



**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Item Number:** 1  
**Meeting Date:** 07.02.12  
**Presenter(s):** Sharon Spencer  
**Title:** Chairman  
**Agency/Dept.:** Board of Commissioners  
**Item Title:** Call to Order, Opening Prayer, Pledge of Allegiance  
**Attachments:** No  
**Description:** General activities to open the meeting.

**Times Read:** First  
**Impact on Budget:** None  
**RECOMMENDATION:** Approve

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>Vote:</u>	<u>Aye</u>	<u>Nay</u>
_____ S. Spencer	_____ S. Spencer	S. Spencer	_____	_____
_____ A. Byrd	_____ A. Byrd	A. Byrd	_____	_____
_____ D. Styron	_____ D. Styron	D. Styron	_____	_____
_____ B. Swindell	_____ B. Swindell	B. Swindell	_____	_____
_____ D. Tunnell	_____ D. Tunnell	D. Tunnell	_____	_____



Since 1712

# HYDE COUNTY

---

## NORTH CAROLINA

**Item Number:** 2

**Meeting Date:** 07.02.12

**Presenter(s):** Sharon Spencer

**Title:** Chairman

**Agency/Dept.:** Board of Commissioners

**Item Title:** Consideration of Agenda

**Attachments:** Yes

**Description:** Consideration of Agenda for today's meeting

**Times Read:** First

**Impact on Budget:** None

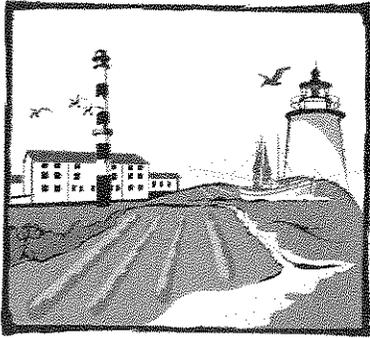
**RECOMMENDATION:** Approve

\_\_\_\_\_ A. Byrd  
 \_\_\_\_\_ B. Swindell  
 \_\_\_\_\_ D. Styron  
 \_\_\_\_\_ D. Tunnell  
 \_\_\_\_\_ S. Spencer

\_\_\_\_\_ A. Byrd  
 \_\_\_\_\_ B. Swindell  
 \_\_\_\_\_ D. Styron  
 \_\_\_\_\_ D. Tunnell  
 \_\_\_\_\_ S. Spencer

A. Byrd  
 B. Swindell  
 D. Styron  
 D. Tunnell  
 S. Spencer

Yea	Nay
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Since 1712

## **HYDE COUNTY BOARD OF COMMISSIONERS**

**Monday, July 02, 2012 - 6 PM**

**Hyde County Courthouse Multi-purpose Room**

**30 Oyster Creek Road, Swan Quarter, NC**

**and the**

**Ocracoke School Commons Area**

**120 School House Road, Ocracoke, NC**

# **AGENDA**

- |               |  |               |
|---------------|--|---------------|
| <b>Item 1</b> | <b>Call to Order, Opening Prayer</b>                     | Chrm. Spencer |
| <b>Item 2</b> | <b>Consideration of Agenda</b>                           | Chrm. Spencer |
| <b>Item 3</b> | <b>Approval of Minutes from meeting on June 18, 2012</b> | Chrm. Spencer |
| <b>Item 4</b> | <b>Public Comments</b>                                   |               |
- The public comment period is a time for the public to make comments to the County Commissioners. Comments should be kept to three (3) minutes and should be directed to the entire board and not to an individual Commissioner, staff member or member of the public. Time for one person to speak cannot be used by another person. Comments that reflect the need for assistance are typically to a future Board meeting agenda.

### **SPECIAL RECOGNITION**

- |               |                                      |           |
|---------------|--------------------------------------|-----------|
| <b>Item 5</b> | <b>Introduction of New Employees</b> | Wes Smith |
|---------------|--------------------------------------|-----------|
- Jenna Brinn, RN, WIC Clinic Coordinator, Health Department  
Stephanie Watson, Accounting Clerk IV, Health Department

### **ITEMS OF CONSIDERATION**

- |               |  |               |
|---------------|--|---------------|
| <b>Item 6</b> | <b>ABC Building Lease Maintenance Report</b>   | Clint Berry   |
| <b>Item 7</b> | <b>Pre-Disaster Mitigation Grant-Approval of Program Policies and Designated Agent</b> | Chris Hilbert |
| <b>Item 8</b> | <b>Pre-Disaster Mitigation Grant - Award of Professional Services</b>                  | Chris Hilbert |

- |                |   |               |
|----------------|---|---------------|
| <b>Item 9</b>  | <b>Appointments to Occupancy Tax Boards</b>                 | Commissioners |
| <b>Item 10</b> | <b>Appointment to Northeast Workforce Development Board</b> | Commissioners |

**MANAGEMENT REPORTS**

- Item 11**      **Reports from Commissioners**
- Item 12**      **Reports from County Manager**
- Item 13**      **Public Comments**
- Item 14**      **Closed Session** if requested or needed (discussion)  
Pursuant to N.C. GS 143-318.11 (1-9)
- Item 15**      **Appointment of Director of Planning and Development**

**SUPPLEMENTAL INFORMATION**

- Item 16**      **Supplemental Information**
  - Belhaven 4th Invitation to Dignitary Breakfast
  - Coastland Times article on Dare County Hurricane Irene Expenses
  - Hyde County
  - News and Observer article on Remotely Piloted Aircraft
  - Ocracoke Mosquito Control Budget
  - NC DOC letter – Release of Funding Conditions – CDBG No.: 11-C-2275 (NCT)
  - Hyde County Hotline First Anniversary Invitation
  - Hyde County ABC Board Report – June 18, 2012

