

**GATES COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
FEBRUARY 4, 2015**

The Gates County Board of Commissioners met in Regular Session at 10:00 a.m. Wednesday, February 4, 2015 in the Main Court Room, 202 Court Street, Gatesville. Commissioners Hofler, Owens, Jordan, Felton and Freeman were present. Also present was County Manager, Natalie Rountree.

Commissioner Jordan led in prayer and the pledge of allegiance.

Chairman Hofler called the meeting to order.

Approval of Minutes

Commissioner Owens made a motion to approve the minutes as corrected for January 7, 2015, January 20, 2015 and January 20, 2015 joint meeting minutes. Commissioner Jordan seconded the motion; motion carried unanimously.

Approval of Agenda

Chairman Hofler stated the agenda needs to be adjusted to replace VII 7 EMS NCACC Application with the discussion on the concrete building.

Commissioner Freeman made a motion to approve the agenda as adjusted. Commissioner Felton seconded the motion; motion passed without opposition.

Delegations – Unannounced

Earl Rountree, Sunbury, asked the Board to review the three page email he sent each Board member in regards to the water department cut off system. The issue started with Kurt Hoffler who is from one of the most outstanding families in the County and is a resident that pays a lot of taxes. Mr. Rountree explained that the water department turned off Mr. Hoffler's water, while they were turning the water off Mr. Hoffler offered to go pay the water bill. Mr. Rountree feels that we need to revisit the issue of turning people's water off when they are late on one bill. Mr. Hoffler never received robo call and the County should have contacted other individuals that could have gotten up with him very easily. Mr. Rountree believes this situation illustrates the point that a mistake could be made and the water could be turned off on a chicken house, a hog farm or a little old lady that needs her water. There will always be problems with certain people that don't pay their bill but we can't turn off water of the people that pay every bill. We can simply go back to the days where we give a month's grace period. We have to be reasonable and have reasonable people working to do the water cutoffs. Mr. Rountree stated that he realizes that we have to collect the water bills but the County has to understand that the water department is not the department of the Board but the department of the citizens. Mr. Rountree feels that revisiting the policy would benefit the elderly, the sick, children, and livestock and the County needs to do better at making a good effort to contact individuals before cutting off their water.

Delegations – Announced

Cyrena Eitler, Department of Defense, provided a brief overview of the Compatible Use Program. Captain Jake Johanson US Navy and Mr. David Peebles with the Department of Commerce joined Ms. Eitler. Ms. Eitler explained the Navy has concerns about alternative energy development and the impacts it may have on their radio systems. The Joint Land Use Plan will provide an opportunity for the Navy to partner with communities to undertake a community driven planning process. The purpose is to help communities affected by military operations better understand current military issues and processes used. Communities can factor these things in when making development decisions in their community. The City of Chesapeake and 5 Northeastern NC counties were identified as areas that need to undertake the Joint Land Use Plan. Gates County falls on the western side of the footprint that the Navy has concerns about. Ms. Eitler asked the Board to consider approving participating in the Joint Land Use Plan.

Commissioner Jordan reminded Ms. Eitler the last time the Navy did a study for the OLF it had a negative effect because of the possibility of wind noise and such. Commissioner Jordan verified that the Joint Land Use Plan will outline potential development for the County and if future plans are in the best interest of the Navy. When the County tries to have economic development and the Navy determines it will have a negative effect what kind of considerations is the Navy willing to give the County when there are conflicts of interest. Ms. Eitler clarified that the Joint Land Use Plan has nothing to do with the OLF and is not a Department of Defense or a Department of the Navy study it is a community study. The study will gather everyone together and allow the Navy to help the community better understand what issues are occurring and what steps the community may need to take to factor in these issues. It also allows the community to better identify areas that might cause problems for the military when it comes to wind energy. The Military often does not learn about alternative energy programs that are being developed until it is much later in the project development process. The Joint Land Use Plan is not intended to stop development but to help communities make better informed decisions when discussing development so that the Military can continue to exist and conduct operations.

Commissioner Freeman asked if there are any MOUs between the military and surrounding counties. Capt. Johanson said there are currently no MOU's with surrounding counties, as strong relationships have not been developed at this point, which is one of the reasons why the counties have been recommended for the Joint Land Use Plan. There is an MOU with one wind farming company. The goal is always a win win for the County and the military, the plan is not intended to tell communities what they can not do. The opportunity will also allow counties to share what they are doing so that the military is aware of County plans when making decisions and the military will be able to share information the county can consider when making decisions.

Commissioner Owens is troubled by the thought that someone outside of the county will instruct us on where to build and what to build. We aren't creating issues for radars and we are not a good candidate for wind farms. Commissioner Owens is concerned that the Department of Defense is taking it upon themselves to help us when we don't need help. Commissioner Owens is concerned that through the process a document will be created that will be used against the County at a later date. The negative feeling for the OLF is still around and the attitudes, comments, and articles will come around again when the subject is brought up. Commissioner Owens stated we are a County that loves our military and are very proud of what our military does but our current situation is winning for us.

Commissioner Jordan asked if we were to enter into the study where would we meet, when, and who all would be involved. Ms. Eitler stated the first thing they do is meet with the installation to gain an understanding of the military footprint and then reach out to all of the communities. The City of Chesapeake has already indicated that they are interested in the study. The counties would work together to identify a study sponsor and identify a recipient of the grants. There would be a scope of work developed and grant application for federal funds would be completed. A Joint Land Use Plan policy committee and a technical working group will be created and they will meet with the consultant on a more regular basis. Once the consultant team is on board and the process is started it will typically take 12 to 15 months. The consultant will meet and gather information to form a preliminary draft document to be presented to the public before the final report is shared and accepted. Each government is left to determine what they would like to do with the recommendations that are formed.

Commissioner Jordan asked what the amount of the grant would. Ms. Eitler said there are currently about 75 Joint Land Use Plans being conducted across the country and about 108 that have been completed. The average cost is around \$250,000 of that the grant program will sponsor 90% of the costs and a 10% nonfederal match is typically met through staff hours put toward the program.

Commissioner Jordan asked Ms. Eitler what she needs from the Board and what is the benefit for Gates County to enter into the program. Ms. Eitler feels the benefit is it helps the County to make more informed decisions on how to guide development and provides a better understanding of military operations. The purpose is to take actions so that both

parties can continue to coexist. Ideally a resolution would need to be passed by the Board to show the community is interested in participating. Ms. Eitler stated that today she is looking for a verbal commitment.

