

**GATES COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 7, 2012**

The Gates County Board of Commissioners met in Regular Session at 10:00 a.m. Wednesday, November 7, 2012 in the main courtroom, 202 Court Street, Gatesville. Commissioners Twine, Jordan, Hora and Owens were present. Also present was County Manager, Toby Chappell.

Commissioner Jordan led a prayer and pledge of allegiance.

Chairman Twine called the meeting to order.

Approval of Agenda

Chairman Twine stated Brian Epley, Item III.A., will be moved to the beginning of the meeting.

Commissioner Hora made a motion to approve the Agenda as amended. Commissioner Jordan seconded the motion, motion carried without opposition.

Approval of Minutes

Commissioner Jordan made a motion to approve the October 3 Regular Meeting Minutes and the October 12 Special Meeting Minutes as submitted. Commissioner Owens seconded the motion, motion carried without opposition.

Department Reports

Brian Epley, Martin Starnes and Associates, CPAs, P.A., presented audit highlights of the 2011-2012 audit. The audit had an unqualified opinion, which is the highest rating.

Citizens' Comments

Thomas Hill, Sunbury, thanked Commissioner Jordan for his campaign.

Sidney Pierce, Hobbsville, congratulated Ms. Hofler on her win in the Commissioner election.

Marie Allen, Sunbury, made a presentation of appreciation to Mr. Chappell on behalf of the Gates County Chamber of Commerce.

Travis Burke, Cooperative Extension District Director, wished Mr. Chappell well in his future position in South Carolina.

Chairman Twine introduced Kenneth Windley, Interim County Manager.

Department Reports

Sandy Pittman, Finance Officer, presented Budget Amendments 19-23.

Commissioner Hora made a motion to approve Budget Amendments 19-23 as presented. Commissioner Jordan seconded the motion, motion carried without opposition.

Mrs. Pittman presented a revised Travel Policy.

The revised Gates County Travel Policy reads as follows:

County of Gates
- Travel Policy-
Adopted October 6, 2008
Revised November 7, 2012

Purpose

The purpose of this Policy is to allow for a system to pay for and to reimburse County employees for reasonable expenses incurred while in training or conducting official business for the benefit of the County.

General Provisions

Travel is contingent upon the availability of funds in departmental budgets, the overall financial condition of the County, and other relevant economic conditions.

Department heads are responsible for managing departmental travel budgets. Department heads shall ensure that all charges and expenses are in compliance with and adhere to this Policy, the County's Budget Ordinance, and the North Carolina Local Government Budget and Fiscal Control Act.

All travel and any exceptions to this Policy must be supported by the applicable department head and submitted to the County Manager for prior approval.

Requests for travel reimbursements, registration fees, and other travel related expenses shall be submitted to the County Finance Department on an approved travel form. The form shall be signed by the applicable employee and department head. Travel requests shall specify which employee will travel, dates of travel, destination(s), purpose of travel, times of departure and return, and estimates of all reimbursable expenses [a copy of the approved travel request form is included as part of this Policy]. Documentation [meeting agendas or notifications announcing the event/training] showing the costs, dates, and location of the event/training [including start and end times] must be attached to the request. Travel advances furnished to an employee will be accounted for as a receivable from the employee until cleared by submitted travel expenses. In order to be considered, travel request forms shall be completed accurately and in detail.

Travel advances must be approved by the applicable department head and the County Manager. Requests must be made at least two weeks in advance along with a copy of the event/training schedule attached. Whenever possible, checks will be made payable to the hotel, conference, organization, or business in question. The minimum cash travel advance is \$50. After returning, employees shall submit a travel reimbursement form, with appropriate receipts, to the Finance Office within two working days with any amount due to the County included. If receipts total more than the travel advance, payment will be made on the County's next scheduled check run.

When an employee is accompanied by a spouse, family member, or friend, the employee shall absorb all additional expenses incurred as a result of their presence. Only expenses directly related to the employee will be considered reimbursable by the County.

Registration fees which are required in the performance of an employee's responsibilities are reimbursable. Program materials must be submitted as documentation. Employees may not claim additional reimbursement for meals that are already included in registration fees.

Original receipts are required and must be attached to travel reimbursement forms. Receipts must reflect actual costs for hotel/motel charges, common carriers, parking charges, registration fees, and tolls.

Penalties and charges resulting from the cancellation or change of travel reservations [including travel expenses, lodging expenses, and registration fees] shall be the County's responsibility if the employee's travel have been authorized and the cancellation or change is made at the direction of and/or for the convenience of the County. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness or death within the employee's immediate family or other

critical circumstances beyond the control of the employee, the County Manager may waive this requirement.

Other personal expenses not specifically related to the business necessity of travel are not reimbursable.

This Policy excludes and does not apply to employees who receive travel allowances or who are granted exceptions per prior approval by the County Manager or by action of the Board of Commissioners.

This Policy excludes the County Extension Department which will follow NCSU and/or the State of North Carolina travel policies and procedures when funding is provided exclusively by NCSU and/or the State of North Carolina. This policy applies to the County Extension Department when any funding is provided by the County.

A copy of this Policy shall be signed by each County employee and be kept on file by the Finance Department.

Transportation

If a County vehicle is assigned to the employee's department and is not available, travel by privately-owned vehicles will be reimbursed at the Internal Revenue Service approved rate per mile. Reimbursement shall be for direct mileage between the regularly scheduled worksite to the destination and return based on the most direct map mileage, plus reasonable and prudent travel to obtain meals or conduct County business in the same area. Regular daily commute miles must be subtracted from trips beginning and/or ending at an employee's home unless the distance between the destination and the employee's home is less than the distance between the destination and the employee's regularly scheduled worksite.