## MEETING CALENDAR

### JULY

4th **INDEPENDENCE DAY HOLIDAY, County offices closed**  
16th Board of Commissioners meeting, 6 PM

### AUGUST

6th Board of Commissioners meeting, 6 PM  
*(only one meeting this month)*  
6th-10th Manager at Public Executive Leadership Academy, SOG  
16th-19th NCACC Annual Conference, Raleigh

## EMPLOYMENT ANNIVERSARIES

### JULY

1st	1986	Merita Spencer, Register of Deeds, 26 years
	1989	Florida Farrow, Social Services, 23 years
	1992	Darlene Berry, Senior Citizens, 20 years
	1997	Alice Keeney, Planning, 15 years
	1998	Nathan Spencer, Solid Waste, 14 years
	2000	Pam Sawyer, Register of Deeds, 12 years
	2005	LaDonna Spencer, Water Department, 7 years
	2008	Gwen Cahoon, Solid Waste, 4 years
	2009	Alice Mackey, ADAP Center, 3 years
	2009	Elizabeth Gurganus, ADAP Center, 3 years
	2009	Rosemarie Grays, ADAP Center, 3 years
	2010	Alla Harris, Home Health, 2 years
	2010	Bertha Cooper, Home Health, 2 years
6th	2010	Larry Sadler, Water Department, 2 years
9th	2010	Stacey Midgett, Cooperative Extension, 2 years
11th	2005	Deborah Sawyer, Sheriff's Department, 7 years
14th	1997	Andra Gibbs, Water Department, 15 years
15th	1991	Linda McCabe, Social Services, 21 years
22nd	2002	Luana Gibbs, Health Department, 10 years



Since 1712

# HYDE COUNTY

---

## NORTH CAROLINA

**Item Number:** 3

**Meeting Date:** 07.02.12

**Presenter(s):** Sharon Spencer

**Title:** Chairman

**Agency/Dept.:** Board of Commissioners

**Item Title:** Consideration of Minutes

**Attachments:** Yes

**Description:** Minutes of the meeting held on June 18, 2012

**Times Read:** First

**Impact on Budget:** None

**RECOMMENDATION:** Approve

\_\_\_\_\_ A. Byrd  
 \_\_\_\_\_ B. Swindell  
 \_\_\_\_\_ D. Styron  
 \_\_\_\_\_ D. Tunnell  
 \_\_\_\_\_ S. Spencer

\_\_\_\_\_ A. Byrd  
 \_\_\_\_\_ B. Swindell  
 \_\_\_\_\_ D. Styron  
 \_\_\_\_\_ D. Tunnell  
 \_\_\_\_\_ S. Spencer

A. Byrd  
 B. Swindell  
 D. Styron  
 D. Tunnell  
 S. Spencer

Yea	Nay
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1 **Meeting Minutes**

2 **Board of County Commissioners**  
3 **Hyde County**

4  
5 **June 18, 2012**

6 Chairwoman Sharon Spencer called the regular meeting of the Hyde County Board of  
7 Commissioners to order at 6:00 PM on Monday, June 18, 2012 in the Hyde County Government  
8 Center, Multi-Use Room, and the Ocracoke School Commons Room using electronic  
9 conferencing equipment. The following members were present on the mainland: Commissioners  
10 Anson Byrd, Sharon Spencer, Barry Swindell and Dick Tunnell; Attorney Fred Holscher; County  
11 Manager Mazie Smith; Deputy Clerk to the Board Lois Stotesberry; and, members of the public.  
12 The following members were present on Ocracoke: Commissioner Darlene Styron; Deputy Clerk  
13 Jamie Carter; and, members of the public.

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

16 **Agenda:**

17 Chairwoman Spencer asked for any changes to the June 18, 2012 meeting Agenda as presented  
18 by the Clerk. Commissioner Swindell moved to approve the agenda with deletion of Item 8 –  
19 Public Hearing on Change to Subdivision Ordinance and addition of Item 13(a) – Pre-Disaster  
20 Mitigation Grant Agreement; Item 13(b) – Transfer of Ownership of Engelhard Marine Industrial  
21 Park; Item 17(a) – Lease of Office Space for Social Services and Item 22(a) – Budget Transfer  
22 for Sheriff's Department. Ms. Styron seconded the motion. The motion passed on the following  
23 vote:

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

25 **Consideration of Minutes:**

26 Chairwoman Spencer asked for approval of meeting minutes.

27 Commissioner Byrd moved to approve the June 4, 2012 regular meeting minutes as presented by  
28 the Clerk. Mr. Tunnell seconded the motion. The motion passed on the following vote:

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

30 **Public Comments:**

31 Chairwoman Spencer called for comments from the public.















1 Chairwoman Spencer directed Manager Smith to ask Sheriff Mason to attend the next regularly  
2 scheduled meeting on June 2, 2012, to discuss the D.A.R.E. officer position and seven surplus  
3 vehicles at the Sheriff's Department.

4 **County Commissioners Reports:**

5 **Commissioner Swindell** – attended the Board of Health quarterly meeting on June 12, 2012.

6 **Commissioner Tunnell** – nothing to report.

7 **Commissioner Byrd** – asked how much money does FEMA still owe Hyde County? He  
8 directed Manager Smith to prepare and send a letter to Mr. Moore, in Congressman Jones' office,  
9 with all of the Commissioners signing it. Mr. Byrd attended the Engelhard Marine Industrial  
10 Park ceremony in Engelhard. He commended Alice Keeney and Kris Noble for work done on  
11 the project.

