Special Meeting Minutes

Board of County Commissioners
Hyde County

March 23, 2012

Chairwoman Sharon Spencer called the regular meeting of the Hyde County Board of Commissioners to order at 8:40 AM on Monday, March 23, 2012 in the Hyde County Government Center, Multi-Use Room, and the Ocracoke School Commons Room using electronic conferencing equipment. The following members were present on the mainland: Commissioners Anson Byrd, Sharon Spencer, Darlene Styron, Barry Swindell and Dick Tunnell; Attorney Fred Holscher; County Manager Mazie Smith; Deputy Clerk to the Board Lois Stotesberry; and, members of the public. The following members were present on Ocracoke: Deputy Clerk Justin Gibbs; and, members of the public.

Following pledge of allegiance and opening prayer by Commissioner Tunnell, the meeting was called to order.

Agenda:

Chairwoman Spencer asked for any changes to the March 23, 2012 Special Meeting Agenda as presented by the Clerk.

Commissioner Byrd moved to approve the agenda as presented by the Clerk. Ms. Styron seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Items of Consideration:

Request for Variance for Citizens in FEMA Housing

Manager Smith reported that three families in Hyde County that are sheltered in FEMA temporary housing will be unable to complete their alternative housing arrangements by the April 1, 2012 deadline. The Office of Emergency Management is asking the Commissioners to grant a 30-day extension to the variance for these families, with the understanding that no further extensions will be granted as per the agreement made with FEMA to bring the units to Hyde County.

Commissioner Byrd moved to grant a 30-day extension to the variance for Soloman and Bertha Cooper, Robert and Carolyn Loeber, and Doris Paul with the understanding that no further extensions will be granted as per the agreement made with FEMA to bring the units to Hyde County. Mr. Swindell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Resolution to Approve Grant Agreements for Airport

Manager Smith reported that the passage of a resolution is needed to continue the next phase of work and appropriate funds from the Vision 100 Grants for the Hyde County Airport. A ten percent (10%) match will be required from the County to process the grants. These funds were appropriated in the 2011-2012 County budget.

Commissioner Byrd moved to adopt Resolution "Block Grant Agreement – Vision 100" – Exhibit "A" Inventory Map and Avgas Fuel System Installation. Mr. Tunnell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Clerk's Note: A copy of "Block Grant Agreement – Vision 100 – Exhibit "A" Inventory Map" is attached herewith as Exhibit A and incorporated herein by reference.

Clerk's Note: A copy of "Block Grant Agreement – Vision 100 – Avgas Fuel System Installation" is attached herewith as Exhibit B and incorporated herein by reference.

Department Presentations in Preparation for FY2012-2013 Budget

Hyde County Government Department Heads shared with the Board an assessment of the strengths, weaknesses, opportunities and threats (SWOT Matrix) of their individual departments during the coming fiscal year. They presented a realistic picture of the current condition of Hyde County government and operations.

All of the fifteen department heads reported that their staff had taken on extra duties and responsibilities since the Reduction in Force (RIF) on June 16, 2011. The employees work harder and often longer hours than before with no requests for monetary reward for their dedication. Many said that staff morale is at an all-time low. Some made reference to lost benefits. Everyone agreed that because of inflation they cannot provide the same services as before on the same budget as FY2011-2012.

Manager Smith presented a **SWOT** overview of County government and operations.

STRENGTHS:

1) Good customer service provided to citizens.
2) Staff is more active in all communities.
3) Hyde County has received recognition on the State and Federal level.
4) County government has been more transparent.
5) Employees are helping each other.
6) $1.4 million cut from FY2011-12 Budget.

WEAKNESSES:

1) Understaffed, must hire or cut services.
2) Cross-training is needed, but not enough time or staff to do so.
3) No succession plan developed, several employees have announced retirement plans.
4) Redundancy of tasks, need a new networked computer system.
5) Scanning records, Manager is researching a 3-year plan.
6) Old technology, need to use tools to work smarter.
7) Older facilities need repairs and modifications to encourage energy efficiency.

