

The Honorable Columbus County Board of Commissioners met in their said office, January 16, 1984, it being third Monday.

MEMBERS OF THE BOARD PRESENT:

Lynwood Norris, Chairman

Junior W. Dew, Vice Chairman

L. A. Hinson

Larry Buffkin

Caletta Faulk

James E. Hill, Jr. Attorney (Arrived at 11:30 A.M.)

Richard B. Self, Administrator/
Clerk

The meeting was called to order by the Chairman and the invocation was given by the Reverend Roger Gilbert, First Baptist Church, Whiteville.

APPROVAL OF MINUTES

The minutes of the January 3rd meeting were approved as recorded upon motion by Commissioner Faulk, seconded by Commissioner Dew and passed unanimously.

COLUMBUS COUNTY SCHOOLS FUNDING REQUEST

Mitchell Tyler, Columbus County School Superintendent, accompanied by Willie Walls, Ralph King and Bobby Ezzell, requested the Board's decision on Revenue Sharing funding in the amount of \$275,000 for a second multi-purpose building for the County.

The Chairman thanked the School Officials for coming and stated the Board would reach a decision before the closing of the meeting and advise them.

CHADBOURN DRAINAGE DISTRICT - DUNN SWAMP

The Administrator advised the Board that he had contacted Representative Richard Wright concerning the useage of the special appropriations (Beaver Control) in the amount of \$2,000 for Chadbourn Drainage District (Dunn Swamp) and that the use was acceptable.

HALLSBORO VOLUNTEER FIRE DEPARTMENT

A motion was made by Commissioner Dew, seconded by Commissioner Hinson and passed unanimously to pruchase a two-way radio for the Hallsboro Fire Department's new pumper truck and amend the budget in the amount of \$1,300.00. These funds are to be appropriated from Contingencies (10-660-9999) and expended in Special Appropriations (10-690-9501).

COMPETITIVE SERVICES HIRING - SOCIAL SERVICES, HEALTH & EMERGENCY MANAGEMENT

The Administrator advised the Board the State has adopted a new competitive services hiring policy for Social Services, Health Department and Emergency Management. The guidelines for hiring have been altered but qualifications have not. Representatives of each department have attended workshops on new hiring procedures and agree these guidelines should be adopted on a local level.

A motion was made by Commissioner Hinson, seconded by Commissioner Faulk and passed unanimously to adopt the State competitive services hiring policy for

these departments as follows:

PROPOSED HIRING PROCEDURES

Step 1: Define the need for an additional position in the agency by documentation, or a vacancy in a needed position.

Step 2: Write the job description (using Office of State Personnel form PD-502). Review the job description for accuracy if it is a current position.

Step 3: If it is to be a permanent position, permission to create a new position shall be obtained through the County Administrator's Office.

Step 4: Submit the final job description and any supplemental material regarding the position to the local office of the North Carolina Employment Security Commission. (ESC)

Step 5: Make personal contact with the ESC Account Executive for County Government, either by telephone or in person, to clarify any questions they may have about the position, and establish a timetable to fill the position.

Step 6: Advertise the position in local, regional, or statewide newspapers, depending upon the uniqueness of the position, and the availability of possible candidates in the local labor market. ESC can advise on this matter.

Step 7: ESC will begin to recruit, screen, and interview candidates for the position.

Step 8: ESC will refer the specified number of the leading candidates to the agency for the interview. It is recommended that at least the top three candidates for any given position will be granted an interview. If after interviewing those top three candidates, the interviewer(s) are not ready to make an offer, additional candidates will be referred one at a time.

Step 9: Based on a structured interview, where all candidates are asked the same questions, and an Interview Rating Form, the interviewer(s) will rank the leading candidates based on their job-related qualifications. Based on the rankings of the candidates, the interviewer(s) will make a recommendation to the hiring authority as to which candidates should be offered the position.

Step 10: The hiring authority will make contact with the leading candidate to make a specific offer of the position. This offer will specifically include salary, fringe benefits, position classification, job title, and working conditions.

Step 11: The candidate will be given a letter of employment confirming the position offer and their acceptance.

