

**GATES COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 19, 2016**

The Gates County Board of Commissioners met in Regular Session at 7:00 p.m. Monday, September 19, 2016 in the Gates County Courthouse, 200 Court Street, Gatesville. Commissioners Hofler, Owens, Jordan, Felton and Freeman were present. Also present was County Manager, Natalie Rountree.

Commissioner Owens led in prayer and the Pledge of Allegiance. Chair Hofler called the meeting to order.

Approval of Minutes

Minutes are approved during the first meeting of the month.

Approval of Agenda

Mrs. Rountree requested the library property be added under Old Business. Commissioner Owens made a motion to accept the agenda as amended. Commissioner Freeman seconded the motion which passed unanimously.

Unannounced Delegations

Earl Rountree stated he was here to remember Johnny Hora on the anniversary of his death. He then spoke about forgiving and forgetting. Mr. Rountree said water leaks in the county are not any one person's fault but are a result of the system being old. He encouraged Commissioners to use money to fix the leaks and hire outside assistance if needed. Mr. Rountree also explained why he had paid his water bill late, his discussion with the County Manager, and how the North Carolina General Statutes allow the county to collect landfill fees on the water bill. He ended with asking Commissioners for look into a way to solve the problem of out of county and out of state residents from using the convenience sites and even residents dumping large amounts of trash.

Administrative Reports

Administrative Reports are provided at the first meeting of the month.

Old Business

Commissioner Hofler stated many are concerned about the looks of the library property. Mrs. Rountree explained Mr. Paul Toti said all irons were gone so stakes have been placed within a half a foot of the property corners. The berm is on the library property and the road is not. Photos were provided. Following a discussion about what to do with the yard and berm, Commissioner Owens made a motion for Mrs. Rountree to contact the volunteer to address the library property and remove the berm. Commissioner Freeman seconded the motion which passed unanimously.

Commissioner Jordan made a motion for Mrs. Rountree contact the person that will do initial landscaping in the front and back of the library. Commissioner Owens seconded the motion which passed unanimously.

New Business

In August 2015, the Nursing Home Community Advisory Committee became the Joint Community Advisory Committee. Commissioner Hofler reviewed the duties of the Committee and explained Community Advisory Committee members should have been appointed to the Joint Community Advisory Committee. Commissioner Jordan made a motion to appoint the current Community Advisory Committee members to the Joint Community Advisory Committee with terms as designated. Members and terms will be: Faye Darden Smith, November 2017; Virgilia Vivian Parker, November 2017; Ann Howell, September 2018; Arlan Hicks, September 2018; and Margaret Witherspoon, September 2018. Commissioner Freeman seconded the motion which passed unanimously.

Mrs. Rountree asked the Commissioners to appoint Ms. Bernice Johnson to a one year term from September 2016 to September 2017. Ms. Johnson was appointed at the September 7, 2016 Commissioner meeting but no term limit was set. Commissioner

Owens made a motion to appoint Ms. Johnson for a one year term effective September 2016 to September 2017. Commissioner Freeman seconded the motion which passed unanimously.

Commissioner Jordan noted the Joint Community Advisory Committee is a volunteer committee. In a letter from the Community Advisory Committee, they requested a stipend. Commissioner Jordan asked Mrs. Rountree to find out what neighboring counties do for the committee. Mrs. Rountree provided responses from February 2015 when this had been previously discussed that many surrounding counties and those across the state similar in population do not provide stipends. Chowan County was the only respondent that provided a stipend in the amount of \$20 per meeting. Commissioner Owens made a motion to put this item on the October 5, 2016 agenda for more discussion. Commissioner Jordan seconded the motion which passed unanimously. Commissioner Jordan would like to know what Hertford, Bertie, and Northampton Counties do in regards to stipends

Commissioner Hofler stated the Personnel Committee recommended changing the job title of Financial Services Director to Finance Officer as well as making a few changes to the job description to more accurately describe the job. Commissioner Jordan stated he thought there were concerns from past audits regarding the Finance Officer title as well as required certifications or degrees needed. The recommendation was tabled. Mrs. Rountree was asked to look into this and bring information to the October meeting

Mrs. Rountree explained information was provided by McDavid Associates, Inc. for the Essential Single Family Rehabilitation Loan Program 2016 and introduced Mike Barnett. Commissioner Jordan thanked Mr. Barnett and McDavid Associates for administering the program. He wants to make sure the program is properly publicized. Mr. Barnett would like the Housing Committee to be actively engaged with advertising and selection of recipients. Commissioner Jordan wanted everyone to understand the program is not for a grant but for a forgivable loan. There was discussion concerning wording and titles within the Assistance Policy, Disbursement Policy, Procurement Policy, Project Budget, and Signature Card Resolution. Mr. Barnett explained page nine of the Assistance Policy gives the County Manager authority to make changes as needed for the effective and efficient operation of the program. He said the hardest part of the program is having to explain to someone why they do not meet the criteria when you can see the ground through the floor of the house.

