

This meeting was rescheduled from March 16, 2026 to March 23, 2026. Proper notice of the rescheduled meeting was posted in accordance with North Carolina Open Meetings Law.

The Hoke County Board of Commissioners convened for a regular meeting at 7:00 p.m. on Monday, March 23, 2026 in the Commissioners Room of the Pratt Building.

PRESENT:

Chairman James Leach
Vice Chairman Harry Southerland
Commissioner Tony Hunt
Commissioner Allen Thomas, Jr.
Commissioner Mary Blue McCollum

ALSO PRESENT:

County Manager Letitia J. Edens
County Attorney Grady Hunt
Clerk to the Board Shanetta Smith

ABSENT:

Chairman James Leach called the meeting to order and determined that a quorum was present. Commissioner Tony Hunt led the Pledge of Allegiance, and the Invocation.

1. Adoption of Agenda

Hoke County
Board of Commissioners

227 N. Main Street
Raeford, North Carolina
28376



March 23, 2026
7:00 P.M.

This Meeting Was Rescheduled from
March 16, 2026

Commissioner's Room
Pratt Building

A G E N D A

PLEDGE & INVOCATION: Commissioner Tony Hunt

ITEM

- 1. Adoption of Agenda**
- 2. Consent Agenda**
 - a. North Carolina Pending Refund Report – February
 - b. Appointment to Southeastern Economic Development Commission Board of Directors
 - c. Approval of Board of Commissioners Regular Meeting Minutes March 02, 2026
 - d. Finance: Surplus Property
 1. Jail
 - e. Finance: Budget Amendment
 1. Parks and Recreation
 2. Medical Examiner
- 3. Proclamation Designating April 18, 2026 as Lineman Appreciation Day in Hoke County, North Carolina – Emily Tucker, Duke Energy District Manager**
- 4. Tax Administrator – Daphne Dudley**
 - a. Hoke County Tax Collector's Report – February
 - b. Release and Adjustment Report – February
 - c. Tax Administrator Request: Late Religious Property Tax Exemption Application for years 2024 – 2026
- 5. Industrial Park Pump Station for Project Orion – Will Wright, Executive Director Raeford-Hoke Economic Development (tabled February 16, 2026)**
 - a. Bid Summary and Tabulation
 - b. Industrial Park Sewer Post-Bid Project Budget
 - c. Resolution of Tentative Award for Hoke County, NC Industrial Park Sewer System
- 6. Health Dept FY 27 Consolidated Agreement –Helene Edwards, Health Director**
- 7. Surplus Property – Clerk to the Board**
 - a. Resolution To Authorize Advertisement of Offer to Purchase Surplus Property:
 - Location: Aggie's Lane
 - PIN: 39402-00-01-048
 - Declared Surplus:04/07/2025
 - County Cost: \$3,017.68
 - Bid Amount: \$3,017.68
 - Acreage: 0.48

8. Hoke County Jail Budget Amendment – Major Thomas and Captain Page

9. J & K Animal Shelter Update – Jamiel Altaheri, Representative

10. Manager's Report

- a. Renewal of CPEC Medical & Dental Insurance 2026-2027
- b. Hoke County Penny Shortage Policy

11. Chairman's Report

12. Adjourn

Motion: Upon motion made by Commissioner Hunt and second by Vice Chairman Southerland, the Board unanimously approved the agenda as presented.

