

Meeting Minutes

Board of County Commissioners

Hyde County

July 16, 2012

Chairwoman Sharon Spencer called the regular meeting of the Hyde County Board of Commissioners to order at 6:00 PM on Monday, July 16, 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, Barry Swindell and Dick Tunnell; Attorney Charles C. Edwards, Jr.; County Manager Mazie Smith; Deputy Clerk to the Board Lois Stotesberry; and, members of the public. The following members were present on Ocracoke: Commissioner Darlene Styron; Deputy Clerk Jamie Carter; 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 July 16, 2012 meeting Agenda as presented by the Clerk. Commissioner Byrd moved to approve the agenda as presented by the Clerk with addition of Item 6(d) – Sheriff's Department Budget Discussion; Item 10(a) – Appointments to Ocracoke Planning Board; and 10(b) – Appointments to Ocracoke Mosquito Control Board. Mr. Swindell seconded the motion. The motion passed on the following vote:

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

Consideration of Minutes:

Chairwoman Spencer asked for approval of meeting minutes.

Commissioner Tunnell moved to approve the June 18, 2012 regular meeting minutes as presented by the Clerk with correction on Page 9 line 2 – *scheduled meeting on June July 2, 2012*. Mr. Swindell seconded the motion. The motion passed on the following vote:

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

Public Comments:

Chairwoman Spencer called for comments from the public.

John Fletcher, Ocracoke – stated that the Ocracoke Tax Board is satisfactory as is; and, that the voting delegate should be a commissioner who would be here next year.

Commissioner Styron – will continue to perform her duties until no longer a commissioner.

Bryan Carter, Ocracoke – thanked Swan Quarter Volunteer Fire Department and Ocracoke Fire Department for working together with the US Coast Guard on the shrimp boat accident earlier in the day.

Donald Blount, New Holland – stated that it is wrong to deny access (No Parking signs) to citizens visiting Lake Mattamuskeet.

Chairwoman Spencer reported that the Board will address the issue with NCDOT.

Manager Smith stated the previously adopted resolution allowing the “No Parking” signs would have to be overturned by the Board at the next regularly scheduled Board of Commissioners meeting on Monday, August 6, 2012.

Keith Parker-Lowe, Ocracoke – stated that commissioners serve until they are off the Board and incumbents do not serve until they are on the Board.

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

Special Recognition:

Introduction of New Employees

Wesley Smith, Health Director, will introduce Jenna Brinn, RN, WIC Clinic Coordinator and Stephanie Watson, Accounting Clerk IV at the next regularly scheduled meeting on Monday, August 6, 2012.

Employee of the Month

Justin Gibbs, Emergency Management Director, introduced Tommy Loftus, EMT-I as the July Employee of the Month. Tommy joined Hyde County EMS on September 15, 2000 and remains dedicated to the citizens of Hyde County. He served as EOC dispatcher for four days during Hurricane Irene. Mr. Gibbs reported that Tommy is respected by his peers and Vidant - Pungo District Hospital staff.

Items of Consideration:

ABC Building Lease Maintenance Report

Clint Berry, Utilities Director, presented report of the costs to Hyde County for maintenance on the Hyde County ABC Store building.

Commissioner Tunnell moved to approve the Lease Agreement between Hyde County and the Hyde County ABC Board for lease of the Mainland ABC Store with addition to Section 6. Utilities – *Hyde County will mow the mainland ABC Store lot and the ABC Board will reimburse the County for the expense;* and addition to Section 8. Installation and Additional Improvements – *the ABC Board may make changes to the mainland ABC Store building that can be done without damages to the premises.* Ms. Styron seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron and Tunnell Nays – Swindell

Interlocal Sewer Maintenance Agreement – Public Safety Center

Clint Berry, Utilities Director, reported that Hyde County holds the sewer permit for the Public Safety Center and is therefore responsible for servicing and maintaining all equipment associated with the facility. Swan Quarter Sanitary District currently accepts wastewater from the facility for treatment. The District agrees to service, operate and maintain the sewer system located at the Public Safety Center pursuant to conditions specified in the Interlocal Sewer Maintenance Agreement.