For transportation by air, bus, railroad, taxi, or other conveyance, the actual fare will be reimbursed. The County will not pay for first-class air travel. Reimbursement for driving a private vehicle shall not exceed commercial airfare rates.

Lodging

The County will reimburse actual and reasonable hotel/motel room charges at commercial lodging establishments. The County Manager will determine the reasonable charge, taking into consideration the location and length of stay. If an event is held within two driving hours of Gates and reimbursement for driving and other associated costs is more expensive than the costs for lodging and other associated costs, employees shall be required to use lodging near the event. Otherwise, lodging will not be paid if an event is held within two driving hours from Gates County.

If at all possible, employees must secure a governmental lodging rate.

Daily hotel/motel room expenses are to be reported as incurred on the date on which the lodging begins.

If an event is held greater than two driving hours from Gates County and begins at 10:30am or earlier, the County Manager may approve lodging for the night prior to the beginning of the event.

Meals

Expenses for meals will be reimbursed when traveling overnight on County business and are limited to applicable meal rates based on current state policy. Current reimbursements rates are:

Breakfast	\$ 8.00
Lunch	\$10.45
Dinner	\$17.90

The County will use a per diem format based on the number of eligible meals per day. A statement noting the departure time and return time shall be submitted on reimbursement forms. Eligibility will be based upon the format below:

Breakfast	Depart before 6:00am.
Lunch	Depart before 10:00am (day of departure) and return to County/home after 2:00pm (day of return).
Dinner	Depart before 4:00pm (day of departure) and return to County/home after 8:00pm (day of return).

Reimbursement will not be allowed for meals already paid for/requested as part of registration fees.

Meals will only be reimbursed when overnight stay is required.

Other Expenses

Other allowable expenses are those appropriately classified as necessary travel expenses, but are not considered transportation, meals, or lodging, such as:

Road, bridge, and ferry tolls (receipts required to substantiate charges).

Parking fees (receipts required to substantiate charges).

Registration fees (actual expenses will be reimbursed).

Tuition fees (reimbursement of actual fees will be allowed with prior approval by the County Manager).

Non-allowable personal expenses:

Laundry, phone calls, newspapers, etc.

Entertainment, alcoholic beverages, snacks.

Room service in excess of allowable meal costs, valet, and other such services.

Adopted this ____ day of _____, 2012.

Graham L. Twine, Chairman

Attest:

Diane Hendrix, Clerk to the Board

Effective Date

This Policy was originally adopted by the Gates County Board of Commissioners on the 6th day of October, 2008 and became effective on October 6, 2008. The Policy was revised on November 7, 2012 and the revised policy will become effective November 7, 2012.

Employee Acknowledgement

I, _____, have fully read and fully understand this Policy. Furthermore, I understand that failure to abide by this Policy will result in proper disciplinary action as allowed by the Gates County personnel policies.

Signature

Date

Commissioner Hora made a motion all pending travel receipts will be based on the prior Travel Policy. Commissioner Jordan seconded the motion, motion carried without opposition.

Renee McGinnis, Tax Administrator, presented the October Tax Collector's Report. She also presented an upset bid on Parcel No. 05-00388 of \$350.

Commissioner Jordan made a motion to accept the upset bid on Parcel No. 05-00388 of \$350. Commissioner Owens seconded the motion. Chairman Twine and Commissioners Jordan and Owens voted for the motion; Commissioner Hora abstained. Motion carried without opposition.

Mrs. McGinnis presented a bid of \$250 on Tax Foreclosed Property Parcel No. 01-00542.

Commissioner Jordan made a motion to accept the \$250 bid on Parcel No. 01-00542. Commissioner Hora seconded the motion, motion carried without opposition.

Gwen Harrell, Deputy Tax Collector, presented a Request for Tax Refund to BAC Tax Services Corporation for \$400.

Commissioner Owens made a motion to approve the Tax Refund for BAC Tax Services Corporation for \$400. Commissioner Hora seconded the motion, motion carried without opposition.

Morgan Jethro, Planning Director, presented a Community Development Program, Program Manual Resolution for the current three (3)-year cycle.

Commissioner Jordan made a motion to approve the Program Manual Resolution as presented. Commissioner Owens seconded the motion, motion carried without opposition.

The Community Development Resolution reads as follows:

GATES COUNTY COMMUNITY DEVELOPMENT PROGRAM

PROGRAM MANUAL RESOLUTION

A Resolution Authorizing the Adoption of the Program Manual for the Gates County FY 11 Community Development Program.

Be it Resolved by the Board of Commissioners of Gates County, North Carolina, that:

WHEREAS, the County is participating in the Community Development Block Grant Program under the Housing and Community Development Act of 1974, as amended, administered by the North Carolina Department of Commerce; and

WHEREAS, the following documents are required under this program;

- Fair Housing Plan
- Equal Employment and Procurement Plan
- Local Economic Benefit For Low And Very Low Income Persons Plan
- Section 504
- Citizen Participation Plan
- Residential Anti-Displacement And Relocation Assistance Plan
- Optional Coverage Relocation Plan
- Code Of Conduct/Hatch Act Policy/Section 519
- Acquisition Guidelines
- Disposition Guidelines
- Relocation Guidelines
- Clearance Guidelines
- Rehabilitation Guidelines

- Rehabilitation/Reconstruction Guidelines
- Hook Up Guidelines
- Public Facility Guidelines
- Complaint Procedure
- Contracts Officer Designation
- Labor Standards Officer Designation
- Verification Officer Designation
- Just Compensation Officer Designation
- Financial Management Procedure

THAT, Morgan Jethro, Planning Director is hereby authorized to execute any and all Grant related documents; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners of Gates County, North Carolina, hereby adopts the Program Manual to be used throughout the implementation of the Gates County FY 11 Community Development Program.

Adopted this 7th day of November, 2012.