Step 12: The other candidates will be notified in writing that the position has been offered to another individual.

Step 13: Prior to beginning work, the new employee will meet with the designated individual in the agency to sign-up as a new employee. This information will be forwarded promptly to the County Administrative Office.

Step 14: A planned orientation program will begin on the new employee's first day.

Step 15: Periodic evaluation of the new employee shall take place during the first three months of their employment.

Step 16: Employees will be on "probationary status" during their first six months of employment. At the end of the first five months, they will be evaluated by their immediate supervisor and be granted permanent status, if they are doing an acceptable job.

PUBLIC HEARINGS - COMMUNITY DEVELOPMENT BLOCK GRANT

The Board reached a general concensus declaring a public hearing on January 23, 1984 at 10:00 and 10:30 A.M. At 10:00 A.M. the hearing will be for the receiving of applicants for Community Development Block Grant funds. At 10:30 A.M., a public hearing will be held for the review of applications.

BUDGET AMENDMENT - SOCIAL SERVICES

A motion was made by Commissioner Dew, seconded by Commissioner Faulk and passed unanimously to amend Social Services budget in the amount of \$14,420.00. These funds are revenues from Public assistance (40-348-03) and are to be expended in Crisis Intervention (40-616-00).

RESOLUTION - DEFERRED COMPENSATION PROGRAM

A motion was made by Commissioner Hinson, seconded by Commissioner Dew and passed unanimously to adopt the NACo Deferred Compensation Program as follows:

R E S O L U T I O N

WHEREAS, the County has established a Deferred Compensation Plan to be made available to all eligible county employees, elected officials, and independent contractors pursuant to Federal legislation, specifically, Section 457 of the Internal Revenue Code; and

WHEREAS, the United States Department of the Treasury, Internal Revenue Service, has published final regulations relating to Deferred Compensation Plans maintained by State and local governments pursuant to Section 457 of the Internal Revenue Code; and

WHEREAS, in order to comply the aforesaid regulations and to otherwise enhance the County's Deferred Compensation Plan, certain documents have been amended;

NOW THEREFORE, the County acknowledges receipt and acceptance of the following:

1. National Association of Counties Deferred Compensation Program Restated Plan Document
2. National Association of Counties Deferred Compensation Program Administrative Agreement
3. Group Fixed Fund Retirement Contract - Life 322-A
4. Group Flexible Fund Retirement Contract - Life 321

COUNTY OF COLUMBUS

BY: /s/ Lynwood Norris,
Chairman to the Board

Effective Date: January 1, 1984

DESTRUCTION OF COUNTY RECORDS - FINANCE DEPARTMENT

A motion was made by Commissioner Dew, seconded by Commissioner Hinson and passed unanimously to allow the Finance Officer destroy specific County documents in accordance with guidelines from the Department of Archives and History as follows:

Bank Statements for 1973-74 for the following funds:

General Fund
 Undistributed Tax Account
 Public Safety Commission
 Public Assistance: Aid to Disabled; Aid to Aged; Aid to Dependent
 Children and Medicaid

Facilities Fees
 Economic Development
 Emergency Employment
 Library
 Revaluation
 Southeastern Community College
 Airport Construction
 Riegelwood Sanitary District
 Drainage Districts
 Acme-Delco Fire District

Supporting Data for 1973-74

Invoices for General Fund for Check Numbers 3235 through 5516
 Revenue Sharing Fund Check Numbers 10 through 308
 Public Safety Commission Fund Check Numbers 1 through 474

Check Copies for 1973-74 Salaries:

Check copies for County Employees for Check Number 7253 through 19695
 Check copies for Emergency Employment Program are included in the above numbers

BUDGET GUIDELINES FOR FISCAL YEAR 1984-85

The Administrator requested the Board give him guidelines they so desire to follow to enable him to begin preparation of the budget for Fiscal Year 1984-85.

TAX RELEASES, REFUNDS AND EXTENSIONS

The following tax releases, refunds, and extensions recommended by the Tax Supervisor were approved upon motion by Commissioner Buffkin, seconded by Commissioner Dew and passed unanimously.