2. Consent Agenda

a. North Carolina Pending Refund Report – February



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
ALTON, ANDREW RAY	ALTON, ANDREW RAY		295 RED OAK CT		RAEFORD, NC 28376	Adjustment - \$100	0001951969	1FL468	AUTHORIZED	24342830	Vehicle Sales/Title	Vehicle	2/4/2026	2/4/2026	042	TAB	(\$28.55)	\$0.00	(\$28.55)
ANDRUS, ZEKIEL	ANDRUS, ZEKIEL		385 CHESTNUT DR		RAEFORD, NC 28376	Adjustment - \$100	0076286479	VEP3055	PENDING	243482876	Assessed	Vehicle	2/25/2026		042	TAB	(\$205.28)	\$0.00	(\$205.28)
ANDREW, JOHN	ANDREW, JOHN		161 CLEARBROOK PL		RAEFORD, NC 28376	Protest	0008568321	F045008	AUTHORIZED	243383586	due to protest on Bill #0008568321	Vehicle	2/23/2026	2/23/2026	042	TAB	(\$85.53)	\$0.00	(\$85.53)
ANDRETTI, MICHAEL DAVID	ANDRETTI, MICHAEL DAVID		170 E LANE RIDGE RD		RAEFORD, NC 28376	Protest	0061506194	1022719	AUTHORIZED	243383830	due to protest on Bill #0061506194	Vehicle	2/23/2026	2/23/2026	043	TAB	(\$0.80)	\$0.00	(\$0.80)
BERNARDOT, CHRISTINA NIEL	BERNARDOT, CHRISTINA NIEL		811 E DONALDSON AVE		RAEFORD, NC 28376	Protest	0079268028	5880838	AUTHORIZED	243483208	due to protest on Bill #0079268028	Vehicle	2/3/2026	2/3/2026	042	TAB	(\$25.33)	\$0.00	(\$25.33)
BRONX, FLORENCE MICHELLE III	BRONX, FLORENCE MICHELLE III		285 STONEY OAKS RD		RAEFORD, NC 28355	Protest	0077036683	C39536	AUTHORIZED	243130358	due to protest on Bill #0077036683	Vehicle	2/19/2026	2/19/2026	046	TAB	(\$18.36)	\$0.00	(\$18.36)
BRUN, WILLIAM FAYNE	BRUN, WILLIAM FAYNE		6800 CALLOWAY RD		RAEFORD, NC 28355	Protest	0006688454	1C92661	AUTHORIZED	242568826	due to protest on Bill #0006688454	Vehicle	2/24/2026	2/24/2026	046	TAB	(\$18.58)	\$0.00	(\$18.58)
BUFLER, MEGAN NICOLE	BUFLER, MEGAN NICOLE		161 HUNTERS RD		RAEFORD, NC 28376	Protest	0008261561	1NF4102	PENDING	242289858	due to protest on Bill #0008261561	Vehicle	2/28/2026		043	TAB	(\$11.12)	\$0.00	(\$11.12)
CANDY, CORD CAROLYN	CANDY, CORD CAROLYN		206 RAYS HILL RD UNIT 206		RAEFORD, NC 28355	Adjustment - \$100	0006393254	1V79009	PENDING	242289476	due to adjustment on Bill #0006393254	Military	2/28/2026		042	TAB	(\$299.68)	(\$14.95)	(\$314.63)
CARLIN, THOMAS C	CARLIN, THOMAS C		1108 HODEN PL		FAVETTEVILLE, NC 28366	Overpayment	0420685421	3BP	PENDING	121669963	Overpayment		2/1/2026				(\$260.00)	\$0.00	(\$260.00)
CRIST, SAN ANDREA	CRIST, SAN ANDREA		289 SONGENDRIVEN DR		RAEFORD, NC 28376	Adjustment - \$100	0005668965	1V97555	PENDING	242182826	due to adjustment on Bill #0005668965	Military	2/23/2026		042	TAB	(\$202.75)	(\$19.78)	(\$222.53)
DAVIS, CHRISTOPHER LAMONT	DAVIS, CHRISTOPHER LAMONT		8122 BRIDGEWAY DR		RAEFORD, NC 28376	Protest	0061788825	1F48687	PENDING	243483982	due to protest on Bill #0061788825	Vehicle	2/25/2026		046	TAB	(\$16.85)	\$0.00	(\$16.85)
FARRINGTON, PHYLIS SWEET	FARRINGTON, PHYLIS SWEET		PO BOX 85		RAEFORD, NC 28376	Protest	0061382568	18C3666	AUTHORIZED	243421540	due to protest on Bill #0061382568	Vehicle	2/4/2026	2/4/2026	045	TAB	(\$3.13)	\$0.00	(\$3.13)
GRACE, SHAWN DAVID JR	GRACE, SHAWN DAVID JR		189 CLAW HOME RD		RAEFORD, NC 28376	Protest	0007221216	EC39669	AUTHORIZED	243130370	due to protest on Bill #0007221216	Vehicle	2/19/2026	2/19/2026	046	TAB	(\$7.86)	\$0.00	(\$7.86)
GRACE, TAYLOR MICHAEL	GRACE, TAYLOR MICHAEL		162 W 10228RODUGH AVE		RAEFORD, NC 28376	Adjustment - \$100	0008808162	1V93627	AUTHORIZED	243853672	due to adjustment on Bill #0008808162	Military	2/13/2026	2/13/2026	046	TAB	(\$27.89)	\$0.00	(\$27.89)
HARRIS, ROY LEE JR	HARRIS, ROY LEE JR		216 BOSTON LEE RD		RAEFORD, NC 28376	Adjustment - \$100	0001255592	06N5284	AUTHORIZED	243886732	due to adjustment on Bill #0001255592	Assessed In Arr	2/5/2026	2/5/2026	045	TAB	(\$68.79)	\$0.00	(\$68.79)
HANEY, CHARLES EGAN	HANEY, CHARLES EGAN		120 CHAPEL HILL DR		RAEFORD, NC 28376	Adjustment - \$100	0076084893	1L83229	PENDING	242199984	due to adjustment on Bill #0076084893	Military	2/24/2026		045	TAB	(\$187.47)	(\$1.29)	(\$188.76)
JACOBI, FELICIA ANDREA	JACOBI, FELICIA ANDREA		639 CRESTWAY DR		LAKE ANTONIO, TX 78429	Adjustment - \$100	0010822765	4FF1617	PENDING	243182820	due to adjustment on Bill #0010822765	Military	2/23/2026		042	TAB	(\$228.49)	\$0.00	(\$228.49)
JOHNSON, KATHY ANN	JOHNSON, KATHY ANN		420 FOREST WOOD DR		RAEFORD, NC 28376	Adjustment - \$100	0005363173	83555P	AUTHORIZED	243886736	due to adjustment on Bill #0005363173	Vehicle	2/14/2026	2/14/2026	042	TAB	(\$74.87)	\$0.00	(\$74.87)
LONG, JAMAL WILLARD	LONG, JAMAL WILLARD		2120 PITTMAN GOSPEL CHURCH		RAEFORD, NC 28376	Protest	0002623788	1FC3602	AUTHORIZED	241798594	due to protest on Bill #0002623788	Vehicle	2/12/2026	2/12/2026	043	TAB	(\$29.28)	(\$1.41)	(\$30.69)
LONG, TERRY WAYNE	LONG, TERRY WAYNE		2120 PITTMAN GOSPEL CHURCH		RAEFORD, NC 28376	Protest	0002687972	127679	AUTHORIZED	241798596	due to protest on Bill #0002687972	Vehicle	2/12/2026	2/12/2026	043	TAB	(\$38.75)	\$0.00	(\$38.75)
MULLINS, KENDALL LORIEL	MULLINS, KENDALL LORIEL		2075 W 816 RD		RAEFORD, NC 28376	Adjustment - \$100	0010127586	T083754	AUTHORIZED	241792880	due to adjustment on Bill #0010127586	Assessed In Arr	2/12/2026	2/12/2026	046	TAB	(\$36.87)	\$0.00	(\$36.87)
PAGEY, CHRISTOPHER JAMES	PAGEY, CHRISTOPHER JAMES		PO BOX 1892		RAEFORD, NC 28376	Protest	0077248168	EC68035	PENDING	242382198	due to protest on Bill #0077248168	Vehicle	2/23/2026		041	TAB	(\$204.43)	(\$1.97)	(\$206.40)

Subject: FW: SEDC Board Appointment
Importance: High

Commissioners,

The BOC needs to appoint someone to the "Southeastern Economic Development Commission", this is the Board that Gwen sat on before she retired. I would like for us to have an appointment for them by our March 16, 2026 meeting if that is possible?

Thank you

Letitia J. Edens
 County Manager
 P. O Box 210
 227 N. Main Street
 Raeford, NC 28376
ledens@hokecounty.org
 910-875-8751 ext.1530(work)
 910-875-9222 (fax)



From: Pam Bostic <pbostic@sedcnc.org>
Sent: Wednesday, February 25, 2026 12:50 PM
To: Letitia Edens <ledens@hokecounty.org>
Cc: Tina Burney <tburney@sedcnc.org>
Subject: Fw: SEDC Board Appointment

your browser's address bar, rather than clicking the link. Never give credentials/passwords via email or hyperlinks.

Good afternoon, Ms. Edens.

I hope this email finds you doing well.

I am writing to follow up on our previous correspondence regarding the vacant board position on the SEDC Board of Directors. As you may recall, Ms. Gwen McGougan previously served as Hoke County's representative on the SEDC Executive Committee, and this position has remained vacant since January 1, 2025.

It is important that Hoke County maintain full representation on the SEDC Board of Directors, particularly on the Executive Committee, which convenes every two months to conduct the Commission's business and provide governance and oversight. If the Commissioners are uncertain about who they would like to appoint to this position on the Executive Committee for the 4-year term, they can choose to appoint one of the other three board members to serve on the Executive Committee in the interim.

