



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 1

Meeting Date: 08.06.12

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:

Impact on Budget: None

RECOMMENDATION: Participate

			Yea	Nay
_____ A. Byrd	_____ A. Byrd	A. Byrd	_____	_____
_____ B. Swindell	_____ B. Swindell	B. Swindell	_____	_____
_____ D. Styron	_____ D. Styron	D. Styron	_____	_____
_____ D. Tunnell	_____ D. Tunnell	D. Tunnell	_____	_____
_____ S. Spencer	_____ S. Spencer	S. Spencer	_____	_____



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 2

Meeting Date: 08.06.12

Presenter(s): Sharon Spencer

Title: Chairman

Agency/Dept.: Board of Commissioners

Item Title: Consideration of Agenda

Attachments: Yes

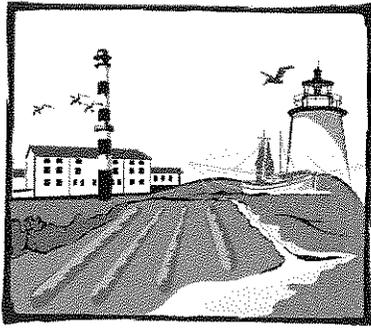
Description: Consideration of Agenda for today's meeting

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

			Yea	Nay
_____ A. Byrd	_____ A. Byrd	A. Byrd	_____	_____
_____ B. Swindell	_____ B. Swindell	B. Swindell	_____	_____
_____ D. Styron	_____ D. Styron	D. Styron	_____	_____
_____ D. Tunnell	_____ D. Tunnell	D. Tunnell	_____	_____
_____ S. Spencer	_____ S. Spencer	S. Spencer	_____	_____



Since 1712

HYDE COUNTY BOARD OF COMMISSIONERS

Monday, August 6, 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

Meeting cancelled due to power outage

- | | | |
|---------------|--|---------------|
| Item 1 | Call to Order, Opening Prayer | Chrm. Spencer |
| Item 2 | Consideration of Agenda | Chrm. Spencer |
| Item 3 | Approval of Minutes from meeting on July 16, 2012 | Chrm. Spencer |

Item 4 Public Comments

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

- | | | |
|---------------|--|----------------|
| Item 5 | Introduction of New Employees | Wes Smith |
| | Jenna Brinn, RN, WIC Clinic Coordinator, Health Department
Stephanie Watson, Accounting Clerk IV, Health Department | |
| Item 6 | Recognition of Employee of the Month | Sharon Spencer |
| | Corrinne Gibbs, Finance Officer | |

ITEMS OF CONSIDERATION

- | | | |
|---------------|---|----------------|
| Item 7 | No Parking Area near Mattamuskeet Lodge | Sharon Spencer |
| Item 8 | ADAP Center Program Continuation | Gloria Spencer |
| Item 9 | Revised Animal Control Dispatch Protocol | Wes Smith |

Item 10	Change of Status of Public Health Nurse	Wes Smith
Item 11	County Emergency Management Mutual Aid Agreement	Justin Gibbs
Item 12	Contract for Debris Mgt. and Removal Services Contract	Justin Gibbs
Item 13	Agreement to Clean Storm Gutters and Debris from Dike	Daniel Brinn
Item 14	Sublease Agreement for Airport Terminal Office Space	Fred Holscher
Item 15	Declaration of Surplus Property	Andrea Gregory
Item 16	Appointment to Social Services Board	Gloria Spencer
Item 17	Appointments to Occupancy Tax Boards	Commissioners

BUDGET MATTERS

- Item 18** **Administrative Transfers**
- Elections:** From Operations to Warranties on Voting Machines
- Health:** From Health Promotions to various accounts
- Health:** From VPH Grant to Contract Nurse Practitioner
- Board Transfers**
- Health** From Child Health to accounts for HMHC Position
- Health** From Maternal Health to accounts for HMHC Position
- Health** From Family Planning to accounts for HMHC Position

MANAGEMENT REPORTS

- Item 19** **Reports from Commissioners**
- Item 20** **Public Comments**
- Item 21** **Closed Session** if requested or needed (discussion)
Pursuant to N.C. GS 143-318.11 (1-9)

SUPPLEMENTAL INFORMATION

Item 22

Department Reports

Animal Control Program
Health Department
Public Information
Senior Services
Social Services
Tax Office

Other Information

Information about harvesting Methane Gas (follow-up to item discussed at last meeting from Glen Hockney)

MEETING CALENDAR

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

AUGUST

1st	1970	Linda Basnight, Tax Office
	1995	Jane Hodges, Planning & Development
	1996	Joe Frank Sadler, Public Works
	1999	William Spencer, Public Works
	2004	Esta Spencer, Social Services
	2007	Connie Burleson, Cooperative Extension
	2010	Carricko Bryant, Public Works
5th	2004	Terine Holloway, Social Services
13th	2008	Kris Noble, Planning and Development
14th	1996	Gary Benston, Public Works
	2008	Brandon Berry, Sheriff's Office
16th	2004	Natalie Wayne, Cooperative Extension
22nd	2011	Melissa Sadler, Health Department



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 3

Meeting Date: 08.06.12

Presenter(s): Sharon Spencer

Title: Chairman

Agency/Dept.: Board of Commissioners

Item Title: Approval of Minutes

Attachments: Yes

Description: Minutes of the meeting held on July 16th, 2012

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

			Yea	Nay
_____ A. Byrd	_____ A. Byrd	A. Byrd	_____	_____
_____ B. Swindell	_____ B. Swindell	B. Swindell	_____	_____
_____ D. Styron	_____ D. Styron	D. Styron	_____	_____
_____ D. Tunnell	_____ D. Tunnell	D. Tunnell	_____	_____
_____ S. Spencer	_____ S. Spencer	S. Spencer	_____	_____

1 Meeting Minutes

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

4
5 **July 16, 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, July 16, 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 Charles C. Edwards,
11 Jr.; County Manager Mazie Smith; Deputy Clerk to the Board Lois Stotesberry; and, members of
12 the public. The following members were present on Ocracoke: Commissioner Darlene Styron;
13 Deputy Clerk Jamie Carter; and, members of the public.

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

16 **Agenda:**

17 Chairwoman Spencer asked for any changes to the July 16, 2012 meeting Agenda as presented
18 by the Clerk. Commissioner Byrd moved to approve the agenda as presented by the Clerk with
19 addition of Item 6(d) – Sheriff’s Department Budget Discussion; Item 10(a) – Appointments to
20 Ocracoke Planning Board; and 10(b) – Appointments to Ocracoke Mosquito Control Board. Mr.
21 Swindell seconded the motion. The motion passed on the following vote:

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

23 **Consideration of Minutes:**

24 Chairwoman Spencer asked for approval of meeting minutes.

25 Commissioner Tunnell moved to approve the June 18, 2012 regular meeting minutes as
26 presented by the Clerk with correction on Page 9 line 2 – *scheduled meeting on ~~June~~ July 2,*
27 *2012.* Mr. Swindell seconded the motion. The motion passed on the following vote:

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

29 **Public Comments:**

30 Chairwoman Spencer called for comments from the public.

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

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

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

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

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

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

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

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

16 **Special Recognition:**

17 **Introduction of New Employees**

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

21 **Employee of the Month**

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

27 **Items of Consideration:**

28 **ABC Building Lease Maintenance Report**

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

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

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

9 **Interlocal Sewer Maintenance Agreement – Public Safety Center**

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

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

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

20 **CDBG-SBEA Contract for Training Services**

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

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

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

32

33

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:

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

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

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

1 surplus vehicles at the Sheriff's Department. Due to power outage the July 2nd meeting was
2 cancelled and the Agenda moved to July 16.

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

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

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

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

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

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

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

22 Chris Hilbert, Program Administrator, HCP, Inc., reported that Hyde County accepted a Grant
23 Agreement for its FY11 Pre-Disaster Mitigation project on June 18, 2012. In order to proceed
24 with the project, the board is required to approve a budget ordinance, policies related to
25 procurement and equal opportunity, and to designate an Agent to act as the local authority for the
26 project. Mr. Hilbert confirmed that federal monies will cover 75% of the program with
27 participating homeowners providing 25% of the costs of the program.

