

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

Meeting Date: June 6, 2016
Presenter: County Manager Bill Rich
Attachment: Yes

ITEM TITLE: APPOINTMENT – TRILLIUM CENTRAL REGIONAL ADVISORY BOARD

SUMMARY: Effective May 4, 2016, David Howard, Health Director resigned his position with Hyde County. David represented Hyde County on the Trillium Central Regional Advisory Board (CRAB) and at this time another community representative is needed to represent Hyde County.

The 122C-118.1 board structure describes the background desired of the individual who will serve on the Trillium CRAB.

- An individual with health care expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- An individual with health care administration expertise consistent with the scale and nature of the managed care organization.
- An individual with financial expertise consistent with the scale and nature of the managed care organization.
- An individual with insurance expertise consistent with the scale and nature of the managed care organization.
- An individual with social services expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse service.
- An attorney with health care expertise.

RECOMMEND: Appoint Interim Health Director Luana Gibbs to represent Hyde County on the Trillium Central Regional Advisory Board.

Motion Made By: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher

Motion Seconded By: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher

Vote: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher



NAME	COUNTY
Ann Holton	Commissioner Representative - Pamlico
Benjamin (Ben) Simmons, III	Commissioner Representative - Hyde
C. David Creech* <i>APPOINTED TO GOVERN BOARD</i>	Law Practice, civil litigation defense, health care providers - Craven
VACANT	Health Director - Hyde
David L. Clegg*	Tyrrell County Manager - Tyrrell
Duane Holder* <i>APPOINTED TO GOVERN BOARD</i>	Deputy County Manager - Financial Services - Pitt
James Madson*	Health Director of Beaufort County - Beaufort
Jay Burrus*	Health & Human Services Director - Dare
Jerry Langley	Commissioner - Beaufort - Chair
(James) Jim Baluss*	Retired Vidant - Pamlico
Leroy Spivey	Commissioner Representative - Tyrrell - Vice-Chair
Melvin McLawhorn	Commissioner Retired Probation Parole Administrator - Pitt
Ms. Terrell Davis*	Martin-Tyrrell-Washington Health Department Director - Washington
Sandra Buckman	CFAC Board Member
Scott Dacey	Commissioner - Craven
Tracey A. Johnson	Commissioner Representative - Washington
Walter L. "Wally" Overman <i>APPOINTED TO GOVERN BOARD</i>	Commissioner Representative - Dare

*§112C-118.1. Representative

[Find A Provider \(/en/For-Providers/Provider-Directory/\)](#)

[Español \(/es/Conexiones-Regionales/Region-Central/\)](#) 24-Hour Crisis Care & Service Enrollment: 1-877-685-2415



[CONTACT US \(/EN/EXPLORE-TRILLIUM/CONTACT-US/\)](#)

(/)

[For Individuals & Families \(/en/For-Individuals-Families/\)](#)

[For Providers \(/en/For-Providers/\)](#)

[Regional Connections \(/en/Regional-Connections/\)](#)

[Trillium Initiatives \(/en/Trillium_Initiative/\)](#)

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[Regional Connections \(/en/Regional-Connections/\)](#) > [Central Region \(/en/Regional-Connections/Central-Region/\)](#)

Central Region

Trillium's Central Region includes 8 counties covering 4,717 square miles with a population of 399,374 people:

Central Region Counties

Beaufort	Hyde	Tyrrell
Craven	Pamlico	Washington
Dare	Pitt	



Central Regional Office

1708 E. Arlington Blvd.
Greenville, NC 27858-5872

Central Regional Director

Dave Peterson
Dave.Peterson@TrilliumNC.org
(mailto:Dave.Peterson@TrilliumNC.org)
1.866.998.2597

Local Representation

Click on the following links to learn how area residents represent service needs for individuals and families living in the Trillium Central Region.

- [Central Regional Advisory Board Members \(/PageFiles/4339/Trillium-Central_Regional_Advisory_Board_Roster.pdf\)](#)
- [Central Regional CFAC \(/en/Regional-Connections/Regional-CFACs/\) \(Consumer & Family Advisory Committee\)](#)

Central Regional Advisory Board Meeting Schedule

Central Regional Advisory Board meeting are held at Beaufort County Health Department (1436 Highland Drive, Washington, NC 27889), from 3:30 pm - 5:30 pm. Open to public

Meeting Schedule 2016

Regional Advisory Boards

[\(/en/Regional-Connections/Regional-Advisory-Board/\)](#)

Northern Region

[\(/en/Regional-Connections/Northern-Region/\)](#)

Central Region

[\(/en/Regional-Connections/Central-Region/\)](#)

Southern Region

[\(/en/Regional-Connections/Southern-Region/\)](#)

Regional CFACs

[\(/en/Regional-Connections/Regional-CFACs/\)](#)

Employment East

[\(/en/Regional-Connections/Employment-East/\)](#)

Crisis Intervention Team (CIT)

[\(/en/Regional-Connections/Crisis-Intervention-Training-CIT/\)](#)

Mental Health First Aid

[\(/en/Regional-Connections/Youth-](#)

[Find A Provider \(/en/For-Providers/Provider-Directory/\)](#)

[Español \(/es/Conexiones-Regionales/Junta-de-Asesores-Regionales/\)](#) [24-Hour Crisis Care & Service Enrollment: 1-877-685-2415](#)



[For Individuals & Families \(/en/For-Individuals-Families/\)](#) [For Providers \(/en/For-Providers/\)](#)

[Regional Connections \(/en/Regional-Connections/\)](#) [Trillium Initiatives \(/en/Trillium_Initiative/\)](#)

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[Regional Connections \(/en/Regional-Connections/\)](#)
 > [Regional Advisory Boards \(/en/Regional-Connections/Regional-Advisory-Board/\)](#)

Regional Advisory Boards

Trillium Health Resources has a 2-tiered governance structure to keep governance close to the communities we serve through Regional Advisory Boards. These Advisory Boards, in turn, elect representatives to the Governing Board.

PURPOSE

- To involve local stakeholders to respond to unique community needs and priorities
- To promote understanding and collaboration at the local level
- To provide local participation in monitoring the performance and services within each region

RESPONSIBILITIES

- Advise the CEO on evaluation and hiring of future Regional Directors
- Recommend priorities for expenditures of state/county funds for development of the annual budget
- Recommend priorities for the area-wide strategic plan
- Identify community needs and concerns
- Monitor resolution of issues
- Monitor performance at the regional level:
 - Access to Care
 - Financial Status and Expenditures
 - Service Delivery
 - Provider Network Size and Composition
 - Enrollee Satisfaction
- Identify gaps and needs; make recommendations on the service array

[Regional Advisory Boards \(/en/Regional-Connections/Regional-Advisory-Board/\)](#)

[Northern Region \(/en/Regional-Connections/Northern-Region/\)](#)

[Central Region \(/en/Regional-Connections/Central-Region/\)](#)

[Southern Region \(/en/Regional-Connections/Southern-Region/\)](#)

[Regional CFACs \(/en/Regional-Connections/Regional-CFACs/\)](#)

[Employment East \(/en/Regional-Connections/Employment-East/\)](#)

[Crisis Intervention Team \(CIT\) \(/en/Regional-Connections/Crisis-Intervention-Training-CIT/\)](#)

[Mental Health First Aid \(/en/Regional-](#)

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: June 6, 2016
Presenter: Commissioner John Fletcher
Attachment: Yes

ITEM TITLE: Appointments - Ocracoke Development Ordinance Board of Adjustments

SUMMARY: December 7, 2015

Commissioner Fletcher reported Chairman Jim Borland resigned his position with the ODO Board of Adjustments, effective October 15, 2015.

Commissioner Fletcher moved to appoint Wayne Clark to serve a three year term on the Ocracoke Development Ordinance Board of Adjustments. Mr. Simmons seconded the motion. The motion passed on the following vote: Ayes – Pugh, Fletcher, Simmons, and Swindell; Nays – None; Absent or not voting – Tunnell.

January 4, 2016

Commissioner Fletcher recommended nominees for appointment to the ODO Board of Adjustments and set terms to be staggered at three (3) years, two (2) years and one (1) year terms.

