

OXFORD, NORTH CAROLINA
September 3, 2019

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Tuesday, September 3, 2019 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 Sue Hinman
 Timothy Karan David T. Smith
 Edgar Smoak

Owen T. Roberts, Jr. was absent.

County Manager: Michael S. Felts

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

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

MEETING CALLED TO ORDER

At 7:01 p.m., Chairman Zelodis Jay called the meeting to order and recognized Commissioner Sue Hinman for the invocation and led the Pledge of Allegiance.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Edgar Smoak, 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 (corrected summary):

General Contingency Balance	\$ 180,000
School Contingency	\$ 100,000
Environmental Disaster Contingency	\$ 10,000
General Fund Appropriated Fund Balance	\$ 2,666,436

- (B) Approved Minutes of the June 3, 2019 and June 17, 2019 regular meetings as recorded.

- (C) Approved the Approved the Tax Releases and Tax Refunds for June 2019 as follows:

Tax Releases - \$152.52
Tax Refunds - \$9782.43

- (D) Approved the *Resolution Designation of Applicant's Agent (DAA)* for Hurricane Florence Hazard Mitigation Grant Program naming Robin Edwards, Emergency Management Coordinator, as Primary Agent and Steve McNally, Finance Director, as Secondary Agent.

BOARD RECOGNIZED CAROLYN W. TRAPPIEL

Commissioners Tony W. Cozart and Sue Hinman recognized Carolyn W. Trappiel for her 41 years of service with the Granville County Department of Social Services. They made comments, thanked her for her service, and presented her with a plaque from the Board that read as follows:

Carolyn W. Trappiel
Granville County Department of Social Services
January 16, 1978 – August 30, 2019
In Recognition of Outstanding Service
to
The Citizens of Granville County
Presented by
The Granville County Board of Commissioners

AFTER HOLDING PUBLIC HEARING, BOARD APPROVED EVALUATING OPPORTUNITY FOR SUBMITTING A CDBG APPLICATION FOR PROJECT COOKIE- STRONG ARM BAKING BUILDING REUSE PROJECT AND RESOLUTION

Chairman Jay stated that the purpose of the public hearing was to obtain citizen input into the identification of economic needs and desired economic development activities. The input from the public hearing will be incorporated into the County's consideration and submission of a Community Development Block Grant (CDBG) application to the Department of Commerce.

At this point, Chairman Jay declared the public hearing open and recognized Harry Mills, Economic Development Director, to provide an overview of the project.

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 Cookie is the code name for the project and the company name is Strong Arm Bakery. Strong Arm Bakery will expand their operation in Oxford – Granville County. The company will invest approximately \$485,000 and employ potentially 19 new employees. Granville County will apply for a \$300,000 CDBG Reuse Grant from the North Carolina Department of Commerce. If awarded, the funds will be loaned to Strong Arm Bakery to make renovations to their future home at 117 Main Street, Oxford, North Carolina. There is no required match. He said that following the public hearing, he was requesting approval to move forward submitting the application for the \$300,000 CDBG grant and approval of the associated resolution.

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

With no one wishing to speak, and no questions from the Board, Chairman Jay closed the public hearing.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner David T. Smith, and unanimously carried, the Board approved staff submitting a CDBG application for Strong Arm Baking Building Reuse Project and the following associated resolution:

**Resolution for Granville County
Application for Community Development Block Grant Funding
for the Strong Arm Baking Building Reuse Project**

WHEREAS, the Board of Commissioners has previously indicated its desire to assist in economic development efforts within the County; and,

WHEREAS, the Board of Commissioners has held two public hearings concerning the proposed application for a Community Development Block Grant to benefit Strong Arm Baking; and,

WHEREAS, the Board of Commissioners wishes the County to pursue a formal application for a Community Development Block Grant to benefit Strong Arm Baking; and,

WHEREAS, the Board of Commissioners certifies it will meet all federal regulatory and statutory requirements of the Small Cities Community Development Block Grant Program,

NOW, THEREFORE BE IT RESOLVED, by the Granville County Board of Commissioners that Granville County is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant for Economic Development to benefit Strong Arm Baking. Said application will request \$300,000 in CDBG funds.