Ordered: that the 1981, 1982 and 1983 tax listings of Frank Barry Stocks, Lees Township, be cancelled on the valuation of \$16,570 due to house and 1 acre was changed to the names of Burris and Dula Belle Stocks on July 2, 1980.

Ordered: that the 1983 tax listing of D. Royce and Lucille M. Gore, South Williams Township, be released on the valuation of \$5,070 due to the house valued at this amount is no longer there.

Ordered: that the 1983 tax listing of Dewey and Lucille Gore, Whiteville Township, be released on the valuation of \$15,800 due to the building valued at this amount is gone.

Ordered: that the 1983 tax listing of Billy Ray Nobles, Bogue Township, be released on the valuation of \$6,920 due to the house burned on March 19, 1982.

Ordered: that the 1983 tax listing of Dorothy Watts, South Williams Township, be released on the amount of \$3.38, Late List Penalty. Mrs. Watts listed her taxes on time, but through error listed on Dorothy P. Watts.

Ordered: that the 1983 tax listing of Dorothy P. Watts, South Williams Township, be released on the valuation of \$1,200 due to car listed through error. Mrs. Dorothy Watts listed on Mrs. Dorothy P. Watts.

Ordered: that the 1983 tax listing of Vance R. Davis, Tatum Township, be released on the valuation of \$6,325 due to error in listing cars. Cars should have been listed to Debra W. Davis, 415 S. Wilson Street, Evergreen, N.C.

Ordered: that the 1983 tax listing of J.D. and Betty Wright, Williams Township, be released on the valuation of \$1,850 due to buildings are down.

Ordered: that the 1983 tax listing of Calvin G. Creech, on Late List, Welches Creek Township, be released on the valuation of \$2,100 due to trailer was priced wrong.

Ordered: that the 1982 and 1983 tax listings of Gene O. and Shelby Hill, Cerro Gordo Township, be released due to the .50 acre valued at \$800. and the 1 Lot valued at \$800. is already listed to A. W. Williamson. Also, his house was priced wrong during the Revaluation. After the house was refigured there was a difference of \$1,900.

Ordered: that the 1982 tax listing of United States of America (F.H.A.), be released on the valuation of \$13,570 due to house burning.

Ordered: that the 1983 tax listing of Rebert E. White, Lees Township, be released on the valuation of \$35,700. The 87 acres will be listed to Ophelia White Sellers on the Late List on the valuation of \$35,300; the building valued at \$400. was torn down.

Ordered: that the 1983 tax listing of Rebert E. White, Lees Township, be released on the valuation of \$500 due to buildings burning.

Ordered: that the 1983 tax listing of Lee V. Connor, Jr., Ransom Township be released of the Acme-Delco Fire District, in the amount of \$5.76 due to the personal property valued at \$11,525 is not in the Acme-Delco Fire District.

Ordered: that the 1980, 1981, 1982, and 1983 tax listings of Walter Daniels, Whiteville Township be released. By deed dated 4-24-69, Mr. Daniels sold 1 acre to Guy Lennon and Viola Barden, but was never taken off Mr. Daniels. The 1 acre is already on Mr. Barden when a plat was prepared and corrected for him in 1969. Also, for the years 1981 and 1982, 3 trailer hookups were gone and in 1983 the building was torn down. 1980 valuation \$380; 1981-82 valuation \$1,550; 1983 valuation \$1,650.

Ordered: that the 1983 tax listing of Howard J. and Alice I. Edmund, Chadbourn Township, be released on the valuation of \$325 due to listing a 1970 Chevrolet valued at this amount through error.

Ordered: that the 1983 tax listing of Howard J. and Alice I. Edmund, on the Late List, Chadbourn Township, be released in the amount of \$3.29 Late List

Penalty. We billed Mr. Edmund on the Late List; he listed on time. He failed to give the correct year and model of his car. The N.C. Registration was showing a 1979 Chevrolet and he listed a 1970.

Ordered: that the 1983 tax listing of Calvin and Ruth Helen Stanley, Bug Hill Township, be released on the valuation of \$3,000 due to the Bulk Barn valued at this amount was double-listed.