I would welcome the opportunity to meet with you to discuss this important board appointment, other Commission activities, and grant opportunities. I would be pleased to travel to you at your convenience.

If this position has already been filled, please let us know.

Sincerely,
 Pam

Pamela H. Bostic | Executive Director
 Southeastern Economic Development Commission
 FDA Economic Development District (FDD)

c. Approval of Board of Commissioners Regular Meeting Minutes March 02, 2026

The official minutes of the Hoke County Board of Commissioners Regular Meeting held on March 02, 2026 is on file in the Office of the Clerk to the Board and available on the County's official website

d. Finance: Surplus Property
 1. Jail

James Leach
Chairman

Harry Southerland
Vice Chairman

Tony Hunt
Commissioner

Allen Thomas, Jr.
Commissioner



Mary Blue McCollum
Commissioner

Grady Hunt
County Attorney

Letitia Edens
County Manager

Shanetta Smith
Clerk to the Board

**RESOLUTION OF THE HOKE COUNTY BOARD OF COMMISSIONERS
DECLARING CERTAIN PROPERTY TO BE SURPLUS AND
AUTHORIZING THE DISPOSITION OF SAID PROPERTY**

WHEREAS, the Board of Commissioners of the County of Hoke, North Carolina desires to dispose of certain equipment located from the Hoke County Detention Center as listed below that has been determined as no longer needed by the County.

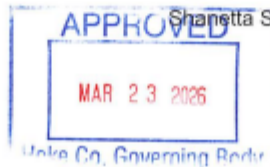
Quantity	Description
1	Gas Range/Oven
1	Proofer Electric Cabinet
1	Washer
1	Dryer
>1	Several Mattresses
3	Heaters
1	Hot food Counter Table
1	Microwave
1	Stainless Steel Serving Cart Six Shelves
1	Stainless Steel Dolly
1	Wood Desk Chair

NOW, THEREFORE BE IT RESOLVED by the Hoke County Board of Commissioners that the attached described property list is hereby declared to be surplus to the needs of the County and authorizes the disposition of the property in the best interest of the County of Hoke.

ADOPTED this the 23rd day of March, 2026.

James Leach, Chairman

Shanetta Smith, Clerk to the Board



- e. Finance: Budget Amendment
 - 1. Parks and Recreation
 - 2. Medical Examiner

AMENDMENT TO THE HOKE COUNTY BUDGET ORDINANCE
2025/2026
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:

Parks & Recreation	(39,278)
Parks & Recreation	39,278
Non-departmental	(35,000)
Medical Examiner	35,000

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

Total	\$ -
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This amendment:

- Transfer funds from Parks & Recreation capital outlay to uniforms line to cover uniforms for baseball teams.

Funding Source: No new money line item transfer.

- Transfer funds from Non-departmental capital outlay to Medical Examiner to cover medical examiner cost.

Funding Source: No new money line item transfer.



Submitted: 3-16-2026

Respectfully Submitted by:

Devin Feneke
 Assistant Finance Director

Approved by:
Keith Edens
 County Manager

**AMENDMENT TO THE HOKE COUNTY BUDGET ORDINANCE
2025/2026**

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:

Capital Outlay	116120-550000	(\$39,278.00)
Uniforms	116120-521200	\$39,278.00

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:

This Amendment:

To purchase baseball and softball uniforms

Submitted: 3/9/26

Respectfully Submitted by:



Bria Kinard
Accounting Specialist I

Approved by:



Letitia Edens, County Manager



James Leach
Chairman

Harry Southerland
Vice Chairman

Tony Hunt
Commissioner

Allen Thomas, Jr.
Commissioner



Mary Blue McCollum
Commissioner

Grady Hunt
County Attorney

Letitia Edens
County Manager

Shanetta Smith
Clerk to the Board

PROCLAMATION FOR LINEMAN APPRECIATION DAY IN HOKE COUNTY

WHEREAS, on April 10, 2013, a resolution was passed in the United States Senate to recognize April 18 annually as National Lineman (Line Worker) Appreciation Day; and


WHEREAS, line workers, also known as linemen and linewomen, provide an essential public service by constructing, maintaining, and repairing the electrical power infrastructure that powers homes, businesses, schools, hospitals, and critical services throughout Hoke County and the nation; and

WHEREAS, linemen are among the first responders during storms, hurricanes, and other natural disasters, working long hours and risking their personal safety to restore power and maintain vital services for the community; and

WHEREAS, National Lineman Appreciation Day provides an opportunity for citizens to recognize and thank these hardworking individuals who help keep our community powered and safe.

NOW, THEREFORE, the Hoke County Board of Commissioners does hereby proclaim April 18, 2026, as Lineman Appreciation Day in Hoke County, North Carolina, and encourages all citizens to join in honoring the men and women who work tirelessly to maintain and restore electrical service in our community.

This is the 23rd day of March 2026.


James A. Leach, Chairman


Shanetta Smith, Clerk to the Board



The Board considered a proclamation recognizing Lineman Appreciation Day and honoring the service and dedication of electrical line workers within Hoke County and surrounding communities.

Ms. Emily Tucker, District Manager for Government Communications with Duke Energy, addressed the Board and introduced members of the Duke Energy team. She provided remarks highlighting the critical role linemen play in maintaining and restoring electrical service, often under hazardous conditions and during severe weather events. It was noted that linemen routinely work extended hours, including nights, weekends, and emergency situations, to ensure the reliability of essential infrastructure.

Motion: Upon motion made by Commissioner Thomas and second by Commissioner Hunt, the Board unanimously approved the Lineman Appreciation Day Proclamation.

