, Hair care, Skin care

Collegiate Box

- College Students

D1 Schools

DIY Box

- Creative, Crafty People

More Free Time

Date Night Box

- Young Adults

At Home Ideas

Employee Responsibilities	
CEO	<ul style="list-style-type: none"> • Approves Company's Decisions • Head of all Departments
COO & CFO	<ul style="list-style-type: none"> • Directly in Charge of each Department • Gives out Tasks and Supervises
Sales & Marketing	<ul style="list-style-type: none"> • Sales Calls, Emails, Social Media • Flyers, Brochures, Promotion
E-Commerce & Accounting	<ul style="list-style-type: none"> • Website and all Online Operations • Payroll, Company Records, Projections

PRESENTATION OF PROCLAMATION DECLARING 2017 AS “THE YEAR OF COMMUNITY WATCH FOR GRANVILLE COUNTY”

Chairman Jay along with Butner Mayor Vicky Cates, Creedmoor Mayor Darryl Moss, Oxford Mayor Jackie Sergent, Stem Mayor Renee Green and Stovall Mayor Janet Stovall signed a proclamation declaring 2017 as “The Year of Community Watch for Granville County.” Chairman Jay read the following proclamation and presented it along with Mayor Cates, Mayor Moss and Mayor Sergent to Reverend Frank Sossamon, President of Granville County Crime Stoppers, who accepted it on behalf of the Crime Stoppers Association.

Proclamation Declaring 2017 as “The Year of Community Watch for Granville County”

WHEREAS, the vitality of our County depends on how safe we keep our homes, neighborhoods, schools, workplaces, and communities; and

WHEREAS, crime and fear of crime destroy our trust in others and in civic institutions, threatening the community’s health, prosperity, and quality of life; and

WHEREAS, people of all ages must be made aware of what they can do to prevent themselves and their families, neighbors, and coworkers from being harmed by crime; and

WHEREAS, people of all ages must be made aware of the dangers of crime and how they can protect themselves from becoming victims; and

WHEREAS, the personal injury, financial loss, and community deterioration resulting from crime are intolerable and require investment from the whole community; and

WHEREAS, crime prevention initiatives must include self-protection and security, but they must go beyond these to promote collaborative efforts to make neighborhoods safer for all ages and to develop positive opportunities for young people; and

WHEREAS, adults must invest time, resources, and policy support in effective prevention and intervention strategies for youth, and adults must make sure to engage teens in programs to drive crime from their communities; and

WHEREAS, effective crime prevention programs succeed because of partnerships with law enforcement, other government agencies, civic groups, schools, faith communities, businesses, and individuals as they help to nurture communal responsibility and instill pride;

NOW, THEREFORE, BE IT PROCLAIMED, that the Granville County Board of Commissioners and Mayors, do hereby declare 2017 as “The Year of Community Watch for Granville County” and urge all citizens, government agencies, public and private institutions, and businesses to invest in the power of prevention and work together to make Granville County a safer, stronger, more caring community.

Presented, this the 5th day of December 2016.

**OATH OF OFFICE ADMINISTERED TO COMMISSIONERS-ELECT
ZELODIS JAY, SUE HINMAN, TONY W. COZART AND OWEN T. ROBERTS**

At this point, Clerk to the Board Debra A. Weary recognized the Honorable Daniel F. Finch, one of the Retired Judges of the District Court, who was commissioned and assigned to preside over a session or session of District Court in the District Court Judicial District Nine to begin December 5, 2016, and continue one day or until business is completed pursuant to N.C.G.S. 7A-57. He administered the oath of office to Zelodis Jay from District 1, to Sue Hinman from District 3, to Tony W. Cozart from District 4 and to Owen T. Roberts from District 5.

CHAIRMAN AND VICE CHAIRMAN OF THE BOARD ELECTED

Commissioner Jay made comments and thanked staff and the Board for their help, guidance and leadership during the year. He then asked the Board to consider a rotation system for Chairman of the Granville County Board of Commissioners.

At this point, the Clerk to the Board was asked to preside during the election of Chairman of the Board of Commissioners for the 2016-2017 year. The floor was opened for nominations.

Commissioner Zelodis Jay made a motion to start a rotation system for Chairman of the Board of Commissioners starting with District 6, Commissioner Timothy Karan. Commissioner Edgar Smoak seconded the motion. Commissioner Jay clarified that the Vice Chairman position would be in the rotation system also.

When the Clerk called for the vote on the matter, it passed unanimously.

The Clerk to the Board recognized Chairman Timothy Karan to preside over the meeting.

BOARD APPROVED MEETING TIME, PLACE AND SCHEDULE

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved meeting in the Auditorium of the Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford beginning at 7:00 p.m. for regular meetings and in the Meeting Room for budget workshops and the retreat on the following dates:

January 3
January 17
February 6
February 16 & 17 Retreat

March 20
April 3
April 17
May 1
May 8-11 Budget Work Sessions as necessary
May 15
June 5
June 19
July 3
August 7
September 5
October 2
October 16
November 6
November 20
December 4

CHAIRMAN MADE COMMITTEE AND LIAISON ASSIGNMENTS

Chairman Timothy Karan reviewed a recommended list of assignments to the Board/Committee/Liaison Assignments. He said he would work with the Board if there were any conflicts or issues to the recommended list.

