

**GATES COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
January 22, 2014**

The Gates County Board of Commissioners met in Regular Session at 5:00 p.m. Wednesday, January 22, 2014 in the Commissioners Boardroom, 202 Court Street, Gatesville. Commissioners Jordan, Owens, Jernigan, Hofler, and Felton were present. Also present was County Manager, Jon Mendenhall.

Chairman Jordan led in prayer and the pledge of allegiance.

Chairman Jordan called the meeting to order.

Approval of Minutes

Minutes are approved during the 1st monthly meeting; non are available at this time.

Approval of Agenda

Commissioner Jernigan made a motion to accept the agenda as modified. Commissioner Hofler seconded the motion, motion carried unanimously.

Delegations – Unannounced

None

Delegations – Announced

Geoffrey Marett, Department of Social Services, presented to the Board the 2014 Urgent Repair Funding application for submission approval. Mr. Marett explained that the funding requested would be \$100,000 which is the maximum amount and would include 13 dwellings. The maximum amount has been increased from \$6,000 to \$8,000 per residence. Thirteen is just a target number, as many houses will be repaired as can fit into the amount of time and funding. Mr. Marett discussed the assistance policy, selection of applicants, and project closeout as well as procurement of contractor's information. Mr. Marett noted a few items in the request for the Board to make note of.

Commissioner Jernigan asked if the matching funds of \$3,000 have already been appropriated. Mr. Marett stated that the amount has already been budgeted for and some funds have been solicited as donations. Mr. Marett stated that Mr. Couch has worked very diligently on URP projects and serves in numerous capacities.

Commissioner Owens asked what SFR is. Mr. Marett stated that it is Single Family Rehab. Commissioner Owens asked about the time frame. Mr. Marett stated that page 4 item F outlines the targeted schedule. Mr. Marett provided examples of completed projects such as roofs, flooring, electrical switches as well as septic and plumbing.

Commissioner Jernigan made a motion to authorize the submission of the 2014 Urgent Repair Funding Application. Commissioner Felton seconded the motion, motion carried without opposition.

Commissioner Owens made a motion to table item 6 & 7 under old business. Commissioner Jernigan seconded the motion

Administrative Reports

Administrative Reports are presented during the 1st monthly meeting; non are available at this time.

Public Hearings

None

Old Business

Sandy Pittman, Financial Services Director, presented to the Board the items that will need to be changed in the Customer Service Policy. Revisions are in progress with the hopes of being emailed out to the Board by the end of the week. The February board

packet will include the original draft policy as well as the revised draft of the customer service policy. Ms. Pittman stated that a consolidated fee schedule is in progress to be included in the policy. Updates have been added to cash management policy and will be included as attachments to the policy. A couple of changes that are asking to be made are late fees added to solid waste and sewer bills as well as billing cycles be changed to allow a 5 to 6 day grace period not a month before cutoff. Currently we have a 2 to 3 month lag time for those that pay their bill routinely a month late and would like to reduce that time.

Commissioner Felton asked for explanation of cycle one and cycle two. Ms. Pittman explained that the bills are mailed and everyone gets two weeks to make payments but there are two different bill/payment times.

Ms. Pittman stated that a section has been added to explain when solid waste is charged and when it is not for those that do not have county water. Currently there is no policy in place to distinguish when solid waste is no longer charged for residents.

Commissioner Owens asked if on Page 2 does the definition of utility need to be broadened. Ms. Pittman stated that it probably would be ideal to specify the difference between each utility.

Chairman Jordan asked if the requirements of the policy matched Mr. Hedgepeth's policy. Ms. Pittman stated that our policies have been copied and pasted from policies we already have. The policy will not affect the operations side of the policy it is meant to enforce the billing side of things. An effective date will need to be determined that would allow for adequate time to notify residents.

Commissioner Jernigan asked on page 5 do we need to put an exception under office hours to include holidays and inclement weather. Ms. Pittman agreed that the change should be made.

Ms. Pittman added that changes have been made to the methods of payment portion of the policy and will be included in the revised version.

Chairman Jordan stated that the Board needs to take a look at the fee structure and discuss any changes that need to be made. This would be the time to make changes to different fees and approve them by the Board. Commissioner Hofler and Commissioner Jernigan stated that some changes may have been made a year or so ago. Ms. Pittman stated that the fee structure can be evaluated each year at budget time if needed.

Commissioner Owens made a motion to table the Customer Service Policy document until the February 5, 2014 Commissioners Meeting. Commissioner Jernigan seconded the motion, motion was approved without opposition.

New Business

None

Citizen Comments

None

Commissioner Comments

None

Closed Session

Commissioner Owens made a motion to enter into closed session pursuant to NCGS 143-318.11 a (3) Legal, (4) Economic Development, (6) Personnel. Commissioner Jernigan seconded the motion, motion passed without opposition.

Commissioner Owens made a motion to exit closed session. Commissioner Hofler seconded the motion, motion carried without opposition.

Commissioner Hofler made a motion to authorize the Chairman to sign a letter of support for the NCHFA application and the responses that are needed for the NCHFA

application. Commissioner Jernigan seconded the motion, motion passed without opposition.

Commissioner Owens made a motion to authorize the County Manager to advertise for the hiring of a tax administrator as discussed in closed session and for the Chairman to notify the tax administrator to provide written notification of intent. Commissioner Felton seconded the motion, motion passed without opposition.

Commissioner Owens made a motion to authorize the County Manager to advertise and look for a planning/zoning administrator. Commissioner Hofler seconded the motion, motion passed unanimously.

Commissioner Owens made a motion to enter into closed session pursuant to NCGS 143-318.11 a (3) Legal, (4) Economic Development, (6) Personnel. Commissioner Jernigan seconded the motion, motion passed without opposition.

Commissioner Owens made a motion to exit closed session. Commissioner Hofler seconded the motion, motion carried without opposition.

Commissioner Owens made a motion to authorize the Chairman to respond to the landowner in regards to as discussed in closed session. Commissioner Jernigan seconded the motion, motion carried without opposition.

Commissioner Hofler made a motion authorize the Chairman to discuss the economic incentive plan to the business owner as discussed. Commissioner Jernigan seconded the motion, motion passed without opposition.

Commissioner Jernigan made a motion to authorize the County Manager and the Chairman to discuss the spray field as discussed in closed session. Commissioner Owens seconded the motion, motion passed without opposition.

Commissioner Owens made a motion to authorize the Chairman to sign the letter of support to the Gateway Community Health Center. Commissioner Hofler seconded the motion, motion passed without opposition.

Commissioner Jernigan made a motion to authorize the Chairman to discuss and sign the County Manager evaluation as discussed in closed session. Commissioner Hofler seconded the motion, motion passed unanimously.

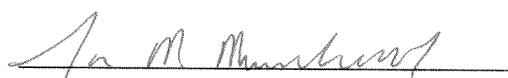
Commissioner Owens made a motion to authorize the county manager to convey as a private sell the surplus cots to a non-profit organization. Commissioner Hofler seconded the motion, motion passed without opposition.

Commissioner Hofler made a motion to reschedule the pay classification plan to a later date but prior to the February meeting. Commissioner Felton seconded the motion, motion passed without opposition.

Adjournment

Commissioner Owens made a motion adjourn. Commissioner Jernigan seconded the motion, motion passed without opposition.


Henry L. Jordan, Chairman


Jon M. Mendenhall, Clerk

GATES COUNTY BOARD OF COMMISSIONERS