4. Tax Administrator – Daphne Dudley

a. Hoke County Tax Collector’s Report – February

HOKE COUNTY TAX COLLECTOR’S REPORT

Feb-26

Tax Levy 2026		\$38,567,270.20
Additons to Levy YTD		\$1,607,377.77
Total 2026 Levy to Date		\$40,174,647.97
Refunds 2026		\$51,077.51
Releases/Abatements		\$45,029.58
Discounts		\$547,244.69
Adjustments		\$2,034.11
Write Offs		\$2,914.60
Advertising Charged 2026 Tax Bills		\$0.00
Collectable Levy to Date		\$40,131,652.50
Collected To Date		\$37,844,139.80
Uncollected Balance 2026 Tax Levy		<u>\$2,287,512.70</u>
Collections February 2026	\$684,526.81	
Releases February 2026	\$1,641.58	
Percent of Levy Collected (Receipts)	94.30%	
Percent of Levy Collected (Releases, Etc.)	0.11%	
Prior Years Tax Levy February 2026		\$1,765,506.24
Prior Years Collected in February 2026 To Date		\$724,042.26
Uncollected Balance Before Releases		\$1,041,463.98
Refunds		\$5,613.57
Releases/Abatements		\$30,098.73
Discounts		\$5.04
Adjustments		\$3,708.00
Write Offs/Insolvent		\$1,021.37
Uncollected Balance Prior Years		<u>\$1,020,313.00</u>
Prior Years Collected in February 2026	\$72,500.07	
Releases Prior Years February 2026	\$683.85	
Percent Prior Years Collected (Receipts)	41.01%	
Percent Prior Years Collected (Releases.Etc.)	2.89%	
Total Uncollected Taxes		<u>\$3,307,825.70</u>
	<u>2025 Taxes</u>	
Tax Levy February 2025		\$38,541,857.28
Collections February 2025		\$689,897.18
Releases February 2025		\$0.00
Percent Collected (Receipts)	94.17%	
Percent Collected (Releases,Etc.)	0.03%	
Prior Years Tax Levy February 2025		\$1,802,223.66
Collections February 2025		\$84,293.35
Releases February 2025		\$0.00
Insolvent		
Percent Collected (Receipts)	42.87%	
Percent Collected (Releases,Etc.)	9.00%	

b. Release and Adjustment Report – February

Five Points Community Chapel
[REDACTED] Rd
Raeford, NC 28376

March 3, 2026

Hoke County Board of Equalization and Review
227 N. Main Street
Raeford, NC 28376

Re: Acct No. 251138
PIN No. 584950001002
EIN: 93-4001561

Dear Board Members,

I am writing to request a waiver of the property tax bills for this property for the tax years 2024 and 2025. This property is a church, and we have no use other than as a religious institution. We have exclusively conducted regular Sunday worship services since the new church entity was formed on September 1, 2023.

As background, this church has been in existence since the 1940's. The property was deeded in 1966 under the name Community Methodist Chapel and operated under the auspices of the NC Conference of the United Methodist Church until 2023. On September 1, 2023, a new legal entity, Five Points Community Chapel, was formed and registered with the North Carolina Secretary of State's office and the property was sold by the UMC to FPCC. I am the Secretary/Treasurer of FPCC, but I did not realize that we needed to file an exemption request in order to document our religious status. I have included the retroactive AV-10 forms for 2024 and 2025, as well as the current year form for 2026. I will ensure that these forms are submitted going forward.


I respectfully request that the past due taxes that were assessed for 2024 and 2025 be waived and that you accept our application for tax exemption for those years.

Sincerely,
Dennis Ellis
Secretary/Treasurer
Five Points Community Chapel
Treasurer@FivePointsCommunityChapel.org

Motion: Upon motion made by Vice Chairman Southerland and second by Commissioner Hunt, the Board unanimously approved the late application and authorized the release of taxes in the amount of \$5,391.53.

5. Industrial Park Pump Station for Project Orion – Will Wright, Executive Director Raeford-Hoke Economic Development (tabled February 16, 2026)
 a. Bid Summary and Tabulation

SUMMARY OF BID OPENING			
Bid Opening - January 29, 2026 Project Name: Industrial Park Sewer System (Project Orion) Owner Name: Hoke County LKC Project No: HoCo-23.01			
CONTRACTOR	ADDRESS	License Number	Total Base Bid Amount
J&K General Contractors, Inc.	Raeford, NC	78272	\$2,543,330.00
JYMCO Construction Company, Inc.	Smithfield, NC	76371	\$2,677,557.00
Burnette Enterprises of Wilmington	Wilmington, NC	80431	\$2,955,930.05
Driggers Construction, LLC	Hamer, SC	78674	\$3,120,723.75
Heath Grading and Utility, Inc.	Wilmington, NC	71507	\$3,161,305.00
ELJ, Inc.	Jacksonville, NC	47340	\$3,445,097.00
Columbus Utilities, Inc.	Fair Bluff, NC	33051	\$3,736,420.00
SKC, Inc.	Asheboro, NC	39936	\$3,992,254.00