Justin Knight, Martin & Starnes, presented the Audit Report for the 2014 Fiscal Year.

Chairman Hofler asked what a recommended fund balance percentage would be for a county of our size. Mr. Knight explained that he does not have that exact number in front of him but will email the information to Ms. Pittman to share with the Board.

Administrative Reports

Natalie Rountree, County Manager, presented the managers' report for December 18th to January 23rd. Ms. Rountree announced that Christy Crawford began work on January 12th as the payroll coordinator. Andrus and Co. continues to work on the east wing which is being funded by the Historical Society. Due to brick deterioration new designs are being developed and will be presented when complete. The Commissioners were forwarded an email yesterday from Clearscapes on the status of the structural repair. Quotes are being reviewed for the EIC building update; we are looking for contractors with specific qualifications so that it is fixed in the proper manner. Ms. Rountree has attended a variety of meetings. On January 9th Many Economic Developers and County Managers in the northeast met with John Chaffee, President/CEO of NCEast, and staff to learn more about NCEast and how it can benefit counties of northeastern North Carolina. NCEast and NE Alliance merged on January 1, 2015. As part of the merger, NE Alliance "paid" dues to all counties covered by them to become affiliate members of NCEast for 4 ½ years. This means NCEast will market the counties when recruiting businesses to eastern North Carolina. On January 9th The NorthEast Economic Developers (NEED) met to discuss how to proceed since the merger of NE Alliance and NCEast. The developers voted on a new name & acronym: Northeast Economic Developers (NED) with northeast being one word. Most developers agreed to participate in meetings of NCEast and NED for the present. Ms. Rountree met with two Sunbury Ruritan members to discuss the Sunbury streetlights. Sunbury citizens have voluntarily been funding the streetlights and contributions have declined. The Ruritans would like the County Commissioners to take over this responsibility. Chairman Hofler and Ms. Rountree met with Dr. Kandi Deitemeyer, College of The Albemarle's President, Marion Harris, Jr., Trustees Chair, and Paul O'Neal, Trustees Vice-Chair, to discuss how COA can better serve Gates County residents. There was a joint Planning Board, Board of Adjustment, and Commissioners meeting facilitated by Planner, Jennifer Baptiste. The consensus was Gates County needs to move forward with developing a comprehensive land use plan as well as updating GIS. On January 22nd the Tri-County Animal Shelter committee met for updates; while euthanasia rates are still high, many animals are being sent to animal rescues in surrounding areas & being adopted. Plans were reviewed and discussed for needed improvements. The committee recommended Dana Goheen, Shelter Director, and Barbara Yates, AWARE President, work together to develop a scope of work for a building and present to Kevin Howard, Chowan County Manager, for him to release as an RFP.

Ms. Rountree stated the Sunbury Street Lights have been in place for about 50 years and the Board of Commissioners is listed on the bill. Due to the decline in donations, the Ruritan Club is behind on payments but have not received the notice that lights will be turned off. We have a drawing of where all of the street lights exist in Sunbury. There is not a tax id number listed on the account connecting the County to the payment of the lights. It is not the responsibility of the County to provide street lights and we cannot charge citizens for the street light and then pay the bill.

Commissioner Jordan said the topic came up a couple of years ago and research was conducted to see what could be done according to the general statutes; we were not able to implement any process that would help. A concern is if the Board helps Sunbury then assistance should be provided to all other districts. Commissioner Jordan feels we need to put together the research on why the County cannot take over the lights and present it to the community.

Chairman Hofler stated a meeting was held a few years ago and citizens said they were not willing to pay for the street lights.

Commissioner Freeman, as a Ruritan Club member, explained that it has been discussed and researched in other communities. The Ruritan Club of Gates at one time sponsored street lights and paid for the lights through fundraisers. It reached a point where they were no longer able to fund the lights, the only lights that are still up are those that citizens have taken over payment on.

Chairman Hofler said the Ruritan Club in Hobbsville facilitated street lights and once it became too much of a burden the citizens had to pay for the lights.

Commissioner Jordan said he believes there is a general statute that permits the county to collect taxes from citizens in the area willing to sign up. The County could take over the lights and be responsible for the payments if a certain percentage of citizens are willing to sign up to be taxed. Commissioner Jordan asked the County Manager to research the topic and provide an update to the Board at the next meeting.

The Board decided to conduct additional research and review the topic again at the next meeting.

Ms. Rountree presented a Historic Courthouse funding letter outlining the progress on the building. Ms. Rountree recommends Ms. Hofler, Mr. Owens, and Ms. Edith Seiling sign the fundraising letter. Chairman Hofler said the letter was generated through the Courthouse Committee with the help of Susan Shultis who helps groups with historical fundraising.

Commissioner Owens asked if distribution of the letter has been discussed. Ms. Rountree stated the distribution process has not been established at this time, the first item was to create the letter.

Chairman Hofler felt conflicted as the Chair for the Historic Society and asked Vice-Chair Owens to facilitate the discussion.

Commissioner Freeman asked that the letter place a little more emphasis on the Thad Eure Room or the history of Thad Eure. Commissioner Owens agreed that if we are sending the letter outside of the County it would be beneficial to include Thad Eure in the letter to catch the eye of those in Raleigh.

Commissioner Jordan asked that the last sentence state we are asking "you" and we should state that the amount donated would be tax deductible.

The Board discussed that the letter will be a beginning template with the greeting to be changed depending on the audience.

Commissioner Owens feels the letter is a great start and it will involve those that care about the County and support the project.

Commissioner Jordan made a motion to move forward with the Historic Courthouse funding letter with the stated modifications made. Commissioner Freeman seconded the motion; motion passed without opposition.

Ms. Rountree presented a letter to be sent to DOT to requests caution lights to reduce speeding in school zones.

Commissioner Felton made a motion to send the letter presented to the DOT with the signatures of all Commissioners. Commissioner Jordan seconded the motion; motion passed unanimously.

Commissioner Jordan asked about an error on the expenditures page for a DSS account. Ms. Pittman explained there was an error with an expenditure posting that has now been corrected.

Kathy Lane, Tax Administrator presented the tax collectors report to the Board.

Commissioner Jordan asked how Zacchaeus Legal Services is doing. Ms. Lane stated in the last few weeks there have been three accounts to be closed out. The conversations with Ellis has tapered off; we will be making a trip to Edenton to meet with them face-to-face.