Commissioner Fletcher moved to appoint James (Jake) Johnson (3 year term) and Bill Monticone (2 year term) and Daphne Bennick (2 year term) to serve on the Ocracoke Development Ordinance Board of Adjustments. Mr. Simmons seconded the motion. The motion passed on the following vote: Ayes – Pugh, Fletcher, Tunnell, Simmons, and Swindell; Nays – None; Absent or not voting – None.

February 1, 2016

Commissioner Fletcher moved to appoint Marty Baumgaertel and Edwardo Perez to serve one year terms on the Ocracoke Development Ordinance Board of Adjustments. Mr. Swindell seconded the motion. The motion passed on the following vote: Ayes – Pugh, Fletcher, Tunnell, Simmons, and Swindell; Nays – None; Absent or not voting – None.

Mr. Edwardo Perez declined this appointment.

March 7, 2016

Commissioner Fletcher tabled appointment(s) to the ODO Board of Adjustments.

At this time one 3-year, one 2-year and one 1-year term are vacant. Positions on the Board (Chairman, Vice-chairman, Secretary) need to be assigned.

RECOMMEND: Appoint.

Motion Made By: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher

Motion Seconded By: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher

Vote: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher

Ocracoke Development Ordinance Board of Adjustments

7 members with 1, 2, 3 year terms

Scheduled Meetings: _____

	Appointed	Term	Expires	Re-Appointed	Term	Expires
Wayne Clark P.O. Box 848 Ocracoke, NC 27960	12/07/2015	3 yrs.	12/07/2018			
James (Jake) Johnson P.O. Box 1161 Ocracoke, NC 27960	01/04/2016	3 yrs.	01/04/2019			
VACANCY		3 yrs.				
Daphne Bennick P.O. Box 354 Ocracoke, NC 27960	01/04/2016	2 yrs.	01/04/2018			
VACANCY		2 yrs.				
Marty Baumgaertel P.O. Box 911 Ocracoke, NC 27960	02/01/2016	1 yr.	02/01/2017			
VACANCY		1 yr.				
Edwardo Perez	02/01/2016	1-yr.	02/01/2017	Declined Appointment		
William (Bill) Monticone, Vice-Chairman P.O. Box 697 Ocracoke, NC 27960 252-928-6306	06/30/2011	1-yr.		01/04/2016	2-yr.	01/04/2018 Resigned 02-05-2016
Elizabeth Chamberlin, Secretary		3-yrs.	06/30/2013			
Tim Fields			06/30/2012			
Dale Mutro		3-yrs.	06/30/2013			
Jim Borland, Chairman	06/30/2012	2-yrs.	06/30/2014	Resigned 10/15/2015		
Rufus Keel	06/01/2013	1-yr.	06/01/2014			
Daphne Bennett	06/30/2012	2-yrs.	06/30/2014			

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

Meeting Date: June 6, 2016
Presenter: Commissioner John Fletcher
Attachment: Yes

ITEM TITLE: OCRACOKE PLANNING ADVISORY BOARD

SUMMARY: Commissioner Fletcher will present request for appointment(s) to the Ocracoke Planning Advisory Board.

RECOMMEND: Appoint.

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Ocracoke Development Ordinance Planning Advisory Board

Scheduled Meetings:

2nd Thursday (monthly)

	Appointed	Term	Expires	Re-Appointed resigned	Appointed	Term	Expires
Bill Rich, Chairman Ocracoke, NC 27960	03/21/2011	3-yr.	06/30/2014				
Archie (Corkey) P. Pentz, Chairman P.O. Box 116 Ocracoke, NC 27960	03/04/2013 (complete term of Bill Rich)		06/30/2014				
Jerry Midgett P.O. Box 406 Ocracoke, NC 27960	06/03/2013	?					
Leslie "Butch" Bryan P.O. Box 426 Ocracoke, NC 27960	06/03/2013	?					
Thomas Payne P.O. Box 1599 Ocracoke, NC 27960	06/03/2013	?					
Benjamin Arden Ocracoke, NC 27960	04/07/2014	?					
Amy Srail Johnson Ocracoke, NC 27960	03/21/2011	3 yrs.	06/30/2014				
B. J. Oelschlegel Ocracoke, NC 27960	03/21/2011	?					
Kirby Vanlandingham Ocracoke, NC 27960	03/21/2011	?					
Sharon O'Neal Justice P.O. Box 384 Ocracoke, NC 27960	03/04/2013	2 yrs.	03/04/2015				
Jennifer Esham P.O. Box 142 Ocracoke, NC 27960	03/21/2011	2-yr.	06/30/2013				
Tom Pahl P.O. Box 1056 Ocracoke, NC 27960	03/21/2011	2-yr.	06/30/2013				
Keith Parker-Lowe P.O. Box 730 Ocracoke, NC 27960	03/21/2011	2-yr.	06/30/2013				

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

Meeting Date: June 6, 2016
Presenter: Commissioner John Fletcher
Attachment: Yes

ITEM TITLE: OCRACOKE OCCUPANCY TAX BOARD

SUMMARY: Commissioner Fletcher will present request for appointment(s) to the Ocracoke Occupancy Tax Board.

RECOMMEND: Appoint.

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Ocracoke Occupancy Tax Board

Appointments will be made at or before the July meeting of each year
 Note: 06-18-2012 Commissioners Meeting Minutes

All terms are 3 years, staggered. Note: 07-07-2014 Commissioners Meeting Minutes

Scheduled Meetings: Quarterly

	Appointed	Re-appointed	Expires	Re-appointed	Term Remaining	Expires	Re-appointed	Expires
Trudy Austin P.O. Box 790 Ocracoke, NC 27960		08/06/2012	07/15/2013	07/07/2014	1 yr. of 3 yr. term	07/07/2015	07/06/2015	07/06/2018
Frank Brown P.O. Box 475 Ocracoke, NC 27960	08/06/2012		07/15/2013	07/07/2014	2 yrs. of 3 yr. term	07/07/2016		
Clayton Gaskill P.O. Box 512 Ocracoke, NC 27960	08/06/2012		07/15/2013	07/07/2014	2 yrs. of 3 yr. term	07/07/2016		
Marlene Gaskins Matthews P.O. Box 294 Ocracoke, NC 27960	07/07/2014				3 yr. term	07/07/2017		
David Styron P.O. Box 182 Ocracoke, NC 27960	07/07/2014				3 yr. term	07/07/2017		
	Appointed	Re-appointed	Expires	Re-appointed	Term Remaining	Expires		
Stella O'Neal, Chair P.O. Box 374 Ocracoke, NC 27960			08/06/2012					
Cyndi Gaskill P.O. Box 326 Ocracoke, NC 27960	05/03/2004		08/06/2012					
Wayne Clark, Chairman P.O. Box 262 Ocracoke, NC 27960	08/06/2012		07/15/2013	(out on 07/07/2014)				
Martha Garrish P.O. Box 272 Ocracoke, NC 27960	12/18/2006		07/15/2013	(out on 07/07/2014)				

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

Meeting Date: June 6, 2016
Presenter: County Manager Bill Rich
Attachment: Yes

ITEM TITLE: OCRACOKE OCCUPANCY TAX BOARD RECOMMENDATIONS

SUMMARY: Attached please find the Ocracoke Occupancy Tax Board's recommendations of grants for Fiscal Year 2016-2017 submitted to the Board of Commissioners for consideration.

RECOMMEND: Adopt.