Reviewed and Certified as Presented Above

LKC

Item Description		Quantity		J&K General Contractors, Inc.		JPMCO Construction Company, Inc.		Burnette Enterprises of Wilmington		Driggers Construction, LLC		Heath Grading and Utility, Inc.		ELI, Inc.		Columbus Utilities, Inc.		SKC, Inc.	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
<p>BID DATE: Thursday, January 23, 2026 TIME: 2:00 PM LOCATION: Hoke County PROJECT: Industrial Park Sewer System (Project Orion) Rec'd By: Benjamin B. Wilborn, P.E.</p>																			
1.	Mobilization, Bonding, & Insurance	1	LS	\$74,000.00	\$74,000.00	\$77,500.00	\$77,500.00	\$86,000.00	\$86,000.00	\$87,104.00	\$87,104.00	\$85,000.00	\$85,000.00	\$80,925.00	\$80,925.00	\$90,000.00	\$90,000.00	\$110,000.00	\$110,000.00
2.	Pump Station - Lump sum price shall include all site work, excavation, concrete structures, site piping, station piping, loading, pumps, flow meter, electrical/SCADA systems, generator & ATS, water service, gravity sewer, fencing, and all other items depicted in PS drawings.	1	LS	\$1,120,000.00	\$1,120,000.00	\$1,045,672.00	\$1,045,672.00	\$1,300,000.00	\$1,300,000.00	\$1,332,051.00	\$1,332,051.00	\$1,270,000.00	\$1,270,000.00	\$1,149,612.00	\$1,149,612.00	\$1,795,000.00	\$1,795,000.00	\$1,775,000.00	\$1,775,000.00
3.	8" DR18 CSO PVC Force Main	11,800	LF	\$38.00	\$448,400.00	\$44.00	\$519,200.00	\$75.00	\$885,000.00	\$66.50	\$784,300.00	\$59.15	\$697,970.00	\$100.00	\$1,180,000.00	\$76.00	\$898,800.00	\$95.00	\$1,121,000.00
4.	8" Class 150 R.100 Force Main	1,760	LF	\$200.00	\$352,000.00	\$181.00	\$317,560.00	\$150.00	\$264,000.00	\$107.25	\$188,950.00	\$100.00	\$176,000.00	\$120.00	\$211,200.00	\$164.00	\$288,640.00	\$171.00	\$298,920.00
5.	16" Steel Casing, Installed by Bore & Jack	300	LF	\$1,000.00	\$300,000.00	\$630.00	\$189,000.00	\$440.00	\$132,000.00	\$122.50	\$36,750.00	\$110.00	\$33,000.00	\$1,000.00	\$300,000.00	\$775.00	\$232,500.00	\$1,200.00	\$360,000.00
6.	8" 90 Degree Bend	5	EA	\$5,500.00	\$27,500.00	\$1,815.00	\$9,075.00	\$1,200.00	\$6,000.00	\$3,513.25	\$17,566.25	\$1,600.00	\$8,000.00	\$2,000.00	\$10,000.00	\$2,400.00	\$12,000.00	\$1,500.00	\$7,500.00
7.	8" 45 Degree Bend	16	EA	\$2,500.00	\$40,000.00	\$1,378.00	\$22,048.00	\$1,125.00	\$18,000.00	\$3,394.25	\$54,308.00	\$1,500.00	\$24,000.00	\$1,200.00	\$19,200.00	\$2,400.00	\$38,400.00	\$2,500.00	\$40,000.00
8.	8" 22.5 Degree Bend	2	EA	\$1,000.00	\$2,000.00	\$1,731.00	\$3,462.00	\$1,125.00	\$2,250.00	\$1,394.25	\$2,788.50	\$1,500.00	\$3,000.00	\$1,200.00	\$2,400.00	\$2,400.00	\$4,800.00	\$1,500.00	\$3,000.00
9.	8" Plug Valve	4	EA	\$8,000.00	\$32,000.00	\$5,233.00	\$20,932.00	\$3,000.00	\$12,000.00	\$9,049.00	\$36,196.00	\$4,500.00	\$18,000.00	\$17,300.00	\$69,200.00	\$6,200.00	\$24,800.00	\$5,000.00	\$20,000.00
10.	Combination Air/Vacuum Release Valve	4	EA	\$6,000.00	\$24,000.00	\$11,037.00	\$44,148.00	\$10,000.00	\$40,000.00	\$7,544.75	\$30,179.00	\$12,800.00	\$51,200.00	\$10,000.00	\$40,000.00	\$4,000.00	\$16,000.00	\$8,500.00	\$34,000.00
11.	Select Backfill	850	CY	\$1.00	\$850.00	\$46.00	\$39,300.00	\$10.00	\$8,500.00	\$11.50	\$9,775.00	\$30.00	\$25,500.00	\$21.00	\$17,850.00	\$14.00	\$11,900.00	\$16.00	\$13,600.00
12.	Gravel Driveway Replacement	25	TN	\$27.00	\$675.00	\$78.00	\$1,950.00	\$80.00	\$2,000.00	\$132.00	\$3,300.00	\$90.00	\$2,250.00	\$50.00	\$1,250.00	\$65.00	\$1,625.00	\$85.00	\$2,125.00
13.	Concrete Driveway Replacement	120	SF	\$20.00	\$2,400.00	\$28.00	\$3,360.00	\$175.00	\$21,000.00	\$180.00	\$21,600.00	\$215.00	\$25,800.00	\$100.00	\$12,000.00	\$120.00	\$14,400.00	\$125.00	\$15,000.00
14.	Asphalt Driveway Replacement	105	SF	\$80.00	\$8,400.00	\$150.00	\$15,750.00	\$85.00	\$8,925.00	\$83.25	\$8,741.25	\$200.00	\$21,000.00	\$100.00	\$10,500.00	\$110.00	\$11,550.00	\$115.00	\$12,075.00
15.	Connection to Headworks at WWTP (Including Temporary Bypass Pumping, See Special Provisions Item 40.)	1	LS	\$30,000.00	\$30,000.00	\$23,535.00	\$23,535.00	\$30,000.00	\$30,000.00	\$48,542.75	\$48,542.75	\$41,500.00	\$41,500.00	\$40,000.00	\$40,000.00	\$48,200.00	\$48,200.00	\$60,000.00	\$60,000.00
16.	Clearing & Grubbing - Sheet PS.1 & FMI.11	1	LS	\$10,000.00	\$10,000.00	\$30,000.00	\$30,000.00	\$60,000.00	\$60,000.00	\$41,593.25	\$41,593.25	\$44,000.00	\$44,000.00	\$40,000.00	\$40,000.00	\$35,000.00	\$35,000.00	\$10,000.00	\$10,000.00
17.	Erosion Control	1	LS	\$5,000.00	\$5,000.00	\$12,845.00	\$12,845.00	\$24,000.00	\$24,000.00	\$26,508.75	\$26,508.75	\$28,000.00	\$28,000.00	\$40,000.00	\$40,000.00	\$20,625.00	\$20,625.00	\$18,500.00	\$18,500.00
18.	Force Main Cleanup & Testing	13,780	LF	\$1.60	\$22,048.00	\$1.70	\$23,426.00	\$2.00	\$27,560.00	\$2.25	\$30,997.50	\$8.25	\$113,685.00	\$2.00	\$27,560.00	\$5.00	\$68,900.00	\$1.80	\$24,804.00
TOTAL BASE BID AMOUNT:				\$2,543,330.00	\$2,677,557.00	\$2,955,930.05	\$3,120,723.75	\$3,161,305.00	\$3,445,097.00	\$3,736,420.00	\$3,992,254.00								

b. Industrial Park Sewer Post-Bid Project Budget

HOKE COUNTY REGIONAL SEWER SYSTEM INDUSTRIAL PARK SEWER POST-BID PROJECT BUDGET (UPDATED 2/4/2026)		
Low Bidder: <i>J&K General Contractors, Inc.</i>		\$2,543,330.00
Construction Subtotal:		\$2,543,330.00
Contingency (10%)		\$254,333.00
Engineering - Design Services		\$17,000.00
	<i>Surveying</i>	<i>\$12,000</i>
	<i>Design and Permitting</i>	<i>\$0</i>
	<i>Property / Easement Mapping</i>	<i>\$5,000</i>
Engineering - Construction Management Services		\$211,000.00
	Bid Management	\$16,000
	Construction Management & Inspection	\$195,000
Misc. Items		\$97,000.00
	Legal Fees	\$20,000.00
	3-Phase Power to New PS Site	\$35,000.00
	Geotechnical Investigation at Bores and PS site	\$15,000.00
	Railroad Encroachment Agreement	\$25,000.00
	Permit Fees/Advertisements/Misc.	\$2,000.00
Total Project Budget		\$3,122,663.00
Project Funding		
	NCDEQ-DWI SRP Funding (SRP-W-134-0025)	\$1,182,000.00
	Golden Leaf Funding (R-202512-09930)	\$1,400,000.00
	Industrial Development Fund (U560)	\$1,400,000.00
	Remaining Project Funds	\$859,337.00

- c. Resolution of Tentative Award for Hoke County, NC Industrial Park Sewer System