28 Commissioner Byrd moved to approve the Pre-Disaster Mitigation Blanket Resolution, Budget
29 Ordinance, Policies, and to appoint the County Manager the Designated Applicant's Agent. Mr.
30 Swindell seconded the motion. The motion passed on the following vote:

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

32 *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.*

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

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

5 **Pre-Disaster Mitigation Grant – Approval of Professional Services**

6 Chris Hilbert, Program Administrator, HCP, Inc., reported that on behalf of Hyde County, HCP
7 advertised in the Coastland Times newspaper on March 22, 2012, requesting proposals for
8 structural engineering, surveying, and asbestos inspection services required for the County's
9 recently-awarded PDM elevation grant. HCP also mailed Requests for Proposals to a number of
10 firms for each required service on the same date. HCP reviewed the proposals received by the
11 deadline date of April 6, 2012.

12 Commissioner Swindell moved to authorize the County Manager to work with Holland
13 Consulting Planners, Inc., to negotiate fees in accordance with available service delivery funds in
14 the approved PDM application and execute contracts for engineering, surveying, and asbestos
15 inspection for the PDM elevation project. Mr. Byrd seconded the motion. The motion passed on
16 the following vote:

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

18 **Mainland Hyde & Ocracoke Occupancy Tax Advisory Committee Appointments**

19 Manager Smith reported that on June 4th the Board approved amendment of Hyde County
20 Ordinance No. 38-24 – Advisory Committee to designate that committee appointments be made
21 at or before the second Board meeting in July of each fiscal year. On June 18, the Board tabled
22 appointments to the Mainland and Ocracoke Occupancy Tax Advisory Committee to allow time
23 to contact current board members and to solicit interested applicants.

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

28 **Appointment to Northeast Workforce Development Board**

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

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

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

2 **Approval of Position for Planning & Development Technician**

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

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

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

15 **Approval of Reorganization of Planning and Development Department**

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

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

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

29 **Discussion of Methane Gas Mining Project**

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

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

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

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

6 **Designation of Delegate for NCACC Convention**

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

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

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

15 **Management Reports:**

16 **County Commissioners Reports**

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

19 **Commissioner Byrd** – no report.

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

22 **Commissioner Swindell** – no report

23 **Commissioner Spencer** – reported that she will be attending the upcoming Albemarle
24 Commission meeting.

25 **County Manager's Report**

26 Manager Smith reported that she will be attending a joint meeting with Tyrell County Manager
27 Willie Mack Carawan in Greenville to continue discussion of “Resolution In Support Of The
28 Certificate Of Need To Service Hyde and Tyrrell Counties” which was adopted by the Board on
29 March 5, 2012; and will attend a Transportation Committee meeting in Dare County on
30 Wednesday. Ms. Smith attended Session I of the Public Executive Leadership Academy (PELA)
31 on July 9-13, 2012 at the University of North Carolina at Chapel Hill. This academy provides

1 city and county managers, their assistants, and key department heads the opportunity to learn
2 more about themselves as leaders and to gain skills to lead and manage change in their
3 communities.

4 **Public Comments:**

5 Chairwoman Spencer called for comments from the public.

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

7 **Closed Session**

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

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

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

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

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

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

16 **Appointment of Director of Planning and Development**

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

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

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

27 **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

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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	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



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 4

Meeting Date: 08.06.12

Presenter(s): Citizens

Title:

Agency/Dept.:

Item Title: Public Comments

Attachments: Yes

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: 08.06.12
Presenter(s): Wes Smith
Title: Director
Agency/Dept.: Hyde County Health Department
Item Title: Introduction of New Employees
Attachments: No
Description: Introduction of new employees Jenna Brinn and Stephanie Watson

Times Read: First
Impact on Budget: Does not increase the budget.
Recommendation: 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



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 6

Meeting Date: 08.06.12

Presenter(s): Mazie Smith

Title: Manager

Agency/Dept.: County of Hyde

Item Title: Recognition of August 2012 Employee of the Month

Attachments: None

Corrinne Gibbs, Hyde County Finance Officer, is honored as the August 2012 Employee of the Month. Corrinne stepped into the role of Finance Officer at one of the busiest times of the year in the Finance office, shortly after worked tirelessly to manage the paperwork associated with FEMA recovery. All the while, she has patiently trained new employees and carried her duties with proficiency. Her positive attitude and willingness to do whatever it takes has earned her recognition this month as the "Employee of the Month."

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Congratulate and thank employee

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

Congratulations

THIS CERTIFICATE IS TO COMMEND

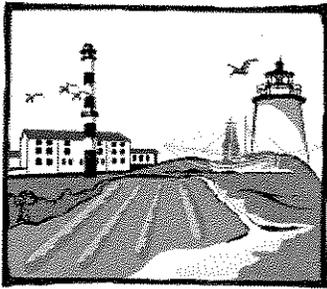
CORRINNE GIBBS

EMPLOYEE OF THE MONTH

AWARDED THIS THE 6TH DAY OF AUGUST, 2012.

SHARON P. SPENCER, CHAIRWOMAN
HYDE COUNTY BOARD OF COMMISSIONERS

MAZIE SWINDELL-SMITH, COUNTY MANAGER



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 7

Meeting Date: 08.06.12

Presenter(s): Sharon Spencer

Title: Chairman

Agency/Dept.: Hyde County Board of Commissioners

Item Title: Discussion of No Parking Zone near Mattamuskeet Refuge Control Gates

Attachments: Yes

Description: During the last Board meeting, a citizen expressed concern about the lack of available parking for citizens to crab at the control gates on Mattamuskeet Refuge in New Holland. Mark Carawan and Don Blount have both requested further discussion with the board on this issue. A copy of the original minutes are attached of the discussion on this issue, along with the resolution that was passed by the board. In order for DOT to make changes, the Board would need to overturn the original resolution or pass another that withdraws support. DOT has suggested that the later would be sufficient for them to make changes.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Question for understanding, decide to let existing resolution stand or pass another opposing the no parking zone

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



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

August 18, 2010

MEMORANDUM TO: *Chad Edge, PE*
Division Traffic Engineer

FROM: *Darrick Lee, PE*
District Engineer
Darrick S. Lee

SUBJECT: *Hyde County Resolution*
SR1330 - New Holland Road

Please find attached a resolution from Hyde County requesting a section of SR1330 (New Holland Road) be designated as "No Parking".

If you have any questions, please call.

Atta:

Cc: File - Hyde SR1330 (w/attachment)

Chairman Davis asked if there were any further public comments on the mainland, with no further comments the Board moved on with the agenda.

Resolution to Designate a Portion of New Holland Rd (SR 1330) as “No Parking”

Chairman Davis stated that he believed that the portion of New Holland Road being referenced by this request, was located directly in front of the cabins owned by Mark Carawan and that the resolution would request the NC DOT to consider designating this portion of SR 1330 as “No Parking.” Chairman Davis stated that he felt that the Board could handle this matter quite expeditiously unless there was something that was contingent regarding the request for designation as “No Parking.”

Commissioner Byrd made a motion for the County to submit a resolution to the North Carolina Department of Transportation requesting that the referenced portion of New Holland Road (SR 1330) be designated “No Parking.” Commissioner Spencer seconded the motion. Chairman Davis asked if there were any further questions regarding the requested resolution.

Commissioner Styron asked if someone could provide a further description of the property in reference. Chairman Davis replied that the property was bounded by New Holland Road on the east and that New Holland Road had a narrow shoulder and a steep embankment along the Outfall Canal. Chairman Davis said that the property was bounded on the north by the Mattamuskeet Wildlife Refuge. Chairman Davis further stated that there was a large parking lot located within 100 feet of the referenced portion of SR 1330, but that people were parking along the roadway blocking access to the cabins owned by Mr. Carawan.