Graham Twine, Chairman

ATTEST:

Diane Hendrix, Clerk to the Board

New Business

Chairman Twine presented a request by the ABC Board to refund the \$750 meter fee for the new ABC store in the Eure area; the old store is being displaced by the highway 13 widening project.

Chairman Twine made a motion to refund the \$750 ABC store water meter fee as presented. Commissioner Hora seconded the motion, motion carried without opposition.

Chairman Twine presented a Register of Deeds Records Retention and Disposition Schedule update.

Commissioner Hora made a motion to approve the Disposition Schedule update as presented. Commissioner Jordan seconded the motion, motion carried without opposition.

The Register of Deeds Records Retention and Disposition Schedule update reads as follows:

Register of Deeds Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule are not authorized to be destroyed.**

This local government agency and the Department of cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "administrative value ends." The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that cultural Resources has scheduled with the disposition instruction "*destroy when administrative value ends.*"

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Register of Deeds

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman
Board of County Commissioners

Linda A Carlisle, Secretary
Department of Cultural Resources

GATES
Name of County

October 10, 2012

Chairman Twine presented a request to reappoint John Lane, Fannie Spivey, T.C. Vaughan, Jr. and Whalyn Jordan to the Gates County Human Relations Commission for another three (3) year term each.

Commissioner Jordan made a motion to approve the reappointments to the Human Relations Commission as presented. Commissioner Hora seconded the motion, motion carried without opposition.

Chairman Twine presented an application for appointment to the Northeast Workforce Development Board from John C. Wolfrey.

Commissioner Jordan made a motion to recommend John C. Wolfrey to the Northeast Workforce Development Board. Commissioner Hora seconded the motion, motion carried without opposition.

Chairman Twine presented a request from Debra Sheard, Regional Ombudsman, Albemarle Commission, to reappoint Anne Howell to the Gates County Nursing Home Community Advisory Committee for a three (3) year term.

Commissioner Owens made a motion to reappoint Anne Howell to the Gates County Nursing Home Community Advisory Committee. Commissioner Hora seconded the motion, motion carried without opposition.

Toby Chappell, County Manager, presented the following recommendations by the Personnel Board (1) the part-time Payroll and Benefits Specialist position to be reclassified to a full-time position, (2) Gwen Harrell, Deputy Tax Administrator, pending certification to receive a 10% salary increase April 2013; and (3) reclassification of the Administrative Assistant to the County Manager salary grade 54 to an Executive Assistant salary grade 60 with the current position being 60-G.

Commissioner Jordan made a motion to approve the request for the part-time Payroll and Benefits Specialist position to be reclassified to a full-time position. Commissioner

Owens seconded the motion. Chairman Twine, Commissioners Jordan and Owens voted for the motion; Commissioner Hora abstained. Motion carried without opposition.

Commissioner Hora made a motion to approve the 10% salary increase for the Deputy Tax Administrator as presented. Commissioner Owens seconded the motion, motion carried without opposition.

Commissioner Hora made a motion to accept the reclassification of the Administrative Assistant to the County Manager as presented. Commissioner Owens seconded the motion, motion carried without opposition.

Commissioner Comments

Chairman Twine stated the Commissioners' Meeting scheduled for December 5 needs to be rescheduled to December 3 as required by NCGS §153A-26, 39.

Commissioner Jordan made a motion to reschedule the December 5 Commissioners' Meeting to December 3 as required by NCGS §153A-26, 39. Commissioner Owens seconded the motion, motion carried without opposition.

Commissioner Hora made a motion to enter Closed Session authorized by NCGS §143-318.11(a)(3)(6). Commissioner Jordan seconded the motion, motion carried without opposition.

Commissioner Hora made a motion to exit Closed Session and enter Regular Session. Commissioner Jordan seconded the motion, motion carried without opposition.

Commissioner Jordan made a motion to continue with the existing copier contract as discussed in Closed Session. Commissioner Hora seconded the motion. Commissioners Jordan, Hora and Owens voted for the motion; Chairman Twine voted against the motion. Motion carried by a majority vote.

Commissioner Hora made a motion to start the interview process for a new County Manager on December 3 after swearing in the new Commissioner. There was no second to the motion.

Mr. Chappell presented Budget Amendment 24.

Commissioner Owens made a motion to approve Budget Amendment 24 as presented. Commissioner Jordan seconded the motion. Motion carried without opposition.

Commissioner Hora made a motion to recess until 6:00 p.m., Monday, November 19, 2012. Commissioner Jordan seconded the motion, motion carried without opposition.

The following bills were ordered paid:

Check #	Vendor	Check Date	Amount
17646	AFLAC	10/03/2012	2,056.27
17647	ALBEMARLE RC&D COUNCIL	10/03/2012	1,200.00
17648	AMERICAN RED CROSS	10/03/2012	500.00
17649	CARSEY MICHAEL CHASE	10/03/2012	2,500.00
17650	COLONIAL LIFE	10/03/2012	1,489.07
17651	CROSSROADS FUEL	10/03/2012	1,559.60
17652	DAKOTA WORLDWIDE CORPORATION	10/03/2012	3,690.70
17653	E/Z PAGE	10/03/2012	267.47
17654	FIGGS SYLVIA L.	10/03/2012	7.03
17655	GATESVILLE POSTMASTER	10/03/2012	56.00
17656	GODWIN LAW FIRM	10/03/2012	3,500.00
17657	GODWIN LAW FIRM	10/03/2012	487.50
17658	GODWIN LAW FIRM	10/03/2012	1,357.50
17659	GRANT JOHNNY LEE	10/03/2012	615.00
17660	GREENE MARY S.	10/03/2012	18.17
17661	HOWELL JOANN	10/03/2012	16.78
17662	HURDLE ESTATE NOAH A.	10/03/2012	3.00