**RESOLUTION OF TENTATIVE AWARD
FOR
HOKE COUNTY, NC
INDUSTRIAL PARK SEWER SYSTEM
(PROJECT ORION)
(FUNDING NO. SRP-W-134-0025)**

WHEREAS, HOKE COUNTY, NORTH CAROLINA ("County") has received bids, pursuant to duly advertisement notice therefore, for the construction of the INDUSTRIAL PARK SEWER SYSTEM (PROJECT ORION) project ("Project"); and

WHEREAS, LKC ENGINEERING, PLLC ("Engineer") has reviewed the bids; and

WHEREAS, J&K General Contractors, Inc. was the lowest bidder for the Project, with a base bid amount of \$2,543,330.00; and

WHEREAS, the consulting Engineer recommends **TENTATIVE AWARD** to the lowest responsive and responsible bidder; and,

WHEREAS, the bid price of the lowest responsive, responsible bidder was within budget; and,

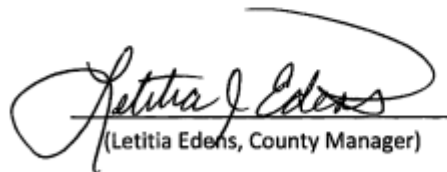
NOW, THEREFORE, BE IT RESOLVED that **TENTATIVE AWARD** is made to the lowest bidder of J&K General Contractors, Inc. in the Bid Amount of \$2,543,330.00.

BE IT FURTHER RESOLVED that such **TENTATIVE AWARD** be contingent upon the approval of the North Carolina Department of Environmental Quality.

Upon motion of Tony Hunt, seconded by Allen Thomas, the above

RESOLUTION was unanimously adopted.

This, the 23 day of March 2026.


(Letitia Edens, County Manager)

(Seal)

Attest:



(Town Clerk)

Motion: Upon motion made by Commissioner Hunt and second by Commissioner Thomas, the Board unanimously awarded the construction contract to J&K General Contractors in the amount of \$2,543,330.

- 6. Health Dept FY 27 Consolidated Agreement – Helene Edwards, Health Director

The Health Dept FY 27 Consolidated Agreement is hereby incorporated by reference as Appendix A and made part of these minutes.

Motion: Upon motion made by Commissioner McCollum and second by Commissioner Thomas, the Board unanimously approved the FY2027 Consolidated Agreement.

7. Surplus Property – Clerk to the Board

- a. Resolution To Authorize Advertisement of Offer to Purchase Surplus Property:
Location: Aggie's Lane
PIN: 39402-00-01-048
Declared Surplus: 04/07/2025
County Cost: \$3,017.68
Bid Amount: \$3,017.68
Acreage: 0.48

The Resolution to Authorize Advertisement of Aggie's Lane is hereby incorporated by reference and made a part of these minutes as Appendix B.

Motion: Upon motion made by Commissioner Thomas and second by Vice Chairman Southerland, the Board unanimously approved the resolution authorizing advertisement of the surplus property.

8. Hoke County Jail Budget Amendment – Major Thomas and Captain Page



Office of the Sheriff

Hoke County Sheriff's Office and Emergency Management
Roderick C. Virgil, Sheriff

429 East Central Avenue
Raeford, NC 28376

PO Box 300
Raeford, NC 28376

Phone (910) 875-5111
Fax (910) 904-1908



To: Sheriff Virgil

From: Major Thomas

Date: 03/03/2026

Ref: Budget Amendment

Greetings Sheriff Virgil,

We recently had our jail inspection, and one of the issues identified was mold in the showers located in the housing units. All areas must be thoroughly cleaned and remediated, and we are required to notify the inspector once the corrective actions have been completed in order to pass the inspection.

Additionally, the compressor for our sprinkler system has malfunctioned and needs to be replaced. Due to this issue, the fire alarm panel continues to display an error message that should not be present. This matter will need to be repaired promptly to ensure the system is functioning properly and in compliance with inspection standards.

Nationally Accredited Agency

At this time, we are facing a shortage of funds to cover the necessary expenses associated with the compressor replacement and all shower cleanings. After careful consideration, we have identified an area where funds can be reallocated from another line item to increase the allocation for the line item in need of additional funding. By making these adjustments, we will be able to cover the expenses required to address the facility's immediate needs.

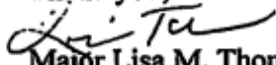
We are requesting to move funds from the line item below to 114320-535000 Repairs/Maintenance.

\$50,000.00 from 114320-534100 Printing

This amount will cover the request, and also allow us to retain remaining funds to address any unexpected repairs that may arise within the facility.

We respectfully request your consideration and approval to proceed with the necessary shower sanitation and compressor replacement in a timely manner to ensure that all required corrections are completed and that the facility is properly maintained for inspection compliance.

Thank you,


**Major Lisa M. Thomas
Jail Administrator
Hoke County Detention**

Wish-n-Wash
Pressure Washing & Painting
*Residential * Commercial * Industrial*
Insured & Bonded

Sammy Cummings
 PO Box 249
 Maxton, NC 28364
 Fax: 910-276-1278
 Cell:910-474-1319

Date: January 14, 2026

Name: Hoke County Jail

Address: 119 East Edinborough Ave

City/State/Zip: Raeford, NC

Job Location: Hoke County Proposal

Description
Spoke with team members involved to reduce price no painting will be involved with this quote. Our agreement from the past has been terminated, there was a 6 month laps in our agreement. Bathrooms are in terrible shape anything that will need to be done after cleaning will be an additional cost.
All showers will be cleaned A Pod, B Pod, C Pod, D Pod, Annex, women's jail, Antibacterial
A Pod- Bottom left side chlorine dioxide on walls. Bottom right side button needs repair (Charlie). Top left side drain stopped up (acetic drain chemicals). Mold & mildew in showers that are used the most. Checked chase leaks, sink, showers
B-Pod-- Bottom left, bugs are in shower area, drain and trap is not holding water, bugs come up from drain. Bottom left is not running long enough (Charlie). Bottom right shower running to long (water bill should have a big increase from the last six months) Charlie
C-Pod— Top left shower/ no pressure/ shower button falling out (Charlie). Top right shower water is off (Charlie). Side shower push button! Water does not stay on (5 seconds) light also is not working(Charlie). Bottom right where handicap chair very dirty. Bottom left ceiling and walls mold & mildew walls/ceilings, inmate washed while in section of inspection water is still running afterwards (Charlie) to long
D-Pod— Up stairs is not used! This needs to change. Down stairs left side chlorine dioxide on walls. Bottom left shower runs to long (Charlie). Bottom right shower mold on ceiling and walls.
Annex— Men's/ is in very bad shape. Bottom right commode running/ running after button is pushed (Charlie). Toilet up stairs right side not working (Charlie). Top left side not clean at all (Charlie just repaired faucet). Telephone area needs to be cleaned.
Old Jail- Middle Pod/ Midway no sink (Charlie) I'm pretty sure Charlie knows this. Old Jail Women's--- Shower right side first Pod/Commode is not working/ Button is missing. 2 nd Pod on right sink is stopped up middle sink in pod not working (Charlie). Shower running to long.
Holding/Booking— Very /Very bad smell. A120 needs cleaning, A131 needs cleaning, A119 Ceiling and walls need cleaning. Holding/Booking area probably the worse I've ever seen it, smell....
Total Quote Price for Cleaning \$12,500.00