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Ocracoke Occupancy Tax Board
Recommended Appropriations for FY 2016-2017

Board members: Chairman Frank Brown, Trudy Austin, Marlene Matthews, Clayton Gaskill,
and David Styron

Occupancy Tax Appropriation Requests Overview

- 15 requests totaling \$477,905
- The Board recommends appropriating a total of \$365,005

Recommendations by Group

United Methodist Church

- Requested \$2,000
- The Board recommends appropriating \$1,000
Purpose is repair of parking area on School Road used for public parking

Ocracoke Friends of the Library

- Requested \$5,355
- The Board recommends appropriating \$5,355

Ocracoke Alive

- Requested \$13,500
- The Board recommends appropriating \$13,500

Hyde County for McClees Consulting Services

- Requested \$10,000
- The Board recommends appropriating \$10,000

WOVV Community Radio

- Requested \$11,500
- The Board recommends appropriating \$11,500

Ocracoke Preservation Society

- Requested \$16,000
- The Board recommends appropriating \$16,000

Ocracoke Health Center

- Requested \$9,500
- The Board recommends appropriating \$5,000

Ocracoke School

- Requested \$3,000
- The Board recommends appropriating \$3,000

Ocracoke Youth Center (Ocracoke Community Park)

- Requested \$73,000
- The Board recommends appropriating \$48,000

Ocracoke Community Center

- Requested \$34,650
- The Board recommends appropriating \$18,250

Ocracoke Child Care

- Requested \$15,500
- The Board recommends appropriating \$4,500

Ocracoke Fire Protection Association

- Requested \$135,000
- The Board recommends appropriating \$80,000

Ocracoke Civic and Business Association

- Requested \$120,100
- The Board recommends appropriating \$120,100
Includes \$50,000 to initiate a professionally guided marketing campaign

Hyde County for 2017 July 4th Fireworks

- Requested \$23,800
- The Board recommends appropriating \$23,800

Duck Removal Project

- Requested \$5,000
- The Board recommends appropriating \$5,000

Total recommended appropriations for FY 2016/2017 = \$365,005

County of Hyde

Meeting Date: 6.6.2016

Presenter(s): Tammy Blake

Title: HR Director

Agency/Dept.: Human Resources

Item Title: Proposed New Personnel Policy

Attachments: Yes

Description: The County Manager, Finance Officer, Personnel Committee and I have had numerous meetings to analyze the updated personnel policy that Human Resources Specialist, Sylvia Johnson, developed specifically for the County of Hyde. After considerable review, the attached is presented to you for consideration, and if it is your pleasure, to be effective July 1, 2016.

Times Read: First

Impact on Budget: None

RECOMMENDATION:

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>Vote:</u>	<u>Aye</u>
_____ E. Pugh	_____ E. Pugh	E. Pugh	_____
_____ B. Simmons	_____ B. Simmons	B. Simmons	_____
_____ J. Fletcher	_____ J. Fletcher	J. Fletcher	_____
_____ B. Swindell	_____ B. Swindell	B. Swindell	_____
_____ D. Tunnell	_____ D. Tunnell	D. Tunnell	_____

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

Meeting Date: June 6, 2016
Presenter: Kris Cahoon Noble
Attachment: Yes

ITEM TITLE: Hospice Services on Ocracoke Island

SUMMARY: Hyde County has been working to get hospice services on Ocracoke Island.
Kris will provide an update.

RECOMMEND: PROVIDE UPDATE

Motion Made By: Earl Pugh, Jr.
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Barry Swindell

Motion Seconded By: Earl Pugh, Jr.
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Barry Swindell

Vote: Earl Pugh, Jr.
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Barry Swindell

COUNTY OF HYDE

Board of Commissioners

Earl Pugh, Jr., Chair
Barry Swindell, Vice-chair
Benjamin Simmons, III
John Fletcher
Dick Tunnell

30 Oyster Creek Road
PO Box 188

SWAN QUARTER, NORTH CAROLINA 27885

252-926-4400

252-926-3701 Fax

Bill Rich
County Manager

Fred Holscher
County Attorney

Lois Statesberry, CMC, NCCCC
Clerk to the Board



May 12, 2016

Martha Frisone
Department of Health & Human Services CON Section
2704 Mail Service Center
Raleigh, NC 27699-2704

Dear Ms. Frisone:

This letter is in reference to hospice services for Ocracoke Island located within Hyde County. Earlier this year, CURO made a corporate decision to shut its offices in Hyde County. While hospice services on the mainland of Hyde County were outsourced to Amedysis, it is our understanding that Amedysis must obtain a modification to their existing certificate of need in order to serve Ocracoke Island.

Ocracoke Island is an unincorporated town located within Hyde County, North Carolina. With a population of 948, the island is supported by the tourism industry and booms with activity during spring, summer and fall. While most people only visit, there are a handful of citizens that reside year round. Many of the residents of the island are multi-generational with roots tied back to the island like the roots of the live oaks that have called Ocracoke home for decades.

Hyde County is a Tier One, economically distressed county that serves Ocracoke Island, providing the island with public safety and other needs. The size, population, and geographical challenges represented by the island necessitate unique solutions to many common needs. Ocracoke residents are, if not anything, adaptable to the changing tides, adverse weather and unique situations that exist.

Local residents of Ocracoke often rely on the Ocracoke/Hatteras ferry route (60 minute one-way transit) to reach Dare County for basics like groceries, health care and prescription drugs. This is a chore; while not common to the general population of most North Carolina towns, it is common to the good folks of Ocracoke. Residents also frequent the Ocracoke/Swan Quarter ferry (2 hour and 40 minute one-way transit) to reach the county seat of Swan Quarter for doing local business including, but not limited to, paying taxes, registering property and visiting the Health Department or Social Services. Yet again, this is not common for most citizens, but is routine for the people of Ocracoke.

These inconveniences have made the people of Ocracoke and the Hyde County government resilient in the face of adversity and dependent on creative ways to serve the needs of the people. Until recently, CURO Homecare and Hospice served the people of Ocracoke by offering residents hospice services in their homes during the last days of their lives. CURO nurses gladly braved the ferry rides and often adverse conditions to serve the good folks that patiently waited for these much needed services. CURO closed the doors of their Hyde County location, stopped serving Ocracoke Island, and left the residents of the island with no hospice care. This has been devastating to the residents of Ocracoke, particularly the people and their families that are currently in need of hospice services.

Imagine a young couple with parents, grandparents, and great grandparents that called Ocracoke home. Each generation of their families resided along Howard Street, worked in the fishing industry or maintained local shops and relied on the goodness of their close knit communities. They sent their children to the small school, joined civic organizations for the good of their community, and attended local church services each Sunday. Now imagine this young couple ages, draws to the end of their lives and find themselves in need of hospice services. To ask that couple to leave their homes, friends, and other family members in the last days of their lives after adapting to and living happily on the island for their lifetimes is not an option. The people of Ocracoke deserve better.

As alluded to the above, life on Ocracoke is by far not cookie cutter in design. The people that live there often must adapt to meet their daily and long-term needs and that adaptation is gladly embraced and has been mastered. Hospice nurses often travel the ferries to see their patients, which is not what one would consider a normal commute but is necessary in this case. The NC DOT ferry service is very responsive to the needs of the people of the island and has worked tirelessly to serve them.

Ocracoke is easily reached by the two ferries that have made numerous concessions to suit the needs of the residents. Ferries run continually and priority is given to healthcare providers and residents. In the event of an emergency outside of the normal ferry schedule, the ferry system keeps an emergency ferry at the Ocracoke/Hatteras ferry terminal. In the time it takes EMS staff to access and load a patient for transport, the ferry can be staffed and mobilized with engines primed and lines ready to be untied as the ambulance pulls into the ferry terminal. In the event of an emergency that requires a quicker transport, various helicopter services are available and commonly utilized. Vidant air flight, Nightingale, Dare County EMS, and the US Coast Guard all serve the island's emergency air lift needs efficiently.

Twiford Funeral Home of Dare County serves Ocracoke in the unfortunate circumstance of death. There is a full-time physician at the Ocracoke Medical Center who can pronounce a death and this is usually done after consultation with Hyde County EMS. Hyde County offers paramedic level services to Ocracoke. Body storage was previously in a cold storage locker at the Ocracoke Medical facility until it was recently decommissioned. Hyde County EMS is now storing bodies in a secondary ambulance with the internal temperature held to an appropriate level until the funeral home arrives. The arrival of the funeral home is typically no more than a 6 to 8 hour wait. Hyde County is currently examining options for purchase of a cold storage locker to more efficiently meet these needs in the long-term.