17663	JERNIGAN APRIL P.	10/03/2012	10.41
17664	JONES SHERRY A.	10/03/2012	1.78
17665	JORDAN ROBERT E.	10/03/2012	330.00
17666	MAY JEREMY E.	10/03/2012	8.93
17667	NACO	10/03/2012	400.00
17668	NC CHILD SUPPORT	10/03/2012	698.66
17669	NC DEPT OF ADMIN - COURIE	10/03/2012	150.00
17670	NC DHHS OFFICE OF THE CONTROLLER	10/03/2012	25.00
17671	NC FOREST SERVICE	10/03/2012	4,463.09
17672	P & H SERVICES OF WILLIAMSTON, INC.	10/03/2012	37.00
17673	QUILL CORP.	10/03/2012	63.84
17674	REG OF DEEDS SUPP PENSION	10/03/2012	75.55
17675	SCOTT JOHN MICHEAL	10/03/2012	8,500.00
17676	SMALLWOOD, JR. JULIAN C.	10/03/2012	10.78
17677	SUPERIOR VISION	10/03/2012	382.80
17678	TOWN OF GATESVILLE WATER	10/03/2012	246.50
17679	VANDERBILT MORTGAGE & FINANCE	10/03/2012	25.00
17680	WISE KIMBERLY S.	10/03/2012	8.85
17681	APPLE TREE LEARNING CENTER	10/04/2012	127.25
17682	BROTHERS DIANN T.	10/04/2012	4,250.10
17683	CATHEDRAL KIDDIE CAMPUS	10/04/2012	168.00
17684	FIRST ASSEMBLY OF GOD	10/04/2012	355.00
17685	GATES CO BOARD OF EDUCATI	10/04/2012	1,543.00
17686	HOWELL JOANN	10/04/2012	671.00
17687	JOHNSON MARY L.	10/04/2012	1,743.00
17688	LASSITER SHERRY	10/04/2012	366.85
17689	LASSITER SHVONE R.	10/04/2012	743.50
17690	MARY'S LITTLE LAMBS D/CARE LRN CNTER	10/04/2012	4,178.60
17691	RIDDICK CRYSTAL	10/04/2012	1,169.00
17692	SPIVEY THERESA M.	10/04/2012	540.00
17693	STEPHENSON WENDY REID	10/04/2012	144.25
17694	TANYA'S LOVING WITH LRN CARE CNTER	10/04/2012	1,421.05
17695	WRIGHT KAY F.	10/04/2012	249.00
17696	WYNN VALERIE H.	10/04/2012	155.00
17697	DOMINION NC POWER	10/05/2012	600.00
17698	FIRST CITIZENS BANK	10/05/2012	60.00
17699	HIGH & CROWE LLP	10/05/2012	61.62
17700	LFM PROPERTIES, LLC	10/05/2012	0.00
17701	NC DEPT OF ADMIN - COURIE	10/05/2012	0.00
17702	ROANOKE ELEC MEMBERSHIP C	10/05/2012	0.00
17703	YOUNG WILLIAMS P.C.	10/05/2012	0.00
17704	LFM PROPERTIES, LLC	10/05/2012	587.42
17705	NC DEPT OF ADMIN - COURIE	10/05/2012	8.42
17706	ROANOKE ELEC MEMBERSHIP C	10/05/2012	206.00
17707	YOUNG WILLIAMS P.C.	10/05/2012	9,192.58
17708	BOWES, JR. HAYES T.	10/05/2012	10,206.00
17709	C & W GRADING & EXCAVATING, INC.	10/05/2012	13,000.00
17710	CENTURYLINK	10/05/2012	3,932.83
17711	ENVIRONMENT I INC	10/05/2012	277.55
17712	GATES COUNTY HIGH SCHOOL	10/05/2012	220.00
17713	GOOD PICKIN' INC	10/05/2012	135.00
17714	HAMPTON INN	10/05/2012	403.41
17715	HOLIDAY INN SELECT, LLC	10/05/2012	288.15
17716	HTM CONCEPTS INC	10/05/2012	93.41
17717	HUMANA SPECIALTY BENEFITS	10/05/2012	1,861.70
17718	LABORATORY CORP OF AMERICA HOLDINGS	10/05/2012	274.50
17719	NATIONWIDE YELLOW PAGES	10/05/2012	214.00
17720	NC DEPART OF TRANSPORTATI	10/05/2012	500.00
17721	NC DEPT OF REVENUE	10/05/2012	2,273.00
17722	NC WILDLIFE RESOURCES COM	10/05/2012	4,000.00
17723	PERRY JOSEPH A.	10/05/2012	50.00
17724	PITTMAN SANDRA L.	10/05/2012	370.58
17725	SOUTHEASTERN CABLE PRODUC	10/05/2012	94.17
17726	TOM PERRY INC	10/05/2012	61.75
17727	UMPHLETT DEBRA A.	10/05/2012	67.82
17728	VO-TECH TRAINING	10/05/2012	240.00

