

Meeting of the Hoke County Board of Commissioners at 7:00 pm on Tuesday,
January 16, 2018, in the Commissioners Room in the Pratt Building.

MEMBERS PRESENT:

James Leach, Chairman
Harry Southerland, Vice Chairman
Tony Hunt
Robert Wright

OTHERS PRESENT:

Letitia Edens, County Manager
Grady Hunt, County Attorney
Gwen McGougan, Clerk to the Board

NOT PRESENT:

Allen Thomas, Jr.

Chairman Leach called the meeting to order with a quorum present and welcomed everyone.

Timothy McGlynn, a student at Upchurch Elementary School, led the Pledge of Allegiance and Cooperative Extension Director Howard Wallace gave the invocation.

ITEM 1. Adoption of Agenda

Hoke County
Board of Commissioners

227 N. Main Street
Raeford, North Carolina
28378



January 16, 2018
7:00 P.M.

Commissioner's Room
Pratt Building

A G E N D A

INVOCATION & PLEDGE: Vice Chairman Harry Southerland

ITEM

1. Adoption of Agenda
2. Consent Agenda
 - a. Minutes from January 2, 2018 regular meeting
 - b. NC Vehicle Tax System pending refunds totaling \$2,349.02
 - c. Finance: Budget Amendments
DSS
Finance
 - d. Job Description for Emergency Management Coordinator
3. Recognition of 2017 Farm City Essay Winners
4. Tax Collector's Report
5. Tax Assessor's Report/Releases
6. ABC Board Reappointment
Reappointment of Samuel Graham to Hoke ABC Board for 3 year term beginning January 1, 2018 and ending December 31, 2020
7. Request for Budget Amendments – Sheriff Hubert Peterkin
8. Bid Award for Golf Course Road Water Main Relocation – Hilton Villines
9. Manager's Report
10. Closed Session
11. Adjourn

Motion: Commissioner Hunt made a motion to adopt the Agenda, seconded by Vice Chairman Southerland.

Action: The motion passed 4-0.

ITEM 2. Consent Agenda

- a. Minutes from January 2, 2018 regular meeting
- b. NC Vehicle Tax System pending refunds totaling \$2,349.02
- c. Finance: Budget Amendments
 - DSS
 - Finance
- d. Job Description for Emergency Management Coordinator

AMENDMENT TO THE HOKE COUNTY BUDGET ORDINANCE
2017/2018
Amendment

Section 1 of the Hoke County Budget Ordinance, pertaining to the General Fund operations of the County shall be amended as follows:

Increase/(Decrease)/Appropriations:

DSS Public Assistance	24,474
Finance	12,000
Finance	(7,000)
Non Departmental	(5,000)
Total	\$ 24,474

Section 2 of the Hoke County Budget Ordinance, pertaining to the General Fund operations of the County shall be amended as follows:

Increase/(Decrease) Revenues

Social Services Revenue	24,474
Total	\$ 24,474

This amendment:

- Appropriates additional state funds of \$24,474 in the Low-income Home Energy Assistance Program (LIEAP)
Funding Source: State Additional Revenue in Low-income Home Energy Assistance (LIEAP)
- Transfer \$12,000 to Finance Department professional services, with \$7,000 from the Finance Department budget and \$5,000 from the Non Departmental professional services line item.
Funding Source: Funds from Finance Department and Non Departmental

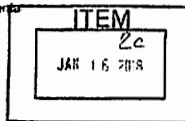
Submitted: 1-16-2018

Respectfully Submitted by

Thomas Boyer
Assistant Finance Officer

Approved by

County Manager



Motion: Commissioner Wright made a motion to approve Consent items a-d, seconded by Vice Chairman Southerland.

Action: The motion passed 4-0.