OPPORTUNITIES:

1) Staff is reaching out and partnering with other counties and/or agencies.
2) New technology in order to work efficiently with current staffing matrix.
3) Simple policies and procedures are being developed.
4) County website news distribution and public information officer are assets.
5) Strategic Plan to improve and expand customer service.
6) Hyde County volunteerism has increased.

THREATS:

1) Demand for services and information.
2) State and federal regulations and reporting requirements.
3) Unstable economy.

In conclusion, Manager Smith praised all County employees for joining together to serve the citizens of Hyde County during this difficult economic time. She ended the presentation by stating that today's presenters are the Boards front line soldiers and thanked the department heads for presenting a true and accurate report of Hyde County government and operations.

Discussion of Goals for FY2012-2013

Due to time restraints Manager Smith will lead the Board through a goal-setting process for the next fiscal year at a later date (to be determined).

Commissioner Byrd moved to adjourn the meeting. Mr. Swindell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell
Nays – None

The meeting adjourned at 4:10 P.M.

Respectfully submitted:

Minutes approved on the 2nd day of April, 2012.

Lois Stotesberry, Deputy Clerk
Hyde County Board of Commissioners

Sharon Spencer, Chair
Hyde County Board of Commissioners

Attachments:

Exhibit A: *"Block Grant Agreement – Vision 100 – Exhibit "A" Property Inventory Map"*

Exhibit B: *"Block Grant Agreement – Vision 100 – Avgas Fuel System Installation"*

BLOCK GRANT AGREEMENT
VISION 100

STATE AID TO AIRPORTS BLOCK GRANT
BETWEEN
THE N. C. DEPARTMENT OF TRANSPORTATION,
AN AGENCY OF THE STATE OF NORTH CAROLINA
AND
COUNTY OF HYDE

AIRPORT: **HYDE COUNTY**

PROJECT NO: **36237.57.7.1**

THIS AGREEMENT made and entered into this the 23rd day of March, 20 12, by and between the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (hereinafter referred to as "Department") and the **COUNTY OF HYDE**, the owners of the **HYDE COUNTY AIRPORT** (hereinafter referred to as "Sponsor").

W I T N E S S E T H

WHEREAS, Chapter 63 of the North Carolina General Statutes authorizes the Department to administer a program of State Aid to Airports, subject to the limitations stated in that Chapter; and

WHEREAS, the Department has received the approval of the Federal Aviation Administration to administer certain Airport Improvement Program Funds in North Carolina under the provisions of the *Vision 100 - Century of Flight Authorization Act of 2003, Public Law 108-176;* and

WHEREAS, the Department has approved a grant of funds to the Sponsor for State Block Grant Program (VISION 100) funds.

NOW THEREFORE, the Department and the Sponsor do hereby mutually agree as follows:

1) That the approved scope of this project shall consist of:

AVGAS FUEL SYSTEM INSTALLATION

2) That the Grant of funds shall include maximum funding obligations for federal funds which shall be:

State Block Grant Program – VISION 100: $156,215 (not to exceed **90%** of the final total costs)

3) That the funding obligations referenced in (2) above shall be the maximum obligations based on the final cost of eligible work items in the approved project, as certified by the Sponsor

4) That the Sponsor shall promptly undertake the Project and complete all work on the Project no later than **JULY 1, 2013**, unless a written extension of time is granted by the Department.

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VISION 100

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1) That the approved scope of this project shall consist of:

EXHIBIT "A" PROPERTY INVENTORY MAP

2) That the Grant of funds shall include maximum funding obligations for federal funds which shall be:

State Block Grant Program – VISION 100: $14,009 (not to exceed **90%** of the final total costs)

3) That the funding obligations referenced in (2) above shall be the maximum obligations based on the final cost of eligible work items in the approved project, as certified by the Sponsor

4) That the Sponsor shall promptly undertake the Project and complete all work on the Project no later than **JULY 1, 2012**, unless a written extension of time is granted by the Department.

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