With no further questions, the motion passed by the following vote:

Ayes – Commissioners Davis, Spencer, Byrd, Collier, and Styron
Nays – None

Energy Efficiency Grant Project Ordinance

The Interim County Manager stated that the following two items needed project ordinances because it is required that the funds do not commingle with the County’s regular accounts and that the County will be establishing these as separate accounts, the amounts reflected in the ordinances are the amounts of the grants. Commissioner Byrd asked if there was any match required by Energy Efficiency Grant. The Interim County Manager replied that no match was required.

Chairman Davis moved to approve the project ordinance for the Energy Efficiency Grant. Commissioner Collier seconded the motion; Chairman Davis asked if there were any further questions.

State of North Carolina
County of Hyde

RESOLUTION

Resolution to Designate a Portion of New Holland Road (SR 1330) as "No Parking"

WHEREAS, NCDOT maintains roads in Hyde County for the common access of citizens to and from both public and private properties; and

WHEREAS, New Holland Road (SR 1330) is primarily used as an access road to the Mattamuskeet Lodge, a historical property owned by the State of North Carolina; and

WHEREAS, New Holland Road and portions of the Mattamuskeet Lodge property are used by citizens for fishing and crabbing; and

WHEREAS, several Hyde County citizens utilize this road for both personal and commercial purposes; and

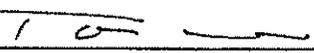
WHEREAS, many times the parking of visitors cars conflicts with the personal and commercial use of New Holland Road; and

NOW, THEREFORE, the Hyde County Board of Commissioners hereby requests that the North Carolina Department of Transportation consider designating a portion of New Holland Road as "No Parking,"

BE IT FURTHER RESOLVED, that the portion of New Holland Road, also described as the shoulder of the public right-of-way know as New Holland Road (SR1330), beginning where the boundary of the property owned by the United States of America intersects the public right-of-way and trending in a southeasterly direction 213 feet on the southwestward side of SR 1330 and 200 feet on the northeastward side of SR 1330, be designated "No Parking".

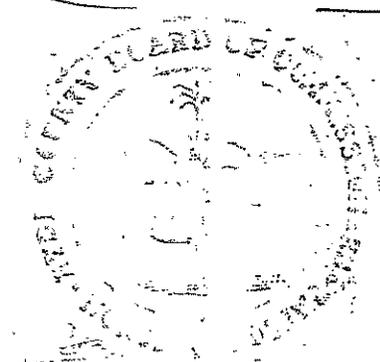
Adopted this the 2nd day of August, 2010.

Hyde County Board of Commissioners


G. Thomas Davis, Chairman

ATTEST


David M. Smitherman, Clerk





Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 8

Meeting Date: 08..06.12

Presenter(s): Gloria Spencer

Title: Director

Agency/Dept.: Hyde County Department of Social Services

Item Title: Discussion of Adult Day Activities Program

Attachments: Yes

Description: The ADAP Center Program no longer operates at no cost to the County. During the budget deliberations for the 2011-2012 budget, Director Spencer was advised that the County would give the program one more year to become financially sustainable. Upon year-end closeout, it appears that the program has not reached that status. The board needs to decide if it will continue to operate the program at a financial loss, and if so, determine where the funds will come from to absorb the costs.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Discontinue program if funding cannot be identified.

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>Vote:</u>	<u>Aye</u>	<u>Nay</u>
<input type="checkbox"/> A. Byrd	<input type="checkbox"/> A. Byrd	A. Byrd	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B. Swindell	<input type="checkbox"/> B. Swindell	B. Swindell	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> D. Styron	<input type="checkbox"/> D. Styron	D. Styron	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> D. Tunnell	<input type="checkbox"/> D. Tunnell	D. Tunnell	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> S. Spencer	<input type="checkbox"/> S. Spencer	S. Spencer	<input type="checkbox"/>	<input type="checkbox"/>



July 23, 2012
100
Advance repayments

144 Community College Road
Ahoskie NC 27910
Phone 252-332-4137 Fax 252-215-6876

DATE: July 23, 2012
INVOICE # 100
FOR: Advance repayments

Bill To:

Hyde County DSS
1420 Main St
Swans Quarter NC 27885

DESCRIPTION	AMOUNT
12/14/2011 Advance payment	\$12,948.00
1/27/2012 Advance payment	6,980.00
2/9/2012 Advance payment	5,080.00
2/21/2012 Advance payment	1,155.00
3/12/2012 Advance payment	9,420.00
3/30/2012 Advance payment	8,757.50
The above amounts are advance payments that ECBH paid to Hyde Co DSS during the Fall 2011 to March 2012.	
TOTAL	\$44,340.50

Make all checks payable to East Carolina Behavioral Health
If you have any questions concerning this invoice, contact Elizabeth Harrell, E-mail-- eharrell@ecbhime.org



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 9

Meeting Date: 08.06.12

Presenter(s): Wes Smith

Title: Director

Agency/Dept.: Hyde County Health Department

Item Title: Revised Animal Control Dispatch Protocol

Attachments: Yes

Description: Director Smith has revised the dispatch protocol for Animal Control to reflect the cuts made in the 2012-2013 budget.

Times Read: First

Impact on Budget: Does not increase the budget.

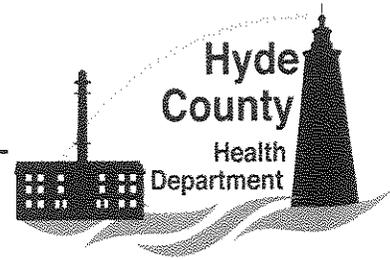
Recommendation: Approve

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

Hyde County Health Department

P.O. Box 100
1151 Main Street
Swan Quarter, N.C. 27885

(252) 926-4200



*From the Lodge to the Lighthouse
We're striving for a healthier Hyde*

Wesley P. Smith, Health Director

ANIMAL CONTROL DISPATCH PROTOCOL Effective July 1, 2012

1. Any bite to a human by a dog or cat regardless of the vaccination status of the animal.
2. Any dog or cat that has contact with a potentially rabid animal, i.e. raccoon, fox (red and grey), coyote, bat (all species), bobcat, or beaver.
** Wildlife Officer to be contacted also to handle wild animals: (252) 216-8225*
3. Any bite to a human by a wild animal listed in #2.
** Wildlife Officer to be contacted also to handle wild animals: (252) 216-8225*
4. Any non-bite contact by human with a potentially rabid animal listed in #2. A non-bite means getting saliva or central nervous system tissue from a potentially rabid animal into an open wound or in the eyes, nose, or mouth.
** Wildlife Officer to be contacted also to handle wild animals: (252) 216-8225*
5. Any at-large dog or cat that attacks a person's pet or livestock and causes bodily harm without being teased, molested, provoked, beaten, tortured, or otherwise harmed.
6. **Nuisance calls will not be responded to by Animal Control.**



Hyde County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 10

Date: 8.6.12

Title: Change of Status - Public Health Nurse II from Part-Time to Full-Time

Sponsor: Wesley P. Smith **Title:** Health Director

Agency/Dept.: Public Health

Description: Hyde County Health Department is required to provide directly or ensure Care Coordination for Children (CC4C) and Pregnancy Care Management (PCM) case management services are provided to Medicaid-eligible women and Medicaid-eligible children residing in Hyde County. CC4C and PCM services are currently being provided by Beaufort County Health Dept. via agreement between the two agencies. BCHD has notified HCHD of their intent to cancel the agreement effective August 31, 2012. In order for HCHD to provide these services directly, the part-time Public Health Nurse II position (WIC Coordinator) needs to be changed to full-time.