During a hurricane, Hyde County Emergency Management is able and responsively working to ensure our most vulnerable populations including hospice patients are well cared for and transported off the island if necessary. Ocracoke residents travel to the Hatteras Island pharmacy for their prescription drug needs. Again, while not conventional, it is a system that has worked for generations. With cooperation of the pharmacy, the ferry service, physicians, nurses, EMS staff, patients and their families, all obstacles can be overcome.

It is with great sincerity that Hyde County asks the State of North Carolina to allow hospice services to be delivered to Ocracoke Island. This action will allow good people and long-time residents of Ocracoke to remain in the comfort of their own homes surrounded by family and friends during the last days of their lives as it should be. Please remember the young couple described earlier and realize this couple is now old and gray and in the last days of their lives. When CURO suspended services to the island, this couple did not leave. They merely adapted as always. Hyde County has done what they can by coordinating with the island physician. The families do what they can to provide their loved ones comfort. However, this couple and their families deserve hospice services and anything less is unacceptable.

Sincerely,

A handwritten signature in black ink that reads "Bill Rich". The signature is written in a cursive, flowing style with a large initial "B" and "R".

Bill Rich
County Manager

cc: Paula Vincon, CURO
Joe & Henri McClees

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

Meeting Date: June 6, 2016
Presenter: Justin Gibbs, EM Director
Attachment: Yes

ITEM TITLE: NPS APPLICATION FOR SPECIAL USE PERMIT EVENT

SUMMARY: Mr. Gibbs will present material needed for the County Commissioners to approve a fireworks display. This is only to allow the event; this does not replace the permit and inspections for the setup and operation of the display itself.

RECOMMEND: Approve.

Motion Made By: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher

Motion Seconded By: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher

Vote: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher



Headquarters

P.O. Box 149
New Castle, PA 16103

OFFICE
724. 652. 9555
800. 854. 4705

FAX
724. 652. 1288

EMAIL
info@pyrotecnico.com

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www.pyrotecnico.com

U.S. Locations

Atlanta, GA 877. 924. 0102
Las Vegas, NV 800. 956. 7976
Montgomery, AL 800. 255. 1199
New Orleans, LA 800. 783. 2513
Tampa, FL 888. 352. 7976

Permit for Fireworks Display

This permit is issued to:

Dare County Fire Marshal, Chief Kovacs

City Manteo County Dare State NC 27954

This permit gives Pyrotecnico the permission to display fireworks display on 3RD day of July 2019 at _____ PM.
Rain Date: _____

Fireworks will be fired from the following location:

City/Township Ocracoke County Hyde State NC

Approved:

By: _____ Date: _____
(Signature of Issuing Officer)

Print Name: _____

Title _____

Municipality _____

Address _____

City, State, Zip _____

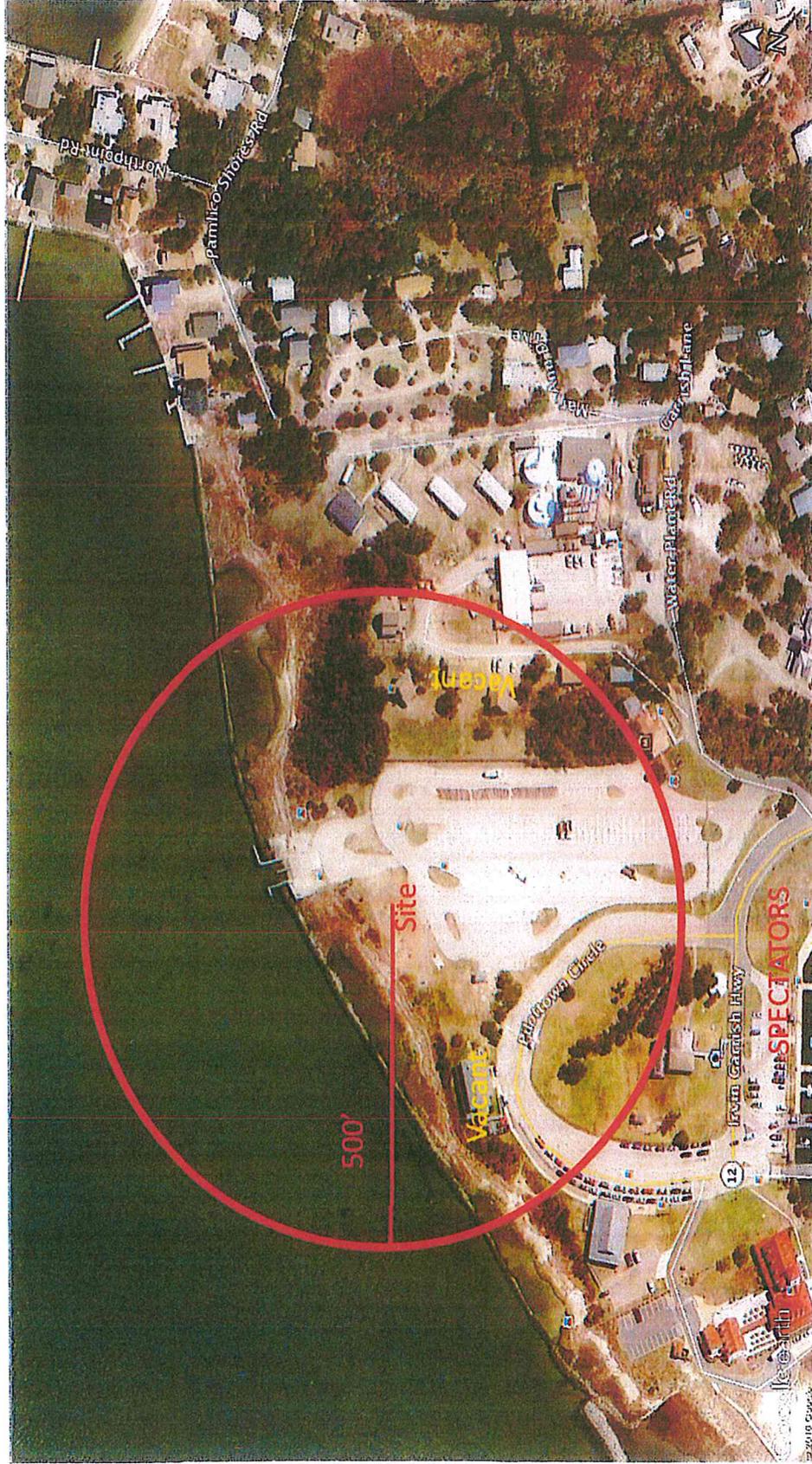
Phone _____

This permit must be signed by the Authority Having Jurisdiction (AHJ) for where the display will be fired from. Should you have any questions please contact Pyrotecnico at 1 800 854-4705. Please returned signed original to Pyrotecnico, AHJ keeps a copy and Customer keeps a copy.

Fax or email back to Pyrotecnico – Fax 724 652-1288 or

5" – Max Shell

Hyde County – Ocracoke Island
NPS Boat Launch
July 3, 2016 – 9:15pm



Outdoor Pyrotechnics
Display

**OPERATORS
LICENSE**

J
U
N



2
0
1
6

Jason Sills
License # 2161

TECHNICIAN:

Jason Sills
225 Muscadine Drive
Marion, NC 28752

DOB:

2/21/78

CELL:

828.756.0045

Subject: Marine Event Application - Tracking # 137810
Date: Monday, March 14, 2016 at 3:48:53 PM Eastern Daylight Time
From: OSC-Homeport@uscg.mil <OSC-Homeport@uscg.mil>
To: Marsha LeFebvre <mlefebvre@pyrotecnico.com>, Marsha LeFebvre <mlefebvre@pyrotecnico.com>
Attachments: Marine_Event_Application.PDF

Your Application for Marine Event (Form CG-4423) was successfully submitted to the U.S. Coast Guard.

Tracking #: 137810

Event Name: Hyde County, Ocracode, NC

Location: Hyde County bu USLT

Attached you will find a PDF copy of the application for your records.

If you would like to make changes, check status, or print your form please click [here](#).

This is an automated response to your event submission. Please do not reply to the email address listed above. For information pertaining to your request, contact Captain of the Port NORTH CAROLINA.

