

Meeting Minutes

Board of County Commissioners Hyde County

August 6, 2012

Chairwoman Sharon Spencer called the regular meeting of the Hyde County Board of Commissioners to order at 6:00 PM on Monday, August 6, 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 and Barry Swindell; Attorney Fred Holscher; Deputy Clerk to the Board Lois Stotesberry; and, members of the public. The following members were present on Ocracoke: Commissioner Darlene Styron and Dick Tunnell; Deputy Clerk Jamie Carter; and, members of the public. County Manager Mazie Smith attended via conference phone from UNC-School of Government in Chapel Hill.

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

Agenda:

Chairwoman Spencer asked for any changes to the August 6, 2012 meeting Agenda as presented by the Clerk. Commissioner Swindell moved to approve the agenda as presented by the Clerk with addition of Item 5(a) – Introduction of Planning Director Assistant; Item 8(a) – ADAP Center – ECBH Letter; Item 10(a) 40-Hours Special Leave for 2012-2013; and, Item 14(a) Surplus Property on Ocracoke. Mr. Byrd 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 Byrd moved to approve the July 16, 2012 regular meeting minutes as presented by the Clerk. Mr. Tunnell 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.

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

Special Recognition:

Introduction of New Employees

Wesley Smith, Health Director, introduced Jenna Brinn, RN, Public Health Nurse I (Working Against PH Nurse II), WIC Coordinator and Stephanie Watson, Accounting Clerk IV Hydeland Home Care Agency.

Jenna was hired on May 23, 2012 as a part-time Registered Nurse to coordinate our agency's Women, Infants and Children (WIC) Program. Jenna received her Associates Degree in Nursing from Beaufort County Community College in 2005, and resides in Swan Quarter. Prior to joining the health department, she previously worked as a staff nurse at Pitt County Memorial Hospital. She also currently works for Community Home Care and Hospice in Engelhard.

Jenna came to us with “glowing” references, and is proving to be very versatile. She has an interest in nutrition and a passion for working with breast-feeding moms. In addition to coordinating our WIC program, we are hoping to involve her in our Pregnancy Care Management (PCM) and Care Coordination for Children (CC4C) programs. These programs will be returning to the responsibility of Hyde County Health Department, as the Memorandum of Understanding we had with Beaufort County Health Department was terminated by BCHD effective the end of August 2012. We are very fortunate to have Jenna on our team!

Stephanie was hired on June 13, 2012 as a full-time Accounting Clerk IV for Hydeland Home Care Agency. In her role, she will provide administrative support to home health staff and the Health Director in areas of third-party billing, record management, ordering of supplies, and other clerical duties as directed. Stephanie received her Associates Degree in Merchandising from Bauder College in Atlanta, GA in 1993, and resides in Swan Quarter. Realizing some time later on that Merchandising was not a good fit for her, she began a career in health care and has worked for the past 12 years with physicians and most recently Pungo District Hospital in duties such as insurance billing and coding, verifying patient accounts, customer services and supplies inventory to name a few. Stephanie came to us also with “glowing” references, and is gradually getting familiar with home health billing and related procedures. Stephanie received some training from outgoing Accounting Clerk IV Linda Meekins, and is currently “shadowing” billing staff at Martin/Tyrrell/Washington Health District. As with Jenna, we are very fortunate to have Stephanie on our team.

Introduction of Planning Director Assistant

Tammy Blake, Human Resources Director, introduced Averi Simmons, Planning Director Assistant. Averi previously worked with the County in several capacities including past Planning Department projects. She is currently enrolled at Pitt Community College and hopes to complete her Associates Degree in the near future.

Employee of the Month

Chairwoman Spencer introduced Corinne Gibbs, Finance Officer, as the August Employee of the Month. Ms. Spencer reported that Corinne stepped into the role of Finance Officer at one of the busiest times of the year in the Finance office, and 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.