ITEM 3. Recognition of 2017 Farm City Essay Winners

Hoke County elementary school students wrote essays on how farming affects Hoke County for Farm City Week. The following students were selected as winners for their school:

<u>Elementary School</u>	<u>Student</u>	<u>Teacher</u>	<u>Essay Topic</u>
West Hoke	Jahanna Atkinson	Stephanie Ficher	Dairy Cattle
Upchurch	Timothy McGlynn	Adriane Sallet	"Come Get some Sorghum"
Scurlock	Cohen Jones	Raymond Grace	Dairy Farming
Sandy Grove	Chariti Manuel	Nicole Anderson	"Pig-a-licious"
Rockfish Hoke	Madeleine Laughlin	Erin Wilmes	"Horses in Hoke County"
McLauchlin	Alasia Haywood	Jaclyn Travers	Soybeans
Hawk Eye	Sydnea Leigh Jones	Raven Kranenburg	Hogs
Overall Winner:			
Don Steed	Kylie Kirkland	Angela Weiss	"Buying the Farm"

Cooperative Extension Director Howard Wallace recognized each winner and their teacher. The Board of Commissioners greeted the winners and presented them with a certificate, a medal and a gift card.

ITEM 4. Tax Collector's Report

Tax Collector Daphne Dudley presented the following report of ad valorem tax collections in December, 2017:

HOKE COUNTY TAX COLLECTOR'S REPORT
1/16/2018

Tax Levy 2017	\$27,108,554.83
Additions to Levy YTD	\$931,495.92
Total 2017 Levy to Date	\$28,130,050.72
Refunds 2017	\$59,280.04
Releases/Abatements	\$17,757.89
Discounts	\$388,523.92
Adjustments	\$228.09
Write Offs	\$270.20
Advertising Charged 2017 Tax Bills	\$0.00
Collectable Levy to Date	\$28,112,520.92
Collected To Date	\$24,091,630.53
Uncollected Balance 2017 Tax Levy	<u>\$4,020,890.39</u>

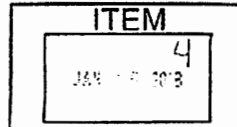
Collections December 2017	\$1,871,692.19
Releases December 2017	\$10,540.89
Percent of Levy Collected (Receipts)	85.70%
Percent of Levy Collected (Releases, Etc.)	0.06%

Prior Years Tax Levy December 2017	\$2,911,263.45
Prior Years Collected in December 2017 To Date	\$823,936.63
Uncollected Balance Before Releases	\$2,087,346.82
Refunds	\$156,870.78
Releases/Abatements	\$551,219.87
Discounts	\$40.34
Adjustments	\$898.44
Write Offs/Insolvent	\$36,887.34
Uncollected Balance Prior Years	<u>\$1,659,343.22</u>

Prior Years Collected in December 2017	\$75,982.74
Releases Prior Years December 2017	\$0.00
Percent Prior Years Collected (Receipts)	39.47%
Percent Prior Years Collected (Releases, Etc.)	28.41%
Total Uncollected Taxes	<u>\$5,680,233.61</u>

2016 Taxes

Tax Levy December 2016	\$27,622,250.75
Collections December 2016	\$1,887,958.38
Releases December 2016	\$692.75
Percent Collected (Receipts)	85.49%
Percent Collected (Releases, Etc.)	0.02%
Prior Years Tax Levy December 2016	\$2,681,555.95
Collections December 2016	\$101,030.50
Releases December 2016	\$0.00
Insolvent	\$0.00
Percent Collected (Receipts)	19.20%
Percent Collected (Releases, Etc.)	0.92%



ITEM 5. Tax Assessor's Report/Releases

Tax Assessor Jennie Gibson presented the following Release requests:

<u>Name</u>	<u>Category</u>	<u>Year</u>	<u>Amount</u>	<u>Reason</u>
Eddie & Claudine Brock	RE	2017	\$104.91	Data entry error
Carlomar Negron	PP	2017	\$3.65	Boat sold in 2016
Total			<u>\$108.56</u>	

Motion: Commissioner Wright made a motion to approve the tax releases listed totaling \$108.56, seconded by Vice Chairman Southerland.

Action: The motion passed 4-0.

Commissioner Hunt asked if the funds being transferred are within the Sheriff Department and Jail budget. The Sheriff confirmed that is correct.