District 1 – Commissioner Zelodis Jay

Board of Equalization and Review
Environmental Affairs Advisory Committee Liaison
K.A.R.T.S.
Kerr-Tar Regional COG Board
Planning Board Liaison
Solid Waste Liaison
Water/Sewer Matters Liaison
District Health Board
Digital Infrastructure Planning Committee

District 2 – Commissioner David Smith

Board of Equalization and Review
Finance Liaison
Human Relations Commission
Kerr-Tar Regional COG Board
Oxford Downtown EDC Board
Senior Center Advisory Committee Liaison
Triangle North Board
Audit Review Committee

District 3 – Sue Hinman

DOT Issues
Board of Equalization and Review
Granville Athletic Park/Recreation Committee Liaison
Franklin-Vance-Warren Opportunity Inc.
Library Board Liaison
Staff Appreciation
Animal Control Advisory Committee Liaison

District 4 – Commissioner Tony Cozart

Board of Equalization and Review
Franklin-Vance-Warren Opportunity Inc.
Human Relations Commission
Public Safety Liaison
Rural Transportation Advisory Committee (RTAC) – (RPO)
School Administration Liaison
Social Services Board
Staff Appreciation

District 5 – Owen Roberts

Board of Equalization and Review
CAMPO Alternate
Hwy 50 Matters

Juvenile Crime Prevention Council
Planning Board Liaison
Solid Waste Liaison
Upper Neuse River Basin Committee
Veterans Affairs Committee Liaison

District 6 – Commissioner Tim Karan

Board of Equalization and Review
CAMPO
Extension Leadership Advisory Council
Greenway Advisory Council
Hwy 50 Matters
Private Industry Council
School Administration Liaison
Economic Development Advisory Board
Granville Athletic Park/Recreation Committee Liaison
Digital Infrastructure Planning Committee

District 7 – Commissioner Edgar Smoak

Area Mental Health Board
Board of Equalization and Review
Public Safety Liaison
SGWASA
Soil & Water Board Liaison
Transportation Plan Work Group
Water/Sewer Matters Liaison
Audit Review Committee

BOARD APPROVED BONDS FOR 2016-2017 FOR GRANVILLE COUNTY OFFICIALS

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner David T. Smith, and unanimously carried, the Board approved the following bonds for 2016-2017 Granville County Officials:

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

BOARD APPROVED APPOINTMENT OF MICHAEL S. FELTS AS INTERIM GRANVILLE COUNTY ASSESSOR AND TAX COLLECTOR AND CLERK ADMINISTERED OATH OF OFFICE

Chairman Karan stated that Judy Stovall retired as Granville County Assessor and Tax Collector on November 30, 2016 and that an Interim Tax Assessor and Tax Collector needed to be appointed until the position is filled.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board appointed Michael S. Felts as the Interim County Assessor/Tax Collector for Granville County until the position is filled. The Clerk then administered the oath of office to Mr. Felts.

BOARD RECESSED FOR RECEPTION

At this time, Chairman Karan called for a recess for a reception honoring the newly elected and re-elected Commissioners.

MEETING CONTINUED

Chairman Karan called the meeting back to order and noted that Commissioner Owen T. Roberts left the meeting and was excused.

BOARD APPROVED CPI ADJUSTMENT FOR EXCLUSIVE WASTE COLLECTION FRANCHISE AND CONVENIENCE SITE CONTRACT WITH WASTE INDUSTRIES

County Manager Felts referred to the agenda packet information regarding the modification of rates for Exclusive Solid Waste Collection Franchise and Convenience Site Contract. He recommended a 1.77% increase in billing rates based on the Consumer Price Index (CPI) change for the twelve month average from November 2015 to October 2016.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved a 1.77% increase in franchise billing rates for Waste Industries based on the CPI change for the twelve month average as allowed by the County's Solid Waste Franchise to be effective January 1, 2017.

BOARD REAPPOINTED THELMA THORNTON (DISTRICT 4) TO THE GRANVILLE HEALTH SYSTEM BOARD OF TRUSTEES

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner David T. Smith, and unanimously carried, the Board reappointed Thelma Thornton (District 4) to the Granville Health System Board of Trustees.

BOARD APPOINTED MALAIKAH SANDHU (HOTEL/MOTEL OWNER) TO THE GRANVILLE COUNTY TOURISM DEVELOPMENT AUTHORITY

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board appointed Malaikah Sandhu of the Best Western in Butner/Creedmoor to fill the hotel/motel owner vacancy on the Granville County Tourism Development Authority as recommended by the Tourism Development Authority.

