

**OXFORD, NORTH CAROLINA**  
**August 8, 2022**

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, August 8, 2022, at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

***Present were:***

***Chair:*** Tony W. Cozart

***Commissioners:*** Jimmy Gooch Timothy Karan  
Sue Hinman Russ May  
Zelodis Jay

David T. Smith was absent.

***Interim County Manager:*** Douglas P. Logan

***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 thanked Terry Hobgood for sitting in Clerk Debra A. Weary in her absence and welcomed Douglas P. “Doug” Logan for his first meeting as Interim County Manager. He expressed condolences to Commissioner David T. Smith’s family as his sister passed away. He then recognized former County Manager Michael S. Felts for the invocation and Commissioner Zelodis Jay for the Pledge of Allegiance.

**CONSENT AGENDA APPROVED**

Upon a motion by Commissioner Russ May, seconded by Commissioner Zelodis Jay, and unanimously carried by a vote of 6-0, the Board approved the consent agenda as follows:

(A) Approved Tax Refunds, Releases and Write-offs as follows:

Refunds	May 2022:	\$9,638.38
Releases	May 2022:	\$3,882.59
Write-offs (\$2 and less)	May 2022:	\$ 37.33
Refunds	June 2022:	\$3,034.50
Releases	June 2022:	\$1,423.42
Write-offs (\$2 and less)	June 2022:	\$ 26.37
Refunds	July 2022:	\$5,102.09
Releases	July 2022:	\$238,308.17
Write-offs (\$2 and less)	July 2022:	\$139.86

(B) Approved appointment of Jonathan Hayes as Southern Region Citizen at-large to the Granville County Fire Commission

- (C) Approved Social Services Contracts for staff leadership training and consulting for DSS as follows:
  - 1) Training/Consulting by R. Adams and Associates LLC, not to exceed \$15,000
  - 2) Training/Consulting by DMHR Services LLC not to exceed \$17,500.
- (D) Approved renewal of service contract with Hobart Service for Kitchen Equipment for the Detention Center at a cost of \$27,697.36 from the current budget.
- (E) Approved Administration and Board Computer Refresh/Replacement Program in accordance with the County IT Policy adopted in August 2019.

**RECOGNITION OF SERVICE – CHERYL H. CARRIER**

Chairman Cozart stated that the purpose of the next item on the agenda was for the Board to recognize Cheryl H. Carrier for her years of service with Granville County Senior Services.

Commissioner Sue Hinman said that Cheryl Carrier has worked for Granville County Senior Services as the South Granville Senior Center Program Coordinator since July of 2000. During her 22 years with the department, Cheryl increased participation at the South Granville Center and coordinated many engaging programs and activities to keep our senior adults active and involved. She touched the lives of many seniors during her time with Senior Services and will be greatly missed. Commissioner Hinman then presented Ms. Carrier with a plaque from the Board that read as follows:

Cheryl H. Carrier  
Granville County Senior Services  
July 7, 2000 – July 31, 2022  
In Recognition of Outstanding Service  
to  
The Citizens of Granville County  
Presented by  
The Granville County Board of Commissioners  
August 8, 2022

\*\*Board did the Summer Civic Leadership Intern Program agenda item next and came back to Recognition of Michael S. Felts afterwards.

**SUMMER CIVIC LEADERSHIP INTERN PROGRAM**

Chairman Cozart noted that the purpose of this item was to hear a presentation and recognize students that completed the Summer Civic Leadership Program. The Granville County Summer Civic Leadership Program, an internship for rising high school seniors that reside in Granville County, has concluded after five full work weeks in various Granville County departments. During this time, interns toured County facilities, met with department heads, worked in County departments, attended meetings, and worked on a group project to build team working skills and integrate all they learned in the program into a culminating

project. Chairman Cozart then recognized Charissa Puryear, County Extension Director, who was the facilitator for the program this year.

Ms. Puryear explained the interns' project, introduced the interns, and then each gave a small presentation on his/her area of interest:

- Courtney Williams (Granville Early College) – Recreation
- Jayla Gregory (Granville Early College) – Student hangouts
- Kenyan Smith (J. F. Webb) – Civic engagement
- Kristopher Arias (Granville Early College) – Career opportunities
- MacKayla McBride (Granville Early College) – Housing options and vision

After presentations by the interns, Chairman Cozart and Commissioner Gooch presented the interns with checks, certificates, and Granville County 275<sup>th</sup> Anniversary books on behalf of the Board.