Commissioner Swindell moved to approve the Interlocal Sewer Maintenance Agreement between Hyde County and the Swan Quarter Sanitary District. Mr. Byrd seconded the motion. The motion passed on the following vote:

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

CDBG-SBEA Contract for Training Services

Kris Noble, Grant Administrator, reported that Hyde County has been working to complete the requirements of the SDBG – Small Business and Entrepreneurial Assistance (SBEA) project. A portion of the project funds, \$5,000, have been designated by the NC Department of Commerce to provide Entrepreneurial Training to small businesses, both new and existing, in Hyde County. The contract represents an agreement between Hyde County and East Carolina Council (ECC) to provide said training. The Office of Economic Development and Planning will work with the ECC to coordinate the program and as a liaison to business owners during implementation.

Commissioner Styron moved to approve the Contract for Training Services between Hyde County and the East Carolina Council. Mr. Byrd seconded the motion. The motion passed on the following vote:

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

CDBG-NC Tomorrow Grant – Approval of Program Policies

Kris Noble, Grant Administrator, reported that Hyde County accepted a Grant Agreement and Funding Approval for the CDBG-NC Tomorrow Project on April 2, 2012 and accepted a Technical Service and Grant Administration Contract with the East Carolina Council on June 4, 2012. In order to proceed with the project, the Hyde County Board of Commissioners is required to approve a Project Budget Ordinance and policies related to procurement and equal opportunity.

Commissioner Swindell moved to approve the CDBG-NC Tomorrow Project Resolution Approving Administrative Guidelines and Policies; Grant Budget Ordinance; Financial Management Resolution; Hyde County June 2012 through August 2013 Local Economic Benefit for Low and Very Low Income Persons Plan and Equal Employment and Procurement Policy; and, the Eastern Carolina Council Technical Service and Grant Administration Contract. Mr. Byrd 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 "Hyde County CDBG-NC Tomorrow Project Resolution Approving Administrative Guidelines and Policies" is attached herewith as Exhibit A and incorporated herein by reference.

Clerk's Note: A copy of "Hyde County CDBG-NC Tomorrow Grant Project Budget Ordinance" is attached herewith as Exhibit B and incorporated herein by reference.

Clerk's Note: A copy of "Hyde County CDBG-NC Tomorrow Financial Management Resolution" is attached herewith as Exhibit C and incorporated herein by reference.

Sheriff's Department Budget Request

On June 18, 2012 at its regularly scheduled meeting, after discussion with Manager Smith and Finance Officer Gibbs, Commissioner Swindell moved to reluctantly approve the Sheriff's Department budget transfer requests totaling \$136,874.93. Mr. Tunnell seconded the motion.

The motion passed on the following vote:

Board Approval Required			
Department	Program	Amount	Explanation
Sheriff	Salaries	\$106,874.93	To cover an under-budgeted salary line
	Inmate Safekeeping	\$30,000.00	To cover expenses incurred from locally housing prisoners

Ayes – Spencer, Styron, Swindell and Tunnell

Nays – Byrd

Chairwoman Spencer directed Manager Smith to ask Sheriff Mason to attend the next regularly scheduled Board meeting on July 2, 2012, to discuss the D.A.R.E. officer position and seven surplus vehicles at the Sheriff's Department. Due to power outage the July 2nd meeting was cancelled and the Agenda moved to July 16.

Commissioner Byrd asked Sheriff Mason to explain why two June 18, 2012 budget revision requests in the amount of \$136,874.93 were necessary.

Sheriff Mason reported that Inmate Safekeeping expenses were up and could not have been predicted; and, D.A.R.E. Officer Gary Midgette was pulled from his assignment at Mattamuskeet School in 2010 and because funding was available Deputy Midgette continued working for the Sheriff's Department. He reported that the former Finance Officer assisted with preparation of his department's budget in 2010 and 2011.