Attachments: Yes

Reading number: First

Impact on Budget: Does increase the budget

RECOMMENDATION: Approve Change of Status Request

MOTION MADE BY:	MOTION SECONDED BY:	VOTE:	Aye	Nay
_____ Byrd	_____ Byrd	Byrd	_____	_____
_____ Spencer	_____ Spencer	Spencer	_____	_____
_____ Styron	_____ Styron	Styron	_____	_____
_____ Swindell	_____ Swindell	Swindell	_____	_____
_____ Tunnell	_____ Tunnell	Tunnell	_____	_____

Hyde County Board of Commissioners Meeting - August 6, 2012
Change of Status Request
Public Health Nurse II from Part-time to Full-time

Current Status of Position:

- Jenna Brinn, RN – Hired May 23, 2012
- Public Health Nurse I (Working Against PH Nurse II)
- Part-time as WIC Coordinator (16 hours per week @ \$21.79 per hour)
- FY 2012-13 Budget - \$17,402.00 in line 10-5970.2020 (WIC Program)
- WIC Coordinator normally a Nutritionist II; however, due to no applications received, a Registered Nurse can fill that role

Requested Change of Status:

- Transition into a Full-time Public Health Nurse II position effective September 1, 2012
- Jenna Brinn, RN would fill the new position (Would still be a PH Nurse I working against a PH Nurse II)
- Jenna would continue to coordinate WIC program
- She would pick up additional duties as Coordinator for Care Coordination for Children (CC4C) and Pregnancy Care Management (PCM) case management programs
- CC4C and PCM programs currently being covered via contract with Beaufort County Health Department
- Contract terminated by BCHD effective August 31, 2012
- Full-time PH Nurse I position would be grade 70 at \$43,680 per year

Impact of Change to Health Department Budget for FY 2012-13:

- Increases the budget by \$33,121
 - $\$43,680 / 12 \times 10 = \$36,400$ (months of September 2012 – June 2013)
 - Fringe on a salary of \$36,400 = \$11,330:
 - FICA @ 7.65% = \$2,785
 - Retirement @ 7% = \$2,548
 - Group Insurance @ \$600/month = \$6,000
 - $\$36,400 + \$11,330 = \mathbf{\$47,733}$
 - $\$47,733 - \$14,612$ (\$17,402 WIC salary less \$2,790 July & August 2012) = **\$33,121**
- Increase will be covered by the following:
 - \$6,574 (PH Nurse II hours of work reduced to 34 hours/week due to FMLA)
 - \$10,150 (Anticipated revenue from PCM program September 2012 – June 2013)
 - \$7,344 (Anticipated revenue from CC4C program September 2012 – June 2013)
 - \$9,053 (Covered by Medicaid Cost Settlement from FY 2010-11)
 - Total of **\$33,121**



BEAUFORT COUNTY HEALTH DEPARTMENT

1438 HIGHLAND DRIVE
WASHINGTON NC 27889

TELEPHONE: 252.946.1902
FAX: 252.946.8430

www.bchd.net

June 29, 2012

Wesley Smith, Health Director
Hyde County Health Department
151 Main St. /PO Box 100
Swan Quarter, NC 27885

Mr. Smith,

This letter is to formally notify you in writing of the decision to terminate our Memorandum of Understanding (MOU) to provide PCM and CC4C services to Medicaid-eligible pregnant women and children age birth through their 5th birthday that reside in Hyde County. This MOU was between Beaufort County Health Department and Hyde County Health Department.

Per this notification the attached MOU will terminate the last day of August, 2012. We will work with you and your department to make this transition.

Respectfully,

Roxanne Holloman, MA
Director Beaufort County Health Department

Cc: Jim Baluss
Stan Cohen



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 11

Meeting Date: 08.06.12

Presenter(s): Justin Gibbs

Title: Emergency Services Director

Agency/Dept.: Hyde County Government

Item Title: MUTUAL AID AGREEMENT WITH EMERGENCY MANAGEMENT AGENCIES AND/OR OTHER GOVERNMENT FUNCTIONS

Attachments: Yes

Description: The counties of Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington have drafted a mutual aid agreement for the purpose of providing Emergency Management or any other operational assistance that may be required during an emergency in the 13 county Northeast North Carolina Disaster Awareness Working Group Region. The mutual aid agreement has been reviewed by the County Attorneys in each of the respective counties and the Hyde County Emergency Services Department is recommending that the Board of Commissioners approve and execute the attached mutual aid agreement.

Times Read: First

Impact on Budget: None

Recommendation: Approval and execution of the agreement

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

MUTUAL AID AGREEMENT

COUNTIES OF Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington

MUTUAL AID AGREEMENT WITH EMERGENCY MANAGEMENT AGENCIES AND/OR OTHER GOVERNMENT FUNCTIONS

THIS AGREEMENT, MADE AND ENTERED INTO THIS 1st DAY OF JULY 2012, BY AND BETWEEN THE COUNTIES OF Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington all being body politics and a political subdivision of the State of North Carolina, hereinafter referred to as "County" or "Counties."

WHEREAS, Eastern North Carolina is geographically vulnerable to a variety of disasters;

WHEREAS, Chapter 166A of the North Carolina General Statutes, entitled the North Carolina Emergency Management Act, recognizes this vulnerability and provides that its intended purposes are to:

- (1) Reduce vulnerability of people and property of this State to damage, injury, and loss of life and property;
- (2) Prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons;
- (3) Provide for the rapid and orderly rehabilitation of persons and restoration of property; and
- (4) Provide for cooperation and coordination of activities relating to emergency and disaster mitigation, readiness, response, and recovery;

WHEREAS, under Chapter 166A and other chapters of the North Carolina General Statutes, entities entering into mutual aid and assistance agreements may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel and services;

WHEREAS, the purpose of this agreement is to provide each of the parties hereto through their mutual cooperation, a predetermined plan by which each of them may render aid to the other on issues regarding resource deficiencies, and also in case of conflagration, holocaust, civil disorder, natural, man-made or technological disaster to a degree beyond the existing capabilities of either party.

WHEREAS, it is deemed to be in the public interest for the parties hereto to enter into an agreement for mutual assistance within law and order, fire protection, emergency medical care, search & rescue, emergency management, public works and other departments within the county's government in order to assure proper care of the citizens at large.

WHEREAS, by action of the governing body of each party hereto, they do hereby reach an agreement for mutual aid assistance and are duly authorized by the governing bodies of each of the parties to render mutual aid and assistance to the other.

THEREFORE, pursuant to G.S. 166A-10(b), these entities agree to enter into this Agreement for reciprocal emergency management aid and assistance, with this Agreement embodying the understandings, commitments, terms, and conditions for said aid and assistance, as follows:

- (1) Should it become necessary to activate this agreement as set forth, the local Emergency Management Coordinator/Director from the requesting County, shall make notification to local Emergency Management Coordinator of the County from which assistance is being requested.
- (2) The Local Emergency Management Coordinator/Director shall have the authority to request apparatus, equipment and manpower to assist the requesting party as may be required.
- (3) The conduct and actions of said personnel shall be the responsibility of the official in charge of the responding party.
- (4) Each party to this agreement or organization of the political subdivision shall assume the responsibility of any personnel of their own command responding to the duly requested mutual aid in event of death, injury or liabilities of which occur due to the responding to a request for mutual aid.
- (5) The party responding under the terms of this agreement shall assume no responsibility or liability for any tactic or strategy used in the operation; said liability and responsibility shall rest solely with the party requesting such mutual aid.
- (6) The party responding under the terms of this agreement shall assume all liability for its own personnel and equipment while enroute, at the scene and returning from the request for mutual aid.
- (7) The party responding to the request for mutual aid under this agreement shall not respond any personnel not covered by Worker's Compensation or any vehicle not covered by liability insurance.
- (8) Upon request for mutual aid, the Emergency Management Coordinator/Director may honor the request, providing the capacity to provide protection within his own jurisdiction is not impaired. The decision to respond shall remain solely on ones' capacity to protect its' own jurisdiction.