**RECOGNITION OF MICHAEL S. FELTS**

Chairman Cozart announced that the Board would recognize Michael S. Felts for his service as the Granville County Manager and asked him to come forward. Mr. Felts served as Granville County Manager from July 1, 2013 – July 31, 2022.

Granville County Public Schools Chairman David Richardson read a letter from the Granville County Public Schools Board of Education and educators expressing gratitude and appreciation to Mr. Felts for his service to children and wished him the best. Superintendent Dr. Alisa McLean also made comments and thanked him for his work on behalf of children and educators.

At this time, Chairman Cozart made comments and thanked Mr. Felts for his service, integrity, and vision. He noted that he had used some of Felts' ideas with his staff. He then presented a plaque that read as follows on behalf of the Board:

Michael S. Felts  
Granville County  
1999 – 2004  
2007 - 2022

Granville County Manager  
July 1, 2013 – July 31, 2022

Granville County Finance Director  
May 5, 1999 – August 6, 2004  
July 16, 2007 – June 30, 2013

In Recognition of Outstanding Service  
to  
the Citizens of Granville County  
Presented by  
The Granville County Board of Commissioners  
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Mr. Felts thanked the Board and citizens and said it had been an honor to work with Granville County.

**BOARD APPROVED NCACC YOUTHVOICE**

Chair Cozart stated that the purpose of this item was for the Board to be introduced to Granville County's YouthVoice delegate. He announced that the North Carolina County Commissioners (NCACC) will reconvene YouthVoice at the upcoming conference August 11-13, 2022 in Cabarrus County. Youth Voice provides county commissioners with the opportunity to connect with the next generation of leaders. Jermaine Puryear is the YouthVoice delegate for Granville County.

Jermaine Puryear spoke about YouthVoice and proposed a youth council with 15 to 20 kids from different middle and high schools that would consist of diverse students, with different backgrounds and ethnicities. He then gave an overview of what the proposed youth council will do. Commissioner Hinman said she would like to make a motion to establish a Youth Council as recommended by Mr. Puryear.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried by a vote of 6-0, the Board Youth Council as requested by Jermaine Puryear, the NCACC YouthVoice for Granville County.

**ENVIRONMENTAL AFFAIRS COMMITTEE PRESENTATION ON OBSERVATION WELL PROGRAM RECOMMENDATION**

Chairman Cozart said that the Granville County Citizens Advisory Committee for Environmental Affairs recently formed a subcommittee to address concerns raised by citizens regarding the drinking water supply for those utilizing well water in Granville County. Concerns were brought to the attention of the Board of County Commissioners, the Planning Board, and the Citizens Advisory Committee for Environmental Affairs regarding the drinking water supply for those utilizing well water, and a subcommittee was formed to study and address these issues on behalf of the Board of Commissioners.

Judy Cheek, Chair of the Environmental Affairs Committee, and Mike Woods, Environmental Affairs Committee member and head of the subcommittee came forward. Mr. Woods explained the following recommended three-pronged strategy of observation, education, and regulation for actions to be taken by the Board of Commissioners :

### **Strategy One - Observation**

- Appoint the Granville County Environmental Services Director to oversee and manage the Observation/Monitoring Well Program.
- Appropriate \$35,000 from fund balance in the fiscal year 2022-2023 operating budget to establish and support this program. Additional recurring funding will likely be needed, and the Environmental Affairs Committee will present a recommendation during the budget process for next fiscal year.
- Identify the wells in Granville County that are inactive or no longer in service.
- Establish a program that encourages existing homeowner associations in Granville County to establish an observation well on their managed property.
- Engage the NC Department of Environmental Quality to assist with this program. Work with DEQ to determine the best locations for other observation wells in the county.
- Direct appropriate staff to pursue state or federal grants that could support this program's mission.

### **Strategy Two – Education**

- Appoint the Granville County Recycling and Sustainability Coordinator to serve as the Education Leader for the Observation/Monitoring Well Program.
- Direct the Education Leader to develop materials related to best practices for water conservation and water quality and work with the Granville County Public Information Officer to publicly disseminate these materials.
- Direct the Public Information Officer to work with the Environmental Services Director, the Recycling and Sustainability Coordinator, and the Environmental Affairs Committee to add the capability for citizens to communicate with the Environmental Affairs Committee via the Granville County Website and information that will allow citizens to stay informed of the latest activities, events, and meeting minutes of the Environmental Affairs Committee and its subcommittees.