<http://homeport.uscg.mil>



Headquarters

P.O. Box 149
New Castle, PA 16103

OFFICE
724. 652. 9555
800. 854. 4705

FAX
724. 652. 1288

EMAIL
Info@pyrotecnico.com

WEB
www.pyrotecnico.com

U.S. Locations

Atlanta, GA	877. 924. 0102
Las Vegas, NV	800. 956. 7976
Montgomery, AL	800. 255. 1199
New Orleans, LA	800. 783. 2513
Tampa, FL	888. 352. 7976

Standard Operating Procedure – Safety Plan

Pyrotecnico
P.O. Box 149
New Castle, PA 16103
Office: 800 854-4705
www.pyrotecnico.com

Pyrotecnico Emergency Contacts:

Michael Fox	V.P Operations	Cell Phone: 724 971-5611 – Email: mfox@pyrotecnico.com
Doug Aller	Safety Manager	Cell Phone: 330 284-2490 – Email: daller@pyrotecnico.com
Chris Mele	General Manager	Cell Phone: 724 510-6194 – Email: cmele@pyrotecnico.com
Stephen Vitale	President	Cell Phone: 724 510-6217 – Email: svitale@pyrotecnico.com
Victor Laurenza	Show Producer	Cell Phone: 724 510-6195 – Email: vlaurenza@pyrotecnico.com

Chem-Tel 24 Hour Emergency Response Number: 800 255-3924

Standard Guidelines:

- All inspections of the firing areas as required by Authority having Jurisdiction will be arranged in advance.
- Arrangements should be made by Sponsor for fire service and EMS to be available during fireworks displays.
- Appropriate insurance with limits of \$10 Million included. (See attached certificate)
- A safe perimeter of 70 feet per inch of largest shell per National Fire Protection Association (NFPA) guidelines will be maintained and secured.
- The fireworks shall not be unattended at any time while loaded.

Fireworks display termination procedures:

In the event of bad weather conditions, the firing will be terminated. Weather conditions will be defined and be determined by the Fire Official from the Authority having Jurisdiction and the Lead Technician on location according to the conditions on site at firing time. Bad weather can be Winds in excess of 15 mph or wind gusts of 20 mph or more along with rain and/or thunderstorms. Other non weather related emergencies can also terminate firing.



Pre-Display Site Checklist:

All safety precautions per National Fire Protection Association code 1123 for fireworks displays will be adhered to at all times.

Security on site will be arranged with Client if needed.

We will have a minimum of (2) water pressure fire extinguishers on site during the fireworks display and

All fireworks and firing equipment will be protected from inclement weather at all time.

No smoking or smoking material such as matches, lighters or open flame within 50 feet of fireworks or pyrotechnic materials.

No person shall be allowed on site that are under the influence of alcohol, narcotics or medication that could adversely affect them performing their duty to safely fire the pyrotechnic effects or fireworks.

Only assigned technicians required to perform the display set-up and firing of show will be allowed on the display site.

Cell phone use and/or radios that generate radio frequencies use will be kept to a minimum within the immediate discharge area while pyrotechnics are being prepared, loaded, set-up and fired.

All personnel will protective safety equipment during set up and firing of pyrotechnics.

Any mortars and/or racks used will be made of approved materials and constructed of approved materials sufficient to provide a safe display per (NFPA) National Fire Protection Association Code 1123.

Racks will be secured as to prevent falling over during use. Inspection of all equipment and materials will be made prior to set up.

All fireworks display shells will be pre-loaded and checked for fit into mortars.

Display Checklist:

We will make sure fire service and emergency medical (EMS) units are available and ready prior to firing of display.

Good communications will be established between fireworks crew, event sponsor and fire service/EMS units.

Crowd control is imperative and must be maintained by using security personnel, monitors and barriers.

Technicians will be required to wear safety protective equipment for head, eye, hearing and feet. Also all we be required to wear long sleeved cotton or similar flame resistant material. No shorts are acceptable.

Technician will monitor the current weather and approaching weather with event sponsor and keep crowd control maintained at all time.



Post Display:

All safety and protective equipment will be worn for clean up duties as well.

Five minutes after the conclusion of display a search will be conducted by Pyrotecnico personnel of the display and fallout areas.

Search is to determine that any unfired live product or shells are accounted for, properly handled, repackaged and secure according to Federal DOT regulations

Any found unexploded shells shall be properly marked and boxed for return.

Once the all clear sign is given, then and only then will disassembly begin.

A first light search will be assigned for the following day.

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

Meeting Date: June 6, 2016
Presenter: Justin Gibbs, EM Director
Attachment: Yes

ITEM TITLE: 911 GRANT PROJECT AWARD

SUMMARY: Mr. Gibbs will present NCSHP Agreement and Sale Source Justification for Board of Commissioners approval.

RECOMMEND: Approve.

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher



HYDE COUNTY Emergency Services

30 Oyster Creek Road/PO Box 95

Swan Quarter, NC 27885

Telephone: (252) 926-4191 Fax: (252) 926-3709



April 25, 2016

MEMORANDUM

TO: Richard Taylor, North Carolina 911 Board Executive Director

FROM: Justin L. Gibbs, Hyde County Emergency Services Director

RE: SOLE SOURCE APPROVAL – “WAIVER OF COMPETITION” FOR NORTH CAROLINA 911 BOARD CONTRACT NO. G2016-02 FOR THE DARE-TYRRELL-HYDE REGIONAL EMERGENCY COMMUNICAITON CENTER (DTH-RECC) – HYDE COUNTY RADIO COMMUNICATIONS & SIMULCAST PAGING SYSTEM

The Dare-Tyrrell-Hyde Regional Emergency Communications Center (DTH-RECC) - Hyde County Radio Communications & Simulcast Paging System is an inter-agency and multi-jurisdictional project; the scope, as detailed in the grant documentation, will involve the installation of new Motorola Solutions equipment and integrating it with existing Motorola Solutions equipment currently installed at the Dare County Public Safety Answering Point (which will function as a backup public safety answering point for the regional emergency communications center). The existing equipment includes but is not limited to the following:

- MCC7500 Dispatch Consoles
- Motorola Conventional Channel Gateways (CCGW)
- TRAK 9100 GPS Time Synchronization

A major component of this project includes enhancing the Dare County Motorola PTP-800 microwave link between the Buxton United States Cellular Tower and Hatteras Water Tank to provide transport for NCSHP VIPER 800 MHz and Hyde County simulcast paging. The current VIPER utilization at Ocracoke is “unreliable” due to poor connectivity over an existing NCSHP owned microwave link between the Engelhard VIPER tower and the Ocracoke water tank. Through a cooperative agreement, the NCSHP will utilize this new microwave path as a bridge between their existing infrastructure and the path will provide transport back to their VIPER network (which currently ends at the Buxton United States Cellular tower). This mutual agreement between all parties will allow seamless and reliable operation of the VIPER system on Ocracoke, while also providing a reliable path for the Hyde County paging transmitter at Ocracoke. The scope of the project requires that only a Motorola Solutions Premier Service Partner who is certified and authorized for the sale and service of equipment in Hyde, Tyrrell, and Dare Counties perform this work.

Gately Communication Company, a Motorola Solutions Authorized Premier Service Center and the Motorola Solutions Manufactures Representative for Hyde, Tyrrell, and Dare Counties, installed the communications systems operating in the three counties and the company holds the system maintenance contracts. Due to the complexity of the integration and implementation of the proposed regional emergency communications network in a “live 911” dispatch environment, it is of critical importance that all existing systems remain in service and fully operational while the actions outlined in the grant are being constructed. Additionally, with regard to competitive pricing, Gately has quoted all Motorola Solutions equipment based upon the discounts defined within the 725G state contract. This equipment, which has already been competitively bid as a result of the 725G State Contract, makes up 78% of the total equipment included in the Hyde County project. The project stakeholders and partners are in agreement that sole source justification exists and Gately Communication Company, the incumbent equipment and service provider, should be awarded this contract. The North Carolina Administrative Rules state the following:

01 NCAC 05B .1401 and 09 NCAC 06B .0901

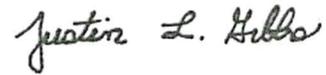
Competition may be limited or waived under the following conditions:

- (2) A needed product or service is available from only one source of supply;*
- (5) Standardization or compatibility is the overriding consideration,*
- (7) Personal or particular professional services are required;*
- (11) Equipment is already installed, connected and in service, and it is determined advantageous to purchase it;*

(14) A purchase is being made and a price is available from a previous contract;

(15) The requirement is for an authorized cooperative project with another governmental unit(s) or a charitable non-profit organization(s).