17729	ALBEMARLE REGIONAL HEALTH	10/11/2012	10,000.00
17730	BRINKLEY HARDWARE	10/11/2012	385.18
17731	CHAPPELL TOBY	10/11/2012	73.82
17732	DIXIE AUTO PARTS	10/11/2012	2,371.70
17733	DOMINION NC POWER	10/11/2012	8,993.31
17734	ELLIS SWAMP DRAINAGE DIST	10/11/2012	1,346.40
17735	EURE VOLUNTEER FIRE DEPAR	10/11/2012	4,829.67
17736	GATES CO BD OF EDUC/CAP O	10/11/2012	20,000.00
17737	GATES CO BOARD OF EDUCATI	10/11/2012	315,000.00
17738	GATES VOL FIRE DEPARTMENT	10/11/2012	4,829.67
17739	GATESVILLE VOL FIRE DEPAR	10/11/2012	4,829.67
17740	GODWIN LAW FIRM	10/11/2012	4.00
17741	HARRELL SHARON G.	10/11/2012	73.38
17742	HOBBSVILLE DRAINAGE DIST	10/11/2012	303.04
17743	HOBBSVILLE VOLUNTEER FIRE	10/11/2012	4,829.67
17744	HOLLY GROVE DRAINAGE #1	10/11/2012	340.23
17745	LIGHT-N-UP, LLC	10/11/2012	737.80
17746	ROANOKE ELEC MEMBERSHIP C	10/11/2012	1,350.81
17747	SOUTHERN BANK-VISA	10/11/2012	3,615.07
17748	SUNBURY FIRE DEPT STATION	10/11/2012	4,829.67
17749	SUNBURY FIRE DEPT STATION-CRPK	10/11/2012	4,261.48
17750	TOWN OF GATESVILLE	10/11/2012	3,341.19
17751	US CELLULAR	10/11/2012	2,335.86
17752	WASTE INDUSTRIES INC	10/11/2012	309.08
17753	BANK OF AMERICA	10/12/2012	16.00
17754	BB&T	10/12/2012	20.00
17755	COUNTY MARKET	10/12/2012	220.40
17756	ROANOKE ELEC MEMBERSHIP C	10/12/2012	721.91
17757	SOUTHERN BANK & TRUST CO	10/12/2012	16.00
17758	ALBEMARLE COMMISSION	10/12/2012	6,850.00
17759	ALBEMARLE COMMISSION	10/12/2012	1,858.00
17760	BROWN NATHAN	10/12/2012	120.00
17761	BUCHANAN SUZANNE R.	10/12/2012	409.92
17762	CASH CYCLE SOLUTIONS, INC.	10/12/2012	926.12
17763	CHOWAN COUNTY	10/12/2012	4,950.00
17764	CLINICAL SOLUTIONS	10/12/2012	135.40
17765	DENR	10/12/2012	2,600.00
17766	DIXIE AUTO PARTS	10/12/2012	789.25
17767	EURE DANNY	10/12/2012	96.73
17768	FAMILY FOODS OF GATES	10/12/2012	19.07
17769	FIRST AMERICAN TITLE INS CO	10/12/2012	1,084.85
17770	FOOD LION	10/12/2012	195.19
17771	G. P. KITTRELL & SON, INC	10/12/2012	22.42
17772	GATES CO ANIMAL CLINIC	10/12/2012	52.01
17773	GATES CO SERVICE & REPAIR	10/12/2012	450.00
17774	GATES CO WATER DEPT.	10/12/2012	70.50
17775	GRAHAM'S	10/12/2012	55.01
17776	NC DEPT OF ADMIN - COURIE	10/12/2012	1.76
17777	NC DEPT OF COMMERCE	10/12/2012	349.02
17778	NC STATE BOOKSTORE	10/12/2012	39.50
17779	NC STATE BUREAU OF INVEST	10/12/2012	385.00
17780	NORTHEAST DIST NCCESA	10/12/2012	70.00
17781	PIEDMONT NATURAL GAS	10/12/2012	116.21
17782	PURCHASE POWER	10/12/2012	98.00
17783	QUILL CORP.	10/12/2012	221.49
17784	ROANOKE-CHOWAN PUBLISHING	10/12/2012	375.90
17785	SAFE-T-WORKS, INC	10/12/2012	289.00
17786	USDA-APHIS WILDLIFE SERVICES	10/12/2012	4,000.00
17787	WATER GUARD, INC	10/12/2012	884.67
17788	WHOLESALE CASH & CARRY IN	10/12/2012	21.05
17789	XEROX CORPORATION	10/12/2012	160.00
17790	DOMINION NC POWER	10/18/2012	288.81
17791	MAXIMUS INC	10/18/2012	3,000.00
17792	PURCHASE POWER	10/18/2012	300.00
17793	ROANOKE CHOWAN COMM COLLE	10/18/2012	260.20
17794	ROANOKE ELEC MEMBERSHIP C	10/18/2012	300.00