Johnson Controls Fire Protection LP
 9026 Southern Pine Blvd
 Charlotte, NC, 28273
www.johnsoncontrols.com

PROPOSAL AND SERVICE AGREEMENT

Date: 02-13-2026 SR#: Quote Ref: Hoke County Jail - replace air compressor - CPQ-1186305	Customer #:253777 Proposal #: CPQ-1186305	Prepared By: Christopher Franche Employee Number: 171632 Phone #: Email: christopher.franche@jci.com
Purchaser Contact Information: Name: Capt. Page		Phone: 910-639-0242 Email: rpage@hokeshariff.org

Johnson Controls Fire Protection LP ("Company"), for and in consideration of the prices herein named, proposes to furnish the work, and or materials hereinafter described, subject to the terms and conditions of this Agreement.

Ship To Information	Bill To Information
Hoke County Jail, 125 E Edinborough Ave., Raeford, NC, 28376-2913.	Hoke County Detention Center, PO Drawer 300, RAEFORD, NC, 28376-0000.

Scope of Work

Johnson Controls Fire Protection shall replace air compressor as a follow up from previous service call.

Johnson Controls Fire Protection has included Labor and Materials for the following work:

- We shall replace existing air compressor L200.
- We shall reuse existing piping and fittings.
- We have included an electrician for wiring

Clarifications:

- Owner to notify local AHJ, alarm monitoring company and/or Fire Department that Fire Sprinkler system will be on test and or out of service during scope of work.
- Owner to perform a Fire watch while Fire Sprinkler Protection is out of service.
- Johnson Controls does not take responsibility for the existing condition of the current sprinkler system.
- Our Proposal/Quotation is based on a free and clear workspace. Obstructions will result in a price adjustment due to site conditions. This Proposal has been based on performing all work in a continuous and uninterrupted flow.
- This proposal has included for this work to be during normal business hours. Should this work require to be performed afterhours or weekend it shall be considered additional cost to the price on this quote.
- This quote includes estimated sales tax only. Any additional taxes, duties, tariffs or similar items imposed prior to shipment will be charged
- NO WORK SHALL TAKE PLACE UNTIL JOHNSON CONTROLS HAS A FULLY EXECUTED AND AGREED UPON CONTRACT OR THIS PROPOSAL IS SIGNED AND RETURNED.

Exclusions: Any other work not specifically listed above. Wiring and alarms. Permits and Hydraulic Calculations. System shutdown fees. Marking and/or painting of pipe. Hydrostatic testing. Backflow upgrades. Earthquake Bracing. Man Lift Rental.
 License No. NC-30693 / SC-1506

Fire, Security, Communications, Sales & Service
 Offices & Representatives in Principal Cities Throughout North America



Johnson Controls Fire Protection LP
 9826 Southern Pine Blvd
 Charlotte, NC, 28273

www.johnsoncontrols.com

Total net selling price, \$7,331.82

Sales tax :\$494.90

Total Price with Sales Tax \$7,826.72

To the extent applicable, Johnson Controls has included an estimate only for all state and local sales tax for this quote. The actual sales tax due will be calculated and billed upon issuance of an invoice, unless a valid exemption and/or resale certificate is received by Johnson Controls. Any additional taxes, duties, tariffs or similar items imposed prior to shipment will be charged.

Fees associated with the submission of documentation required by AHJ or other governing agencies, not limited in this proposal will be invoiced separately.

Prevailing Wage Required?	No	Working Hours: Based on normal business hours Mon-Fri 7:30AM-4:00PM unless otherwise noted.
Certified Payroll Required?	No	
Customer/Site Tax Exempt?	No	
Payment Terms: Net 30		Total quote value: \$7,331.82
<input checked="" type="checkbox"/> Fixed Price	<input type="checkbox"/> Labor and Material	<input type="checkbox"/> NTE
"This Proposal is valid for 30 days"		
Name: <u>Raymond Page</u>	Johnson Controls Fire Protection LP 9826 Southern Pine Blvd Charlotte, NC 28273	
Title: <u>Chairman</u>		
PO#: _____		
Signature: <u>[Signature]</u>		

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Motion: Upon motion made by Vice Chairman Southerland and second by Commissioner McCollum, the Board unanimously approved the budget amendment reallocating funds.

9. J & K Animal Shelter Update – Jamiel Altaheri, Representative

The Board received an update regarding ongoing improvements and construction activities at the Hoke County Animal Shelter in partnership with J&K General Contractors.

Mr. Jamiel Altaheri, representing J&K, addressed the Board and provided an overview of the project status. He noted that the project, which began in 2024, includes expansion and upgrades to better accommodate animal care and shelter operations. He explained that progress had been impacted by delays in receiving specialized building materials required for animal housing environments, including metal structures and appropriate interior finishes designed for durability and sanitation.

Mr. Altaheri reported that materials were expected to arrive within the coming weeks, with construction activity anticipated to increase shortly thereafter. Current projections estimate substantial completion of the project by late spring or early summer, contingent upon material delivery timelines.

10. Manager’s Report

- a. Renewal of CPEC Medical & Dental Insurance 2026-2027

Letitia Edens
County Manager



Phone: (910) 875-8751 ext. 1530
 Fax: (910) 875-7651
humanresources@hokecounty.org

ADMINISTRATION

To: Hoke County Board of Commissioners
 From: Letitia J. Edens, County Manager
 Re: Renewal of CPEC Medical & Dental Insurance 2026-2027
 Date: March 23, 2026

This year, we are facing an 8.00% increase in medical insurance rates. However, I would like to confirm that there is no recommended increase for dental insurance. We will remain with BCBS.

I recommend the approval of these changes and look forward to your collective decision for the renewal acceptance.