Manager Smith stated that she discovered the salaries line addition error when entering old budget figures into an excel spreadsheet. She notified commissioners of the error at the June 18 Board meeting. Neither Manager Smith nor Finance Officer Corrinne Gibbs prepared the FY2010-2011 or the FY2011-2012 Hyde County Budget Ordinance.

After further discussion, Chairwoman Spencer commended Corrinne Gibbs for a job well done since her appointment on July 5, 2011 as Finance Officer.

Sheriff Mason plans to discuss the State ABC Board Contract with Hyde County ABC Board Chairman Keith Parker-Lowe. Mr. Mason reported that the contract that he received does not compare with surrounding counties.

Chairwoman Spencer confirmed that funds received from the contract would be credited to the Sheriff's Department budget.

Pre-Disaster Mitigation Grant – Approval of Program Policies and Designated Agent

Chris Hilbert, Program Administrator, HCP, Inc., reported that Hyde County accepted a Grant Agreement for its FY11 Pre-Disaster Mitigation project on June 18, 2012. 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. Mr. Hilbert confirmed that federal monies will cover 75% of the program with participating homeowners providing 25% of the costs of the program.

Commissioner Byrd moved to approve the Pre-Disaster Mitigation Blanket Resolution, Budget Ordinance, Policies, and to appoint the County Manager the Designated Applicant's Agent. Mr. Swindell 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 "Hyde County FY2011 Pre-Disaster Mitigation (PDM) Program Resolution Approving Administrative Guidelines and Policies" is attached herewith as Exhibit D and incorporated herein by reference.

Clerk's Note: A copy of "Hyde County FY2011 Pre-Disaster Mitigation (PDM) Program Project Budget Ordinance" is attached herewith as Exhibit E and incorporated herein by reference.

Clerk's Note: A copy of "Hyde County FY2011 Pre-Disaster Mitigation (PDM) Program Financial Management Resolution" is attached herewith as Exhibit F and incorporated herein by reference.

Pre-Disaster Mitigation Grant – Approval of Professional Services

Chris Hilbert, Program Administrator, HCP, Inc., reported that on behalf of Hyde County, HCP advertised in the Coastland Times newspaper 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.

Commissioner Swindell moved to authorize the County Manager to work with Holland Consulting Planners, Inc., 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. Mr. Byrd seconded the motion. The motion passed on the following vote:

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

Mainland Hyde & Ocracoke Occupancy Tax Advisory Committee Appointments

Manager Smith reported that on June 4th the Board approved amendment 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. On June 18, the Board tabled appointments to the Mainland and Ocracoke Occupancy Tax Advisory Committee to allow time to contact current board members and to solicit interested applicants.

Chairwoman Spencer recommended appointment of Wanda Jennette to replace Mark Carawan and to confirm interest in serving on the Board with Donna Spencer. Appointments to the Hyde County Mainland and Ocracoke Occupancy Tax Boards will be made at the next regularly scheduled Board of Commissioners meeting on Monday, August 6, 2012.

Appointment to Northeast Workforce Development Board

Manager Smith received request from the Northeastern Workforce Development Board for appointment of Sharon (Sherry) Carawan to its Board.

Commissioner Tunnell moved to appoint Sharon (Sherry) Carawan to the Northeast Workforce Development Board. Mr. Byrd seconded the motion. The motion passed on the following vote:

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

Approval of Position for Planning & Development Technician

Manager Smith reported that during discussions pertaining to the 2-12-2013 Budget, the Commissioners recommended that the Grants Administrator position and the Public Information Officer (PIO) positions be cut back to part-time. Upon further study, Ms. Smith recommended that the two part-time positions be combined into one full-time position in order to attract a higher caliber of employee. Funds to cover the cost of providing benefits would be taken from within the approved budget allocation. The duties of the PIO would be assigned to Jamie Carter who already serves as a Deputy Clerk and part-time PIO for the county.