- (9) The Local Emergency Management Coordinator/Director, or designee, in the county where the emergency exists shall make requests for assistance under this agreement. This local Emergency Management Coordinator/Director, or designee, will be in command and control of the emergency. The individual organization(s) responding shall receive orders and directions through the officer in command or the Incident Commander of requesting party.
- (10) The party responding to the request for mutual aid under this agreement shall enjoy the same authority, rights, privileges and immunities as enjoyed by the requesting jurisdiction.
- (11) Either party may, at anytime, terminate this agreement through its' respective Governing Body upon serving of a thirty-day written notice to the remaining parties to this agreement.
- (12) Except as otherwise provided below, it is understood that recipient shall pay to Provider all documented costs and expenses incurred by provider as a result of extending aid and assistance to recipient. The terms and conditions governing reimbursement for any assistance provided under this agreement shall be in accordance with the following provisions, unless otherwise agreed in writing by recipient and provider. Recipient shall be ultimately responsible for reimbursement of all eligible expenses.
- A. *Personnel*-- During the period of assistance, provider shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. Recipient shall reimburse provider for all direct and indirect payroll costs and expenses including travel expenses incurred during the period of assistance, including, but not limited to, employee retirement benefits as provided by Generally Accepted Accounting Principles (GAAP). However, as stated in Section IX of this agreement, recipient shall not be responsible for reimbursing any amounts paid or due as benefits to provider's personnel under the terms of the North Carolina Workers' Compensation Act (Chapter 97 of the North Carolina General Statutes).
 - B. *Equipment*-- Provider shall be reimbursed by recipient for the use of its equipment during the period of assistance according to either a pre-established local or state hourly rate or according to the actual replacement, operation, and maintenance expenses incurred. For those instances in which costs are reimbursed by the Federal Emergency Management Agency (FEMA), the FEMA-eligible direct costs shall be determined in accordance with 44 C.F.R. 206.228. Provider shall pay for all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition. At the request of provider, fuels, miscellaneous supplies,

and minor repairs may be provided by recipient, if practical. The total equipment charges to recipient shall be reduced by the total value of the fuels, supplies, and repairs furnished by recipient and by the amount of any insurance proceeds received by provider.

- C. *Materials And Supplies*-- Provider shall be reimbursed for all materials and supplies furnished by it and used or damaged during the period of assistance, except for the costs of equipment, fuel and maintenance materials, labor, and supplies, which shall be included in the equipment rate established in subsection B of this section (Section VII), unless such damage is caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of provider's personnel. Provider's personnel shall use reasonable care under the circumstances in the operation and control of all materials and supplies used by them during the period of assistance. The measure of reimbursement shall be determined in accordance with 44 C.F.R. 206.228. In the alternative, the parties may agree that recipient will replace, with like kind and quality as determined by provider, the materials and supplies used or damaged.
- D. *Record Keeping*-- Recipient and provider personnel shall provide information, directions, and assistance for record keeping to provider's personnel. Provider shall maintain records and submit invoices for reimbursement by Recipient using the format used or required by FEMA publications, including 44 C.F.R. part 13 and applicable Office of Management and Budget (OMB) Circulars.
- E. *Payment; Other Miscellaneous Matters as to Reimbursements*-- The reimbursable costs and expenses with an itemized notice shall be forwarded as soon as practicable after the costs and expenses are incurred, but not later than sixty (60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with 44 C.F.R. part 206. Recipient shall pay the bill or advise of any disputed items, not later than sixty (60) days following the billing date. These time frames may be modified in writing by mutual agreement. This shall not preclude provider or recipient from assuming or donating, in whole or in part, the costs and expenses associated with any loss, damage, or use of personnel, equipment, and resources provided to recipient. Neither party to this agreement shall be bound to give assistance to the requesting party if in their judgment such assistance would impose upon the community a serious impairment of protection or extreme financial hardship.

IN WITNESS WHERE OF THE COUNTIES OF Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Pasquotank, Perquimans, Tyrell, Washington, parties hereto have caused this instrument to be signed in its corporate name by the Chairman of the Governing Body of each county, attested by its Clerk to the Governing Body and its corporate seal affixed;

EFFECTIVE DATE, this Agreement shall take effect upon its approval by the entity seeking to become a signatory to this Agreement and upon proper execution hereof.

By: _____

**County of Bertie,
Chairman, Board of Commissioners**

Attest:

Clerk to the Board

“This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.”

By: _____

County Finance Officer

By: _____

**County of Camden,
Chairman, Board of Commissioners**

Attest:

Clerk to the Board

“This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.”

By: _____

County Finance Officer

By: _____

**County of Chowan,
Chairman, Board of Commissioners**

Attest:

Clerk to the Board

“This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.”

By: _____

County Finance Officer

By: _____

**County of Currituck,
Chairman, Board of Commissioners**

Attest:

Clerk to the Board

“This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.”

By: _____

County Finance Officer

By: _____

County of Dare,

Chairman, Board of Commissioners

Attest:

Clerk to the Board

“This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.”

By: _____

County Finance Officer

By: _____

**County of Gates,
Chairman, Board of Commissioners**

Attest:

Clerk to the Board

“This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.”

By: _____

County Finance Officer

By: _____

**County of Hertford,
Chairman, Board of Commissioners**

Attest:

Clerk to the Board

“This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.”

By: _____

County Finance Officer

By: _____

County of Hyde,

Chairman, Board of Commissioners

Attest:

Clerk to the Board

“This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.”

By: _____

County Finance Officer

By: _____

**County of Martin,
Chairman, Board of Commissioners**

Attest:

Clerk to the Board

“This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.”

By: _____

County Finance Officer

By: _____

**County of Pasquotank,
Chairman, Board of Commissioners**

Attest:

Clerk to the Board

“This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.”

By: _____

County Finance Officer

By: _____

**County of Perquimans,
Chairman, Board of Commissioners**

Attest:

Clerk to the Board

“This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.”

By: _____

County Finance Officer

By: _____

**County of Tyrrell,
Chairman, Board of Commissioners**

Attest:

Clerk to the Board

“This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.”

By: _____

County Finance Officer

By: _____

**County of Washington,
Chairman, Board of Commissioners**

Attest:

Clerk to the Board

“This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.”

By: _____

County Finance Officer



HYDE COUNTY

NORTH CAROLINA

Item Number: 12

Meeting Date: 08.06.12

Presenter(s): Justin Gibbs

Title: Emergency Services Director

Agency/Dept.: Hyde County Government

Item Title: Pre-Event Debris Management and Removal Services Contract Award

Attachments: Yes

Description: On July 24, 2012 Hyde County Emergency Services issued a Request for Proposals for Pre-event Debris Management and Removal Services. The submission deadline for this RFP was August 1, 2012 and an evaluation committee was convened on August 3, 2012 to evaluate and interview the proposers. Based on the recommendation of the evaluation committee, the Hyde County Emergency Services Department will deliver the recommendation to the Board of Commissioners for approval and award of the contract contingent upon the County Attorney's approval of the proposed contract.

Times Read: First

Impact on Budget: None

Recommendation: Contract award contingent upon County Attorney's approval

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

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

Item Number: 13
Meeting Date: August 6, 2012
Attachment: Yes (Operation & Maintenance Agreement, Bid, Map & Pictures)

ITEM TITLE: Swan Quarter Dike Maintenance-Cleaning of storm gutter basins and clearing vegetative growth from gates along Swan Quarter Dike line.

SUMMARY: Maintenance of the Swan Quarter Dike is required by the Natural Resource Conservation Service through an agreement with the County of Hyde. This operation & maintenance agreement dated August 5, 2002 and attachment dated April 2006 states that the sponsor, Hyde County will maintain curb/gutter drainage system as designed. A yearly assessment is received from land and property owners within this dike line for the purpose of making repairs and maintaining dike as it was designed.

In order for the gutter basins and gates to work properly yearly inspection and possible maintenance is required to remove debris from these areas so that the drainage system can work as designed. Upon inspection of the gutters on June 12, 2012 the technician reported that twenty-two gutters needed to be cleared of debris and sediment to function properly during a storm or high water event. The gutters and gates are located on Hwy #45 between the east and west intersections with Creekside Drive.

The Hyde Soil Water Conservation District has sought a bid from Victor Chase Gibbs for the cleaning of the storm gutters and clearing of debris around flood gates in the town of Swan Quarter. That bid was in the amount of \$55.00 per storm drain which includes clearing of vegetative growth around tidegates for a total amount of \$1210.00 to be taken from appropriated assessment funds.