12 **Commissioner Styron** – thanked Alice Keeney for her time spent in Hyde County. She  
13 commended Alice and Kris Noble for work done on the Engelhard Marine Industrial Park  
14 project. Ms. Styron attended the Ocracoke Development Planning Board meeting where signage  
15 and kiosk were discussed: and, the WOVV 4<sup>th</sup> Annual Arm Wrestling Contest. She commended  
16 Jane Hodges for work done at the Engelhard Airport and thanked the Revolving Loan Fund  
17 Committee for her appointment to the committee. Ms. Styron encouraged citizens to attend  
18 Board meetings and/or read Board meeting minutes.

19 **Commissioner Spencer** – commended Alice Keeney and Kris Noble for work done on the  
20 Engelhard Marine Industrial Park project. Ms. Spencer noted that Hyde County was in  
21 competition for the funding and we were fortunate to have won. She attended several meetings  
22 and spoke with Leza Wainwright, Executive Director of ECBH, about the Hyde County ADAP  
23 Center billing issue.

24 Ms. Spencer asked that the Board consider making the two part-time positions, approved in the  
25 FY2012-2013 Budget, one full-time position. She will put this item on the July 2, 2012 Board  
26 Meeting Agenda for consideration.

27 Ms. Spencer spoke with Representative Tim Spear about the ferry tax issue. He believes ferry  
28 tolls will not go into effect until next July and that Ocracoke citizens should be exempt.

29 **County Manager's Report:**

30 Manager Smith thanked Utilities Director Clint Berry for repairs on the generator platform that  
31 collapsed on Monday, June 4. Ms. Smith reported receipt of greater than \$2 million from  
32 FEMA. She presented the FY2012-2013 Hyde County Budget at the Senior Center; reported  
33 Performance Reviews are complete; and she will attend a meeting next week to discuss the  
34 Ocracoke Ball Field project. Ms. Smith thanked Jamie Tunnell for filling in as Public

1 Information Officer (PIO). She asked that the Ocracoke Mosquito Control Board put in writing  
2 what to set as the mosquito tax rate and send it to Tax Administrator Linda Basnight.

3 Ms. Smith thanked her staff and stated she is very proud of them. She invited Board members to  
4 spend a day with her at the Government Center.

5 **Public Comments:**

6 Chairwoman Spencer called for comments from the public.

7 There being no comments from the public, Chairwoman Spencer continued the meeting.

8 At this time, Alice Keeney opened a gift presented to her by the Commissioners. She thanked  
9 everyone for the retirement reception and the silver tray.

10 **Closed Session** (none)

11 **Supplemental Information:**

12 **Department Reports**

13 Administration: Spending Freeze Memo  
14 Inspections/Code Enforcement  
15 Animal Control  
16 Health Department

17  
18 **Other Information**

19  
20 Airport Committee Meeting Minutes – March 26, 2012  
21 Cooperative Extension Weight of the Nation Report  
22 Ocracoke Advisory Planning Board (OAPB) Meeting Notice  
23 Urgent Ferry Tax Update

24  
25 **Meeting Calendar**

26  
27 **July, 2012**

28 07-02-2012 Board of Commissioners Meeting – 6:00p.m.  
29 07-04-2012 Independence Day (county offices closed)  
30 07-16-2012 Board of Commissioners Meeting – 6:00p.m.

31  
32 **Employment Anniversaries**

33  
34 **June, 2012**

35 06-23-2012 James Blount, Solid Waste – 4 years

36  
37 Commissioner Byrd moved to adjourn the meeting. Mr. Swindell seconded the motion. The  
38 motion passed on the following vote:





Since 1712

# HYDE COUNTY

---

## NORTH CAROLINA

**Item Number:** 4

**Meeting Date:** 07.02.12

**Presenter(s):** Citizens

**Title:**

**Agency/Dept.:**

**Item Title:** Public Comments

**Attachments:** No

**Description:** Citizens are afforded an opportunity at this time to comment on issues they feel may be of importance to the Commissioners and to their fellow citizens. Comments should be kept to (3) minutes and directed to the entire Board, not just one individual Commissioner, staff member or to a member of the audience. Time for one person cannot be used by another person. Comments that reflect the need for additional assistance will be directed to the County Manager or referred to a future meeting agenda.

**Times Read:**

**Impact on Budget:**

**Recommendation:** Listen for understanding.

**MOTION MADE BY:**

\_\_\_\_ A. Byrd  
\_\_\_\_ B. Swindell  
\_\_\_\_ D. Styron  
\_\_\_\_ D. Tunnell  
\_\_\_\_ S. Spencer

**MOTION SECONDED BY:**

\_\_\_\_ A. Byrd  
\_\_\_\_ B. Swindell  
\_\_\_\_ D. Styron  
\_\_\_\_ D. Tunnell  
\_\_\_\_ S. Spencer

**Vote:**

A. Byrd  
B. Swindell  
D. Styron  
D. Tunnell  
S. Spencer

**Aye**

\_\_\_\_  
\_\_\_\_  
\_\_\_\_  
\_\_\_\_  
\_\_\_\_

**Nay**

\_\_\_\_  
\_\_\_\_  
\_\_\_\_  
\_\_\_\_  
\_\_\_\_



Since 1712

# HYDE COUNTY

---

## NORTH CAROLINA

**Item Number:** 5

**Meeting Date:** 07.02.12

**Presenter(s):** Wesley Smith

**Title:** Health Director

**Agency/Dept.:** Hyde County Health Department

**Item Title:** Introduction of New Employees

**Attachments:** No

**Description:** Health Director, Wesley Smith will introduce Jenna Brinn, RN, WIC Clinic Coordinator and Stephanie Watson, Accounting Clerk IV.