Commissioner Byrd moved to combine the part-time Grants Administrator position and the part-time Public Information Officer (PIO) position into one full-time (with benefits) Planning and Development Technician position. Mr. Tunnell abstained from voting due to conflict of interest. Ms. Styron seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell Not Voting – Tunnell Nays – None

Approval of Reorganization of Planning and Development Department

Manager Smith reported that in order to increase operating efficiency and provide better service to our citizens, the Department of Planning and Development needs to be reorganized to include the Director of Planning and Development, the Administrator of Planning and Development, the Building Inspector/Code Enforcement Officer and the Permits Technician. This joins all personnel involved with long range planning, economic development, code enforcement, flood plains management, building inspections and permits into one cohesive unit. It is believed that this reorganization will improve communications between the departments so that expertise and resources can be shared of mutual benefit. This will eliminate the Inspections Department. After approval the budget ordinance will be amended accordingly.

Commissioner Tunnell moved to approve reorganization of the Planning and Development Department as recommended by Manager Smith. Ms. Spencer seconded the motion. The motion passed on the following vote:

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

Discussion of Methane Gas Mining Project

Glen Hockney of the Middletown community offered his consulting services to Hyde County at no charge. Mr. Hockney reported that he has 50 years of experience in starting new businesses. He presented a Methane Gas Mining Project that he is working on and requested Board support for the project.

Chairwoman Spencer thanked Mr. Hockney and stated that the Board would take the information he presented under advisement.

Commissioner Swindell stated that the Board encourages but cannot endorse private enterprise.

Commissioner Byrd referred Mr. Hockney to continue discussion with Health Director Wesley Smith.

Designation of Delegate for NCACC Convention

Chairwoman Spencer reported that a designated voting delegate needed to be formally appointed by the Board of Commissioners. The voting delegate must be present at the Annual Conference of the North Carolina Association of County Commissioners to be held in Wake County, NC, on August 16-19, 2012.

Commissioner Swindell moved to appoint Commissioner Spencer to be the designated voting delegate for the NCACC Annual Conference. Mr. Byrd seconded the motion. The motion passed on the following vote:

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

Management Reports:

County Commissioners Reports

Commissioner Styron – reported that she attended the Ocracoke Planning Board meeting and they are still working on kiosk. She reported that 4th of July statistics were better than in 2010.

Commissioner Byrd – no report.

Commissioner Tunnell – reported that he will be attending the upcoming Mid-East Housing Authority meeting.

Commissioner Swindell – no report

Commissioner Spencer -- reported that she will be attending the upcoming Albemarle Commission meeting.

County Manager's Report

Manager Smith reported that she will be attending a joint meeting with Tyrell County Manager Willie Mack Carawan in Greenville to continue discussion of "Resolution In Support Of The Certificate Of Need To Service Hyde and Tyrell Counties" which was adopted by the Board on March 5, 2012; and will attend a Transportation Committee meeting in Dare County on Wednesday. Ms. Smith attended Session I of the Public Executive Leadership Academy (PELA) on July 9-13, 2012 at the University of North Carolina at Chapel Hill. This academy provides city and county managers, their assistants, and key department heads the opportunity to learn more about themselves as leaders and to gain skills to lead and manage change in their communities.

Public Comments:

Chairwoman Spencer called for comments from the public.

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

Closed Session

Commissioner Byrd moved to enter into closed session in accordance with §143-318.11 (6). Mr. Swindell seconded the motion. The motion passed on the following vote:

Ayes --Spencer, Styron, Swindell, Swindell and Tunnell Nays -- None

The Board entered closed session at 7:50 p.m.

Commissioner Byrd moved to return from closed session. Mr. Swindell seconded the motion. The motion passed on the following vote:

Ayes --Spencer, Styron, Swindell, Swindell and Tunnell Nays -- None

The Board returned from closed session at 8:00 p.m.

Appointment of Director of Planning and Development

Manager Smith reported that during budget deliberations of the County Commissioners, the County Manager was directed to combine the positions of Grant Administrator with the Director of Planning and Economic Development into one position. The job description was written for this position, advertised using various forms of print and electronic media, and numerous candidates were interviewed. The interview committee recommended approval of Kris Noble to fill the position.