BOARD REAPPOINTED MELISSA STARR (COG RECOMMENDED REPRESENTATIVE) AND APPOINTED SARAH MAYFIELD (DISTRICT 1) AND TONI ANN WHEELER (DISTRICT 7) TO THE KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS' ADVISORY COUNCIL ON AGING

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Edgar Smoak, and unanimously carried, the Board reappointed Melissa Starr (COG Recommended Representative) to the Kerr-Tar Regional Council of Governments' Advisory Council on Aging.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board appointed Sarah Mayfield (District 1) and Toni

Anne Wheeler (District 7) to the Kerr-Tar Regional Council of Governments' Advisory Council on Aging.

BOARD DESIGNATED VOTING DELEGATE FOR NCACC LEGISLATIVE GOALS CONFERENCE

County Manager Felts stated that included in the agenda was a Voting Delegate Designation form for the North Carolina Association of County Commissioners' Legislative Goals Conference scheduled for January 12-13, 2017 at the Raleigh Marriott Crabtree Valley. Chairman Karan noted that he and Commissioners Jay and Hinman would be attending the conference.

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board designated Commissioner Timothy Karan as the voting delegate for the NCACC Legislative Goals Conference January 12th and 13th.

BOARD APPROVED BEREA LIBRARY FACILITY REPAIRS

County Manager Felts stated that a letter outlining the significant structural repairs needed at the Berea Branch Library facility was included in the agenda packet. The letter includes a summary of the known and anticipated costs of the repairs and two quotes under consideration by the Berea Fire Department Board of Directors. The Berea Fire Department Board is seeking funding assistance in order to finalize the vendor selection process and scope of services. The anticipated project cost with potential contingency items is estimated at \$45,297.50. At the close-out of the Library bond funded projects a small portion of funding reverted to the County's general fund. He noted that the current County budget has sufficient funds to support this request and that the Berea Fire Department will handle the repair project.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved a one-time allocation to fund 80% of the actual repair/renovation project costs at the Berea Library Facility in an amount not-to-exceed \$40,000.00.

COUNTY MANAGER'S REPORT

County Manager Felts stated that he had personnel and property acquisition matters for closed session.

COUNTY ATTORNEY'S REPORT

County Attorney Wrenn introduced Attorney Clayton "Gill" Frazier, II who is a new associate with his firm.

BOARD PRESENTATIONS

Commissioner Jay thanked everyone and wished everyone a Merry Christmas and a prosperous New Year.

Commissioner Smith thanked past Chairman Jay for his service the past year. He mentioned the recent Christmas parades in Oxford, Butner and Creedmoor and reminded everyone of the upcoming Grassy Creek Christmas parade on Saturday, December 10th at 2:00 p.m. He wished everyone a Merry Christmas and a prosperous New Year.

Commissioner Hinman thanked the Board.

Commissioner Cozart commended Commissioner Jay for his leadership, energy and work this past year and wished Chairman Karan well for his upcoming year. He said the Human Relations Committee had a great response to the Martin Luther King Jr. Essay Contest and that they still have over 100 essays to read and rank. He wished everyone a Merry Christmas.

Commissioner Karan thanked the Board for the opportunity to lead the Board, said that he looked forward to working with them, and welcomed their guidance and leadership. He wished everyone a Merry Christmas and Happy New Year.

Commissioner Smoak welcomed the newly elected Board members and thanked Commissioner Jay for his hard work this past year. He reminded everyone of the upcoming Stem Christmas parade on Saturday, December 20th at 12 noon and wished everyone a Merry Christmas and Happy New Year.

BOARD WENT INTO CLOSED SESSION

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(5) and (6) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; and to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

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

BOARD APPROVED CHANGES TO HELP WITH STAFFING SHORTAGE AT THE 911 COMMUNICATIONS CENTER

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the following changes to help with the staffing shortage at the 911 Communications Center:

- Approved allowing the Sheriff to offer his deputies the opportunity to cover part or full shifts when coverage cannot be secured with current telecommunicators and convert the Sheriff's Department non-exempt staff to paid time rather than earning comp time until June 30, 2017

Part time hiring solutions:

- Approved increasing the part time starting pay from \$11.50/hour to \$13.00/hour and offer an increase of 5% for certification by the State of North Carolina as a DCI Operator and EMD certification.
- Approved that upon successful completion of training and certification, a one-time payment of \$500 to offset the loss work time of a full time job during the week long training.
- Approved allowing part time staff to cover part shifts and/or full shifts; and requiring part time staff to work an average of 6 hours per pay period to retain active status.

Full time hiring solutions:

- Approved that upon successful completion of training and certification, a one-time payment of \$500

The Human Resources Director and 911 Manager will begin working with Vance-Granville Community College and Workforce Solutions to recommend offering the Basic Telecommunicator class to anyone (not only currently employed telecommunicators) to increase the number of certified telecommunicators applying to Granville County.

COMMISSIONERS ADJOURN

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner David T. Smith, and unanimously carried, the Board adjourned.

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