**Times Read:** First

**Impact on Budget:** Does not increase the budget.

**Recommendation:** Listen for understanding, welcome new employees.

**MOTION MADE BY:**

\_\_\_\_\_ A. Byrd  
\_\_\_\_\_ B. Swindell  
\_\_\_\_\_ D. Styron  
\_\_\_\_\_ D. Tunnell  
\_\_\_\_\_ S. Spencer

**MOTION SECONDED BY:**

\_\_\_\_\_ A. Byrd  
\_\_\_\_\_ B. Swindell  
\_\_\_\_\_ D. Styron  
\_\_\_\_\_ D. Tunnell  
\_\_\_\_\_ S. Spencer

**Vote:**

A. Byrd  
B. Swindell  
D. Styron  
D. Tunnell  
S. Spencer

**Aye**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Nay**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# HYDE COUNTY

---

## NORTH CAROLINA

**Item Number:** 6

**Meeting Date:** 07.02.12

**Presenter(s):** Clint Berry

**Title:** Utilities Director

**Agency/Dept.:** Utilities Department

**Item Title:** ABC Building Lease Maintenance Report

**Attachments:** No

**Description:** Keith Parker-Lowe presented the Lease Agreement between the County and the Hyde County ABC Board for lease of the Mainland ABC Store on June 18.

Approval of the Lease was tabled until the July 2nd Board meeting to allow time for maintenance expenses on the building to be researched. Clint Berry will present a report on the costs to Hyde County for maintenance on the ABC Store building.

**Times Read:** First

**Impact on Budget:** None

**Recommendation:** Approve - contingent upon County Attorney's approval.

**MOTION MADE BY:**

\_\_\_\_\_ A. Byrd  
\_\_\_\_\_ B. Swindell  
\_\_\_\_\_ D. Styron  
\_\_\_\_\_ D. Tunnell  
\_\_\_\_\_ S. Spencer

**MOTION SECONDED BY:**

\_\_\_\_\_ A. Byrd  
\_\_\_\_\_ B. Swindell  
\_\_\_\_\_ D. Styron  
\_\_\_\_\_ D. Tunnell  
\_\_\_\_\_ S. Spencer

**Vote:**

A. Byrd  
B. Swindell  
D. Styron  
D. Tunnell  
S. Spencer

**Aye**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Nay**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Hyde County Board of Commissioners AGENDA ITEM SUMMARY SHEET

**Item Number:** 7

**Date:** 7.2.12

**Title:** Pre-Disaster Mitigation Grant -- Approval of Program Policies and Designated Agent

**Sponsor:** Chris Hilbert **Title:** Program Administrator -- HCP, Inc.

**Agency/Dept.:** Holland Consulting Planners, Inc.

**Description:** Hyde County accepted a Grant Agreement for its FY11 Pre-Disaster Mitigation project on 6./18/12. In order to proceed with the project, the board is required to approve a budget ordinance, policies related to procurement and equal opportunity, and to designate an Agent to act as the local authority for the project. The County Manager will act as the Designated Agent for the project.

**Attachments:** Yes (Blanket Resolution approving Budget Ordinance, Policies, and Designated Agent).

**Reading number:** First

**Impact on Budget:** None. Special Project with funds covered by Federal funds and participating homeowners.

**Recommendation** Approve attached blanket resolution approving budget ordinance, policies, and Designated Agent for the FY11 PDM Elevation Project.

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>VOTE:</u>	<u>Aye</u>	<u>Nay</u>
_____ Byrd	_____ Byrd	Byrd	_____	_____
_____ Spencer	_____ Spencer	Spencer	_____	_____
_____ Styron	_____ Styron	Styron	_____	_____
_____ Swindell	_____ Swindell	Swindell	_____	_____
_____ Tunnell	_____ Tunnell	Tunnell	_____	_____

**HYDE COUNTY FY2011 PRE-DISASTER MITIGATION (PDM) PROGRAM  
Resolution Approving Administrative Guidelines and Policies**

WHEREAS, Hyde County wishes to carry out its Pre-Disaster Mitigation (PDM) Program in accordance with established state and federal administrative guidelines.

NOW, THEREFORE, the Hyde County Board of Commissioners hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the Hyde County Pre-Disaster Mitigation (PDM) Program:

1. Project Budget Ordinance
2. Financial Management Resolution
3. Elevation Contract Award Policy
4. Local Economic Benefit for LMI Persons (Section 3) Plan
5. Equal Employment and Procurement Policy
6. Temporary Relocation Policy
7. Designation of Project Agent

Adopted this 2<sup>nd</sup> day of July, 2012,

---

Sharon P. Spencer, Chair  
Hyde County Board of Commissioners

ATTEST:

---

Lois Stotesberry, Deputy Clerk to the Board

**HYDE COUNTY FY2011 PRE-DISASTER MITIGATION (PDM) PROGRAM**  
**Project Budget Ordinance**

Be it ordained by the Hyde County Board of Commissioners, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the Hyde County FY2011 Pre-Disaster Mitigation (PDM) Program described in the work statement contained in the grant agreement (#PDMC-PJ-04-NC-2011-001) between Hyde County and the North Carolina Division of Emergency Management. This project is more familiarly known as the Hyde County FY2011 PDM Project.

Section 2. Hyde County staff is hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the North Carolina Division of Emergency Management, and the budget contained herein.