Chairman Leach asked the Sheriff how the third shift is working out. Approved at the June 28, 2017 resumption of the June 19, 2017 meeting, this is the shift that receives an additional 5% pay for nighttime hours worked at the jail. The Sheriff replied that this has been a positive move and the employees on this shift seem to be comfortable with it.

Motion: Commissioner Hunt made a motion to approve the transfer of funds in the Budget Amendment presented by the Sheriff, seconded by Commissioner Wright.

Action: The motion was approved 4-0.

ITEM 8. Consideration of Bid Award for Golf Course Road Water Main Relocation – Utilities Director Hilton Villines

Utilities Director Hilton Villines, accompanied by Logan Parsons, E.I. from LKC Engineering, asked the Board to approve the bid award for the relocation/replacement of the water main on Golf Course Road where the Department of Transportation is doing a bridge replacement project. Mr. Villines wishes to award the bid to Columbus Utilities, Inc., the lesser of two bidders for the project. Columbus Utilities submitted a bid of \$74,700.00. Chairman Leach asked if the Department of Transportation will reimburse the County for the cost of the project. Mr. Villines confirmed that DOT will reimburse the County. Chairman Leach then asked if the necessary documentation is in place for the reimbursement. Mr. Villines confirmed that it is.

Commissioner Wright said that, before making a motion to award the bid, he'd like for Mr. Villines to share with the audience the amount of the competing bid. Mr. Villines said that the other bid submitted was in the amount of \$231,307.00. Commissioner Wright commented that the difference in the two bids is significant.

Motion: Commissioner Wright made a motion to award the bid for the relocation of the Golf Course Road Water Main to Columbus Utilities, Inc. at a cost of \$74,700.00, seconded by Vice Chairman Southerland.

Action: The motion was approved 4-0.

ITEM 9. Manager's Report

County Manager Letitia Edens began her report by advising the Board that the upgrade for the Time Clock Plus system is complete. She and the HR Director will train the departments in how to manage their employees' time. The goal is to have all County departments managing their time in the Time Clock Plus system by the first payroll in March. Saturday, January 20 is the last day HR will be accepting time sheets from any department.

Commissioner Hunt asked the Manager if all departments have had an opportunity to attend training on the upgraded system. Mrs. Edens replied that training is set to begin now and will be complete in February to meet the goal of having all departments using the system by the first payroll in March. Commissioner Hunt asked if this is a new timekeeping system. Mrs. Edens said that the County is transitioning from Time Clock 6.0, managed on the County's server, to the internet-based version, Time Clock 7.0. This will allow employees that do not have access to the County's network to clock in and out over the internet. Also available is Web-Clock, which provides access via County-owned telephones, and Tele-Clock which allows employees without access to the internet or a County-owned telephone to call in and clock in and out. The goal is to eliminate employee time being accounted for with time sheets. If a department chooses to use paper time sheets, that department will be responsible for entering the data from the timesheet into Time Clock Plus. Information must be in the system prior to submitting to the HR department.

County offices will be on a two-hour delay on Wednesday, January 17 due to an approaching weather system of snow and ice. Chairman Leach asked for an update of the weather forecast. Mrs. Edens replied that the latest she had heard from the Emergency Management Director was that precipitation would begin as rain and change over to snow during the night with an expected snow accumulation of 2-4 inches.

Chairman Leach recognized the Boy Scout troop attending the meeting. Leader Chad Hodgkin introduced Troop 460 from Antioch.

ITEM 10. Closed Session


No Closed Session was held.

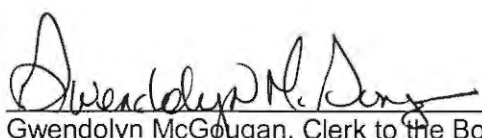
ITEM 11. Adjourn

Motion: There being no further business to come before the Hoke County Board of Commissioners, Commissioner Hunt made a motion to adjourn, seconded by Vice Chairman Southerland.

Action: The motion passed 4-0.

The meeting adjourned at 7:35 pm.


James A. Leach, Chairman


Gwendolyn McGougan, Clerk to the Board

APPROVED

FEB 5 2018 

Hoke Co. Governing Body