Commissioner Jordan said he thought this program was more lenient with what could be fixed than the Single Family Rehab program. Couldn't just the roof be repaired? Mr. Barnett said no and explained the difference between the two programs. An example he provided is all lead paint hazards must be removed. Commissioner Owens asked to better clarify if someone qualifies for the program who does not have a child under age 6, the lead paint hazards must still be removed. Mr. Barnett replied that was correct. HUD guidelines are used for lead testing.

Commissioner Hofler said inspections would be done to ensure everything was properly done.

Earl Rountree was allowed to ask for clarification of the program and how the Housing Committee worked. Commissioner Jordan said the Housing Committee met at the Department of Social Services and several workers served on the Committee. This interaction helped the Housing Committee identify those who need assistance. Commissioner Hofler stated the program is for three years. The County can apply for more money during that time if houses are completed. There is a maximum of \$25,000 per house to make them meet certain standards in the handbook for a total of \$175,000. Commissioner Freeman made a motion to accept the Signature Card Resolution allowing the County Manager, Finance Officer, and Clerk to sign. Commissioner Owens seconded the motion. Commissioner Jordan said he would like a fourth signature to be on the resolution and suggested the Chair of Board of Commissioners. Commissioner Freeman amended his motion to allow a fourth signature, Chair of Board of Commissioners. Commissioner Owens agreed to the amended motion. The motion passed unanimously.

Commissioner Jordan made a motion to approve McDavid Associates, Inc. as administrators of the Essential Single Family Rehabilitation Loan Program 2016. Commissioner Freeman seconded the motion which passed unanimously.

Commissioner Jordan made a motion to approve the Assistance Policy, Disbursement Policy, Procurement Policy, and Project Budget. Commissioner Freeman seconded the motion. Commissioner Jordan asked if the administrative costs were covered in the program budget. Mr. Barnett said they were under soft costs. The motion passed unanimously.

Mrs. Rountree requested the November 2, 2016 Commissioner meeting be moved to Tuesday, November 1, 2016 so she can attend the Contracting for Construction & Design Services course. Commissioner Felton made a motion to move the November 2, 2016 meeting to November 1, 2016. Commissioner Owens seconded the motion which passed unanimously.

Commissioner Comments

Commissioner Owens thanked everyone for attending. He asked for those in attendance to help spread the word about the rehabilitation loan program.

Commissioner Jordan thanked citizens for coming & participating. He also encouraged people to share the information about the rehabilitation loan program.

Commissioner Felton thanked everyone for attending.

Commissioner Freeman thanked everyone for attending. Information provided by the citizens does effect what Commissioners do. Commissioners are working for the next generation.

Chair Hofler thanked everyone for coming. She felt there were interesting discussions tonight. She felt steps were taken to improve the appearance of the library and Commissioners will work on the convenience site issue. Please pray for our country and law. Chair Hofler wished Randy Hathaway well on his new job. Please spread the word about the rehabilitation program and be safe on the way home.

Closed Session

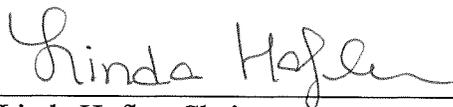
Commissioner Owens made a motion to go into closed session pursuant to NCGS 143-318.11 a (3) Legal, (4) Economic Development, (5) Real Estate, and (6) Personnel. Commissioner Jordan seconded the motion which passed unanimously.

Commissioner Owens made a motion to come out of closed session. Commissioner Felton seconded the motion which passed unanimously.

Commissioner Owens made a motion for Mrs. Rountree and/or Tax Administrator to contact the vendor representatives to meet with Board of Commissioners as discussed in closed session. Commissioner Jordan seconded the motion which passed unanimously.

Adjournment

Commissioner Felton made a motion to adjourn until the regular meeting on October 5, 2016 at 7 p.m. Commissioner Freeman seconded the motion which passed unanimously.



Linda Hofler, Chairman



Melissa C. Lawrence, Clerk

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