Section 3. The following revenues and resources are anticipated to be available to complete the project activities:

<u>C-1: FY2011 PDM Program</u>	PDM Grant	\$411,282.75
--------------------------------	-----------	--------------

Section 4. The following amounts are appropriated for the project activities:

<u>C-1: FY2011 PDM Program</u>	Project Budget	\$411,282.75
--------------------------------	----------------	--------------

Section 5. The Grant Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the North Carolina Division of Emergency Management required by the grant agreement(s) and federal and state regulations.

Section 6. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the North Carolina Division of Emergency Management in an orderly and timely manner.

Section 7. The Grant Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Grant Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this council.

Section 9. Copies of this grant project ordinance shall be made available to the Grant Finance Officer for direction in carrying out this project.

Adopted this 2<sup>nd</sup> day of July, 2012,

---

Sharon P. Spencer, Chair  
Hyde County Board of Commissioners

ATTEST:

---

Lois Stotesberry, Deputy Clerk to the Board

**HYDE COUNTY PRE-DISASTER MITIGATION (PDM) PROGRAM  
Financial Management Resolution**

WHEREAS, Hyde County has received a Pre-Disaster Mitigation (PDM) Program Grant in the amount of \$411,282.75, and has committed other revenues to the program; and

WHEREAS, the North Carolina Administrative Code regulations require that the county designate a Grant Finance Officer and a depository for PDM Program grant funds;

NOW, THEREFORE, Hyde County hereby resolves the following:

- (1) Corrinne Gibbs, Finance Director, will serve as Grant Finance Officer, and will be responsible for financial management of the program according to the requirements of the North Carolina Administrative Code and North Carolina General Statute requirements.
- (2) East Carolina Bank, in Swan Quarter, NC, is hereby designated as the official depository for revenues budgeted for the PDM Program.

Adopted this 2<sup>nd</sup> day of July, 2012,

\_\_\_\_\_  
Sharon P. Spencer, Chair  
Hyde County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Lois Stotesberry, Deputy Clerk to the Board

**HYDE COUNTY PRE-DISASTER MITIGATION (PDM) PROGRAM**  
**Elevation Contract Award Policy**

During the performance of housing elevation activities included in the Hyde County FY2011 Pre-Disaster Mitigation (PDM) Program, the county will utilize the following guidelines in the award of contracts to contractors who bid on the elevation of specific dwelling units:

- 1) The county shall reserve the right to reject bids and rescind contract awards if one of the following conditions has not been met:
  - a. The contractor must have turned in all required forms, credit report, references, etc., with his bid;
  - b. The contractor must have references and a past working record acceptable to the PDM Administrator prior to the PDM Administrator's recommendation of award to the Hyde County Board of Commissioners;
  - c. The contractor must have demonstrated the ability to meet the performance criteria established in the Instructions to Bidders and the elevation contract.
  - d. The contractor must have demonstrated the ability to meet standards of workmanship outlined in the construction specifications as witnessed by the PDM Administrator.
- 2) Assessment of conditions 1(c) and 1(d) above shall be based on the PDM Administrator's review of contractor references and work performed in other locations, if the contractor has not performed recent elevation work for Hyde County.
- 3) If construction estimates are prepared, no contract award shall be made if the contract price is less than 85% or more than 115% of the PDM Administrator's final estimate. The PDM Administrator will document negotiation of bids and/or estimates before contract awards are made.
- 4) In a case where an individual contractor is performing adequately, but he is the low bidder on more houses than he can complete within 120 days following the bid opening, (based on past performance), the county shall reserve the right to reject bids for those surplus houses, and award those houses to the next lowest bidders meeting the guidelines outlined herein, in the interest of efficient completion of elevation activities. The county also reserves the right to reject bids and award contracts to alternate bidders in the interest of maintaining an efficient work schedule consistent with performance standards mandated by the funding agency.
- 5) The county reserves the right to rescind contract awards made prior to contract execution if circumstances beyond the control of the county, including directives by the funding agency or homeowner's non-participation, prohibit the county's participation in the contract as Owner's Representative.
- 6) Any action, either restrictive or affirmative, taken under these guidelines, shall be in the interest of an efficiently-managed PDM program, and will be without self-interest on the part of any member of the Hyde County Board of Commissioners or county staff; and furthermore, shall be without regard to race, creed, sex, color, or national origin.

- 7) The Hyde County Manager has demonstrated the ability to coordinate grant program activities with this Board. The Hyde County Board of Commissioners also realizes the importance of prompt action in the interest of maintaining satisfactory work progress. Therefore, the Hyde County Manager is hereby authorized to approve and execute all elevation change orders less than 15% of current contract value.

Adopted this 2<sup>nd</sup> day of July, 2012,

---

Sharon P. Spencer, Chair  
Hyde County Board of Commissioners

ATTEST:

---

Lois Stotesberry, Deputy Clerk to the Board

**HYDE COUNTY PRE-DISASTER MITIGATION (PDM) PROGRAM**  
**Local Economic Benefit for Low and Very Low Income Persons Plan**

To insure that to the greatest extent possible contracts for work are awarded to business concerns located in or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, Hyde County (hereinafter called "the county") has developed and hereby adopts the following Section 3 Plan:

1. This Section 3 Plan shall apply to services needed in connection with the Pre-Disaster Mitigation (PDM) Program grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance & repair, etc.
2. The Section 3 project area for the purpose of the PDM Program grant shall include all of Hyde County, Beaufort County, and Tyrrell County.
3. When in need of a service, the county will identify suppliers, contractors, or subcontractors located in the Section 3 area. Resources for this identification shall include the North Carolina Historically Underutilized Business Office (HUB), local directories, and the Small Business Administration local offices. Word of mouth recommendations shall also be used as a source. Where deemed necessary, listings from any agency noted above shall be distributed to prime contractors as potential sources of subcontractors and suppliers.
4. The county will include required Section 3 clauses in all contracts executed under this PDM Program. Where deemed necessary, listings from any agency noted in Item 3, above, shall be included as well as sources of subcontracts and suppliers.
5. Each elevation contractor shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.
6. All jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; all contracts will be listed with the North Carolina Historically Underutilized Business (HUB) office; potential employees and businesses may seek development and training assistance through various state and local agencies.