Ordered: that the 1983 tax listing of Calvin and Ruth Stanley, Bug Hill Township, be released on the valuation of \$42,160 due to error in keying in. The value was keyed in at \$47,130; should have been \$4,970.

Ordered: that the 1983 tax listing of Peterson, Howell and Heather, Inc., on the Late List, Ransom Township, be released on the valuation of \$40,005 due to 7 vehicles are double-listed with D. L. Peterson Trust.

Ordered: that the 1983 tax listing of Willie K. Lennon, Tatum Township, be cancelled on the the valuation of \$12,160 due to incorrect billing. Mr. Lennon will be rebilled on the Late List with 5 acres valued at \$6,510 - \$2,800 Senior-Citizen Exemption, making a total of \$3,710 valuation.

Ordered: that the 1983 tax listing of Leroy Stevens Heirs, Bug Hill Township, be released on the valuation of \$8,500 due to failure in giving Mrs. Stevens the Disability Exemption.

Ordered: that the 1983 tax listing of Rossie E. and Berniece Carter, Chadbourn Township, be released in the amount of \$3.15, for the Klondyke Fire District due to the personal property valued at \$4,500 is not in the District.

Ordered: that the 1979, 1980, and 1981 tax listings of Marston and Agnes Cox, Bug Hill Township be released. In 1979 and 1980 listings, the house burned prior to January 1, 1979, valued \$3,500. In 1981, the new house was not under construction until after January 1, 1981. 1979-80 valuation \$3,500; 1981 valuation \$5,980.

Ordered: that a refund check be issued to Roland Milligan, Route 3, Box 80, Tabor City, NC, 28463, Bug Hill Township, in the amount of \$12.04, for the year 1983 due to pricing his Toyota truck incorrectly. The truck was priced at \$5,475; should have been \$4,075; a difference of \$1,400.

Ordered: that a refund check be issued to John C. Strole, Route 2, Box 390, Chadbourn, N.C. 28431, Chadbourn Township, in the amount of \$18.57, for the years 1981, 1982, 1983. Mr. Strole was billed with 3.10 acres and a house valued \$17,970; should have been 2.10 acres and a house valued \$17,250; a difference of \$720 valuation.

Ordered: that a refund check be issued to Ophelia White Sellers, Route 4, Box 113, Whiteville, N. C. 28472, Whiteville Township, in the amount of \$452.02, for the year 1983. The 85 acres valued \$52,560 goes to Rebert White on the Late List. Ophelia White Sellers has paid her taxes, therefore, a refund check is due.

Ordered: that a refund check be issued to Mr. and Mrs. J. W. Mooner, 3rd Avenue, Chadbourn, N.C. 28431, Chadbourn Township, in the amount of \$19.08, for

the years 1981, 1982, and 1983 due to double listing.

Ordered: that a refund check be issued to Hillcrest Corporation % Dewey Hill, P.O. Box 723, Whiteville, N.C. 28472, Whiteville Township, in the amount of \$163.83, for the year 1983 due to error in transfer from Lawrence Ray Bowers, II. All of Map K-7-C-61 valued \$22,610 was transferred to Hillcrest Corporation, but should have been only a portion of the lot; therefore, we are refunding the amount overpaid by Mr. Hill and rebilling to Lawrence Ray Bowers, II, on a valuation of \$19,820.

Ordered: that a refund check be issued to Lillie Livingston, Route 5, Box 262, Whiteville, N.C. 28472, Whiteville Township, in the amount of \$61.83 for the year 1983, paid in the name of Charlie Livingston Heirs due to failure in giving Mrs. Livingston the Senior-Citizen Exemption.

Ordered: that a refund check be issued to Sherril M. and Jo Ann Tart, Route 3, Box 192B, Chadbourn, N.C. 28431, Tatum Township, in the amount of \$18.92, for the year 1983 due to overbilling. Car was priced at \$5,425; should have been \$3,225.