Based on the criteria listed above, we feel that compatibility and standardization are the overriding consideration and that sole sourcing the project would guarantee that all of the requirements for a successful system implementation and integration are met. So therefore, Hyde County is requesting that all equipment and services including the grant approved and funded equipment, technical services, warranty and maintenance be purchased through Gately Communication Company.



Justin L. Gibbs
Hyde County Emergency Services Director

Office: (252) 926-4191

Mobile: (252) 542-0806

Fax: (252) 926-3709

justin.gibbs@hydecountync.gov

justin.gibbs@hydecountyems.co

www.facebook.com/HCESD

cc: *Bill Rich, Hyde County Manager*
Corrinne Gibbs, Hyde County Finance Officer
Captain Trey Piland, Dare County Communications
Marty Randall, North Carolina State Highway Patrol (NCSHP)



Voice Interoperability Plan for Emergency Responders

Standards and Expectations for Tenants *of* North Carolina State Highway Patrol Telecommunications Facilities



Draft Revision 1.6.2

January, 2016



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1.Introduction

The purpose of this document is to set forth the expectations for tenants placing equipment upon, around, and in North Carolina State Highway Patrol telecommunications facilities. This document is to protect the interests of both the Tenant and the NCSHP, and to maintain the maximum reliability possible for all systems.

2. Inside Equipment Installation Expectations

- a. At no time will any equipment be permitted to be installed in SHP facilities without prior approval of NCSHP and, if applicable, NC State Property Office.
- b. Any left-over installation materials, general trash, or other non-essential spare parts shall be removed from SHP buildings in a reasonable amount of time.
 - i. Violations of this provision may result in the requirement of an NCSHP technician being present at all times during tenant site work/visits, with a minimum of 48 hour notice of work, except for emergency situations.
- c. Tenant space shall be kept tidied and neat.
- d. Prior to initial equipment installation, tenant shall contact SHP supervisory staff to schedule site walk and plan installation steps.
- e. Equipment that is not within the tenant's rack space shall not be allowed to be mounted without approval from SHP.
- f. Equipment shall be installed and grounded to SHP/Motorola R56 standards whichever is more stringent.
- g. Each Rack shall have a ground buss bar of green insulated #2 stranded wire bonded to the halo and insulated from the rack.
 - i. The ground bus may be bonded to the bottom of the rack to satisfy the requirement of grounding the rack to the halo.
- h. Racks shall be bonded to overhead halo with green insulated #2 stranded copper wire and secured utilizing a properly sized split bolt or approved irreversible crimp connection.
 - i. Connection to overhead halo shall be taped over with green tape.
 - ii. This connection shall point toward the main ground buss bar in the building.
 - iii. Bonding of the rack buss bar or rack grounding wire to the bottom of the rack satisfies this requirement.
- i. All equipment in the rack, including rack shelves, shall be bonded to the rack ground buss bar either by approved crimp lugs or split bolts utilizing green insulated stranded #6 copper wire.
 - i. Captive screw terminal type connections are not permitted.
 - ii. Self-Tapping/Drill screws shall not be used to ground racked equipment.

- iii. If suitable factory ground location is not provided a screw shall be removed from the equipment, paint removed from area, and a bolt/screw installed to facilitate proper grounding.
- iv. For equipment such as network switches and routers a ground connection to the rack screw is acceptable if a factory ground is not provided.
- j. When bonding either the rack ground to the halo or items to the rack ground the number of conductors in the split bolt shall not exceed the specifications listed by the manufacturer for that device.
(*E.g.: More than 1 stranded # 6 wire shall be permitted to connect to a # 2 stranded ground buss only if the number of conductors does not exceed the specifications of the split bolt from the manufacturer.*)
- k. Racks shall only be placed in areas assigned by SHP within buildings.
 - i. No other racks will be permitted to be installed after initial installation without approval of SHP**
- l. All racks shall be securely fastened to the floor of the structure with the following guidelines.
 - i. Structures with concrete floors: a minimum of 4 (four) concrete anchors.
 - ii. Structures with wooden floors: a minimum of 4 (four) lag screws
 - iii. All anchors shall have washers installed between upper rack plate surface and nut.
- m. Only 2 post racks will be permitted unless express permission granted by SHP personnel.
- n. Adjacent racks shall be bolted together within 12" of the top of the rack and optionally within 24" of the bottom of the rack using 3/8" hardware.
 - i. The optional bolt is for stability purposes only and is recommended for any aluminum construction type racks.
- o. All equipment shall be plugged into provided overhead utility connections that are carried by the SHP UPS.
- p. Fixed equipment shall not be plugged into service outlets located along the wall, as these receptacles are not on the UPS. These receptacles are provided for technicians test equipment, computers etc.
- q. Tenant shall make every effort to consolidate all equipment into as few racks as possible.
 - i. If rack space will not allow equipment to be installed then combiner/multi-coupler arrangements will have to be made at tenant's expense.
- r. If tenant's equipment causes significant load to be placed on the UPS so as to exceed the rated load bearing capacity, tenant **will** be responsible for upgrading UPS to new specifications as required by SHP.

- s. If tenant's equipment causes site thermal loading to exceed capacity of provided HVAC system, tenant **will** be responsible for installing sufficient additional HVAC capacity for present/future needs.
- t. If tenant's equipment causes overall site energy usage to exceed sites generator capacity, tenant **will** have to replace the generator and transfer switch with larger units at their expense.
 - i. Size will be determined by SHP personnel before any work can proceed.
- u. At no time will any tenant handle, connect to, modify, or otherwise disturb any other tenant's NOR the NCSHP's equipment, unless there is express permission from said tenant.
- v. No fixed transmitting or duplex antennas shall be installed inside buildings.
- w. All tenant equipment in building shall be labeled with Owner Name, general purpose, and transmit/receive frequencies, unless approved otherwise by VIPER Management.

3. Feedline and Antenna Expectations

- a. All antennas shall only be mounted on provided standoffs or sectors mounts in place, or shown on the approved site loading study.
 - i. All other mounts must be approved on a case by case basis by SHP before any work is performed.
- b. Antenna type/loading shall not exceed that which was originally designed for the tenant into the structure on the approved loading/design study. If the antenna type is significantly different in wind-loading and weight characteristics than original specifications, an additional loading study will have to be performed at the tenant's expense.
 - i. Any tower upgrades required for the structure to meet the revised loading requirement will also be performed at the tenant's expense after the SHP engineering firm has submitted the modification drawings.
- c. All tower modifications will be done under SHP guidelines with no exceptions.
- d. If the tenant desires more antennas than were originally approved for them and designed into the structure, a loading study will be required by an SHP approved engineering firm at the tenant's expense.
 - i. Any tower upgrades will also be performed at the tenant's expense after the SHP approved engineering firm has submitted the modification drawings.
- e. All tower work will adhere to SHP/Motorola R56 standards.
- f. Ground kits for each feedline shall be required where cable penetrates the entry bulkhead.