Adopted this 2<sup>nd</sup> day of July, 2012,

---

Sharon P. Spencer, Chair  
Hyde County Board of Commissioners

ATTEST:

---

Lois Stotesberry, Deputy Clerk to the Board

**HYDE COUNTY PRE-DISASTER MITIGATION (PDM) PROGRAM**  
**Equal Employment and Procurement Policy**

**A. GENERAL EQUAL EMPLOYMENT AND PROCUREMENT POLICY**

Hyde County maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the county prohibits any retaliatory action of any kind taken by any employee of the county against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The county shall strive for greater utilization of all persons by identifying previously underutilized groups in the work force, such as minorities, women, and the handicapped, and by making special efforts toward their recruitment, selection, development, upward mobility, and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the County Manager and/or other persons designated by the Hyde County Board of Commissioners to assist in the implementation of this policy statement.

The county shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of equal employment opportunity and affirmative action will be presented to the Hyde County Board of Commissioners by the County Manager.

The county is committed to this policy and is aware that with its implementation the county will receive positive benefits through the greater utilization and development of all its human resources.

**B. PROCUREMENT POLICY FOR FEDERAL GRANT PROGRAMS**

All procurement of goods and services by Hyde County with PDM grant funds shall be accomplished in accordance with the regulations of 44CFR13.36 or the North Carolina General Statutes applying to procurement in general by North Carolina municipalities/ counties.

When the federal and state regulations are different, the more restrictive regulations shall apply to the procurement in question. Additionally, the county will adhere to the following guidelines during procurement of goods and services with federal funds:

1. In all cases where goods or services are procured on the basis of one bid or proposal received, the county will follow established principles included in OMB Circular A-87 to verify the reasonable cost of the procurement, and shall contact the state agency supervising the grant program before making any contract award on the basis of non-competitive negotiation.

2. Historically underutilized businesses, including women- and minority-owned enterprises shall be included on bidders' or professional services' lists maintained by the county, and such firm(s) shall be solicited for all competitive negotiations, small purchases, and informal and formal bids when such firms are potential competitive sources for goods and services.
3. The county shall develop a written statement of work for each service to be awarded on the basis of competitive negotiation, which shall include descriptions of tasks to be completed, project timetables, and an outline of fee proposal requirements. The statement of work shall also include a written selection procedure. All competitive negotiations shall be awarded strictly on the basis of written selection procedures, and cost shall not be the sole or more important factor in selection of services through the use of competitive negotiation.
4. Prior to any contract award, the county shall verify the contractor's eligibility to participate in a federally-assisted program.
5. No consultant or bidder shall assist in evaluation of proposals or bid packages for contracts in which that consultant or bidder has an indirect or direct interest. The county shall adhere to all applicable federal and state conflict of interest regulations in making contract awards.
6. The county shall request references, or check references, of contractors or firms who are awarded contracts with federal grant funds, and will request a written warranty for all goods and services provided through small purchase requests.
7. The county shall not award any contracts for federally-assisted projects on a contingency or cost plus percentage of cost basis.

Adopted this 2<sup>nd</sup> day of July, 2012,

---

Sharon P. Spencer, Chair  
Hyde County Board of Commissioners

ATTEST:

---

Lois Stotesberry, Deputy Clerk to the Board

**HYDE COUNTY FY2011 PRE-DISASTER MITIGATION PROGRAM**  
**Designation of Applicant's Agent**

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF HYDE COUNTY  
*(Governing Body)* *(Public Entity)*

THAT Hyde County, a public entity established under the laws of the State of North Carolina, hereby authorizes its agent to provide to the State and to the Federal Emergency Management Agency (FEMA) for all matters pertaining to such Federal disaster assistance the assurance and agreements printed on the reverse side hereof.

Passed and approved this 2<sup>nd</sup> day of July, 2012.

\_\_\_\_\_  
Sharon Spencer, Chair  
Hyde County Board of Commissioners

**CERTIFICATION**

I, Lois Stotesberry, duly appointed Deputy Clerk to the Board of Commissioners of Hyde County, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Commissioners of Hyde County, on the 2<sup>nd</sup> day of July, 2012.

\_\_\_\_\_  
Deputy Clerk to the Board  
*(Official Position)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
July 2, 2012  
*(Date)*

**RESOLUTION**  
**DESIGNATION OF APPLICANT'S AGENT**  
**North Carolina Division of Emergency Management**

Organization Name (hereafter named Organization): Hyde County	Disaster Number: 2011 Pre-Disaster Mitigation Program
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate): North Carolina Department of Crime Control and Public Safety	
Applicant's Fiscal Year (FY) Start	Month: July Day: 1
Applicant's Federal Employer's Identification Number: 56-60000-308	
Applicant's Federal Information Processing Standards (FIPS) Number:	