### **Strategy Three – Regulation**

- Direct the Planning Board, in conjunction with the Planning Director, to draft an update to the Granville County Land Use Ordinance that would implement the following requirements:
  - Require any new major subdivision development to install an observation/monitoring well.
  - Include the Environmental Affairs Committee in the review process for subdivision approvals before they are reviewed by the Planning Board.
  - Develop language in the Land Use Ordinance prohibiting “well interference” based on best practices from other counties.
- Add the following representatives to the Environmental Affairs Committee.
  - Granville-Vance Health Department
  - Planning Board Liaison

When asked about the purpose of the monitoring program, Mr. Wood said that the purpose is to collect historical data on the water table and to assess the impact of development. The monitoring program as it is today does not check for water quality, it can if the landowner chooses to do so, but it is not required. There was no action taken as information is being gathered regarding the matter.

Chairman Cozart asked Interim County Manager Logan to bring back direction to the Board regarding the matter.

### **PUBLIC COMMENTS**

**Baba Kerr, 7089 Bayberry Drive, Oxford, NC**, made the following comments and presented a copy for the record.

I am a Math teacher, community leader and head Deacon at Timothy Darling Church. I was recently made co-chair with Dr. Joyce Russell of the John Chavis Historical Society. I would like to share an important development of the John Chavis Historical Society.

The John Chavis Historical Society has developed and is extending its scholarship program in Granville County. We have launched this scholarship program in the name of our Founder, Dr. Helen Chavis Otho also known as Queen Mother Moremi Ajasaro, II, who died in January 2022.

We are encouraging businesses, city and county officials, and citizens of Granville County to donate to the cause. All our members stand ready to offer them scholarships to further their education. Just a reminder that Dr. Helen Chavis Otho is also the Founder of Culture Fest that we all celebrate in October. She has done much during her lifetime as a resident of Granville County. She was and continues to be my mentor.

We hope to start awarding the scholarships during the school year August 2022 to June 2023. We hope everyone will support this important venture.

He added that these scholarships will be from private donations, and he hopes to raise more than \$1 million.

**Alice K. Meise, 1103 Lake Ridge Drive, Creedmoor, NC**, said that minutes have not been transcribed since December and requested that the meetings be recorded and put on the website to better serve the residents of Granville County. She spoke about paid fire departments and new firehouses, noting that citizens are paying additional taxes, but the fire departments remain volunteer fire departments. She asked for the estimated time frame for a paid fire department in southern Granville County and expressed concerns about paying extra taxes with no benefits. She also noted that in the budget there is about \$2 million for fire departments and that in the budget there will be an additional \$1 million from additional fire taxes. She asked when there will be paid fire departments and a new building as she wondered what is being done with those funds.

Chairman Cozart noted that he had heard some of these same questions in the community and told Ms. Meise that she could contact Interim Manager Logan for more information.

**BOARD AUTHORIZED JOHN R. MCADAMS COMPANY FOR CONSULTANT SERVICES FOR PARKS, GREENWAYS, AND RECREATION MASTER PLAN CONSULTANT CONTRACT**

Chairman Cozart stated that the purpose of this agenda item was for the Board to approve consultant services for the Parks, Greenways, and Recreation Master Plan. He continued that a selection committee comprised of staff and members of the Parks, Greenways, and Recreation Advisory Committee reviewed proposals received through an RFQ (request for qualifications) process. Four proposals were received, and two firms were interviewed before determining that the John R. McAdams Company was the most qualified firm to perform the

work. A draft agreement has been negotiated and is awaiting final review and edits from the County Attorney. Chairman Cozart stated that County Administration recommends authorizing the Interim County Manager to execute the agreement with the John R. McAdams Company for consultant services for the Parks, Greenways, and Recreation Master Plan pending final review and edits from the County Attorney for a total cost of \$119,725.

Interim County Manager Logan noted that the Parks, Greenways, and Recreation Master Plan Consultant Contract was reviewed by County Attorney and was acceptable to the county.

Commissioner Karan noted that the focus will be on high-growth and traditionally underserved areas from a recreation perspective.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Sue Hinman, and unanimously carried by a vote of 6-0, the Board approved authorizing the Interim County Manager to execute the agreement with John R. McAdams Company for consulting services for the Parks, Greenways, and Recreation Master Plan for a total cost of \$119,725.