Items of Consideration:

No Parking Area Near Mattamuskeet Lodge

Chairwoman Spencer reported that at 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. On August 2, 2010 the Board passed Resolution to Designate a Portion of New Holland Road (SR 1330) as “No Parking”. In order for NC DOT to make changes, the Board has to overturn the original resolution or pass another that withdraws support.

No action was taken for lack of a motion.

ADAP Center Program Continuation

Gloria Spencer, Department of Social Services (DSS) Director, reported that the ADAP Center Program no longer operates at no cost to the County. During deliberations for the 2011-2012 Budget, it was decided 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.

Correspondence from Mike Kupecki, Assistant Director, ECBH, dated August 2, 2012, indicated that ECBH will work with Hyde County around the repayment and that it is absolutely committed to maintaining services for these consumers and families if Hyde County decides to close the program.

Corrinne Gibbs, Finance Officer, reported that Hyde County can pay the proposed settlement of \$5,600. Any further payment will have to come from the General Fund.

After discussion with Gloria Spencer and Alice Mackey, Manager Smith was directed to 1) send a letter to ECBH requesting written documentation of ECBH's intent to provide services to the ADAP clients; and to 2) invite ECBH to have a representative present its plans to the Board at the next regularly scheduled meeting on September 4, 2012.

Revised Animal Control Dispatch Protocol

Wesley Smith, Health Director, presented the revised dispatch protocol for Animal Control to reflect the cuts made in the 2012-2013 budget.

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.

No action required.

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

Wesley Smith, Health Director, reported that the 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 Department (BCHD) via agreement between the two agencies. BCHD has notified Hyde County Health Department (HCHD) of their intent to cancel the agreement effective August 31, 2012. Mr. Smith reported that 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.

Commissioner Swindell moved to approve the change of status – Public Health Nurse II from part-time to full-time. Mr. Byrd seconded the motion. The motion passed on the following vote:

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

County Emergency Management Mutual Aid Agreement

Justin Gibbs, Emergency Management Director reported that 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.

Commissioner Tunnell moved to approve and execute the Northeast North Carolina Disaster Awareness Working Group Region Mutual Aid Agreement. Mr. Swindell seconded the motion. The motion passed on the following vote:

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

Debris Management and Removal Services Contract

Justin Gibbs, Emergency Management Director, reported that on July 24, 2012, Hyde County Emergency Management issued a Request for Proposals (RFP) for pre-event debris management and removal services. The RFP was advertised in The Washington Daily News and The Coastland Times with a submission deadline of August 1, 2012. An evaluation committee evaluated the four RFP’s received. Proposers were interviewed on August 3, 2012.

Bid Tabulation Debris Contract – Hourly Rates			
Unified Recovery Group, LLC	Coxwell Disaster Recovery Services	Omni Pinnacle, LLC	DRC Emergency Services, LLC
\$87.22	\$100.09	\$100.54	\$77.83

DRC Emergency Services, LLC was the lowest responsive and responsible bid received. Mr. Gibbs requested Board approval to enter into negotiations with DRC Emergency Services, LLC on terms of the contract proposed with stipulation of ninety (90) days to pay invoices.

Commissioner Styron moved to award the Pre-Event Debris Management and Removal Services Contract to DRC Emergency Services, LLC with stipulation of ninety (90) days to pay invoices and with County Attorney approval. Mr. Tunnell seconded the motion. The motion passed on the following vote:

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

Clerk’s Note: A copy of ‘Minutes – Bid Opening – Hyde County RFP #H07-2012 Proposal’ is attached herewith as Exhibit A and incorporated herein by reference.

Agreement to Clean Storm Gutters and Debris from Dike

Daniel Brinn, Tar-Pamlico Technician, reported that maintenance of the Swan Quarter Dike is required by the Natural Resource Conservation Service (NRCS) through an agreement with Hyde County. This Operation and Maintenance Agreement dated August 5, 2002 and April 2006 Addendum state 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 the 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 Highway 45 between the east and west intersections with Creekside Drive.