EXTENSIONS FOR PERSONAL AND REAL PROPERTY FOR 1984

A T & T Information Systems, Inc.	April 1, 1984
Federal Paper Board Co. (Woodland Div., Area 5)	March 1, 1984
Billy Floyd	March 1, 1984
Mrs. Edna Floyd	March 1, 1984
NCR Corporation	March 31, 1984
FCX, Inc.	April 15, 1984
Columbus FCX Service	April 15, 1984
FCX Grain Market	April 15, 1984
IBM	March 1, 1984
Gulf Oil Corporation	April 15, 1984
Pepsi-Cola Bottling Co. of Lumberton, Inc.	April 1, 1984
Worsley Services, Inc.	April 1, 1984
Servomation Corporation	April 15, 1984
Electrolux Corporation	April 1, 1984
DPF Asset Management Corporation	April 1, 1984
D. L. Peterson Trust	April 15, 1984
The Macke Company	March 31, 1984

TELEPHONE PRESENTATION A T & T

Debbie Devaun with A T & T made a presentation on the feasibility of having a central telephone system in the county offices.

The Chairman thanked Ms. Devaun for the presentation and advised her she would be contacted when a decision is reached.

GILBERT FAULK

Mr. Gilbert Faulk, a county citizen, thanked the Commissioners and the Administrator for the consideration and assistance they have given his sister, Clara Long, during her application for Social Services.

EXECUTIVE SESSION

At 11:15 A.M., a motion was made by Commissioner Buffkin, seconded by Commissioner Hinson and passed unanimously to adjourn into executive session for the purpose of a presentation from a C.P.A. firm on Attachment P. No action was taken.

REGULAR MEETING RESUMED

At 12:12 P.M., a motion was made by Commissioner Dew, seconded by Commissioner Buffkin and passed unanimously to adjourn into regular session.

REVENUE SHARING FUNDS APPROPRIATED

A motion was made by Commissioner Dew, seconded by Commissioner Hinson and passed unanimously to appropriate Revenue Sharing Funds to the following Projects with County Schools restricted to withdrawing only \$75,000 of the \$275,000 appropriated in Fiscal Year 1983-84 (with General Funds being appropriated until a Public Hearing and Revenue Sharing will be substituted after Public Hearing).

CAPITAL PROJECT ORDINANCES:

1. Elementary Multipurpose Facility	\$200,000
2. Delco Gymtorium Roof	30,000
3. Tabor City Recreation Lights	45,000
4. Landfill Equipment	87,224
5. Lake Waccamaw State Park	30,000
Landscaping County Grounds	10,000
Whiteville School Capital Construction	93,410
Accept Revenue Sharing	495,634

COMMISSIONER FAULK - REPORT ON INCINERATOR

Commissioner Faulk reported on her tour of the incinerator plant for solid waste in Wilmington, New Hanover County.

UPDATED BOARD

The Administrator updated the Board on the following items:

1. Arthur Williamson, Jr. has moved out of state and Southeastern Community College needs a replacement on their Board.
2. Columbus County Schools will have a dinner meeting at Tabor City Primary/High School on Monday, January 16, 1984 at 7:00 P.M.
3. Governor James B. Hunt, Jr., will be in the County on Thursday, January 19, 1984.
4. The verified statements by Trailways on discontinuance of their routes to Tabor City is available in the Administrator's office.
5. The terms of Commissioner Lynwood Norris, Chairman of Cape Fear Council of Governments and Commissioner Junior Dew will expire on February 17, 1984.

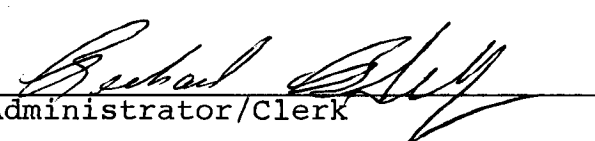
LETTER TO DOT ON ROAD MAINTENANCE

The Board requested the Administrator write a letter to Mr. Robert Crumpler, District Engineer with the Department of Transportation, concerning the following roads which need repairs and upkeep: 1002, 1535, 1549, 1908 and a New Road.

MEETING RECESSED

At 12:50 P.M., the meeting recessed until January 23, 1984, at 10:00 A.M.

APPROVED:


Administrator/Clerk


Chairman