**BOARD APPROVED LATE APPLICATION – DISABLED VETERAN BENNETT L. ENNIS**

Chairman Cozart stated that the purpose was to consider approval of the untimely filed application for the Disabled Veteran Exclusion.

Jenny Griffin, Tax Administrator, explained the agenda item. According to the N.C.G.S. 105-282.1(a1), upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by the Board of County Commissioners. The subsection applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. Mr. Bennett L. Ennis was under the impression that Mr. Crooms of Durham County Veterans Services would send his NCDVA-9 form to Winston-Salem. Mr. Ennis worked with Rodney Frazier, former Veterans Services Officer with Granville County Veterans Services, and recently with A. J. Spiess, Veterans Services Tech with Granville County Veterans Services.

Commissioner Gooch made a motion to approve the late application and Commissioner Hinman seconded the motion. When Chairman Cozart called for questions, Commissioner May made comments and asked Ms. Griffin to make sure that the Veterans Services Office makes sure that this type of problem never happens again and that our Veterans are served.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Sue Hinman, and unanimously carried by a vote of 6-0, the Board approved the late application of Bennett L. Ennis for Disabled Veterans.

**BOARD DENIED REFUND REQUEST FOR SOLID WASTE FEES FOR DEBORAH C. JOYCE**

Chairman Cozart stated that the purpose of this agenda item was to consider a Solid Waste Fee refund request.

Tax Administrator Griffin explained that Deborah C. Joyce received her tax bill and called the Tax Office with questions about the solid waste fee for the 2022 billing cycle. Ms. Joyce informed the Tax Office she has had GFL waste service since 2015. Tax Office staff confirmed with GFL that Ms. Joyce does indeed have service with them, and her 2022 solid waste fee was adjusted accordingly. Ms. Joyce requested a refund for the past years of paying solid waste fees at the non-GFL rate. Tax Administrator Griffin did not recommend a refund as it is the duty of the taxpayer to inform the Tax Office that they have a collection service.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Sue Hinman, and unanimously carried by a vote of 6 to 0, the Board denied the refund request from Deborah C. Joyce for solid waste fees.

**BOARD APPROVED ANIMAL CONTROL VEHICLE PURCHASES**

Chairman Cozart stated that the purpose of this item was to consider the purchase of (2) vehicles for the Animal Management Department.

Matt Katz, Animal Services Manager, stated that this purchase was for a heavy-duty Ford F250 4x4 truck that will allow Animal Control to safely tow the livestock trailer and the companion animal shelter trailer, (C.A.S.T.), to emergencies in extreme conditions and hard-to-get places. He continued that the purchase of a Ford F150 4x2 truck will be for the additional Animal Control Officer added in fiscal year 2023 and will be consistent with the rest of the Animal Control fleet. Mr. Katz stated that they are using North Carolina State Contract pricing for the purchases and there is a very short window of time to order.

After clarification that the trucks were in stock and necessary to complete the duties of Animal Control, the Board voted.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Jimmy Gooch, and unanimously carried by a vote of 6 to 0, the Board approved the purchase of a Ford F250 truck from Piedmont Truck Center using State Contract pricing of \$44,118.50 and a Ford



F150 truck from Performance Ford using State Contract pricing of \$32,287.71 from the current budget.

**BOARD APPROVED INSPECTIONS TRUCK PURCHASE**

Chairman Cozart noted that the purpose of this item was to consider the purchase of one (1) 2023 Ford F-150 regular cab pickup. The Inspections department requested approval to purchase one (1) F-150 pickup using Statewide Term Contract 070A pricing from Performance Automotive in Clinton, NC in the amount of \$28,029.19. Although funding for the vehicles was approved in FY 2022-2023 budget, the request is being brought back to the Board for final approval per policy because the expenditure is in excess of \$10,000 limit.

Upon a motion by Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried by a vote of 6 to 0, the Board the purchase of one (1) Ford F-150 Pickup from Performance Automotive under State Contract pricing for a total of \$28,029.19 from the current budget.

**BOARD APPROVED SHERIFF'S VEHICLE PURCHASE REQUEST**

Chairman Cozart stated that the purpose of this item was to consider the purchase of three vehicles for the Sheriff's Office.