**BOARD DENIED 2019 PROPERTY TAX EXEMPTION APPLICATION FROM
OXFORD PREPARATORY SCHOOL**

Chairman Jay said this matter was to consider Oxford Preparatory School's request for special approval exemptions for 2019 property taxes

County Manager Felts explained that Granville County Administration received a copy of a letter from Andrew Swanner, Executive Director of Oxford Preparatory School, addressed to the Granville County Commissioners dated August 14, 2019. The letter outlines three parcels which the school uses for the purposes of operating a Charter School. He referred to the information in the agenda regarding exchange of information with the Tax Office as follows:

On February 26, 2019 Sharon Brooks-Powell, Tax Administrator, contacted Mr. Swanner via email to advise him that the County did not have a Property Tax Exemption application on file for the properties purchased in 2018. Mr. Swanner acknowledged that he was unaware that an application needed to be filed on the closed properties since they had applied for and received the property tax exemption in prior years when they leased the two parcels in 2013. He was advised that a new application was necessary since the property was purchased and ownership had changed in 2018.

On July 29, 2019, Mr. Swanner did file a late application for the property tax exemption. The property will be listed as exempt beginning with the 2020 tax year, however since this application was filed after January 31, 2019 for the 2019 taxes, the Tax Office cannot approve it for the 2019 taxes and therefore it is forwarded to the Granville County Board of Commissioners for consideration in accordance with North Carolina General Statutes.

County Manager Felts stated this was a matter of policy and that he could not recommend this request.

After questions, clarification and discussion, it was noted that the property owner must file for the exemption, the property does qualify, but it did not come in a timely manner even after being notified.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Sue Hinamn, and unanimously carried, the Board denied the 2019 Property Tax Exemption Application from Oxford Preparatory School

BOARD APPROVED SECOND OF TWO APPROVALS FOR SOLID WASTE RESIDENTIAL, COLLECTION FRANCHISE AND CONVENIENCE SITE MANAGEMENT

Chairman Jay said the first reading of the Solid Waste Residential, Collection Franchise and Convenience Site Management Request for Proposals was approved at the August 5, 2019 meeting and that this is the second of two required approvals.

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the second of two required approvals for awarding both the Solid Waste Residential, Collection Franchise and Convenience Site Contract(s) to Waste Industries.

BOARD APPROVED SMOKE TESTING AMENDMENT TO AGREEMENT FOR LAW ENFORCEMENT CENTER/ANIMAL SHELTER PROJECT

County Manager Felts stated that this request was an amendment of the existing Special Inspections and Material Testing agreement with Kleinfelder to include smoke testing for the Law Enforcement Center project. He explained that Kleinfelder currently provides Special Inspections and Material Testing services at the Granville County Law Enforcement/Animal Shelter site. Smoke Testing, as required by the NC Department of Insurance/Office of the Fire Marshal, is a specialized need and was not included in the Request for Proposals when the agreement for services was approved. Kleinfelder has been working with two specialized firms for the required services and has submitted a proposal for approval.

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved an amendment to the existing Special Inspections and Material Testing agreement with Kleinfelder to include smoke testing for an amount not to exceed \$35,000 for the Law Enforcement Center/Animal Shelter project.

BOARD APPROVED PICKUP TRUCK FOR INSPECTIONS DEPARTMENT

County Manager Felts stated that the Inspections Department was requesting approval to purchase (1) 2020 F150 Pickup Truck using State Contract pricing. Although the funding for the vehicle was approved in the fiscal year 2019-2020 budget, the request was brought back to the Board for final approval per policy because the expenditure is in excess of \$10,000. He noted that it meets bidding requirements since it is on State Contract.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Edgar Smoak, and unanimously carried, the Board approved purchasing (1) 2020 F150 Pickup Truck from Capital Ford Inc. under State Contract pricing for a price not to exceed \$22,934.00.

BOARD APPROVED TRANSIT 250 CARGO VAN AND VAN INSERT FOR DETENTION CENTER

County Manager Felts stated that the Sheriff was requesting approval to purchase one (1) 2019 Ford Transit 350 cargo van from Capital Ford using State Contract pricing in the amount of \$29,208.00. H.T. Leary was the low bid for the insert in the amount of \$17,050. The other bids were from Batteries of NC & S.W.S. LLC at \$24,785.72 and Dana Safety Supply, Inc. at \$24,140.93. Although the funding for the van was approved in the fiscal year 2019-2020 budget, the request was brought back to the Board for final approval per policy because the expenditure is in excess of \$10,000. He noted that the van meets bidding requirements since it is on State Contract.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Edgar Smoak, and unanimously carried, the Board approved purchasing a 2019 Ford Transit 350 cargo van from Capital Ford using State Contract pricing in the amount of \$29,208.00 and van insert from H.T. Leary in the amount of \$17,050.

BOARD APPOINTED MAURICE YORK TO THE RESEARCH TRIANGLE REGIONAL PARTNERSHIP BOARD OF DIRECTORS

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board appointed Maurice York with Revlon to the Research Triangle Regional Partnership Board of Directors.