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Mazie S. Smith	Agent's Name Corrinne Gibbs
Organization Hyde County Government	Organization Hyde County Government
Official Position County Manager	Official Position Finance Officer
Mailing Address PO Box 188 City, State, Zip Swan Quarter, NC 27885	Mailing Address PO Box 188 City, State, Zip Swan Quarter, NC 27885
Daytime Telephone (252) 926-4178	Daytime Telephone (252) 926-4193
Facsimile Number (252) 926-3701	Facsimile Number (252) 926-3701
Pager or Cellular Number na	Pager or Cellular Number na

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title Hyde County Board of Commissioners	Name Lois Stotesberry
Name and Title	Official Position Deputy Clerk to the Board of Commissioners
Name and Title Chairman, Hyde County Board of Commissioners	Daytime Telephone (252) 926-3701

**CERTIFICATION**

I, Lois Stotesberry (Name) duly appointed and Deputy Clerk (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of Hyde County (Organization) on the 2nd day of July 2012.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including, but not limited to the following authorities: OMB Circulars Nos. A-87, A-95, A-102 and A-110, where applicable, and Part 13 of Title 44 of the Code of Federal Regulations (C.F.R.), as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurance contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grant or agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 205, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishment of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, P.L. 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assurance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

## STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.



## Hyde County Board of Commissioners AGENDA ITEM SUMMARY SHEET

**Item Number:** 8

**Date:** 7.2.12

**Title:** Pre-Disaster Mitigation Grant -- Award of Professional Services

**Sponsor:** Chris Hilbert **Title:** Program Administrator -- HCP, Inc.

**Agency/Dept.:** Holland Consulting Planners, Inc.

**Description:** On behalf of Hyde County, HCP advertised in the Coastland Times on March 22, 2012, requesting proposals for structural engineering, surveying, and asbestos inspection services required for the county's recently-awarded PDM elevation grant. HCP also mailed Requests for Proposals to a number of firms for each required service on the same date. HCP reviewed the proposals received by the deadline date of April 6, 2012. HCP requests that the board authorize the County Manager to work with them to negotiate fees in accordance with available service delivery funds in the approved PDM application and execute contracts for engineering, surveying, and asbestos inspection for the PDM elevation project.

**Attachments:** Yes (Memorandum from HCP to County Manager)

**Reading number:** First

**Impact on Budget:** None. Special Project with funds covered by Federal funds and participating homeowners

**Recommendation** Authorize the County Manager to execute contracts for required professional services.

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>VOTE:</u>	<u>Aye</u>	<u>Nay</u>
_____ Byrd	_____ Byrd	Byrd	_____	_____
_____ Spencer	_____ Spencer	Spencer	_____	_____
_____ Styron	_____ Styron	Styron	_____	_____
_____ Swindell	_____ Swindell	Swindell	_____	_____
_____ Tunnell	_____ Tunnell	Tunnell	_____	_____

*Memorandum*

To: Mazie Smith, Hyde County Manager/Designated Agent  
Hyde County FY11 Pre-Disaster Mitigation Program

From: Reed Whitesell, AICP  
Project Manager, HCP

Re: Professional Services Contract Recommendations

Date: June 25, 2012

---

On behalf of Hyde County, HCP advertised in the Coastland Times on March 22, 2012, requesting proposals for structural engineering, surveying, and asbestos inspection services required for the county's recently-awarded PDM elevation grant. HCP also mailed Requests for Proposals to a number of firms for each required service on the same date. I have personally reviewed the proposals received by the deadline date of April 6, 2012. I request that the board authorize you to work with me to negotiate fees in accordance with available service delivery funds in the approved PDM application and execute contracts for the following services:

Surveying --- The county received proposals from Hood Richardson and Sorrell Land Surveying. HCP requests that the board select Hugh Sorrell to perform the work. Both firms provided an inexpensive hourly rate of \$80.00/hr. for a 2-man crew (normally required for elevation certificates and site surveys). Both firms also have extensive experience in Hyde County. However, Mr. Sorrell was very responsive to recent requests by Hyde County for elevation certificates associated with the county's Hurricane Irene response effort, and we believe that he will provide the more responsive service overall.

Asbestos Inspection – The county received proposals from Phoenix EnviroCorp, W.F. Bulow, and Keenan Consulting. HCP requests that the board select W.F. Bulow to perform the work. He is located in nearby Ayden and his per unit inspection fee is only \$121.00 per unit and \$22.00 per sample, which is very cost-effective. We have worked with Mr. Bulow on numerous recent projects, including projects in Hyde County, and find him to be professional and responsive.

Engineering – The county received proposals from the Bissell Professional Group in Kitty Hawk and Appian Consulting Engineers of Rocky Mount. Both responses satisfactorily addressed the elements of the RFP. However, I recommend that the board select Appian for the work, because they are familiar with the county's and HCP's residential elevation procedures, they have extensive recent experience in this type of work in Beaufort and Hyde County (Hurricane Isabel and Beaufort County FY08 RFC and FY10 SRL projects), and because the principal of the firm, Bobby Joyner, will personally perform the majority of the work required. I am confident of his professionalism, responsiveness, and technical acuity. The hourly rates of both forms were competitive, with variations up and down by position.



# HYDE COUNTY

---

## NORTH CAROLINA

Since 1712

**Item Number:** 9

**Meeting Date:** 07.02.12

**Presenter(s):** Mazie Smith

**Title:** County Manager

**Agency/Dept.:** Hyde County Government

**Item Title:** Mainland Hyde & Ocracoke Occupancy Tax Advisory Committee Appointments

**Attachments:** Yes

**Description:** At its regularly scheduled meeting on June 4, the Board approved ammendment of Hyde County Ordinance No. 38-24 - Advisory Committee to designate that committee appointments be made at or before the second Board meeting in July of each fiscal year.