RECOMMENDATION: THE HYDE SOIL & WATER CONSERVATION DISTRICT STAFF RECOMMEND APPROVAL OF THIS BID FOR THE CLEANING OF GUTTERS AND REMOVAL OF DEBRIS AND SEDIMENT.

Discussion and possible action.

MOTION MADE BY:	MOTION SECONDED BY:	VOTE:	Aye	Nay
B. Swindell	B. Swindell	B. Swindell	—	—
A. Byrd	A. Byrd	A. Byrd	—	—
D. Tunnell	D. Tunnell	D. Tunnell	—	—
D. Stryon	D. Stryon	D. Stryon	—	—
S. Spencer	S. Spencer	S. Spencer	—	—

OPERATION AND MAINTENANCE PLAN (O&M)
Swan Quarter Watershed
Hyde County
North Carolina

August 2002

The objective of the maintenance program is to maintain the project measures in a condition that will continue to reduce flood damages caused by high wind tides.

FUNDS

Funds for carrying out the maintenance program will be provided by Hyde County Commissioners. Funds will be provided from the maintenance assessment on a per-acre basis.

INSPECTION

A maintenance inspection will be made at least annually to determine work that needs to be performed and set priorities for the next year. Inspections will be made jointly by the Sponsors and a Service Representative. A written report will be prepared. Additional inspections will be made after each major storm.

VIOLATIONS

If the sponsor fails to live up to provisions of O&M Agreement or contract, they will be required to reimburse Federal Government for the financial assistance provided by the Natural Resources Conservation Service (NRCS).

DIKE

Maintain dike at designed level as planned. Any settlement washouts, rodent, or wildlife damage will be repaired as quickly as possible. No trees or woody vegetation will be allowed on dike.

VEGETATION - MOWING - FERTILIZATION

The planted areas around tidegates, the dike and berm along dike will be mowed as needed. Vegetation will not be mowed below recommended height in order to assure a good root system for cover and protection. Areas that are repaired will be revegetated when completed. Application of fertilizer will be applied as needed to maintain adequate cover and protection.

TIDEGATES AND COLLECTOR DITCH

Maintain tidegates as designed. Make needed repairs as necessary. Remove silt bars, woody vegetation and other debris from borrow channel as needed to keep them functioning properly.

OPERATION AND MAINTENANCE PLAN (O&M)
Swan Quarter Watershed
Hyde County
North Carolina

August 2002

PIPES

Pipes will be checked during the annual maintenance inspection. They will be repaired, replaced, and cleaned out as needed.

MAINTENANCE PLAN

This maintenance plan will be reviewed annually prior to the annual maintenance inspection. It will be supplemented as new techniques, materials, and knowledge becomes available. All maintenance will be accomplished in compliance with the terms and notification requirements of the North Carolina Division of Coastal Management permit.

Operation and Maintenance Agreement

This Agreement made on August 5, 2002 is between the Natural Resources Conservation Service, United States Department of Agriculture, hereinafter referred to as NRCS, and the following organization(s) hereafter referred to as the sponsor(s).

Hyde County Board of County Commissioners

The Sponsor(s) and NRCS agree to carry out the terms of this agreement for the operation and maintenance of the practice in the state of North Carolina. The practices covered by this Agreement are identified as follows: Swan Quarter Watershed - Dike.

I General.

A. The Sponsor(s) will:

- 1 Be responsible for operating and performing or having performed all needed maintenance of practices, as determined by either NRCS or the sponsor(s), without cost to NRCS.
- 2 Obtain prior NRCS approval of all plans, design, and specifications for maintenance work deviating from the O&M plan and of specification for any alteration to the structural practice.
- 3 Be responsible for the replacement of parts or portions of the practices(s), which have a physical life of less duration than the evaluated life of the practices(s).
- 4 Prohibit the installation of any structure or facility that will interfere with the operation or maintenance of the practices.
- 5 Notify NRCS of any agreement to be entered into with other parties for the operation or maintenance of all or any part of the project practices(s), and provide NRCS with a copy of the agreement after it has been signed by the Sponsors(s) and the other party.
- 6 Comply with the PROPERTY MANAGEMENT STANDARDS set forth in 7 CFR 3015.160-3015.175, and all applicable Federal, State and local laws.
- 7 Provide NRCS personnel the rights of free access to the project practices(s) at any reasonable time for the purpose of carrying out the terms of the agreement.

B. NRCS will:

- 1 Upon request of the sponsor(s) and to the extent that its resources permit, provide consultative assistance in the operation, maintenance, and replacement of practices

II. OPERATION AND MAINTANCE PLAN (O&M Plan

III. INSPECTION AND REPORTS.

- A. The Sponsor(s) will inspect the practices as specified in the O&M Plan.
- B. NRCS or Federal Land-administering agency may inspect the practice at any reasonable time during the period covered by this agreement. At the discretion of the State Conservationist, service personnel may assist the Sponsors(s) in inspection.
- C. A written report will be made of each inspection and provided to others as outline in the O&M plan.

IV. TIME AND RESPONSIBILITY.

The Sponsor(s)' responsibility for operation and maintenance begins when a practices is partially done or completed and accepted or is determined complete by NRCS. This responsibility shall continue until the expiration of the evaluated life of all the installed project practices. This does not relieve the Sponsor(s)' liabilities that continue throughout the life of the measure or until the measure are modified to remove loss of life or property

V. RECORDS.

The Sponsors will maintain in a centralized location record of all inspection and significant action taken, cost of performance and completion date with respect to operation and maintenance. NRCS may inspect these records at any reasonable time during the term of the agreement.

OPERATION AND MAINTENNANCE PLAN (O&M)
Swan Quarter Watershed
Hyde County
North Carolina

April 2006

Vinyl Sheet Piling and Composite Post Piling

Maintain vinyl sheet piling and composite post piling as designed. Damaged sections and components shall be repaired in accordance with the manufacturers' recommendations.

Concrete Barrier, Guard Rail, and Curb/Gutter Drainage System

Maintain concrete barrier, guard rail, and curb/gutter drainage system as designed. Damaged sections and components shall be repaired in accordance with the North Carolina DOT recommendations.

Name of Sponsors: Hyde County Board of County Commissioners

BY: [Signature] Title: Chair

This action was authorized at an official meeting of the sponsor named immediately above on August 5, 2002 at Hyde County, NC

Attest: Connie Zuleson Title: Clerk to Board

U.S. Department of Agriculture
Natural Resources Conservation Service

BY: [Signature]

Title: state conservationist

Date: 9/30/02

County of Hyde

Swan Quarter Water Shed Project Phase 11 Proposal

Work Performed: Cleaning of storm drain basin and clearing around flood gates along Swan Quarter dike line.

Price: \$55.00 per storm drain basin and clearing around each floodgate.

\$55.00 @ 22 drain basins and flood gates.

Total. \$1210.00

A handwritten signature in cursive script, appearing to read "Victor Chase Gibbs".

Victor Chase Gibbs
40150 US 264 east
Belhaven NC 27810



Google earth

feet
meters

1000

500



Google earth

© 2012 Google



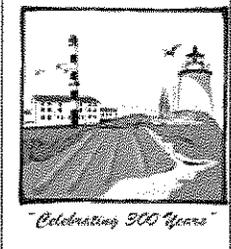












Hyde County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 14

Date: 8.06.12

Title: Sublease Agreement for Airport Terminal Office Space

Sponsor: Fred Holscher **Title:** County Attorney

Agency/Dept.: County Attorney

Description: During upcoming construction at the Engelhard Airport Facility, Barnhill Contractors will sublease the facilities. All terms are outlined within attached agreement.

Attachments: Yes. Sublease Agreement Attached

Reading number: First

Impact on Budget: Yes. Increases revenue in the amount of \$500.00

RECOMMENDATION: Approve attached Sublease Agreement.

<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	_____	_____

Sublease Agreement

This **Sublease Agreement** is made between Hyde County Airport, individually or collectively as the "Sublandlord," and Barnhill Contractors, as the "Subtenant," together referred to as the "Parties."