Sheriff John Hardy stated that he was requesting approval to purchase three vehicles using North Carolina State Contract pricing from Performance Automotive in Clinton, NC. He continued that he was requesting the purchase of these additional vehicles since vehicles are in very short supply and the current fleet needs replacements as soon as possible. When asked, he said that the vehicles are in stock.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Russ May, and unanimously carried by a vote of 6 to 0, the Board approved purchasing three (3) Dodge Durangos from Performance Dodge in Clinton, NC at cost of \$38,088.75 each for a total cost of \$114,266.25 from the current budget.

**BOARD APPROVED HUMAN RESOURCES AND PAYROLL SOFTWARE VENDOR CONTRACT**

Chairman Cozart stated that the purpose of this item was to consider approval of an agreement with Tyler Technologies to provide a human resources and payroll software solution.

Assistant County Manager, Korena Weichel summarized the following background information that was included in the agenda:

Granville County employees currently complete paper timesheets to record their work time and attendance. This is a tedious and time-consuming process for the employee, supervisor, and payroll technician and involves physically shuttling the paper document across the organization – from the employee to the supervisor (who may be in a different location altogether) and finally to the finance office to be processed and filed. Paper timesheets are also prone to calculation errors (a recent internal audit of employee timesheets revealed numerous Fair Labor Standards Act compliance issues directly related to the manual entry process).

To align with the County's strategic plan objectives to become more efficient and to utilize a paperless process, staff from human resources, finance, and administration recently participated in vendor demonstrations for automation of time and attendance procedures. Because our current vendor is unable to accommodate time and attendance needs specific to local governments without overly cumbersome manual processes such as the 28-day cycle for law enforcement and compensatory time calculations, staff has researched and interviewed other providers. Tyler Technologies was selected as the vendor of choice due to their focus and significant experience with the public sector; they are the preferred service provider by a majority of other North Carolina local governments.

In addition to the new time and attendance functions, Tyler Technologies' software platform will replace all other human resources and payroll functions performed by Paycom, the County's current vendor, with an initial term of three years. A cost analysis of the proposed software costs in comparison to the County's current vendor costs was previously provided in the Service Expansion portion of the fiscal year 2023 budget and a summary of that information is included below for reference:

- The Tyler Technologies software transition will incur initial non-recurring set-up fees of approximately \$180,000 including estimated travel expenses excluded from contract total.
- Tyler Technologies annual fees are significantly less than our current vendor's annual fees (\$60,000 versus \$111,000). As a result of lower annual fees, over a five-year period the County will realize a *savings of approximately \$73,000* after transitioning to the new software platform.

The original agreement with Paycom was executed in 2015 and, after the first year, requires only a 30-day written notice to terminate. Set-up and implementation of the new Tyler Technologies platform is estimated to take 10-11 months; once the official launch date is

known, human resources will initiate termination of the existing vendor agreement with plans to retain a “read-only” database for future reporting and reference use.

Assistant County Manager Weichel recommended that the Board authorize the Interim County Manager to execute an agreement with Tyler Technologies to provide human resources and payroll software service subject to termination of the existing software service.

County Attorney Wrenn asked that the approval be subject to acceptable review by the him.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Jimmy Gooch, and unanimously carried by a vote of 6 to 0, the Board approved the authorization of the Interim County Manager to execute an agreement with Tyler Technologies to provide human resources and payroll software service subject to the termination of the existing software service and after an acceptable review by the County Attorney.

**BOARD APPROVED LEACHATE TANK PURCHASE REQUEST**

Chairman Cozart stated that the purpose of this item was to review and approve bid for Leachate Tank-Phase 2. The Leachate Tank Project was bid separately due to the project being described as “specialty work” and was therefore not included in the Landfill Construction Bid Documents. Garrett and Moore, our engineering firm, reached out to tank suppliers as well as water and sewer contractors for advertising bids. After advertisement, one bid was received from Haren Construction. The bid remained sealed and given back to the lone contractor. A second bid opening was advertised and again Haren Construction was the lone bidder. The proposal was opened publicly and read aloud at a price of \$1,242,000.

Chairman Cozart noted that staff discussed concerns over the high cost of the submittal (i.e. electrical and mechanical costs) and advised Garrett and Moore to work with lone bidder on providing just the tank while removing some of the before mentioned costs. After consulting with Haren Construction, a price of \$692,250 was submitted. He continued that with the addition of 8 acres of open cell for the next year or two, leachate quantities will increase significantly, further requiring this additional tank to adhere to all state and federal environmental regulations.