- g. Ground kits for each feedline shall be required within 3' of the exit of the cable from the tower structure.
- h. Ground kits for each feedline shall be installed at a minimum of every 200' of vertical feedline run, with 150' spacing being recommended.
- i. All feedlines shall be supported at the top by a proper hoisting grip, and for vertical runs of greater than 200', a maximum of every 200' of run or less is recommended by manufacturer.
- j. All grounding connections at the tower base and bulkhead entrance shall utilize an insulated buss bar.
- k. **Tying the ground kit to the tower structure proper by means of a clamp is not acceptable.**
- l. If additional grounding buss bars are required on the tower structure they will be installed at the tenant's expense.
- m. All ground buss bars will be insulated from the tower structure.
- n. All tower-mounted buss bars shall be bonded at the buss bar and the halo with CAD-weld or other exothermic weld to the tower halo underground utilizing #6 solid wire.
 - i. Only hand-digging is permissible to locate the underground halo
 - ii. Clamping to the halo is not acceptable.
 - iii. Ground wire should be installed in liquid-tite or other flexible conduit for protection from vandals and/or equipment.
- o. All feedlines shall be installed in provided cable/waveguide ladders.
 - i. If more ladders are required they will be installed by the tenant at their expense.
 - 1. A tower modification may be required for the additional loading. A loading study will be required by SHP contract engineering firm at the tenant's expense.
 - 2. Any tower upgrades will also be performed at the tenant's expense after the SHP engineering firm has submitted the modification drawings.
- p. All feedlines shall be installed with appropriate snap in or butterfly type cable closures.
 - i. Zip ties, insulated wire, or electrical tape, or other means of securing are not acceptable.
 - ii. Beam clamps/angle adapters may be utilized only on antenna mounts and on the angled members on the tower.
- q. Antennas will NOT be permitted to be mounted directly to the building or ice bridge poles without permission.
 - i. GPS Timing antennas are excepted from this provision.

- r. All feedlines shall enter the structure through the provided entry window.
 - i. If the entry window is full and cables cannot be combined to allow for space the tenant will be responsible for having an additional entry window installed at their expense under SHP approval.
- s. When running cables through the entry window only approved entry boots will be allowed. Slitting of entry boot covers and taping over is not acceptable.
- t. When running cables through entry boot care should be taken to maximize space by utilizing multi-port entry boots, so as to preserve resources for future use.
- u. All lines/cables penetrating the entry window shall be properly surge suppressed with proper surge protection devices. This applies to coaxial cable, Cat-5, POE, or any other data/RF cables.
- v. All ground connections from coaxial surge suppression devices shall be made directly to the main building buss bar located near the bulk head entrance.
 - i. These connections shall be made by approved 2-hole crimp lugs utilizing green insulated stranded #6 copper wire with brass or stainless steel hardware.
- w. All coaxial cables will be routed via overhead cable trays and secured using zip ties or Velcro down in a neat/orderly manner.
- x. Coaxial cable size and number shall not exceed those in the original tower loading engineering plans.
- y. Antennas shall be installed in a manner so as to not create intentional or non-intentional interference to users in the building.
- z. Damage occurring to other tenant's equipment due to improper installation of feedlines or antennas will be the responsibility of the tenant causing damages, including the replacement of damaged equipment with like-kind.
- aa. Any Cat-5 or POE type cables that traverse up the tower shall be secured using only hangers of the appropriate type that are designed for that purpose.
 - i. **Zip ties, other types of attachment (wire/electrical tape), including securing to existing cables is not acceptable.**
- bb. Any Cat-5 or POE cable that is installed up the tower shall be of the shielded type to prevent baseband noise to tenants.
 - i. This shall be grounded only on one end so as to prevent ground loops.
- cc. Any Tower Top Amplifier shall be required to be grounded to the tower.
- dd. Tenants deploying a 700/800MHz system shall provide their own Tower Top Amplifiers and Combiner systems, SHP resources will not be shared in this capacity.
- ee. All tower work shall be bonded and insured at **1 million dollars for General Liability.**

i. A Certificate of Liability Insurance must be provided to the VIPER Construction Manger before work begins.

- ff. All tower work shall be performed by only personnel certified advanced climber/ tower rescue with a minimum of 2 certified personnel on site at all times.
- gg. Whenever any tower work is performed, tenant shall notify SHP NOC at 1-888-92-VIPER prior to climbing, and at the completion of work.

4. Telco Expectations

- a. Copper Telephony connections into the premises will not be permitted unless there is no other cost-effective method for a tenant to receive required service.
 - i. If copper telco is required the demarcation point will be determined by SHP personnel before any work is performed.
 - ii. Copper telephony lines shall be properly surge suppressed at the entry point by means provided by either Telephone Company or the tenant.
 - 1. This will be grounded to SHP or R56 guidelines whichever is more stringent.
- b. Fiber Optic connections from Telephone or data service companies are preferred.
- c. All telephone requirements will be addressed on an individual basis.
- d. Any telco installed lines whether fiber-optic or copper shall be installed into a conduit of appropriate size and placed in a location determined by SHP personnel.
- e. Wall breach conduits will be of appropriate size, installed, and sealed to SHP specifications.
 - i. Any conduit installed will be hand dug inside the compound fence. No type of mechanized forms of digging will be allowed.
- f. Any type of fiber transceiver will be required to be mounted in a rack type enclosure in the tenant's rack space.
 - i. Mounting devices to the wall is not acceptable.
 - ii. All telephony devices are to have power fed from the overhead receptacles in the building.
- g. Any damage to the site ground halo as a result of line installation will be require to be repaired by the tenant at their expense to prior condition.

5. Definitions

All wire gauges listed in this document are in AWG (American Wire Gauge).

CPE – Customer Premises Equipment

SHP – see NCSHP

NCSHP – North Carolina State Highway Patrol

NOC – Network Operations Center

6. Acknowledgement Signature

I hereby acknowledge receipt of this document and agree to adhere to all standards and expectations herein.

[Signature of Recipient]

[Printed Name of Recipient]

[Title]

[Date of Receipt]

7. Changelog

- V1.6
 - Added 2.v for antennas inside structures.
 - Removed Watermark
- V1.6.1
 - Added 2.w for equipment Labeling standards
- V1.6.2
 - Updated Changelog to reflect proper section numbers modified (2.v & 2.w)
 - Renumbered Changelog to Section 7.
 - Added Acknowledgement and Signature Block (Section 6)

**The County of Hyde – GATELY COMMUNICATION COMPANY
Installation and Implementation
VHF Simulcast Paging System**

COMMUNICATIONS SYSTEM AGREEMENT

This Communications System Agreement ("Agreement") is entered into June 17, 2016 between Gately Communication Company (Gately), and **THE COUNTY OF HYDE**, a political subdivision of the State of North Carolina (the "County").

WITNESSETH:

WHEREAS Gately submitted a proposal dated May 20, 2016; and

WHEREAS the parties agree that they shall be bound by this Agreement and the Exhibits, which are attached to and incorporated in this Agreement.

NOW THEREFORE, in consideration of the mutual covenants described below, the parties mutually agree as follows:

SECTION 1 CONTENTS OF THIS AGREEMENT

This Agreement shall consist of the following: (1) This Agreement, including Exhibits listed below; In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement will take precedence over the Exhibits. The order of precedence of the documents shall be:

Communications System Agreement dated May 26, 2016.

Exhibit A	Statement of Work_05_20_16
Exhibit B	System Pricing_05_20_16
Exhibit C	Equipment List_05_20_16
Exhibit D	Project Schedule_05_20_16
Exhibit E	Payment Schedule_05_20_16
Exhibit F	System Diagram_05_20_16
Exhibit G	Coverage Maps_05_20_16
Exhibit H	System Literature_05_20_16

Section 2 DEFINITIONS

Capitalized terms used in this Agreement have the following meanings:

- 2.1. "Acceptance Tests" means those tests described in the Acceptance Test Plan
- 2.2. "Agreement Price" means the price for the System, including change orders but excluding applicable sales or similar taxes and freight charges.
- 2.3. "Beneficial Use" will begin at the end of successful completion of the 30-day Reliability Test and The County acknowledges that Gately's ability to perform its implementation and testing responsibilities under this Agreement may be impeded if the County begins using the System before Final System Acceptance. Therefore, the County may not commence Beneficial Use before Final System Acceptance without Gately's prior written authorization, which Gately will not unreasonably withhold. Gately is not responsible for System performance deficiencies that occur during unauthorized use. Gately will have unimpeded access to the System prior to Final System Acceptance. Beneficial Use shall not begin when the system is used following a local, State or national emergency or disaster declaration.
- 2.4. "Cutover" means the System is installed and all functional tests have been successfully completed and the System is ready to begin the 30-day reliability test.