17795	SMITHSON CONNIE	10/18/2012	49.96
17796	WILLIAMS DOMINIQUE	10/18/2012	26.20
17797	A R CHESSON CONSTRUCTION CO., INC	10/18/2012	280,979.96
17798	ALBEMARLE REGIONAL HEALTH	10/18/2012	57,494.93
17799	BOYCE DAVID	10/18/2012	50.00
17800	CARSEY MICHAEL CHASE	10/18/2012	186.79
17801	CAVANAUGH & ASSOCIATES, P.A.	10/18/2012	12,447.25
17802	CENTURYLINK	10/18/2012	775.00
17803	CLEARSCAPES, PA	10/18/2012	25,099.72
17804	COLONY TIRE CORPORATION	10/18/2012	36.70
17805	COUNTY MARKET	10/18/2012	61.00
17806	DRAWDE INCORPORATED	10/18/2012	54.32
17807	EDGECOMBE COUNTY	10/18/2012	20.00
17808	FELTON BRENDA	10/18/2012	50.00
17809	FOOD LION	10/18/2012	22.27
17810	GODFREY BROTHERS BUILDERS INC.	10/18/2012	1,500.00
17811	GREENE, JR JOSEPH H.	10/18/2012	50.00
17812	GRIMES SHIRLEY	10/18/2012	278.19
17813	H. G. REYNOLDS CO., INC.	10/18/2012	45,489.64
17814	HARRELL WILLIAM H.	10/18/2012	50.00
17815	HILTON NORTH RALEIGH	10/18/2012	216.14
17816	HOBBS WENDELL L.	10/18/2012	50.00
17817	HOFER LINDA	10/18/2012	50.00
17818	HOLLEY DANIT	10/18/2012	96.75
17819	KUSTOM SIGNALS, INC	10/18/2012	554.11
17820	LANE RITA	10/18/2012	50.00
17821	LANG DANIEL W.	10/18/2012	50.00
17822	LASSITER PATRICE T.	10/18/2012	338.73
17823	LE BLEU BOTTLED WATER	10/18/2012	9.00
17824	LS3P ASSOCIATES LTD	10/18/2012	2,700.00
17825	MCGINNIS RENEE' H.	10/18/2012	51.28
17826	MOORE'S INLET LIMITED PARTNERSHIP	10/18/2012	437.31
17827	NATIONWIDE TESTING ASSOC	10/18/2012	50.60
17828	NC COOPERATIVE EXTENSION SERVICE	10/18/2012	361.68
17829	NC DEPT OF PUBLIC SAFETY	10/18/2012	104.00
17830	PARKER III GEORGE A.	10/18/2012	85.25
17831	PERRY JOSEPH A.	10/18/2012	50.00
17832	PETTY CASH	10/18/2012	128.44
17833	PITTMAN SANDRA L.	10/18/2012	254.65
17834	QUILL CORP.	10/18/2012	934.66
17835	RADMORE KATHY J.	10/18/2012	50.00
17836	SHAWN R CABRAL CONSTRUCTION, LLC	10/18/2012	685.00
17837	THE FOCUS PROPERTIES, INC.	10/18/2012	250.86
17838	ALBEMARLE REGIONAL HEALTH	10/25/2012	15.00
17839	CROSSROADS FUEL	10/25/2012	1,771.19
17840	HAWKINS DR. CLEVELAND	10/25/2012	80.55
17841	HAWTHORNE INN & CONFERENCE CENTER	10/25/2012	144.08
17842	HORA JOHNNY M.	10/25/2012	77.78
17843	IMAGING SPECIALTIES USA INC	10/25/2012	241.52
17844	JENKINS CRYSTAL	10/25/2012	58.03
17845	JORDAN HENRY L.	10/25/2012	96.66
17846	NICKENS SANDRA	10/25/2012	76.11
17847	RESCARE HOME CARE	10/25/2012	804.00
17848	SPIVEY FANNIE M.	10/25/2012	78.33
17849	TOSHIBA BUSINESS SOLUTION	10/25/2012	223.71
17850	ALBEMARLE REGIONAL HEALTH	10/26/2012	4,789.16
17851	APPLE NINE HOSPIT. INC.	10/26/2012	515.28
17852	ASSURANT EMPLOYEE BENEFITS	10/26/2012	3,134.15
17853	AVENET LLC	10/26/2012	900.00
17854	BELL DORA ANN	10/26/2012	200.00
17855	BENCHMARK BUILDINGS & IRRIGATION, INC.	10/26/2012	1,927.00
17856	BITTING ELECTRIC, INC.	10/26/2012	97,500.00
17857	BRAME SPECIALTY CO.	10/26/2012	2,215.68
17858	BYRD MARION B.	10/26/2012	550.00
17859	CENTURYLINK	10/26/2012	53.43
17860	CONE ANN D.	10/26/2012	1,400.00

17861	COOKE ELECTRIC & CONSTRUCTION, LLC	10/26/2012	780.00
17862	E/Z PAGE	10/26/2012	21.35
17863	EURE GLORIA G.	10/26/2012	160.00
17864	GATES COUNTY HOUSING COMMITTEE	10/26/2012	4,000.00
17865	GRANT JOHNNY LEE	10/26/2012	615.00
17866	HUMANA SPECIALTY BENEFITS	10/26/2012	930.85
17867	KNIGHT TAMEKA E.	10/26/2012	4.64
17868	NC DEPT OF STATE TREASUR	10/26/2012	1,899.48
17869	NC FOREST SERVICE	10/26/2012	4,418.19
17870	OFFICE EQUIPMENT FINANCE SERVICES	10/26/2012	129.17
17871	PITNEY BOWES	10/26/2012	139.29
17872	PRIVOTT SHELIA	10/26/2012	200.00
17873	QUILL CORP.	10/26/2012	534.26
17874	ROANOKE-CHOWAN PUBLISHING	10/26/2012	268.50
17875	STATE INFORMATION PROC SE	10/26/2012	602.81
17876	TILLER ELAINE E.	10/26/2012	550.00
17877	TURNER COLLEEN K.	10/26/2012	20.33
17878	UMPHLETT SHANNON	10/26/2012	9.64
17879	UNIVERSAL ADCOM	10/26/2012	299.50
17880	AFLAC	10/31/2012	2,056.27
17881	ASSURANT EMPLOYEE BENEFITS	10/31/2012	3,153.61
17882	COLONIAL LIFE	10/31/2012	1,489.07
17883	HARVEY RUTH M.	10/31/2012	11.04
17884	HENDRIX DIANE R.	10/31/2012	216.45
17885	HUMANA SPECIALTY BENEFITS	10/31/2012	930.85
17886	INTERSTATE HOTELS & RESORTS	10/31/2012	72.21
17887	NC ASSOC OF COUNTY CLERKS	10/31/2012	40.00
17888	NC FINANCE OFFICERS' CERT. PROGRAM	10/31/2012	140.00
17889	PITTMAN SANDRA L.	10/31/2012	20.54
17890	SOUTHERN BANK-VISA	10/31/2012	4,048.76
17891	SUPERIOR VISION	10/31/2012	354.84
101499	HORA, JOHNNY M	10/31/2012	640.14
101500	MORRIS, BETTY	10/31/2012	1,439.29
101501	BYRD, MARION	10/31/2012	639.04
101502	PLYLER, PATSY O	10/31/2012	928.97
101503	HORTON, MARY C	10/31/2012	1,270.20
101504	COSTEN, BRENDA A	10/31/2012	83.78
101505	HOLLOWELL, JAMES W	10/31/2012	839.97
101506	RIDDICK, ESTHER W	10/31/2012	530.64
101507	SPIVEY, JOHN L	10/31/2012	713.30
101508	LOWE, MATTHEW R	10/31/2012	1,856.10
101509	METZ, KIMBERLY J	10/31/2012	1,787.50
101510	PARKER, BRIAN C	10/31/2012	1,753.00
101511	STALLS, CHARLIE	10/31/2012	2,029.86
ACH	HARRELL, SHARON G.	10/31/2012	2,867.48
ACH	WILSON, PATSY M.	10/31/2012	4,622.81
ACH	WILSON, PATSY M.	10/31/2012	100.00
ACH	MCGINNIS, RENEE' H.	10/31/2012	3,151.03
ACH	WESTER, PAMELA A	10/31/2012	1,945.70
ACH	BAUM, MARY K	10/31/2012	1,653.55
ACH	CROSS JR., EDWARD A	10/31/2012	1,799.85
ACH	PIERCE, GRACIE P	10/31/2012	1,561.09
ACH	POWELL, RHONDA B	10/31/2012	1,480.54
ACH	WEBB, EDWARD E	10/31/2012	3,632.05
ACH	POWELL, DANIEL S	10/31/2012	1,697.77
ACH	PARKER, GLYNDA S	10/31/2012	2,038.98
ACH	HATHAWAY, RANDALL A	10/31/2012	2,499.52
ACH	CLARK, ANDREA	10/31/2012	1,884.40
ACH	HARRELL, P ELIZABETH	10/31/2012	1,528.66
ACH	WOLFREY, CONNIE M	10/31/2012	1,469.24
ACH	PARKER, PHYLLIS A	10/31/2012	2,300.33
ACH	FREEMAN, SHEILA	10/31/2012	1,895.90
ACH	LASSITER, PATRICE T	10/31/2012	2,607.16
ACH	HARVEY, PAMELA C	10/31/2012	571.85
ACH	CROSS, LULA M	10/31/2012	1,151.61
ACH	HOLLEY, DANIT L	10/31/2012	1,429.53