BOARD MADE REAPPOINTMENTS TO THE GRANVILLE COUNTY ECONOMIC DEVELOPMENT ADVISORY BOARD AND WAIVED TERM LIMIT FOR DISTRICTS 2 AND 4 FOR ONE TIME

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board waived the two term limit for one time for Districts 2 and 4 and reappointed Bobby E. Talley (District 1), Marshall Tanner (District 2), Kathrine Noel (District 3) and Wilma Moore (District 4).

BOARD MADE REAPPOINTMENTS TO THE GRANVILLE COUNTY DIGITAL INFRASTRUCTURE PLANNING COMMITTEE

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board made the following appointments/reappointments to the Granville County Digital Infrastructure Planning Committee:

Classification	Member	
County Commissioner	Zelodis Jay	Commissioner - District 1
County Commissioner	Timothy Karan	Commissioner – District 6
County Administration	Michael Felts	County Manager
Sheriff or designee	Trent Brummitt	Emergency Communications Director
Economic Development	Harry Mills	Director
Emergency Management	Doug Logan	Director
County IT	Chris Brame	IT Director
COG Representative	Michael Kelly	Regional Planning Director
Education Representative	Dr. Alisha McLean	GCS School Superintendent
Education Representative	Gwen Loftin	GCS Director of Technology
Non-Profit Organization	Jennifer Cufalo	Granville Education Foundation Director
Non-Profit Organization	Xavier Wortham	Granville Health System Foundation
Business/Industry	Derek Kelly	CenturyLink
Business/Industry	John Szejda Kenny Wray	Verizon Wireless
Business/Industry	Mia Bailey Joe Prater	Charter Communications
Ex-Officio	Jim Corrin	Broadband Infrastructure Office Representative

BOARD APPROVED VOLUNTEER POLICY AND PURSUIT OF GALAXY DIGITAL AS A VOLUNTEER MANAGEMENT AND TRACKING PROGRAM

Management Analyst Charla Duncan stated that in the Granville County Long Range Strategic Plan, objective #6 identifies a goal to improve and increase the number of volunteer programs, sites, and opportunities within County government. The purpose of the proposed volunteer services enhancements—a Volunteer Policy and a volunteer tracking system—is to work toward achieving these strategic objectives, including:

Objective 6.2: Create a volunteer manual or protocol guide.

Objective 6.3: Develop procedures for track and reporting volunteer time and attendance.

She then gave the following background information. Many citizens within our community seek ways to “give back” to their communities. By establishing effective volunteer programs, the County can offer opportunities to those citizens who wish to serve their community in a positive and worthwhile manner. Volunteer programs are also a valuable labor resource, supplementing the demand for human performed tasks in County government. Some of the weaknesses identified in the County’s volunteer services program include a lack of a centralized management of volunteer programs nor any accountable system for tracking volunteer hours.

Granville County staff including members from Administration, Human Resources, Senior Services, Social Services, Animal Management, and the Library System have worked together to draft a comprehensive Granville County Volunteer Policy. This policy is intended to act as a foundation to ensure that all departments are handling their volunteers and volunteer services in a consistent manner; departments may develop departmentally specific policies as needed (meeting the Countywide policy at a minimum). Granville County staff members from Administration, Human Resources, Information Technology, Senior Services, Social Services, Animal Management, Cooperative Extension, and the Library also worked together to identify a volunteer management program that would meet the existing needs for tracking and managing volunteers, as well as to help grow the Granville County volunteer services program. Staff looked at the following volunteer management programs: Galaxy Digital, Volgistics, VolunteerLocal, and Volunteer Hub. Each program offers a range of services; however, staff agreed that the program that most meets the County’s current needs for management and needs for volunteer services growth is the Asheville, North Carolina-based company Galaxy Digital. This program has features that allow for volunteer engagement, communication, management, and reporting. Staff involved in the selection process unanimously agreed to move forward on the Galaxy Digital program. She noted that the initial cost of Galaxy Digital includes:

- \$500 setup fee
- \$3000 annual fee
- \$250 domain setup (volunteer.granvillecounty.org)
- \$100 domain annual fee.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner David T. Smith, and unanimously carried, the Board approved the Granville County Volunteer Policy

and approved pursuing the use of Galaxy Digital, a volunteer management and tracking program, at a cost not to exceed \$3,850 for the first year.

When asked, County Manager Felts said that once the contract is executed and training takes place, he anticipates the Volunteer Program to be kicked off the first of 2020.