Commissioner Owens verified that we are checking to make sure there are not any back taxes owed before we refund repayments.

Ms. Lane presented a refund for account number 7401 in the amount of \$317.27. Commissioner Jordan made a motion to approve the refund for account number 7401 in the amount of \$317.27. Commissioner Owens seconded the motion; motion passed unanimously.

Ms. Lane presented a refund for account number 24849 in the amount of \$1298.76. Commissioner Owens made a motion to approve the refund for account number 24849 in the amount of \$1298.76. Commissioner Freeman seconded the motion; motion passed unanimously.

Ms. Lane presented a refund for account number 27634 in the amount of \$495.80. Commissioner Owens made a motion to approve the refund for account number 27634 in the amount of \$495.80. Commissioner Jordan seconded the motion; motion passed unanimously.

Ms. Lane presented a refund for account number 20062 in the amount of \$349.74. Commissioner Owens made a motion to approve the refund for account number 20062 in the amount of \$349.74. Commissioner Felton seconded the motion; motion passed unanimously.

Ms. Lane presented a refund for account number 27080 in the amount of \$250.36. Commissioner Jordan made a motion to approve the refund for account number 27080 in the amount of \$250.36. Commissioner Felton seconded the motion; motion passed unanimously.

Ms. Lane presented a refund for account number 21302 in the amount of \$437.06. Commissioner Jordan made a motion to approve the refund for account number 21302 in the amount of \$437.06. Commissioner Owens seconded the motion; motion passed unanimously.

Chairman Hofler asked about the mailing of delinquent tax letters. Ms. Lane stated the second round of letters has been sent out and advertising will begin soon. Ms. Lane asked if we would like to list the current year of delinquent taxes or all delinquencies.

Commissioner Felton made a motion to advertise the current and previous years of delinquencies. Commissioner Jordan seconded the motion; motion passed unanimously.

Ms. Lane presented the information she found in regards to tax liens. We currently use Zacchaeus and Ellis and hope to continue to have those accounts resolved. The foreclosure process should not be taken lightly and requires a lot of hours by the staff and a paralegal. Ms. Lane stated at this time she would not be comfortable taking on the foreclosure process in house, she would recommend that we keep it with a third party.

Chairman Hofler said it is very interesting to read about the foreclosure process and it appears that several surrounding counties use Zacchaeus Legal Services. For the time being the use of Zacchaeus is working fairly well. Commissioner Jordan agreed that we should continue with the legal process that we have in place.

Commissioner Owens asked how the tax office finds out which individuals are getting tax refunds that can be garnished. Ms. Lane said they work with a database provided by the NC Debt Setoff Clearinghouse. The database is quite productive and is a service that typically pays for its self.

Commissioner Jordan feels that our current customer service policy to cutoff water after ten (10) days is a little restrictive even with the robo call notifications. There is always a

possibility of cutting off the water of someone that is in need. Commissioner Jordan would like to see the County Manager meet with the customer service department to discuss a method where citizens will be notified they are behind and the balance must be paid by a certain date before the cutoff occurs.

Ms. Rountree, County Manager, explained citizens admit they do not open their mail and do not provide customer service with phone numbers to reach them. Ms. Rountree encouraged all citizens to contact customer service to provide a current and correct phone number where they can be reached for bill notifications.

Diane Hendrix, Customer Service Supervisor, stated the department has worked very hard to follow and implement the policy that is in place. They have created a facebook page, they have robo calls being made and have put updates in the newspaper. In January there were 600 customers that were late paying their bill; after notifications it was down to 50 customers for water cutoff. Ms. Hendrix feels the department is very reasonable, if for some reason the bills go out late through the billing service an extra day is given before the 10% late fee is added. Flyers have been posted at stores and sent out in the bills. The monthly notice in the bills is a cost the county is incurring to try to collect current phone numbers. We work very hard to collect and cross reference as many phone numbers as possible. We have an employee who has already completed the electronic payment to track the payment and see how quickly it is received. We are trying to work with citizens to receive payments as efficiently as possible. We have 4,500 customers and we can get it down to about 50 people who haven't paid, which is a pretty good ratio.

Commissioner Jordan feels the water department is doing a great job and he isn't talking about the staff he is talking about the policy. Getting it down to 50 people is good but if there is one 85 year old citizen on that list we are putting a citizen at risk. There is room for improvement to our policy. Cutting off after one late bill without any type of written notice is not the best policy.

Commissioner Freeman stated it is obvious that we are customer friendly. Commissioner Felton asked if it is the same 50 people every month. Ms. Hendrix stated that there are several repeat offenders. Chairman Hofler reminded citizens that multiple numbers can be added to the account to receive a call.

Commissioner Owens said the water process and policy has been improved tremendously but he would still recommend looking at the particular situation and review what actions were taken to determine if anything can be done differently to improve the process. One of the major issues is if a meter reader is turning cutting off water with a resident standing beside of them they could be putting themselves in danger.

Commissioner Jordan made a motion to ask the County Manager and the Customer Service Supervisor to look at the policy and procedures to determine if any changes can be made to improve customer service prior to water cutoff. Commissioner Owens seconded the motion; motion passed unanimously.

Commissioner Jordan asked if the man hole in the ditch across from Commerce Park has been sealed. Mr. Hedgepeth explained they have sealed all of the man holes and are going to go back and double check them. There is some water getting in to the lagoon somewhere, NCDENR has been contacted about the situation. Mr. Hedgepeth informed the Board of a 10" water main break occurred in front of the Water Department Shop and information was provided on an upgrade that could help prevent this issue from happening again.

Chairman Hofler announced the March 25th NCACC District Meeting will be held in Williamston and Commissioners need to inform the Clerk if they plan to attend.

The Budget Calendar was reviewed with the first meeting for the Commissioners being February 24th from 4 to 7 p.m. Commissioner Jordan stated he may have need to leave the meeting by 6 p.m..

Public Hearings

Chairman Hofler stated there are several proposed changes to the Personnel Ordinance that need to be discussed in public hearing.

Commissioner Owens made a motion to enter into a public hearing for Amendments to the Personnel Ordinance. Commissioner Jordan seconded the motion; motion passed unanimously.

There were no public comments.