ACH	JORDAN, TIMOTHY A	10/31/2012	2,990.76
ACH	REID, LINDA J	10/31/2012	700.39
ACH	BOONE, SHERRY F	10/31/2012	2,462.21
ACH	PARKER II, GEORGE A	10/31/2012	1,611.65
ACH	SMITHSON, CONNIE C	10/31/2012	2,693.86
ACH	ROUNTREE, MARIE D	10/31/2012	2,001.43
ACH	EURE, SHERRI L	10/31/2012	419.60
ACH	JOHNSON, BRYAN D	10/31/2012	1,918.96
ACH	OWENS, GLADYS S	10/31/2012	1,483.57
ACH	PHILLIPS, CRYSTAL B	10/31/2012	1,627.04
ACH	EARLEY, DEBRA H	10/31/2012	383.98
ACH	HAWKS, BRANDON S	10/31/2012	2,178.68
ACH	TRIPP, VALERIE S	10/31/2012	1,510.10
ACH	CHAPPELL, TRACIE L	10/31/2012	1,634.59
ACH	BRODIE, GEORGE S	10/31/2012	681.93
ACH	STONE, SHELLEY A	10/31/2012	1,566.96
ACH	WALKER, DAPHNE B	10/31/2012	1,315.59
ACH	JORDAN, ROBERT E	10/31/2012	2,003.53
ACH	MITCHELL, EDGAR LEE	10/31/2012	2,741.72
ACH	HAYER, CHARLETTE	10/31/2012	541.27
ACH	WINN, WILLIAM A	10/31/2012	3,030.60
ACH	PITTMAN, SANDRA L	10/31/2012	2,743.50
ACH	HEDGEPEETH, TIMOTHY M	10/31/2012	3,356.00
ACH	SAUNDERS, LAKISHA	10/31/2012	1,740.42
ACH	JERNIGAN, KENNETH	10/31/2012	636.93
ACH	BOONE-HALL, CHERYL A	10/31/2012	1,385.98
ACH	HENDRIX, DIANE R.	10/31/2012	1,960.28
ACH	DREWYOR, CHRISTINA M.	10/31/2012	398.97
ACH	TWINE, GRAHAM	10/31/2012	530.26
ACH	CHAPPELL, TOBY L	10/31/2012	4,869.64
ACH	JORDAN, HENRY L.	10/31/2012	577.14
ACH	WILLIAMS, DOMINIQUE D.	10/31/2012	2,137.28
ACH	JETHRO, MORGAN C	10/31/2012	2,895.97
ACH	HARVEY, RUTH M.	10/31/2012	1,770.20
ACH	PERRONE, WILLIAM V	10/31/2012	1,052.13
ACH	WIGGINS, JOHN J	10/31/2012	675.64
ACH	WINSLOW, GARRETT W	10/31/2012	1,888.00
ACH	JOHNSON, CLYTIA A	10/31/2012	1,740.57
ACH	BOONE, MURRAY D	10/31/2012	915.77
ACH	RIDDICK, WILLIAM NATHAN	10/31/2012	1,008.53
ACH	POWELL, DONNA H.	10/31/2012	1,591.56
ACH	JONES, SHARON S	10/31/2012	1,547.80
ACH	OWENS, MICHAEL C.	10/31/2012	636.93
ACH	CAMPBELL, ALTON RAY	10/31/2012	2,224.86
ACH	HARRELL, GWEN L.	10/31/2012	1,658.84
ACH	DARRINGTON, WAYNE H.	10/31/2012	1,087.77
ACH	BOONE, WESLEY J.	10/31/2012	619.25
ACH	HOLLEY, GUY R.	10/31/2012	382.59
ACH	HOWELL, LLOYD T.	10/31/2012	754.44
ACH	FREEMAN III, JOSEPH R	10/31/2012	1,602.32
ACH	JONES, DARLENE L	10/31/2012	1,745.97
ACH	EURE, BILLIE JO	10/31/2012	1,486.88
ACH	LASSITER, LISA B	10/31/2012	1,382.90
ACH	MARETT, GEOFFREY C	10/31/2012	2,975.19
ACH	LONG, VICKY L	10/31/2012	1,622.22
ACH	WALL, FREDERIC E	10/31/2012	1,898.24
ACH	MOORE, FAYE B	10/31/2012	570.96
ACH	PIERCE, JENNIFER M.	10/31/2012	1,510.47
ACH	BOONE, RASHAD A.	10/31/2012	545.28
ACH	HARRISON, MARY R.	10/31/2012	755.07