Chairman Cozart noted that the Environmental Services Director recommends awarding the construction contract to Haren Construction at its bid amount of \$692,250.00. No contingencies are expected with this contract.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried by a vote of 6 to 0, the Board approved awarding the construction contract for the leachate tank purchase to Haren Construction in the amount of \$692,250.00 with funding from the General Fund Balance to loan an additional \$692,250 to the already approved loan of \$4,000,000 at 1% over a 7-year period to the Solid Waste Enterprise Fund for the construction and engineering costs associated with the proposed 8-acre cell.

**PROCLAMATIONS, RESOLUTIONS AND LEGISLATIVE MATTERS**

Commissioner May noted that Congress and the North Carolina Legislature passed funding for safer school funding through grants or NC Legislature and Congress appropriations to provide School Resource Officers and physical security for our schools.

**BOARD APPROVED CONSIDERATION OF TANNER BAILEY (DISTRICT 5) TO THE KERR-TAR COUNCIL OF GOVERNMENT ON AGING FOR THE ADULT HOME CARE COMMUNITY ADVISORY COMMITTEE**

The Adult Care Home Community Advisory Committee training requirements have increased to 36 hours of training in 3 months for this committee and the new process is follows:

- The county recommends a volunteer to our Ombudsman.
- The ombudsman must vet and train the volunteer, and the state must certify that the volunteer may be appointed.
- Then the county may officially appoint the volunteer.
- 

Chairman Cozart stated that the terms of Joseph Pettiford (District 7) and Judy Taylor (District 7) expired in January and they do not want to be reappointed. Tanner Bailey (District 5) submitted an application for consideration.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Timothy Karan, and unanimously carried by a vote of 6 to 0, the Board approved submitting the name of Tanner Bailey (District 5) to the Kerr-Tar Council of Government for consideration for the Adult Home Care Community Advisory Committee. After vetting and training, Mr. Bailey's name will come back to the Board for appointment.

**BOARD APPROVED REAPPOINTMENT OF MARK PENNINGTON TO THE BUTNER PLANNING BOARD – ETJ MEMBER**

Chairman Cozart stated that the purpose of this item was to make appointments/reappointments. Appointees must live within the one-mile jurisdiction of the Town of Butner.

Commissioner Jimmy Gooch stated that he had spoken with Mark Pennington but had not spoken with Mike Arrington; therefore, he moved to reappoint Mark Pennington.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Russ May, and unanimously carried by a vote of 6 to 0, the Board approved the reappointment of Mark Pennington to the Butner Planning Board as an ETJ member.

**BOARD APPROVED APPOINTMENTS OF JOSEPH WALDON AND ROBIN SAXTON TO THE ORANGE STREET COMMUNITY CENTER BOARD OF TRUSTEES**

Chairman Tony Cozart noted that the term of Reverend Ronnie Morton (District 1 appointed by District 3) expired December 31, 2021. Catherine Comer Jones (District 2) is unable to continue serving and Bonita Green (ex-Officio) resigned.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried by a vote of 6 to 0, the Board approved the appointments of Joseph Waldon and Robin Saxton as regular members and Commissioner Zelodis Jay as Ex-Officio to the Orange Street Community Center Board of Trustees.

**BOARD APPROVED SCHOOL SYSTEM FUNDING REQUEST**

Chairman Tony Cozart stated that the purpose of this item was to present the Board of Education's request for funding. He noted that a copy of a letter from Granville County Public Schools Board Chairman Richardson requesting funding for school facility renovation in the estimated amount of \$735,607.48. He noted that Commissioner May and he met with the schools and made comments.

Interim County Manager Logan stated that there is available funding from the state and federal level and asked that the Board support grant funding applications with a county match of 5%. and the deadline to submit the application was September 2<sup>nd</sup>.

Commissioner May spoke about improving safety at schools and stated that there is funding for SROs (School Resource Officers). He noted that it is difficult to fill positions for SROs as there are also deputy vacancies at the Sheriff's Office and there will be additional requests based on the grant. He said between the County and schools the funding match can be provided.

Commissioner Gooch made a motion to approve the school system funding request and Commissioner Karan seconded the motion for the 5% match for facility improvements (sliding glass doors)..

Then Chairman Cozart called for questions.

Commissioner Hinman stated that the School Board has promised for six years to close schools that are not occupied to the proper levels and they need to close additional schools to properly provide, which will free up funding. She noted that school safety is top priority.

Commissioner May stated that this was covered today at the school liaison meeting but feels that the grant funding is available now and school closures would provide savings.