Medical Premiums – 8.0% CPEC

Employee Only = \$ 1,306.07
 Employee + One = \$ 1,306.07 + \$ 744.32= \$2,050.39
 Employee + Family = \$ 1,306.07 + \$1,873.15= \$ 3,179.22

Dental Premiums – 0%

Employee Only = \$25.38
 Employee + One = \$49.95
 Family = \$95.00

The medical and dental plan update is hereby incorporated by reference as Appendix C and made part of these minutes.

Motion: Upon motion made by Commissioner Hunt and second by Commissioner Thomas, the Board unanimously approved the CPEC medical and dental insurance renewal.

b. Hoke County Penny Shortage Policy

To: *Hoke County Board of Commissioners*

From: Letitia Edens, County Manager

cc: Ko Tang Cha-Moses, Finance Director
Garvin Ferguson, Asst. Finance Director

Date: March 23, 2026

REF **Request for Board Action – Hoke County Penny Shortage Policy**

On November 12, 2025, the U.S. Mint minted the last pennies, and no more will be produced. County staff are increasingly facing penny shortages when making change for customers. Accordingly, as discussed below, staff requests for Board approval to round payments at any county location that accepts cash payments to the nearest five cents under certain circumstances.

It is staff's intent to be as consistent and fair as possible in the penny rounding. Generally, for cash payments occurring where the customer does not have exact change, it is proposed that amounts due ending in 1, 2, 6, or 7 cents be rounded down to the nearest nickel and payments ending in 3, 4, 8, or 9 cents be rounded up to the nearest nickel. Additional guidelines are as follows:

- Rounding will only be implemented when a customer desires to pay in cash and does not have exact change. Thus, penny rounding will not be applicable for electronic and check payments.
- In instances where penny rounding occurs, the customer will be credited with the exact amount that was due, prior to rounding, with any resulting underage/overage being recorded to a cash over/short account maintained by the county.

Staff requests that it be authorized to implement the Hoke County Penny Shortage Policy effective April 1, 2026.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Approve the penny guidelines in accordance with the Hoke County Penny Shortage Policy attached effective April 1, 2026.

COUNTY MANAGER'S COMMENTS AND RECOMMENDATIONS:

Recommend approval.



HOKE COUNTY PENNY SHORTAGE POLICY

Effective: April 1, 2026

1. Purpose

This policy is intended to mitigate financial risk, promote uniform cash handling practices, and maintain adequate internal controls during periods of national or local coin shortages—specifically shortages of pennies. It establishes standardized procedures for handling cash transactions to ensure consistency, accuracy in collections, and fairness to customers submitting payments to Hoke County, while ensuring compliance with applicable audit standards and County financial management requirements.

2. Scope

This policy applies to all departments of Hoke County who are responsible for accepting payments, issuing change, or reconciling cash drawers.

3. Background

Due to ongoing disruptions in the circulation of coins, in November 2025, the U.S. Mint has reported intermittent shortages of pennies. As a result, financial institutions may limit access to rolled coins, which can impact the County's ability to provide exact change during in-person transactions.

4. Policy

4.1 Rounding of Payment Amounts, when payment method is cash:

When penny inventory is insufficient to make exact change, Hoke County employee shall round the change due to the nearest \$0.05 according to the following rules:

- Amounts ending in \$0.01 or \$0.02 will be rounded down to \$0.00.
- Amounts ending in \$0.03 or \$0.04 will be rounded up to \$0.05.
- Amounts ending in \$0.06 or \$0.07 will be rounded down to \$0.05.
- Amounts ending in \$0.08 or \$0.09 will be rounded up to \$0.10.

Rounding applies only to change given, not to the amount owed and due.

4.2 Alternative Payment Methods

To reduce the impact of coin shortages, customers will be encouraged to use the following options:

- Checks



- Money orders
- Debit/credit card payments (with applicable fees disclosed)
- Online payments through the county website
- Exact cash payments when possible

4.3 Signage and Notice to the Public

- All County departments responsible for accepting customer payments shall post signage at all payment windows indicating that a penny shortage may affect the availability of exact change. Staff shall clearly communicate this information to customers prior to completing the transaction.

4.4 Staff Responsibilities

- Staff shall monitor coin supplies and notify a supervisor when coin levels reach a critically low threshold.
- Staff shall apply rounding procedures consistently and uniformly for all customers.
- Cash drawers shall accurately reflect all transactions, including any rounding adjustments.
 - Rounding adjustments shall be reported and posted to object code 419100/419101 Cash Over/Short by department.

4.5 Internal Controls

- Supervisors shall review cash drawer reconciliations daily to ensure compliance with this policy.
- Any discrepancies related to rounding shall be documented and reported promptly to the appropriate supervisor.
- Rounding adjustments shall not be used to offset, conceal, or correct overages or shortages, and shall not be made for documentation purposes.

5. Policy Review

This policy shall remain in effect until the coin shortage is resolved or until new guidance is issued by the County Manager and Finance Director. The policy shall be reviewed at least annually to ensure continued relevance and compliance.

6. Authority

This policy is issued under the authority of the Hoke County Board of County Commissioner in accordance with county financial procedures, N.C.G.S. § 159, and other applicable financial management responsibilities.



Effective Date and Review:

This policy shall take effect upon adoption by the Hoke County Board of Commissioners, supersedes conflicting prior policies if any, and shall be reviewed periodically for compliance with applicable statutes.



Hoke County Board of Commissioner, Chair

Date: 3-23-2026



Motion: Upon motion made by Vice Chairman Southerland and second by Commissioner Thomas, the Board unanimously approved the penny shortage policy.

County Manager Letitia Edens requested that an item be added to the agenda to implement a cutoff on new Purchase Orders (POs) for the current fiscal year.

Motion: Upon motion made by Commissioner Thomas and second by Commissioner Hunt, the Board unanimously approved adding the purchase order cutoff to the agenda.

11. Purchase Order Cutoff for the remainder of the Fiscal Year 2025-2026

The Board was advised that, as the County approaches the end of the fiscal year, it is necessary to limit new purchase orders in order to reconcile current year finances and prepare for the upcoming budget. Departments have been instructed to evaluate remaining funds and defer non-essential purchases.

The cutoff applies only to new purchase orders and does not impact existing blanket purchase orders, contractual obligations, previously approved travel, or emergency purchases necessary for operations.

Motion: Upon motion made by Commissioner Thomas and second by Commissioner Hunt, the Board unanimously approved the Purchase Order cutoff as presented.

12. Chairman's Report

Chairman Leach had no comment at this time.

13. Adjourn

Motion: With there being no further business to come before the Hoke County Board of Commissioners, and upon motion made by Commissioner Hunt and second by Vice Chairman Southerland, the Board unanimously adjourned the meeting.

/JL/

James Leach, Chairman

/SS/

Shanetta Smith, Clerk to the Board