**GATES COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES
NOVEMBER 19, 2012**

The Gates County Board of Commissioners held a Special Meeting at 1:00 p.m. Monday, November 19, 2012 in the Commissioners' Room, 202 Court Street, Gatesville. Commissioners Twine, Jordan, Hora, Owens and Jernigan were present. Also present was Interim County Manager, Kenneth Windley.

A prayer was led by Commissioner Jordan

Chairman Twine called the meeting to order.

Commissioner Jernigan made a motion to enter into Closed Session as authorized by NCGS §143-318.11(a)(6). Commissioner Hora seconded the motion, motion carried without opposition.

Commissioner Jernigan made a motion to exit Closed Session and enter Regular Session. Commissioner Hora seconded the motion, motion carried without opposition.

**GATES COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 19, 2012**

The Gates County Board of Commissioners met in Regular Session at 6:00 p.m. Monday, November 19, 2012 in the main courtroom, 202 Court Street, Gatesville. Commissioners Twine, Jordan, Hora, Owens and Jernigan were present. Also present was Interim County Manager, Kenneth Windley.

Commissioner Owens made a motion to enter into Closed Session as authorized by NCGS 143-318.11(a)(4)(6). Commissioner Jernigan seconded the motion, motion carried without opposition.

Commissioner Owens made a motion to exit Closed Session and enter Regular Session. Commissioner Jernigan seconded the motion, motion carried without opposition.

Chairman Twine called the meeting to order after a brief recess.

Commissioner Jordan led a prayer and pledge of allegiance.

Approval of Agenda

Chairman Twine stated the Agenda will be amended by the following: Timmy Hedgepeth will be presenting Budget Amendment 26; Perry Eure has a zoning text amendment request, Commissioner Jordan has a Gates County Housing Committee request and the Chairman will also be presenting a request.

Commissioner Jordan made a motion to accept the Agenda as amended. Commissioner Hora seconded the motion, motion carried without opposition.

Citizens' Comments

Thomas Hill, Sunbury, stated Bill Cooke has won his race and the Republican Party has chosen their electoral representative.

Chuck Brothers, Gates, stated he wanted to clarify some information. At the end of the last Commissioners' Meeting the prior County Manager stated "FYI, I want to let the Board know that due to the building of the library the retention pond needs to be enlarged at a cost of \$9,000." Mr. Brothers questioned why the citizens should be held financially

responsible for a retention pond that is not owned by the County and the County is spending money on someone else's infrastructure.

Department Reports

Timmy Hedgepeth, presented Budget Amendment 26.

Commissioner Owens made a motion to approve Budget Amendment 26 as presented. Commissioner Jordan seconded the motion, motion carried without opposition.

New Business

Chairman Twine stated the January 21 Commissioners' Meeting needs to be rescheduled. January 21 is Martin Luther King Holiday.

Commissioner Hora made a motion to move the January 21 Commissioners Meeting to Wednesday, January 23. Commissioner Owens seconded the motion, motion carried without opposition.

Ken Windley, Interim County Manager, presented a request to close the County offices at 3:00 p.m. on Friday, December 21, to allow the staff to have fellowship prior to the Christmas holiday.

Commissioner Owens made a motion to approve the request as presented. Commissioner Jernigan seconded the motion, motion carried without opposition.

Perry Eure, Eure, on behalf of Eure Baptist Church; the church is in the process of building a fellowship hall. He is requesting the Board waive the \$300 text amendment fee.

Commissioner Hora made a motion to approve the request to waive the \$300 text amendment fee as requested. Commissioner Jernigan seconded the motion, motion carried without opposition.

Commissioner Jordan discussed the \$75,000 Urgent Repair Grant (URP3-12) for the Gates County Housing Committee. He is requesting the County support the Housing Committee and provide the required honesty and fidelity bond.

Commissioner Jordan made a motion to direct the Interim County Manager and Finance Officer to proceed with the URP3-12 Grant with the bond currently in place without purchasing additional coverage. Commissioner Hora seconded the motion, motion carried without opposition.

Chairman Twine presented a request for the Board to fully support the efforts of the Meherrin-Chowanoke Nation to obtain Federal and State recognition as a Native American Tribe in the form of letter.

Chairman Twine made a motion the Board support the efforts of the Meherrin-Chowanoke Nation as presented. Commissioner Jordan seconded the motion, motion carried without opposition.

Commissioner Jordan presented a plaque of recognition to Chairman Twine for his four years of service as a Commissioner.

Citizens' Comments

Dan Bazemore, Eure, requests the Board provide an update of events in the County at the beginning of each meeting.

Anne Askew, Eure, thanked Chairman Twine for everything he has done for the County.

Commissioner Jordan made a motion to recess until 10:00 a.m., November 20, 2012. Commissioner Hora seconded the motion, motion carried without opposition.