The Parties agree that the Subtenant shall lease from the Sublandlord a portion of the Sublandlord's interest in the premises located at 470 Airport Road in Engelhard, North Carolina (the "Premises") on the following terms:

1. Lease Term. The term of the Lease will be for a period of 45 days, beginning on July 25th 2012 and ending on September 7th, 2012.

2. Rent. Subtenant will pay rent in the amount of \$500.00. For each day after the 45 day period the Subtenant will pay \$ 20.00 a day in rent.

3. Termination Notice. Subtenant's tenancy will terminate on the date specified in Section 1 above, unless Sublandlord and Subtenant sign another written agreement prior to the end of tenancy providing for an additional period of tenancy. Subtenant is not responsible for finding a replacement upon the termination of his/her tenancy. Upon termination the Subtenant shall leave a new View Sonic flat screen monitor-SN2133AYOBC819700411, Mouse-SN44A7240, ThinkCentre Tower-SN1150A47016ZVJ65H17KOE, US Robotics 56K USB Modem-SN2MCTX4AK1546 and 2 ICOM Handheld Radios SN2142630 and SN2142579. with the Sublandlord.

4. Subtenant's Interest in the Premises. Subtenant is one of 2 total tenants occupying the Premises (the "Tenants"). Subtenant may share all of the common spaces (e.g., office, conference room and bathroom) in the Premises equally with the other Tenant.

5. Smoking. Smoking is not allowed in the Premises.

6. Alcohol. Alcohol is not allowed in the Premises.

7. Parking Space. The Subtenant agrees that s/he is entitled to use a parking space as part of this Sublease Agreement. The parking space, if any, is located outside of the terminal gate.

8. Condition of the Premises. Subtenant acknowledges that s/he has examined the Premises and that they are in good condition. Upon the termination of this Sublease Agreement for any cause, Subtenant will leave the Premises in their original good condition, except for reasonable wear and tear. Subtenant is responsible for the repair of any damage resulting from the act or neglect of Subtenant or those persons who are invitees of the Subtenant.

16. Subleasing and Assignment. Subtenant may not lease, sublease, or assign the Premises without the prior written consent of the Sublandlord.

17. Complete and Binding Agreement. All preliminary negotiations between the Parties are merged into, and superseded by, the terms of this Sublease. This Sublease will not be enforceable until signed by both Subtenant and Sublandlord. Any modification to this Agreement must be in writing, signed by both Sublandlord and Subtenant.

We, the Undersigned, agree to the above stated terms.

Sublandlord:

Subtenant:

Signature

Signature

Print Name

Print Name

Date:

Date:



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 15

Meeting Date: 08.06.12

Presenter(s): Andrea Gregory

Title: Assistant Finance Officer

Agency/Dept.: Finance Office

Item Title: GovDeals Surplus

Attachments: None

Description: Maxi-Pro ULV 18HP Mosquito Sprayer - Auction Price: \$450.00
 Maxi-Pro ULV 18HP Mosquito Sprayer - Auction Price: \$450.00
 LECO ULV 18HP Mosquito Sprayer - Auction Price: \$350.00
 LECO ULV 18HP Mosquito Sprayer - Auction Price: \$350.00
 LECO ULV 18HP Mosquito Sprayer - Auction Price: \$350.00
 LECO ULV 18HP Mosquito Sprayer - Auction Price: \$350.00

These mosquito sprayers are no longer needed and Wesley has asked me to auction them on GovDeals at the price listed above.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Approve

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



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 16

Meeting Date: 08.06.12

Presenter(s): Gloria Spencer

Title: Director

Agency/Dept.: Department of Social Services

Item Title: Appointment to Social Services Board

Attachments: Yes

Description: There is a vacant seat on the Social Services Board. Director Spencer will recommend the appointment of Minnie Farrow of Swan Quarter to fill the vacancy.

Times Read: First

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

Recommendation: Appoint a board member

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

HYDE COUNTY BOARD OF COMMISSIONERS
APPLICATION FOR BOARDS/COMMISSIONS

Office Use Only

Date Received: _____

Date Application Expires: _____

(Applications are retained for 18 months)

NAME Minnie S Farrow
ADDRESS 1335 Main Street
CITY/STATE Swan Quarter NC ZIP 27885
TELEPHONE (HOME) 252 926-8551 (CELL) 252 943-9274
(WORK) 252 926-0310 (FAX) 252 926-0311
EMAIL ADDRESS Minnief@hotmail.com

1. BOARDS/COMMITTEES OF INTEREST (Please limit to two (2) boards/committees per applicant)

A. Hyde Co. Dept. of Social Services Board
B. _____

2. PLEASE DESCRIBE YOUR BACKGROUND, EXPERIENCE, EDUCATION OR TRAINING (WORK AND/OR LIFE EXPERIENCE) THAT RELATES TO YOUR INTEREST IN COUNTY GOVERNMENT.

I have spent all of my adult life working in the public eye. First as an Outreach Worker for EIC, and second as an employee for Hyde Co School

3. OCCUPATION Library Asst. EMPLOYER Mattamuskeet Library

4. ARE YOU CURRENTLY SERVING OR HAVE YOU EVER SERVED ON A PUBLIC BOARD OR COMMISSION?

YES NO IF SO, PLEASE LIST BELOW.

BOARD _____ DATES _____

5. PLEASE EXPLAIN ANY ANTICIPATED CONFLICT OF INTEREST OR SCHEDULING DIFFICULTIES YOU MAY HAVE, IF APPOINTED None

6. ARE YOU A REGISTERED VOTER IN HYDE COUNTY yes YEARS LIVING IN HYDE COUNTY 62 yrs.

(Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.)

Comment - I am a people person with the compassion to serve others.

G.S. 108A-1-11
NOMINEE APPLICATION FOR APPOINTMENT BY THE SOCIAL SERVICES COMMISSION
TO THE Hyde COUNTY BOARD OF SOCIAL SERVICES

TERM: 2010 - 2013

ANSWER ALL QUESTIONS TO BE CONSIDERED FOR APPOINTMENT
DO NOT SEND RESUME, EXCEPT AS ATTACHMENT ONLY

1. NAME: Minnie S Farrow
2. MAILING ADDRESS: 1335 Main Street Swan Quarter, NC 27885
COUNTY OF RESIDENCE: Hyde EMAIL ADDRESS: MinnieS@hotmail.com
3. TELEPHONE: HOME: (252) 926-8551 BUSINESS: (252) 926-0310 CELL: (252) 943-9274
4. HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE AGAINST THE LAW OTHER THAN A MINOR TRAFFIC VIOLATION? THE OFFENSE AND HOW RECENTLY YOU WERE CONVICTED WILL BE EVALUATED. YES NO (IF YES, EXPLAIN FULLY ON AN ADDITIONAL SHEET.)
5. ETHNIC BACKGROUND: BLACK NATIVE AMERICAN _____ HISPANIC _____ WHITE _____ OTHER (SPECIFY) _____
6. SEX: MALE _____ FEMALE AGE 62
7. OCCUPATION OR FORMER OCCUPATION IF RETIRED: Library Asst.
8. EDUCATIONAL BACKGROUND: HIGH SCHOOL COLLEGE DEGREE 2yr. Med. Secretary GRADUATE SCHOOL DEGREE _____
9. RELATED EXPERIENCE: (BOARDS & VOLUNTEER SERVES IN PAST 5 YEARS) Swan Quarter Community Dev. Funding raising for cancer, School Functions + church Activities
10. BOARDS & VOLUNTEER SERVICES CURRENTLY SERVING ON: None
11. CURRENT COMMUNITY INTERESTS & ACTIVITIES: (AND AWARDS OR RECOGNITIONS): Church, Vol. Fire Dept, School, Senior Citizens, Nursing Home ect. 2011 NAACP Educator Award
12. IS NOMINEE A CURRENT COUNTY SOCIAL SERVICES BOARD MEMBER? YES NO
IF YES, GIVE DATES AND COUNTY: _____
IF NO, HAS NOMINEE SERVED PREVIOUSLY ON A COUNTY SOCIAL SERVICES BOARD? YES NO
IF YES, GIVE DATES AND COUNTY: _____
13. IS NOMINEE CURRENTLY A COUNTY COMMISSIONER? YES NO
IF NO, DO YOU PLAN ON RUNNING FOR OFFICE IN THE NEAR FUTURE? YES NO
14. IS NOMINEE A FORMER EMPLOYEE OF THE DSS?: YES NO IF YES, WHEN _____
15. DOES THE NOMINEE HAVE AN IMMEDIATE FAMILY MEMBER WORKING FOR THE COUNTY DEPARTMENT OF SOCIAL SERVICES IN THE SAME COUNTY? "IMMEDIATE FAMILY MEMBER" FOR THE PURPOSE OF THE APPOINTMENT IS DEFINED AS A SPOUSE, PARENT, SIBLING, CHILD, GRANDPARENT, GRANDCHILD, STEPPARENT, STEPCHILD, MOTHER-IN-LAW, FATHER-IN-LAW, DAUGHTER-IN-LAW, BROTHER-IN-LAW, SISTER-IN-LAW, AUNT, UNCLE, NIECE OR NEPHEW. YES NO
16. BRIEFLY EXPLAIN WHY YOU WISH TO SERVE ON THIS BOARD AND HOW YOU WILL ASSIST THE WORK ON THE BOARD:
I want to be involved in providing both economic and social services to sustain and/or improve the quality of life in Hyde County.