Commissioner Owens made a motion to exit the public hearing for Amendments to the Personnel Ordinance. Commissioner Jordan seconded the motion; motion passed unanimously.

Commissioner Jordan stated the changes certainly need to be made and would recommend that section 3.2.1 (a) state when an employee is assigned. Commissioner Jordan asked for clarification on Petty Leave, Inclement Weather Leave, and the floating holiday. Ms. Sandy Pittman explained the difference between the three types of leave.

Commissioner Jordan made a motion to approve the amendments to the Personnel Ordinance with the addition of the change to section 3.2.1. Commissioner Felton seconded the motion; motion passed without opposition.

Old Business

Chairman Hofler presented the Personnel Board recommendation to approve the Planning & Permitting Technician job description and the Facilities Technician/Custodian job description.

Commissioner Jordan recommended that we add knowledge of ordinances and policies to the Planning & Permitting Technician job description.

Commissioner Jordan made a motion to approve the Planning & Permitting Technician, with the modification discussed and the Facilities Technician/Custodian job description as presented. Commissioner Felton seconded the motion; motion passed without opposition.

Chairman Hofler informed the Board that the Personnel Board approved the Deputy Register of Deeds job description at their 9am meeting and would like to ask the Board to approve the job description today before the review of applications begins on February 6th.

Commissioner Jordan made a motion to approve the Deputy Register of Deeds job description as presented. Commissioner Freeman seconded the motion; motion passed without opposition.

Natalie Rountree, County Manager, updated the Board on the concrete building in the back parking lot; there is currently no one interested in purchasing. Some departments have asked if the building could be used for storage.

Commissioner Jordan asked if it could be recycled for the concrete and the metal. Commissioner Owens stated the least expensive thing to do would be to contract someone with a jack hammer to demo and clean up the building to be recycled. We could contact Big Bucks to see if they are interested in the building for the scraps.

Chairman Hofler stated the Proclamation for the Historical Significance of the Chowanoke Indians is before the Board for approval.

Commissioner Jordan made a motion to approve the Proclamation for the Historical Significance of the Chowanoke Indians. Commissioner Owens seconded the motion.

Commissioner Felton stated he is okay with the Proclamation as written but would prefer the third paragraph to read that they were in Gates County. Commissioner Owens recommended changing the third paragraph as well.

Chairman Hofler said there was a smallpox epidemic that caused them to become extinct but there is no proof that a few did not survive. The Board discussed several different wordings and decided on the following:

NOW, THEREFORE, the Gates County Board of Commissioners, do hereby proclaim Gates County Historical Significance Recognition of the **CHOWANOKE INDIANS** to Gates County, North Carolina and commend this acknowledgement to all citizens.

Commissioner Jordan amended his motion to approve Proclamation for the Historical Significance of the Chowanoke Indians to note the changes discussed to the third paragraph. Commissioner Owens seconded the motion; motion passed unanimously.

New Business

Natalie Rountree, County Manager, presented A Resolution Setting Register of Deeds Office Hours.

Commissioner Freeman said it is very disappointing to have an office that is closed but it appears it is needed with the current staffing.

Ms. Rountree explained that the resolution will only apply when there is one person in the office due to a vacant position or a staff member is out sick.

Commissioner Jordan stated his concern for attorneys and others from outside of the county that show up to do work during that time.

Commissioner Owens feels the inconsistency is what makes it hard to communicate. We can't publicize to the public when the office will be closed because we don't know when people will be sick.

Commissioner Felton said as soon as someone shows up and the office is closed the Board will hear about it and will need to bring the issue up again.

Ms. Rountree informed the Board that if the resolution is not approved it will mean pulling someone out of another department to work in that office. Ms. Rountree would recommend that the Board table the resolution at this time and wait to speak with Cathy Horton.

Commissioner Owens recommended putting a sign on the door when the situation occurs so that a formal resolution isn't passed or assigning a time period in the Resolution. Sandy Pittman, Finance Director, recommended putting a sign on the door that gives a department that may be contacted if assistance is needed.

Commissioner Owens made a motion to table the Resolution Setting Register of Deeds Office Hours until the March 2015 meeting. Commissioner Freeman seconded the motion; motion passed unanimously.

Sandy Pittman, Finance Director, presented budget amendment 12 to increase the budget for the solid waste fund due to a scrap tire grant. It will be pass-through money and involve no county funds.

Commissioner Owens made a motion to approve budget amendment 12. Commissioner Freeman seconded the motion; motion passed unanimously.

Natalie Rountree, County Manager, presented the two bids received in response to the Request for Quotations for the E911 phone system.

Herman Weiss, Communications Supervisor, informed the Board that in response to the Next Generation Phone System RFQ we received a bid from Century Link and Wireless Communications. The bids were received and opened yesterday and it is recommended that the County award the project to Wireless Communications.

Commissioner Freeman made a motion to award the Next Generation Phone System Contract to Wireless Communications. Commissioner Felton seconded the motion; motion passed without opposition.

Mr. Weiss stated the old commissioners' room is where the new 911 center will be and they have started moving the furniture over to the historic courthouse. The new furniture will be installed on February 12th & 13th.

Commissioner Felton asked what will happen to the flat screen tv that is for the use of the Planning Board. Ms. Rountree said that the TV will stay in the room for now until the Planning Board has a permanent meeting location.

Jennifer Baptiste, Planning Director, presented a one (1) lot major subdivision for Ashley and Gloria Taylor Parcel Number 10 – 02880. Normally this item would not come before the Board but according to our ordinance you can only make two cuts out of any parent track. This subdivision is out of a parent track that has had multiple divisions. The Taylors know that there are water meters on the property and have provided an easement so that there is no conflict with the subdividing of the parent track.

Chairman Hofler asked if the property is going to be given to a church. Ms. Baptiste said the land will be donated to the Church but they are not 100% sure of the intended use of the land.

Commissioner Jordan asked about the house on the lot. Ms. Baptiste stated there is a house on the lot and there is a caretaker that is currently in the home. Commissioner Felton provided a brief history of the land and the divisions that have been made.

Commissioner Jordan made a motion to approve the one lot major subdivision for Ashley and Gloria Taylor Parcel Number 10 – 02880. Commissioner Freeman seconded the motion; motion passed without opposition.

Ms. Baptiste informed the Board that the Department of Defense has never contacted the Planning Department to find out what policies the County has in place or plans to put in place. When you are conducting a joint plan both parties should have contact and establish if a plan is needed before what may be in the plan is discussed. Another issue is if you are doing a plan for an entire area it is often that less developing communities do not get as much recognition in the plan.