Hyde Soil and Water Conservation District 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 vegetative growth around tide gates for a total amount of \$1210.00 to be taken from appropriated assessment funds.

Commissioner Swindell moved to approve bid for \$1210.00 for cleaning of gutters and removal of debris and sediment around flood gates in the town of Swan Quarter. Mr. Byrd seconded the motion. The motion passed on the following vote:

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

Sublease Agreement for Airport Terminal Office Space

Fred Holscher, County Attorney, reported that during upcoming construction at the Engelhard Airport Facility, Barnhill Contractors will sublease the facilities located at 470 Airport Road in Engelhard. Terms of the lease will be for a period of 45 days, beginning on July 25, 2012 and ending on September 7, 2012. Rent will be \$500.00. For each day after the 45 day period rent will be \$20.00 a day. Upon termination of the Sublease Agreement, Barnhill Contractors will leave a new View Sonic flat screen monitor, mouse, ThinkCentre Tower, US Robotics Modem and two handheld radios.

Commissioner Byrd moved to approve the Sublease Agreement with Barnhill Contractors. Ms. Styron seconded the motion. The motion passed on the following vote:

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

Surplus Property on Ocracoke

Fred Holscher, County Attorney, reported that the County has received formal offer to purchase Hyde County Parcel No. X13117, Lot 13 – Block A, Wahab Village, Ocracoke Island. Michael and Paula Schramel offered \$50,000 for the lot and provided Hyde County a \$2,500.00 security deposit.

Commissioner Swindell moved to secure an appraisal of the property accepting formal offer to purchase. Mr. Byrd seconded the motion. The motion passed on the following vote:

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

Declaration of Surplus Property

Andrea Gregory, Assistant Finance Officer, asked that the Board declare six mosquito sprayers no longer needed by the Health Department as surplus property.

Mosquito Sprayer	Price
Maxi-Pro ULV 18HP	\$450
Maxi-Pro ULV 18HP	\$450
LECO ULV 18HP	\$350
LECO ULV 18HP	\$350
LECO ULV 18HP	\$350
LECO ULV 18HP	\$350

Commissioner Styron moved to declare the property surplus and sell it on GovDeals. Mr. Byrd seconded the motion. The motion passed on the following vote:

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

Appointment to Department of Social Services (DSS) Board

Gloria Spencer, DSS Director, recommended that the Board appoint Minnie Farrow of Swan Quarter to fill the vacant seat on the Hyde County DSS Board.

Commissioner Byrd moved to appoint Minnie Farrow to serve on the Hyde County DSS Board. Mr. Swindell seconded the motion. The motion passed on the following vote:

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

Appointments to Ocracoke Occupancy Tax Board

Chairwoman Spencer reported that Hyde County Ordinance 38-24 states, in part, that the County Commissioners shall annually appoint occupancy tax advisory committees for Ocracoke Island and for mainland Hyde County.

Commissioner Styron moved to appoint Clayton Gaskill and Frank Brown to serve on the Ocracoke Occupancy Tax Advisory Board. Mr. Tunnell seconded the motion. The motion passed on the following vote:

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

Commissioner Styron reported other members on the Ocracoke Occupancy Tax Advisory Board are Wayne Clark, Trudy Austin and Martha Garrish. Appointments to the mainland Occupancy Tax Advisory Board will be made at the next regularly scheduled Board meeting on Tuesday, September 4, 2012.

Budget Request

Mazie Smith, County Manager, reported that in accordance with the FY2011-2012 Budget Ordinance, Article XIX, Section 1, four budget transfers were approved administratively. Additionally, four transfers needed Board approval.

Board Approval Required			
Department	Program	Amount	Explanation
Health	Child Health	10,600.00	Reflects the revised plan for HMHC funds and increases the budget
	Maternal Health	5,000.00	Reflects the revised plan for HMHC funds and decreases the budget
	Family Planning	5600.00	Reflects the revised plan for HMHC funds and decreases the budget
	Animal Control	375.00	Reflects services provided under continued contract with J. M. Eakes

Commissioner Swindell moved to approve the Health Department budget transfers. 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 – no report.