GRANVILLE COUNTY EMPLOYEE NCDOT FALL LITTER SWEEP EVENT

County Manager Felts stated that the County has taken an active stance to solve litter problems. This year's Fall NCDOT sponsored roadside cleanup "Fall Litter Sweep" runs from September 14-28. He announced a tentatively scheduled Volunteer County Employee roadside clean up, on Friday, September 20, 2019, with a rain date on Friday, September 27, 2019. He announced that volunteers will meet downtown Oxford at noon and travel to a site selected by Jason Falls, Granville County Environmental Services Director. He noted that this is an information only item.

BOARD PRESENTATIONS

Commissioner Cozart stated that he attended a tour of Triangle North Granville on August 23rd. He commended Economic Development Director Harry Mills for the event and said he hopes that a company will be sited there in the near future.

DURING PRESENTATIONS, BOARD APPROVED REPURPOSING FUNDS FOR THE STOVALL PAVING PROJECT

Commissioner Karan said the School Liaisons and County Manager visited Stovall-Shaw Elementary School to look at the paving project to improve traffic flow and safety. He reported that the project has been substantially completed and was done satisfactorily to address the problem. He noted that the project cost was much more than the anticipated cost and that economies of scale had been reached on the HVAC and roofing projects. He asked County Manager Felts to recap expenditures for HVAC projects.

County Manager Felts stated that the budget for Granville County Public Schools HVAC projects was approximately \$10 million and they have spent approximately \$7 million with all but \$350,000-\$500,00 unencumbered.

Commissioner Karan said after speaking with fellow School Liaison Commissioner Cozart and Granville County Public Schools Administration staff, he would be agreeable to release some of the unencumbered HVAC funds to cover part of the cost of the project.

County Manager Felts said that the identified difference of actual cost to anticipated cost of the project was \$400,000.

Commissioner Smith said the project increased safety as it gets vehicles off Highway 15 which is important with the additional students from Joe Toler Elementary attending there due to the closure of that school.

Chairman Jay asked for clarification of the \$15 million previously funded to Granville County Public Schools.

County Manager Felts explained that of the \$15 million, \$10 million was earmarked for HVAC projects and \$5 million was earmarked for roofing projects. He said there was approximately \$400,000 unencumbered remaining after HVAC projects. He said the roofing projects have not been bid. He noted that other small projects were deferred to take care of the concern at Stovall-Shaw Elementary School.

Discussion ensued.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Tony W. Cozart, by a vote of 5-1, the Board approved repurposing \$350,000 allocated to Granville County Public Schools for HVAC repairs for the Stovall Paving Project. The Board of Commissioners requested that should state funding for capital projects be approved in the near future, that a minimum of \$350,000 go towards HVAC projects. Chairman Zelodis Jay was the nay vote.

BOARD PRESENTATIONS CONTINUE

Commissioner Smoak reported that the Town of Butner had received 35 acres of the Umstead Correctional property from the State. He said Butner is evaluating the property and is interested in partnering with other agencies to determine what can be done at the site. He said he would like to recommend that the County Manager, a couple of commissioners and possibly department managers work with Butner to see what opportunities are available at the site for Granville County to have a presence in the southern end of the County.

DURING PRESENTATIONS, BOARD DISCUSSED VEHICLE PURCHASES

Commissioner Smoak said that there are often vehicle purchases on the agenda as the policy says that purchases over \$10,000 be approved by the Board of Commissioners, noting that all vehicles are over \$10,000.

County Manager Felts explained that the Granville County Purchasing Policy requires any non-reoccurring equipment purchases over \$10,000 to come back to the Board for approval prior to purchase.

Commissioner Smoak said he would like to see vehicles exempted from being on the agendas as they have already been approved in the department budgets each year and that he felt that this was duplicating efforts.

Commissioner Smith said he was glad to see vehicle purchases on the agenda to keep purchases in-check and to keep the Board informed of expenditures.

Discussion ensued and no action was taken.

PRESENTATIONS CONTINUE

Chairman Jay announced that a Broadband Community Meeting would be held on Tuesday, September 10, 2019 at 7:00 p.m. at Camp Oak Hill and encouraged attendance. He also announced that he spoke at eight meetings at Altec on the United Way Campaign and they surpassed their goal and had raised \$200,000 before he left that day. He commended Economic Development Director Harry Mills for his work and efforts with youth in our community to finish high school and work at our local industries such as Altec. He said Altec needs 40 associates now and will need 100 more the first of the year with their upcoming expansion.

Commissioner Jay said his family would celebrate his mother's 90th birthday on Saturday, September 7th at 3:00 p.m. at the Oxford Public Works building and invited all to attend.

COMMISSIONERS ADJOURN

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Sue Hinman, and unanimously carried, the Board adjourned at 8:13 p.m.

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