Ms. Baptiste presented an overview for the Comprehensive Land Use Plan. If approved the outline of the project would be to do a request for proposals, select a consulting firm, and do advertising to announce that a comp plan is in progress to get a well-balanced committee.

Chairman Hofler asked if the CAMA Plan has been revised since the original adoption in 2004. Chairman Hofler thought that the plan was revised in 2008. Ms. Baptiste said she has not found any information indicating revisions were made. The County should have a County Land Use Plan with CAMA enhancements and not have just a CAMA Plan.

Commissioner Owens verified that the process will allow us to become up to date with CAMA policies. Ms. Baptiste stated there have been several CAMA updates that we have not used to revise our plan.

Commissioner Felton informed the Board that we may be able to search and find some funds available to help with the process. Ms. Baptiste has spoken with the NCDENR CAMA area director and has been informed they use to have grants available but no longer offer them.

Commissioner Owens recommended finding out how much we paid the firm to compile the initial plan so that it gives us an estimate of the costs.

Commissioner Felton stated he thought the process would be to go through all of our ordinances and make revisions. Ms. Baptiste said she would like to do the

comprehensive plan first to determine where we want to go. After we have our goals and objectives we will better know what to change in our ordinances.

Ms. Baptiste presented a written Request for Proposal for the Boards approval.

Commissioner Freeman feels that the scope and outline covers our needs. Commissioner Jordan recommends making the document consistent to read Comprehensive Land Use Plan. Chairman Hofler verified that CAMA will accept not having a separate document.

Commissioner Felton would like to have the committee formed go through and look for changes that need to be made to the CAMA Plan before we hire a consultant to tell us what we need to do. Commissioner Felton feels that we need to update the plan but we don't need to scrap our current plan and start over from the beginning. Commissioner Felton reiterated that our current document is ten years old and needs to be updated but it is a very good document. Ms. Baptiste said that with new technology we receive better information all the time and information changes very quickly. With a document being ten years old it is likely to need a great deal of changes. Most of the goals in the document were not accomplished and are now over ten years old. We need to have a committee in place and really work to establish our goals and vision to get us through 2020.

Commissioner Jordan stated a consultant will go through the document and review it line by line and compare information that will take a great deal of man power and a committee may not have the time. Ms. Baptiste said that the staff workload has to also be considered.

Commissioner Owens said it doesn't cost us anything to send a request for proposal and see what we get.

Commissioner Jordan stated this is a meticulous job that is going to rack up some hours. A lot of the work has been done and it shouldn't take an expert nearly as much time to do the work as it would staff and a committee. We can include our CAMA plan with the RFQ.

Commissioner Owens made a motion to approve the Comprehensive Land Use Plan Request for Proposal. Commissioner Jordan seconded the motion; motion passed unanimously.

Chairman Hofler stated the Nursing Home Advisory Committee has requested a stipend of \$50.00 per member per month.

Commissioner Jordan said he has served on this Board as an ex-officio member. NC General Statue does require that we have the Board and it is a working Board. It is typical for the Board to make weekly visits and have weekly talks with residents to see if there are grievances. They have actual expenses of paper, ink, travel, phone calls, etc. We should be able to put some minimum stipend in place to cover travel and miscellaneous expenses.

Chairman Hofler said that she doesn't mind paying for mileage but feels that the payment for other expenses may be a little overboard. Ms. Hofler also asked if we start providing a stipend for this committee will it open the door for us to provide a stipend for other committees.

The Board discussed various Board/Committees that Commissioners appoint individuals to and what effect awarding a stipend would create.

Commissioner Owens made a motion to table the stipend for the Nursing Home Advisory Committee until further information can be obtained. Commissioner Freeman seconded the motion; motion passed without opposition.

Chairman Hofler presented the following Resolution in Support of a Future Interstate Designation for US 64 and US17 Between Raleigh and Hampton Roads.

Chairman Hofler stated her only concern is that US 17 is to the East of us and does not cut through the County.

A RESOLUTION IN SUPPORT OF A FUTURE INTERSTATE DESIGNATION FOR US64 AND US17 BETWEEN RALEIGH AND HAMPTON ROADS

WHEREAS, the _____ Board of Commissioners / Town Council is the duly recognized legislative body for the _____ County / Town of _____; and

WHEREAS, the NC Department of Transportation has asked that the US64/US17 corridor from Raleigh to Hampton Roads, Va. via Rocky Mount, NC and Elizabeth City, NC be designated as a future Interstate which would help connect I-40/I-440 in Raleigh to I-64 in Hampton Roads, Va.; and

WHEREAS, Hampton Roads and Raleigh are two of the largest east coast metropolitan regions which are served by a primary interstate route (I-64 in Hampton Roads and I-40 in Raleigh); and

WHEREAS, the future interstate designation would create a secondary primary interstate for both areas and connect these two economic regions; and

WHEREAS, requesting a future interstate designation for the section of US64/US17 from Raleigh to Hampton Roads and completing improvements which bring this section of roadway up to interstate standards is part of North Carolina Governor Patrick McCrory's "25 Year Vision for North Carolina— Mapping our Future"; and

WHEREAS, the citizens of Northeastern North Carolina share a common interest with the Hampton Roads region for employment, health care, shopping and recreation; and

WHEREAS, businesses currently located in Northeastern North Carolina, and those being recruited to Northeastern North Carolina, have an interest in a safe, fast highway route to the Port of Virginia; and

WHEREAS, the _____ County / Town of _____ believe an interstate highway will enhance safety and promote economic opportunities for their County/Town; and

NOW, THEREFORE BE IT RESOLVED that the _____ Board of Commissioners / Town Council hereby supports a future interstate designation for US 64 and US17 between Raleigh and Hampton Roads.

Commissioner Owens made a motion to approve the Resolution in Support of a Future Interstate Designation for US64 and US17 Between Raleigh and Hampton Roads. Commissioner Freeman seconded the motion; motion passed unanimously.

The Board reviewed the Boards and Committees that each Commissioner serves on and who may be available to sit on the PCG Landfill Board, Tri-County Animal Shelter Board, and the Gates County Aging and Adult Services Task Force. The Board would like to receive more information on when the Aging and Adult Services Task Force.