Commissioner Hinman questioned how we can secure schools when we do not know which ones will be open. She said that this is not her money, but tax dollars, and that she would spend every dime she needed to in order to keep those babies safe.

Commissioner May stated that the Commissioners have asked for additional and better engagement and asked Dr. McLean to speak about door replacements and at which schools.

Dr. Alisa McLean, Superintendent of Granville County Public Schools, stated that her top priority has been safety for the last five years and that having a trained SRO is one of the top indicators of keeping schools safe. She stated that they need SROs in every building that is open, but that is out of Administration's control noting she wants to protect those that are there.

Commissioner May asked about facility improvement requests and if it was for any schools that could be closed.

Superintendent McLean stated that Butner-Stem Elementary, West Oxford, Creedmoor Elementary, and Stovall-Shaw Elementary are the schools that will receive the facility improvements. She stated that they currently have six SROs for nine approved positions.

It was noted that the School Resource Officers are a separate matter.

After questions, the motion passed by a vote of 5-1 as follows:

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Timothy Karan, and carried by a vote of 5 to 1; the Board approved supporting a 5% county match for a school needs-based grant application for school facility renovation from fund balance. Commissioner Sue Hinman opposed the motion.

**BOARD APPROVED PROPOSED ADJUSTMENTS TO MONTHLY PAY SCHEDULE**

Chairman Cozart stated that the purpose was to consider proposed adjustments to the monthly pay schedule for County employees. He then recognized Korena Weichel, Assistant County Manager.

Assistant County Manager Weichel presented the following background information for the Board's review and consideration:

Granville County has long observed a monthly pay schedule and a classification of the majority of full-time positions as salaried. This has presented numerous challenges for manual timesheet completion over the years. Therefore, to coincide with the implementation of electronic time and attendance capabilities along with the HR and payroll software upgrade presented earlier in this meeting agenda, staff completed an extensive analysis of pay issues and timing for the three different categories of County positions: Sheriff's office positions covered by the FLSA 7(k) exemption working a 28-day timesheet cycle, all other full-time positions working the standard 37.5 hour workweek, and part-time positions working less than 19 hours per week.

Proposed Pay schedule adjustments to address issues encountered with the current schedule are shown below:

**1) Move sheriff's office positions working a 28-day timesheet cycle to a corresponding 28-day pay schedule.**

Note: Sheriff's office position working a 28-day timesheet cycle in accordance with the FLSA 7(k) exemption are currently completing 13 timesheets per year and getting paid 12 times per year. The period covered by their timesheet often lags behind the monthly pay schedule by several weeks; moreover, once per year the "extra" timesheet must be manually reconciled to account for overtime and leave time separately from hours worked.

**2) Realign the current part-time bi-weekly pay schedule with the new full-time bi-weekly schedule.**

Note: Part-time positions working less than 19 hours per week currently work a bi-weekly schedule; however, an adjustment needs to be made so that their existing bi-weekly schedule aligns with the County's new schedule.

**3) Move all other full-time positions to a bi-weekly pay schedule.**

Note: For full-time positions working 37.5 hour workweek, the monthly pay period frequently ends in the middle of the County's standard workweek, creating a "split week" that requires specific overtime and compensatory time calculations critical to maintain compliance with the FLSA.

In addition to improving recordkeeping, the proposed adjustments will provide the following benefits:

- All non-exempt employees will be paid on an hourly basis so that timesheet hours directly reflect hours paid on each paycheck, providing employees with a clearer understanding of how they are compensated for the work they do.
- The work period will now align with the FLSA-required standard workweek and eliminate the confusing calculation for "split weeks" which occur when the work period ends in the middle of the standard workweek.
- A smoother transition to the new time and attendance platform.
- More closely align Granville County's employment practices with industry standards: Research to other regional jurisdictions as well as the Current Employment Statistics survey by the U.S. Bureau of Labor Statistics which revealed that the majority of employers are paying bi-weekly (43%) as opposed to monthly (4.7%) or other frequencies.

- Enable new hires to begin employment at other times during the pay cycle instead of just once per month and ensure they do not have to wait 45 days to receive their first paycheck.

If approved, administration and human resources will develop a communications and training program to begin educating employees well ahead of the actual transition. These proposed adjustments will also necessitate policy revisions to change the County's standard workweek and to reclassify all non-exempt positions from salary to hourly. All applicable portions of the Granville County Personnel Policy will be revised to reflect these changes.