At its regularly scheduled meeting on June 18, appointments to the Mainland and Ocracoke Occupancy Tax Advisory Committee were tabled to allow time to contact current board members and to solicit interested applicants.

**Times Read:** Second

**Impact on Budget:** None

**Recommendation:** Appoint Occupancy Tax Board Members.

**MOTION MADE BY:**

\_\_\_\_\_ A. Byrd  
 \_\_\_\_\_ B. Swindell  
 \_\_\_\_\_ D. Styron  
 \_\_\_\_\_ D. Tunnell  
 \_\_\_\_\_ S. Spencer

**MOTION SECONDED BY:**

\_\_\_\_\_ A. Byrd  
 \_\_\_\_\_ B. Swindell  
 \_\_\_\_\_ D. Styron  
 \_\_\_\_\_ D. Tunnell  
 \_\_\_\_\_ S. Spencer

**Vote:**

A. Byrd  
 B. Swindell  
 D. Styron  
 D. Tunnell  
 S. Spencer

**Aye**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Nay**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# COUNTY OF HYDE

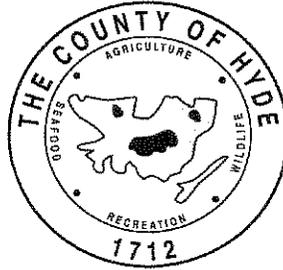
## Board of Commissioners

Sharon Spencer, Chair  
Dick Tunnell, Vice-chair  
Darlene Styron  
Barry Swindell  
Anson Byrd

30 Oyster Creek Road  
PO Box 188  
SWAN QUARTER, NORTH CAROLINA 27885  
252-926-4400  
252-926-3701 Fax

Mazie Swindell Smith  
County Manager

Fred Holscher  
County Attorney



June 25, 2012

Hyde County Mainland Occupancy Tax Board:

Please be advised that at its regularly scheduled meeting on Monday, June 18, 2012, the Hyde County Board of Commissioners directed Manager Smith to send a letter to each Mainland and Ocracoke Occupancy Tax Board member asking whether or not you wish to be re-appointed to the Occupancy Tax Board position that you currently hold.

The Board will make appointments and/or re-appointments on Monday, July 2, 2012 at the regularly scheduled Board of Commissioners meeting. Please respond to Mazie at 926-4400 or me at 926-4178 on Wednesday, June 27, 2012 in order that we include your name in the appointment process on Monday, July 2<sup>nd</sup>.

Should you have any questions, please contact us.

Sincerely,

Lois Stotesberry, Deputy Clerk

cc: Commissioners



Since 1712

# HYDE COUNTY

---

## NORTH CAROLINA

**Item Number:** 10

**Meeting Date:** 07.02.12

**Presenter(s):** Mazie Smith

**Title:** Manager

**Agency/Dept.:** Hyde County

**Item Title:** Appointment to Northeast Workforce Development Board

**Attachments:** Yes

**Description:** Ms. Sharon (Sherry) Carawan would like to be appointed to serve on the Northeast Workforce Development Board. She manages Mattamuskeet Seafood. Sherry would like to make a difference in Hyde County and the State.

**Times Read:** First

**Impact on Budget:** Does Not increase the budget

**Recommendation:** Appoint

**MOTION MADE BY:**

\_\_\_\_\_ A. Byrd  
 \_\_\_\_\_ B. Swindell  
 \_\_\_\_\_ D. Styron  
 \_\_\_\_\_ D. Tunnell  
 \_\_\_\_\_ S. Spencer

**MOTION SECONDED BY:**

\_\_\_\_\_ A. Byrd  
 \_\_\_\_\_ B. Swindell  
 \_\_\_\_\_ D. Styron  
 \_\_\_\_\_ D. Tunnell  
 \_\_\_\_\_ S. Spencer

**Vote:**

A. Byrd  
 B. Swindell  
 D. Styron  
 D. Tunnell  
 S. Spencer

**Aye**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Nay**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SENT TO MAZIE 5/31/12

# NWDB

Sound Workforce Solutions

BOBBY HANIG, ACTING CHAIR  
obxncpoolguy@gmail.com

WENDY JEWETT, DIRECTOR  
wjewett@albemarlecommission.org

Serving Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties

## Board Member Application

Date: May 17, 2012

Name: Sharon Carawan

County: Hyde

Address: 24810 US 264 Swan Quarter, NC 27885

Business Affiliation: Industry Food Occupation Managing processing facility  
Currently Employed Processing Retired —

### Contact Information:

Phone# 252-943-4933 Email: \_\_\_\_\_ Other: \_\_\_\_\_

Best way to contact you? 926-2431 (252) Sherric@mattamuskeetseafood.com

Why do you want to be a board member of the Northeastern Workforce Development Board?

I would like to make a difference in my County and in my state. Our state and our Counties are struggling in this economy and we need education and solutions to the various obstacles we face in creating new jobs.

### For Internal Use Only:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please email application to [Pbo@albemarlecommission.org](mailto:Pbo@albemarlecommission.org) or mail to address below attn: Pat Bo

### NORTHEASTERN WORKFORCE DEVELOPMENT BOARD

512 SOUTH CHURCH STREET PO Box 646 HERTFORD, NC 27944 PHONE 252.426.5753 FAX 252.426.3453  
[www.albemarlecommission.org](http://www.albemarlecommission.org)



RELAY NUMBERS FOR THE HEARING IMPAIRED: DIAL 711 OR 1-800-735-8262 (VOICE) AN EQUAL OPPORTUNITY EMPLOYER / PROGRAM