Commissioner Felton made a motion to appoint Ray Freeman to the Tri-County Animal Shelter Board and Linda Hofler to the PCG Landfill Board. Commissioner Owens seconded the motion; motion passed unanimously.

Citizen Comments

None

Commissioner Comments

Commissioner Felton thanked citizens for attending.

Commissioner Jordan thanked citizens for showing up and participating and stated that the Board looks forward to further participation from citizens.

Commissioner Owens thanked citizens for attending and said he has enjoyed working with the staff and his fellow Board members.

Chairman Hofler thanked citizens for attending, it is important to have participation from citizens because participation helps to make our county a better place.

Commissioner Freeman praised the county manager for keeping the Board involved and up to date and thanked his fellow commissioners for having active conversations for the good of the County.

Closed Session

Commissioner Owens made a motion to enter into closed session pursuant to NCGS 143-318.11 a (3) Legal, (4) Economic Development, (5) Real Estate, (6) Personnel. Commissioner Freeman seconded the motion; motion passed without opposition.

Commissioner Owens made a motion to exit closed session. Commissioner Freeman seconded the motion; motion carried without opposition.

Adjournment

Commissioner Jordan made a motion to authorize the County Manager to notify the landowner, in writing, that the Board of commissioners will conduct a public hearing and notify adjoining landowners, as required by state law, for the purchasing of property. Commissioner Owens seconded the motion; Commissioners Hofler, Owens, Jordan and Freeman voted in favor. Commissioner Felton voted against.

Commissioner Felton made a motion to adjourn. Commissioner Owens seconded the motion; motion passed without opposition.

The following bills were ordered paid:

FELTON, BILLY F	658.61
FREEMAN III, JOSEPH R	1,802.05
HOFLER, LINDA F	739.27
JORDAN, HENRY L	561.61
OWENS, MICHAEL C	653.61
LAWRENCE, MELISSA A	2,070.19
ROUNTREE, NATALIE M	3,960.96
CRAWFORD, CHRISTINE C	1,328.74
CURRY, WARREN D	1,725.64
HARRELL, JAMES D	1,504.16
HENDRIX, DIANE R	2,299.25
MANSFIELD, DAVID L	1,404.16
PITTMAN, SANDRA L	3,567.12
ROUNTREE, MARIE D	2,061.35
WALKER, DAPHNE B	1,520.33
WARD, ELIZABETH C	1,595.47
CHAVIS, LORI A	2,294.15
LANE, KATHERINE A	2,886.82
STONE, SHELLEY A	1,655.92
MCGINNIS, RENEE' H.	354.98
JOHNSON, CLYTIA A	1,636.24
BYRD, MARION	334.86
CROSS, LISA M	316.83
HORTON, MARY C	2,171.47
HAYER, CHARLETTE	1,154.76
PHILLIPS, CRYSTAL B	1,865.85
RIDDICK, WILLIAM N	1,518.18
RIDDICK, DEMONT A	267.65
WILLIAMS, LEITHA A	625.17
ALLEN II, JERRY H	1,395.87

BEAMON, LISA B	1,479.10
CAMPBELL, ALTON R	2,175.45
DIMINO, LOUIS V	1,503.59
HATHAWAY, RANDALL A	2,561.33
HAWKS, BRANDON S	1,312.25
JOHNSON, BRYAN D	2,080.00
JORDAN, ROBERT E	2,044.11
KRONBAUER, STACY L	2,302.58
PARKER II, GEORGE A	1,582.63
PARKER, GLYNDA S	1,712.62
WEBB, EDWARD E	3,715.81
WHITE, MELANIE S	1,710.29
WINSLOW, GARRETT W	1,863.27
HARRELL, MARVIN J.	696.38
OWENS, NICOLE C	839.13
PERRONE, ADRIANNA G	603.14
WHITE, STEPHEN F	874.91
EARLEY, DEBRA H	1,502.59
HARRELL, ELIZABETH P	1,483.79
JONES, SHARON S	1,576.44
POWELL, RHONDA B	1,454.07
WEISS, HERMAN A	1,405.77
WINN, WILLIAM A	3,189.53
DREWYOR, CHRISTINA M	739.6
HARRELL, SANDRA C	1,002.52
MITCHELL, EDGAR L	2,800.63
PERRONE, WILLIAM V	1,828.71
PARRISH, VIRGIL E	1,543.57
CROSS, LULA M	1,252.20
HOLLEY, DANIT L	1,502.84
LASSITER, PATRICE T	2,673.74
BOONE, LARRY D	669.49
BOONE, MURRAY D	813.45
BRODIE, GEORGE S	645.89
GATLING, NATORIA M	514.52
HARRISON, MARY R	638.49
HARVEY, PAMELA C	538.39
HOWELL, LLOYD T	477.89
JONES, ERNEST L	257.82
REID, LINDA J	573.56
RIDDICK, ESTHER W	758.25
WIGGINS, JOHN J	594.18
BAPTISTE, JENNIFER C	2,859.63
TRIPP, VALERIE S	1,616.60
BOONE, WESLEY J	388.62
LOWE, MATTHEW R	1,945.52
OWENS, GLADYS S	1,553.56
BAUM, MARY K	2,231.79
BOONE, SHERRY F	2,600.59
BOONE-HALL, CHERYL A	1,467.72
CHAPPELL, TRACIE L	1,780.88
CLARK, ANDREA	1,918.30
EURE, BILLIE JO	1,599.67
FREEMAN, SHEILA	2,027.51
HOLLEY, ANTOINETTE P	3,675.72
KING, SHAWN M	1,766.04
LONG, VICKY L	1,855.46
METZ, KIMBERLY J	2,101.70