Commissioner Byrd – asked if a letter to Mr. Robert Moore in Congressman Jones’ office had been written. Manager Smith reported that she had been advised by FEMA representatives to not send the letter because it could hamper arbitration on funds not yet received.

Commissioner Tunnell – commended the Soil & Water Conservation Service staff for work done on the Swan Quarter Dike. He also thanked the Cooperative Extension staff for hosting the Black Land Farm Tour. Mr. Tunnell attended the NC Farm Bureau Commodities meeting in Raleigh.

Commissioner Swindell – reported that he vacationed on Ocracoke.

Commissioner Spencer – reported that she also vacationed on Ocracoke last week. Ms. Spencer commended EMS staff and thanked Melinda Harrell, Editor, Beaufort Hyde News, for a well written article.

County Manager’s Report

Manager Smith will give report at the next regularly scheduled Board of Commissioners meeting on September 4, 2012.

Public Comments:

Chairwoman Spencer called for comments from the public.

Paula Schramel, Ocracoke – asked who should order the appraisal for the Ocracoke property that she wishes to purchase.

Commissioner Styron stated that Hyde County will have the property appraised.

Don Blount, New Holland – asked the commissioners to do more research before dismissing his request to remove “No Parking” signs on New Holland road.

Mark Carawan, Swan Quarter – thanked the commissioners for its support of the “No Parking” signs.

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

Closed Session

Commissioner Swindell moved to enter into closed session in accordance with §143-318.11 (6). Mr. Byrd 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 8:03 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 8:30 p.m.

Supplemental Information:

Department Reports

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

Other Information

Information on Harvesting Methane Gas – Glenn Hockney

Meeting Calendar

- 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 NCAACC Annual Conference, Raleigh

Employment Anniversaries

- August, 2012**
 - 1st 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
5 th	Terine Holloway, Social Services
13 th	Kris Noble, Planning & Development
14 th	Gary Benston, Public Works
2008	Brandon Berry, Sheriff's Office
16 th	Natalie Wayne, Cooperative Extension
2004	Melissa Sadler, Health Department
22 nd	
2011	


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

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


The meeting adjourned at 8:35 P.M.

Respectfully submitted:

Minutes approved on the 4th day of September, 2012.


 Lois Stotesberry, Deputy Clerk
 Hyde County Board of Commissioners




 Sharon Spencer, Chair
 Hyde County Board of Commissioners

Attachments:

Exhibit A: “Minutes – Bid Opening – Hyde County RFP #H07-2012 Proposal”

BID OPENING

Hyde County RFP #H07-2012 Proposal

August 1, 2012

Emergency Services Director Justin Gibbs called the Hyde County RFP #H07-2012 bid opening to order at 2:00 PM on Wednesday, August 1, 2012 in the Hyde County Government Center, Multi-Use Room, 30 Oyster Creek Road, Swan Quarter, NC.

The following Hyde County employees were present:

Mazie Smith, County Manager/Clerk
Justin Gibbs, Emergency Services Director
Clint Berry, Utilities Director
Corrinne Gibbs, Finance Officer
Lois Stotesberry, Administrative Assistant/Deputy Clerk

Bids received and opened:

Proposers


Scheduled Interviews

Unified Recovery Group, LLC	9:00am	Friday, August 3, 2012
DRC Emergency Services, LLC	10:30am	Friday, August 3, 2012
Omni Pinnacle, LLC	1:00pm	Friday, August 3, 2012
J. B. Coxwell Contracting, Inc.	2:30pm	Friday, August 3, 2012


Justin Gibbs, Emergency Services Director, called and sent e-mail confirmation to these companies confirming their scheduled interview time.

The meeting adjourned at 3:00pm.

Respectfully submitted:


Lois Stotesberry, Deputy Clerk
Hyde County Board of Commissioners




Justin Gibbs, Emergency Services Director
County of Hyde