**RESTRICTIONS
COUNTY SOCIAL SERVICES BOARD MEMBERSHIP**

G.S. 108A-3: Residential Qualifications
Each member of the county social services board "...shall be bona fide residents of the county from which they are appointed to serve..."

G.S. 108A-4: Term of Appointment
"Each member of a county board of social services shall serve for a term of three years. No member may serve more than two consecutive terms. Notwithstanding the previous sentence, the limitation on consecutive terms does not apply if the member of the social services board was a member of the board of county commissioners at any time during the first two consecutive terms, and is a member of the board of county commissioners at the time of reappointment."

G.S. 108A-6: Member Filling an Unexpired Term
All appointments made to fill vacancies "... shall be for the remainder of the former member's term of office and shall not constitute a term for the purposes of G.S. 108A-4."

G.S. 108A-47: State/County Special Assistance for Adults - Limitations on Payments
"No payment for assistance . . . shall be made for the care of any person in an adult care home that is owned or operated in whole or in part by . . . a member . . . of any county board of social services."

G.S. 108A-55: Medical Assistance Program - Payments
"No payments shall be made for the care of any person in a nursing home or intermediate care home which is owned or operated in whole or in part by a member of . . . any county board of social services..."

G.S. 128-1.1: Dual-Office Holding Allowed
Any person who holds an elective or appointive office in State or local government is authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution to hold concurrently one other appointive office, place of trust or profit, in either State or local government.

10A NCAC 68 .0301: Employment of Relatives of County Board Members
"No person shall be considered for employment in a county department of social services during the time a member of his immediate family is serving on the county board of social services or the board of county commissioners in the same county. **This regulation in no way effects the status of a person who is already an employee of a county department of social services and of whose immediate family member becomes a candidate for or is appointed or elected to the county board of social services or the board of commissioners of the same county.** (emphasis added) 'Immediate family member,' is for purposes of this Regulation defined as a spouse, parent, sibling, child, grandparent, grandchild, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew."

DO YOU OR YOUR BUSINESS RECEIVE FUNDS OF ANY TYPE FROM THE DSS? YES NO

IF YES, EXPLAIN: _____

DO YOU HAVE A CURRENT CONTRACT FOR SERVICES WITH DSS? YES NO

I HAVE READ THE ABOVE RESTRICTIONS ON SERVING ON A COUNTY BOARD OF SOCIAL SERVICES AND UNDERSTAND THE RESTRICTIONS AND DO NOT BELIEVE MY APPOINTMENT WILL VIOLATE ANY OF THE STATUTES OR RULES LISTED ABOVE.

I AGREE TO SERVE IF APPOINTED.

Signature of Nominee: Minnie D. Arrow

Date: 7/18/2012

RECOMMENDED BY (NAME, TELEPHONE NUMBER, ORGANIZATION/POSITION, ADDRESS): _____

IF SUBMITTED BY SOMEONE OTHER THAN NOMINEE, SUBMITTED BY: _____

<p>PLEASE MAIL APPLICATION TO:</p> <p>DIVISION OF SOCIAL SERVICES</p> <p>ATTENTION: SOCIAL SERVICES COMMISSION</p> <p>2401 MAIL SERVICE CENTER</p> <p>RALEIGH, NC 27699-2401</p>	<p>Division Use Only</p> <p>Form Received on:</p>
<p><small>Note: Please be sure to sign pages 1 and 3 of this form. Your application will be considered incomplete if all pages are not included.</small></p>	

North Carolina Department of Health and Human Services
Division of Social Services
Social Services Commission

Beverly Eaves Perdue, Governor
Lanier M. Canster, Secretary



Sherry S. Bradsher, Director
Tom Scullion, Chairman

CONGRATULATIONS ON YOUR NOMINATION FOR APPOINTMENT TO THE
Hyde **COUNTY BOARD OF SOCIAL SERVICES**

This is one of the most important volunteer appointments to a board the county has to offer, and your service will be subject to the following conditions and requirements:

YOU MUST BE WILLING to serve as an advocate for the interest of the County Department of Social Services, employees of the County Department of Social Services and the clients of the County Department of Social Services;

YOU MUST BE WILLING to work to increase public understanding, acceptance and support of social services programs by being a liaison between the County Department of Social Services, public officials and the public at large;

YOU MUST BE WILLING to promote closer working relationships between the Social Services Board and the County Commissioners;

YOU SHALL BE EXPECTED to be prepared for all Board of Social Services meetings by reading advance materials prior to the board meeting;

YOU SHALL BE EXPECTED to attend educational training related to board member duties and responsibilities and to attain a working knowledge of the many services offered by the County Department of Social Services;

YOU SHALL BE EXPECTED to devote the time, attention and effort needed to fulfill board member duties and participate actively and constructively in the business of the Social Services Board.

YOU SHALL BE EXPECTED to attend the Social Services Board meetings and other public meetings as necessary in support of the Social Services Board and the County Department of Social Services;

YOU SHALL BE EXPECTED to be informed concerning facts related to social and economic needs of the community;

YOU SHALL BE EXPECTED to obtain and read a copy of the booklet "*Serving on the County Board of Social Services*" before you are appointed to the board. Copies of the Nomination Form and the booklet can be downloaded at the following website: <http://www.ncdhhs.gov/dss/sscommission/nomination.htm>. Copies can also be obtained at the Chamber of Commerce, County Commissioner's Office and County Department of Social Services.

I UNDERSTAND THE ABOVE CONDITIONS AND AGREE TO ADHERE TO THE CONDITIONS AND REQUIREMENTS IF APPOINTED TO SERVE:

SIGNATURE OF NOMINEE: _____

(DSS-SSC-09-09)



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 17

Meeting Date: 08.06.12

Presenter(s): Commissioners

Title:

Agency/Dept.: County of Hyde

Item Title: Appointment of Members to the Occupancy Tax Boards

Attachments: Yes

Description: Hyde County Ordinance 38-24 states, in part, that "The County Commissioners shall annually appoint two advisory committees..." for Ocracoke Island and the mainland. Those appointments need to be made at this meeting.

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

COUNTY OF HYDE

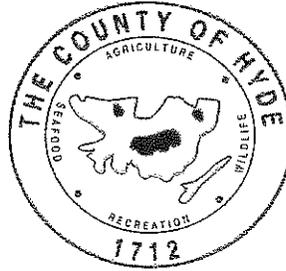
Board of Commissioners

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 2nd.

Should you have any questions, please contact us.

Sincerely,

Lois Stotesberry, Deputy Clerk

cc: Commissioners