Commissioner Byrd moved to approve appointing Kris Noble to fill the position of Director of Planning and Development -- Grade 73 with annual salary being \$51,700. Mr. Swindell seconded the motion. The motion passed on the following vote:

Ayes --Spencer, Styron, Swindell, Swindell and Tunnell Nays -- None

Supplemental Information:

Coastland Times article on Dare County Hurricane Irene expenses
Hyde County Board of Health Meeting Minutes
Hyde County ABC Board Financial Report
Letter Regarding Pay Increases for ECBH Employees
News & Observer article on Remotely Piloted Aircraft
Ocracoke Mosquito Control Budget

Thank You Note from Alice Keeney
Senior Center July 2012 Newsletter
June Sales Summary Report – ABC Board
Hyde County Hotline, Inc. July 2012 Newsletter
NC DOC Letter on Release of Funding Conditions CDBG No. 11-C-2275

Department Reports

Senior Center
Tax Department
Inspections Department
Elections
Veterans Services

Meeting Calendar

July, 2012
16th Board of Commissioners Meeting – 6:00p.m.

August, 2012
6th Board of Commissioners Meeting – 6:00p.m.
(only one meeting this month)
6th – 10th Manager at Public Executive Leadership Academy, SOG
16th – 19th NCACC Annual Conference, Raleigh

Employment Anniversaries

July, 2012
1st Merita Spencer, Register of Deeds, 26 years
6th Florida Farrow, Social Services, 23 years
9th Darlene Berry, Senior Citizens, 20 years
11th Alice Keeney, Planning, 15 years
14th Nathan Spencer, Solid Waste, 14 years
16th Pam Sawyer, Register of Deeds, 12 years
19th LaDonna Spencer, Water Department, 7 years
22nd Gwen Cahoon, Solid Waste, 4 years
25th Alice Mackey, ADAP Center, 3 years
28th Elizabeth Gurganus, ADAP Center, 3 years
31st Rosemarie Grays, ADAP Center, 3 years
1st Alla Harris, Home Health, 2 years
4th Bertha Cooper, Home Health, 2 years
7th Larry Sadler, Water Department, 2 years
10th Stacey Midgett, Cooperative Extension, 2 years
13th Deborah Sawyer, Sheriff's Department, 7 years
16th Andra Gibbs, Water Department, 15 years
19th Linda McCabe, Social Services, 21 years
22nd Luana Gibbs, Health Department, 10 years

Commissioner Tunnell 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 8:05 P.M.

Respectfully submitted:

Minutes approved on the 6th day of August, 2012.


Lois Stotesberry, Deputy Clerk
Hyde County Board of Commissioners




Sharon Spencer, Chair
Hyde County Board of Commissioners

Attachments:

- Exhibit A: *"Hyde County CDBG-NC Tomorrow Project Resolution Approving Administrative Guidelines and Policies"*
- Exhibit B: *"Hyde County 2011 CDBG-NC Tomorrow Grant Project Budget Ordinance"*
- Exhibit C: *"Hyde County CDBG-NC Tomorrow Financial Management Resolution"*
- Exhibit D: *"Hyde County FY2011 Pre-Disaster Mitigation (PDM) Program Resolution Approving Administrative Guidelines and Policies"*
- Exhibit E: *"Hyde County FY2011 Pre-Disaster Mitigation (PDM) Program Project Budget Ordinance"*
- Exhibit F: *"Hyde County FY2011 Pre-Disaster Mitigation (PDM) Program Financial Management Resolution"*

HYDE COUNTY CDBG NC TOMORROW PROJECT
Resolution Approving Administrative Guidelines and Policies

WHEREAS, Hyde County wishes to carry out its CDBG NC Tomorrow Project in accordance with established local, 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 CDBG NC Tomorrow Project:

1. Project Budget Ordinance
2. Financial Management Resolution
3. Section 3 Plan, Local Economic Benefit for Low and Very Low Income Persons Plan
4. Equal Employment and Procurement Plan/Policy
5. Contract Amendment including Section 3 Compliance Provisions in original contract between the East Carolina Council and the County of Hyde

Adopted this 16th day of July, 2012,





Sharon P. Spencer, Chair
Hyde County Board of Commissioners

ATTEST:


Lois Stotesberry, Deputy Clerk to the Board

**HYDE COUNTY 2011 CDBG NC TOMORROW GRANT
PROJECT BUDGET ORDINANCE**

**AN ORDINANCE ESTABLISHING A PROJECT BUDGET FOR HYDE COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT**

2011 NC TOMORROW GRANT PROJECT – CDBG NO. 11-C-2275

WHEREAS, Hyde County is participating in the Community Development Block Grant Program under the Housing Act of 1974, as amended, administered by the North Carolina Department of Commerce; and

WHEREAS, Hyde County has been allocated a CDBG 2011 NC Tomorrow CDBG Grant in the amount of \$50,000 under Title I of the Housing and Community Development Act of 1974 for improvements to perform Economic Development Planning Activities; and
WHEREAS, Hyde County now desires to establish a project budget to account for the disposition of these funds:

NOW, THEREFORE, BE IT ORDAINED BY THE HYDE COUNTY BOARD OF COMMISSIONERS, PURSUANT TO SECTION 13.2 OF CHAPTER 159 OF THE GENERAL STATUTES OF NORTH CAROLINA, THE FOLLOWING GRANT PROJECT BUDGET ORDINANCE IS HEREBY ADOPTED:

Section 1. A project budget shall be established for the CDBG 2011 NC Tomorrow Grant Project #11-C-2275.

Section 2. Revenues for this project shall be:

Total Revenue CDBG 2011 NC Tomorrow \$50,000.00

Section 3. Projected expenditures for this project shall be:

Planning	\$45,000.00
Administration	\$5,000.00
TOTAL	\$50,000.00

TOTAL GRANT EXPENDITURES

Section 4. This Ordinance shall remain in effect until the completion of the CDBG 2011 NC Tomorrow # 11-C-2275 Grant Project.

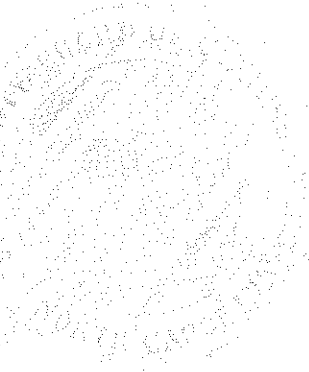
Section 5. The Grant Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the North Carolina Department of Commerce required by the grant agreements(s) and federal and state regulations.

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 Department of Commerce 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 3 and on the total grant revenues received or claimed.


Section 8. Copies of this grant project ordinance shall be made available to the Grant Finance Officer for direction in carrying out this project.

Adopted this the 16th day of July, 2012.



ATTEST:


County Clerk to the Board


Sharon P. Spencer, Chairman

HYDE COUNTY CDBG NC TOMORROW PROJECT
Financial Management Resolution

WHEREAS, Hyde County has received a CDBG – NC Tomorrow Grant in the amount of \$50,000,

NOW, THEREFORE, the Hyde County Board of Commissioners 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 16th day of July, 2012,



ATTEST:



Lois Stotesberry, Deputy Clerk to the Board



Sharon P. Spencer, Chair

Hyde County Board of Commissioners

**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 14th 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-PI-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
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Section 4. The following amounts are appropriated for the project activities:

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

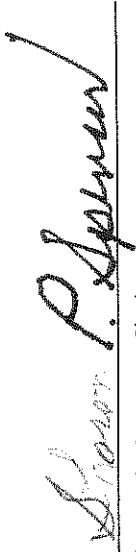
Section 7. The Grant Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

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 16th 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 16th day of July, 2012,


Sharon P. Spencer, Chair
Hyde County Board of Commissioners

ATTEST:


Lois Stotesberry, Deputy Clerk to the Board