Chairman Cozart thanked Assistant County Manager Weichel for her presentation and asked the Board to consider the adjustments to the monthly pay schedule along with revisions to applicable sections of the Granville County Personnel Policy in three separate motions as recommended in the agenda packet.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Russ May, and unanimously carried by a vote of 6 to 0, the Board approved the following:

1. Effective November 28, 2022, conversion of all sheriff's office positions covered by the 7(k) exemption to a 28-day pay schedule, reclassification of these non-exempt positions from salary to hourly, and revision of the County's standard workweek for these positions to Monday 12:00 a.m. – Sunday 11:59 p.m.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Jimmy Gooch, and unanimously carried by a vote of 6 to 0, the Board approved the following:

2. Effective December 19, 2022, conversion of all part-time positions to a schedule that aligns with the sheriff's office 28-day schedule including coverage of one week of overlapping hours and revision of the County's standard workweek for these positions to Monday 12:00 a.m. – Sunday 11:59 p.m.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Timothy Karan, and unanimously carried by a vote of 6 to 0, the Board approved the following:

3. Effective June 12, 2023, conversion to a bi-weekly pay schedule for all other County positions including coverage of four days overlapping hours, reclassification of remaining non-exempt positions from salary to hourly, and revision of the County's standard workweek for all remaining positions to Monday 12:00 a.m. – Sunday 11:59 p.m.

Commissioner Zelodis Jay emphasized that all employees needed to receive appropriate education about this salary change.

Assistant County Manager Weichel stated that they will be starting with the Sheriff's Office in September and all other employees in January 2023.



**BOARD APPROVED NCACC VOTING DELEGATES AND ALTERNATES**

Chairman Cozart need to add an item to the agenda. He said that the Board needed to select voting delegates for the upcoming North Carolina Association of County Commissioners (NCACC) conference.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Zelodis Jay, and unanimously carried by a vote of 6 to 0, the Board approved Commissioner Sue Hinman as the NCACC voting delegate and Commissioner Timothy Karan as the alternate.

**COUNTY ATTORNEY'S REPORT**

County Attorney Wrenn stated he had attorney-client, property acquisition, and a personnel matter for closed session.

**PRESENTATIONS BY COUNTY BOARD MEMBERS**

Commissioner Hinman thanked Adonica Hampton, Social Services Director, noting there was a misunderstanding and Commissioner Hinman was able to be in contact and had spoken with a lot of DSS employees.

Commissioner May asked Interim County Manager Logan to investigate changes to the Land Use Ordinance to see if developers could pay for traffic impact analysis for subdivisions.

Commissioner Karan asked for an update from the Interim Manager and Planning staff on the new Recreation Ordinance. He stated that after the fact, he learned that the recreation fee was supposed to be in addition to money set aside. He announced that the Veterans Service Office in conjunction with the National Association of Counties (NACO) is doing operation greenlight from November 7<sup>th</sup> - 13<sup>th</sup> to call attention to suicide prevention by Veterans. He asked that Granville County facilities be lit up with green lights. He said there is also a rollout of the federal phone number 988 for suicide prevention with a special category for veterans.

Commissioner Gooch stated with the conversation about wells and water, that he believes that it is time to start conversations about a county-wide water system for the future.

Chairman Cozart stated that Franklin-Vance-Granville-Warren Opportunity will hand out free shoes for seniors and children on Thursday from 10:00 a.m. to 2:00 p.m. on Breckinridge Street in Henderson and that an event in Oxford is also planned.

**BOARD WENT INTO CLOSED SESSION**

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Russ May, and unanimously carried by a vote of 6 to 0, the Board went into closed session as allowed by

G.S. 143-318.11(a)(3), (5) and (6) 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; 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; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract; 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; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

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

**BOARD APPROVED GRANVILLE HEALTH SYSTEM PROPERTY ACQUISITION**

County Attorney Wrenn noted that in reference to a hospital property acquisition, the county needs to accept title to the real property.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Timothy Karan, and unanimously carried by a vote of 6 to 0, the Board approved the County Attorney's request to accept title to the real property located at 625 Lewis Street to be held on behalf of Granville Health System as part of a settlement of Granville Health System's petition for contested case hearing against Four County Endoscopy Center, LLC.

**BOARD ADJOURNED**

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Jimmy Gooch, and unanimously carried by a vote of 6 to 0, the Board adjourned the meeting at 9:55 p.m.

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