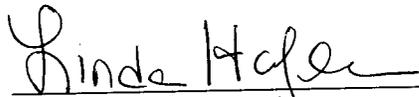
MOODY, JACKIE P	1,903.36
PARKER, PHYLLIS A	2,791.75
PIERCE, GRACIE P	1,646.76
PIERCE, JENNIFER M	1,908.03
POWELL, DONNA H	1,467.71
SAUNDERS, LAKISHA	1,832.65
SMITHSON, CONNIE C	2,603.03
WESTER, PAMELA A	2,109.84
WILLIAMS, DOMINIQUE D	2,316.36
WYCHE, STEPHANIE P	1,585.78
BOONE, WALTER R	1,426.66
CROSS JR., EDWARD A	1,831.85
HEDGEPEETH, TIMOTHY M	3,687.97
POWELL, DANIEL S	1,695.95
STALLS, CHARLIE	2,296.24
MORRIS, BETTY	1,541.73
PLYLER, PATSY O	334.64
COSTEN, BRENDA A	96.58
HOLLOWELL, JAMES W	961.3
SPIVEY, JOHN L	569.61
PARKER, BRIAN C	1,812.77
AMERIGAS	\$579.18
SHERRY BOONE	\$40.32
CROSSROADS FUEL	\$1,274.83
DOMINION NC POWER	\$5,700.00
FAMILY FOODS OF GATES	\$800.00
BILLY FELTON	\$82.28
FIRST CITIZENS BANK	\$160.00
HALL'S GAS SERVICE	\$1,054.00
HIGH & CROWE LLP	\$24.88
HENRY L. JORDAN	\$96.76
GEORGE L. KEE	\$200.00
MAXIMUS INC	\$3,000.00
NC DEPT OF ADMIN - COURIE	\$2.20
PARKER OIL CO., INC.	\$593.24
QUALITY GAS SERVICES, INC.	\$200.00
ROANOKE ELEC MEMBERSHIP C	\$6,978.53
ROD, INC.	\$66.95
SOUTHERN BANK & TRUST CO	\$32.00
FANNIE M. SPIVEY	\$78.36
TOM PERRY INC	\$700.00
XEROX CORPORATION	\$528.56
ALBEMARLE EDUCATIONAL FOUNDATION, INC.	\$449.00
DIANN T. BROTHERS	\$4,693.50
THERESA M P BUTLER	\$628.75
GATES CO BOARD OF EDUCATI	\$1,223.00
JOANN HOWELL	\$2,269.50
MARY L. JOHNSON	\$2,179.45
MAIN STREET DAY CARE INC.	\$152.00
MARY'S LITTLE LAMBS DAYCARE & LEARNING CENTER INC.	\$6,952.00
ROSA MCCANTS	\$340.00
CRYSTAL RIDDICK	\$2,020.15
JOYCE A. RIDDICK	\$1,079.00
TANYA'S LOVING WITH LEARNING CARE CENTER	\$999.40
ALBEMARLE 4-H LIVESTOCK SHOW & SALE	\$300.00
ALBEMARLE COMMISSION	\$6,850.00

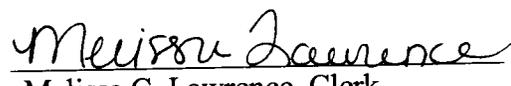
APPLE TIME, INC	\$300.00
WESLEY BOONE	\$43.63
CALIFORNIA CONTRACTORS SU	\$119.80
CENTURYLINK	\$4,027.95
CHOWAN COUNTY	\$1,705.00
CINTAS CORP #391	\$466.65
COECO OFFICE SYSTEMS	\$619.15
COOKE ELECTRIC & CONSTRUCTION, LLC	\$1,894.36
CROSSROADS FUEL	\$450.41
DEPARTMENT OF CORRECTIONS	\$1,242.00
DANNY M. ETHERIDGE	\$1,000.00
FAMILY FOODS OF GATES	\$15.77
GATESVILLE POSTMASTER	\$112.00
HERTFORD CO DETENTION CEN	\$16,550.00
HI WAY 37 S. BODY WORKS CORP. & SALES	\$1,870.78
MARY C. HORTON	\$133.50
KEEP IT SIMPLE STORAGE COMPANY	\$328.12
LOWE'S COMPANIES INC	\$15.77
NC COOPERATIVE EXTENSION SERVICE	\$33.99
NC DEPT OF ADMIN - COURIE	\$63.58
NC DEPT OF REVENUE	\$3,314.00
NC DEPT OF REVENUE	\$57.85
NC DHHS OFFICE OF THE CONTROLLER	\$10.00
NC STATE BUREAU OF INVEST	\$300.00
NCADE	\$10.00
PRECISION PRINTING	\$421.66
PROFORMA	\$217.31
QUILL CORP.	\$1,172.55
REG OF DEEDS SUPP PENSION	\$81.86
SAFE-T-WORKS, INC	\$158.00
SENTARA HOSPITALS	\$40.00
SOUTHERN BANK-VISA	\$2,163.13
SOUTHERN SOFTWARE INC	\$24,157.30
THE WOOTEN COMPANY	\$9,834.14
UNIFIRST CORP	\$88.08
EDWARD E. WEBB	\$79.68
EDWARD E. WEBB	\$300.00
XEROX CORPORATION	\$85.40
BRINKLEY HARDWARE	\$562.27
DIXIE AUTO PARTS	\$1,141.91
GATES CO WATER DEPT.	\$298.50
ROANOKE ELEC MEMBERSHIP C	\$1,437.18
STATE INFORMATION PROC SE	\$397.46
US CELLULAR	\$1,997.55
WASTE INDUSTRIES INC	\$397.02
ALBEMARLE REGIONAL HEALTH	\$37,389.15
WESLEY BOONE	\$59.22
CASH CYCLE SOLUTIONS, INC.	\$2,320.11
CHOWAN COUNTY	\$3,410.00
CROSSROADS FUEL	\$563.07
WARREN CURRY	\$31.77
DOMINION NC POWER	\$10,765.69
KEYSTONE INFORMATION SER	\$600.00
NC STATE BUREAU OF INVEST	\$170.00
NCGFOA	\$50.00
OWEN G. DUNN CO.	\$1,070.49
PURCHASE POWER	\$490.00
SOUTHDATA INC	\$1,488.11

US CELLULAR	\$407.05
AMERIGAS	\$500.00
CONNIE SMITHSON	\$60.82
CROSSROADS FUEL	\$2,043.68
CRYSTAL JENKINS	\$118.04
DOMINION NC POWER	\$8,600.00
DOMINIQUE WILLIAMS	\$7.47
FAMILY FOODS OF GATES	\$1,500.00
GEORGE L. KEE	\$400.00
IMAGING SPECIALTIES USA INC	\$217.02
INOUTBOARD.COM,LLC	\$24.95
JERNIGAN OIL CO INC	\$1,000.00
LABORATORY CORP OF AMERICA HOLDINGS	\$105.00
NEXVORTEX, INC.	\$324.57
PARKER OIL CO., INC.	\$500.00
PRACTICAL COMPUTING	\$1,000.00
PURCHASE POWER	\$301.50
ROANOKE ELEC MEMBERSHIP C	\$10,697.14
SHERRY BOONE	\$19.56
TOM PERRY INC	\$600.00
YOUNG WILLIAMS P.C.	\$9,780.00
ALBEMARLE REGIONAL HEALTH	\$13,562.65
AMERIGAS	\$346.22
ARAMARK	\$96.06
BRENDA FELTON	\$50.00
CDW GOVERNMENT INC	\$501.73
CENTURYLINK	\$58.69
CHARLES H. BROTHERS	\$50.00
CHARLES SHERWOOD EASON	\$50.00
CHRISTY CRAWFORD	\$6.03
CROSSROADS FUEL	\$543.88
DANIEL W. LANG	\$50.00
DIXIE AUTO PARTS	\$760.35
EDWARD E. WEBB	\$76.13
ELLIS SWAMP DRAINAGE DIST	\$1,897.88
ENVIRONMENT I INC	\$1,113.55
EURE VOLUNTEER FIRE DEPAR	\$24,022.99
GATES VOL FIRE DEPARTMENT	\$24,022.99
GATESVILLE VOL FIRE DEPAR	\$24,022.99
GODWIN LAW FIRM	\$4,975.00
GRAHAM M. HAWKINS	\$50.00
HOBBSVILLE DRAINAGE DIST	\$1,317.37
HOBBSVILLE VOLUNTEER FIRE	\$24,022.99
HOLLY GROVE DRAINAGE #1	\$725.86
JOHN H. CARTER, II	\$50.00
JOSEPH H. GREENE, JR	\$50.00
LINDA HOFER	\$283.05
MARTIN STARNES & ASSOCIATES, CPAS, P. A.	\$14,875.00
MARY C. HORTON	\$20.13
NATALIE MENIUS ROUNTREE	\$376.66
NC AG FOUNDATION, INC.	\$25.00
NC RURAL WATER ASSOC INC	\$595.00
PATRICE T. LASSITER	\$238.53
PIEDMONT NATURAL GAS	\$1,976.13
QUILL CORP.	\$409.70
ROBERT E. JORDAN	\$590.00
SHI INTERNATIONAL CORP	\$1,591.50
SUNBURY FIRE DEPT STATION	\$24,022.99

SUNBURY FIRE DEPT STATION - CORAPEAKE	\$21,196.78
TOWN OF GATESVILLE	\$30,086.40
UNC SCHOOL OF GOVERNMENT	\$650.00
WADE ASKEW	\$50.00
WATER GUARD, INC	\$1,415.51
XEROX CORPORATION	\$80.00
BARBARA SPARKS	\$7.28
CHRISTIE EVANS	\$13.75
CORELOGIC TAX SERVICES	\$8,818.98
DANNY RIDDICK	\$35.89
DELTON KELLEY	\$2.70
ESSIE LEE BALLARD	\$49.00
FRANKIE ROUNTREE CARR	\$14.54
GURNEY M. EASON, JR.	\$3.45
HAROLD SMITH	\$29.15
HERBERT D ROUNTREE	\$2.36
JANE WYCHE	\$4.69
JENNIFER M. JONES	\$117.32
JOHNNY GUNNELL	\$25.00
LERETTA RE TAX SERVICE DIV	\$3,248.68
LESLIE S. BYRUM	\$10.00
LEVERTIS ALEXANDER	\$2.52
MELODY RIDDICK	\$20.00
PHILLIP SUMRELL	\$10.00
PLANET HOME LENDING	\$454.03
RICHARD STEARNS TRUSTEE	\$13.82
SABRA MANIGO	\$2.47
STATE EMPLOYEES CREDIT UN	\$141.39
THOMAS E. GOLDEN, JR.	\$97.86
AMERIGAS	\$500.00
BILLY FELTON	\$82.48
CLERK OF SUPERIOR COURT	\$1,512.00
DOMINION NC POWER	\$2,494.27
FANNIE M. SPIVEY	\$78.45
HENRY L. JORDAN	\$97.08
JERNIGAN OIL CO INC	\$900.00
PHYLLIS A. PARKER	\$11.50
RESCARE HOME CARE	\$984.80
ROANOKE ELEC MEMBERSHIP C	\$2,000.00
ROD, INC.	\$66.95
SHERRY BOONE	\$21.85
XEROX CORPORATION	\$264.28
AFLAC	\$1,621.44
ANTOINETTE P. HOLLEY	\$18.40
ASSURANT EMPLOYEE BENEFITS	\$3,773.34
CAROLINA HOTEL LLC	\$224.37
CAROLINA HOTEL LLC	\$158.90
CAR-VA SCREENPRINT & SIGN	\$380.00
CINTAS CORP #391	\$327.33
COLONIAL LIFE	\$1,883.29
CREATIVE PRODUCT SOURCE INC	\$319.15
CROSSROADS FUEL	\$501.88
CRYSTAL R. BOONE	\$39.54
DEPARTMENT OF CORRECTIONS	\$130.20
E/Z PAGE	\$112.24
EDWARD E. WEBB	\$236.42
GATES COUNTY INDEX	\$23.81
HUMANA SPECIALTY BENEFITS	\$668.78

KEEP IT SIMPLE STORAGE COMPANY	\$328.12
LAWMEN'S SAFETY SUPPLY	\$1,888.01
LEXISNEXIS	\$200.00
LORI CHAVIS	\$57.95
MARY C. HORTON	\$55.20
NC CHILD SUPPORT	\$1,664.00
NC DEPT OF REVENUE	\$35.75
NCACDSS	\$80.00
NCSEAA	\$327.55
QUILL CORP.	\$1,450.87
RED BARN FARMS TACK SHOP	\$934.10
RENEE NICHOLSON	\$400.00
RIVER CITY SUPPLY LLC	\$164.96
SANDRA L. PITTMAN	\$35.73
SENTARA HOSPITALS	\$77.00
SUPERIOR VISION	\$536.42
TOMAHAWK LIVE TRAP CO	\$153.30
TREASURER OF VIRGINIA	\$381.25
UNIFIRST CORP	\$176.16
VIDANT MEDICAL GROUP LLC	\$302.00
VIRGIL PARRISH	\$638.00


 Linda Hofler, Chairman


 Melissa C. Lawrence, Clerk

GATES COUNTY BOARD OF COMMISSIONERS