B. SITE SELECTION AND CHANGES IN SCOPE.

- (1) Should a selected site be unavailable through no fault of Gately the County shall be responsible for any additional costs of materials or site development costs resulting from the change, excluding charges for Gately internal resources (for example, site location activities, project management and system engineering).

C. System STAGING. Gately shall, as outlined in the Statement of Work, stage the System in its Kill Devil Hills, North Carolina location. The components of the System, less microwave wave guide, microwave dishes, and RF antenna's, shall be assembled as complete sites for direct shipment to the site locations in the field. All cabling, wiring, programming and equipment configurations shall be completely integrated in their final configuration prior to shipment. It is understood that additional optimization (level setting, power adjustment, etc.) may be required to meet the technical requirements of this Specification.

At the time that all equipment and subsystems are functioning as they will at Final System Acceptance, the County representatives shall inspect the equipment as it is staged, cabled, tested and activated. Gately shall demonstrate system functionality to the County representatives. A matrix of the tests to be performed and descriptions of each test shall be provided at least 45 calendar days prior to the demonstration date for the County approval.

Following successful completion of the staging demonstration, a County representative shall approve the shipment of the equipment to the County's sites for storage or installation, whichever is applicable. If the demonstration or staging is unsuccessful or fails any portion of the County-approved staging test plan, another date will be set to repeat the event. No system equipment shall be shipped from the staging facility or other Gately facilities without the County's prior approval. Consent by the County shall not be unreasonably withheld.

D. SHIPMENTS. In accordance with the Project Schedule and County approval, Gately shall ship all equipment to mutually agreeable location(s) for storage. Gately shall also receive all materials purchased and turned over to it by the County and shall receive all items delivered by suppliers at the job site or at a mutually agreed upon location(s). Gately shall not bear risk of loss for equipment not furnished by Gately unless such loss occurs while such equipment is under the exclusive care, custody, or control of Gately. Any equipment or parts required to provide a complete and operational system in accordance with this Agreement shall be provided by Gately without any claim for additional payment.

Deliveries shall be made in accordance with the Project Schedule and shall be made F.O.B. Destination to County facilities, local Gately staging facilities, warehousing facilities, or any combination thereof, which in any event shall be located in the County (the "Facilities"). Gately shall advise prior to shipment of actual destination and delivery date, and County shall receive and make payment as required by this Agreement.

E. PROJECT MANAGEMENT. Gately shall assign a Project Manager who is authorized to exercise system implementation direction of this project. Gately's Project Manager is subject to ongoing approval by the County, which approval shall not be unreasonably withheld. Gately's Project Manager shall, as agreed to in the Statement of Work, at a minimum: attend as needed project meetings, provide monthly status reports, provide project schedule updates as required i, and provide other reports as reasonably requested by the County and mutually agreed upon.

SECTION 7 RESPONSIBILITIES OF THE COUNTY

A. PROJECT MANAGEMENT. The County shall designate a Project Director to be Gately's point of contact.

B. SITE ACCESS. The County shall, upon prior notification by Gately to the County, provide Gately or its subcontractors with access to each of the sites relating to this Agreement as reasonably requested by Gately and have such facilities and/or sites available for installation of the equipment to be installed in accordance with the Project Schedule. Gately shall notify the County of all access requirements in sufficient time that the County may obtain and grant permission for Gately to have ingress and egress. In the event that, prior to the notification by Gately to the County, either party is performing on any site, repairs related to the structures located on the site, which repairs may interfere with the installation by Gately or its subcontractors of any equipment at the site, that party shall not be required to provide Gately with immediate access to the site until said repairs are completed. Should Gately be denied immediate access to the site because of delays caused by the County, and should Gately provide to County written notification of delay in accordance with this Agreement, the County shall extend the performance period of this Agreement, day-for-day for the delay.

SECTION 8 ACCEPTANCE CRITERIA

Successful completion of the System shall occur upon the Final Field System Acceptance Test Plans (including but not limited to the Field Functionality Test Plans, and the 30-day System Reliability Test) and 100% radio pager/dispatcher cutover and successful resolution of all finalized punchlist items and contractual responsibilities to the County's satisfaction. Gately will provide the County at least forty-five (45) days' notice before any Acceptance Testing commences.

SECTION 9 STANDARD OF WORK

Gately shall perform all work pursuant to this Agreement, supply all labor and materials, and provide the System in accordance with all applicable federal, State and local laws, regulations, standards and orders.

SECTION 10 INDEMNIFICATION

The Contractor hereby agrees to indemnify and hold harmless the Federal Government and the County, its officers, agents, and employees, from and against any and all liability, claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions, and costs of actions, including attorney's fees for trial and on appeal, and for the preparation of same arising out of the Contractor's, its officers', agents', and employees' acts or omissions associated with this Agreement. The contractor is to restore and/or repair, at the contractors cost, all damaged infrastructure back to its pre-existing condition if the damage was caused by their activities.

SECTION 11 EXTENSIONS OF TIME AND ADDITIONAL TASKS

A. COUNTY DELAYS. Installation, satisfactory operation and Final System Acceptance must be completed in accordance with the Project Schedule. The parties agree that time is of the essence for this Agreement. Gately shall be entitled to an extension of the duration of this Agreement by an additional calendar day for each calendar day wherein the critical path of the project is delayed if the County or its contractors is solely responsible for such delay. In the event of delays caused by the County Gately may charge the County only for Gately internal or subcontractor resources required as a result of the delay. Any adjustment in price or payment of expenses shall be by mutual agreement pursuant to the change order process.

B. EXCUSABLE DELAYS. Neither Party will be liable for its non-performance or delayed performance if caused by Force Majeure. A Party that becomes aware of Force Majeure that will significantly delay performance will notify the other Party promptly (but in no event later than thirty days) after it discovers the Force Majeure. If a Force Majeure occurs, the Parties will execute a change order to extend the Project Schedule for a time period that is reasonable under the circumstances. Excusable delays will also include any extension of the Project Schedule mutually agreed upon by the parties.

C. CHANGE ORDERS. Either Party may request changes within the general scope of this Agreement. If any order under this Section causes an increase or decrease in the cost of or time required for the performance of the work or the quantity of Equipment or deliverables under this Agreement, an equitable adjustment shall be made in the Agreement Price or time of performance of the Agreement consistent with the Parties' obligations as stated in this Section of the Agreement, unless Change Orders are specifically limited by this Agreement to extensions of time. Neither Party is obligated by a Change Order unless signed by both Parties.

D. CHANGE ORDER PROVISIONS. All Change Orders shall be written and executed by both Parties and shall include without limitation payment timeframe, scope, schedule and invoicing requirements. Strict compliance with this Section shall be a prerequisite to Gately receiving any additional sums of money in excess of the Agreement Price, or extensions of time for completion.

SECTION 12 INSURANCE

A. Insurance Requirements

The Contractor, at its own expense, shall keep in force and at all times maintain during this Agreement:

1. Commercial General Liability Insurance

Commercial General Liability Insurance, issued by responsible insurance companies and in a form acceptable to the County, protecting and insuring against all the foregoing with coverage limits of not less than One Million Dollars (\$1,000,000.00) per occurrence for Bodily Injury and Property Damage.

2. Automobile Liability Insurance

Automobile Liability coverage shall be in the minimum amount of One Million Dollars (\$1,000,000.00) per occurrence.

3. Workers' Compensation Coverage

Full and complete Workers' Compensation Coverage as required by North Carolina law shall be required.

4. Insurance Certificates

The Contractor shall provide the County with Certificates of Insurance on all policies and renewals thereof in a form(s) acceptable to the County. Said Commercial General Liability policy shall provide that the County be an additional named insured. The County shall be notified in writing of any reduction, cancellation, or substantial change in a policy or policies at least thirty (30) days prior to the effective date of said action. All insurance policies shall be issued by responsible companies who are acceptable to the County and licensed and authorized to do business under the laws of North Carolina

SECTION 13 DISPUTES

Gately and the County will attempt to settle any claim or controversy arising from this Agreement (except for a claim relating to intellectual property) through consultation and negotiation in good faith and a spirit of mutual cooperation. The respective Project Managers will confer and attempt to settle a dispute. Both Parties shall continue to perform their obligations under the Agreement and shall adhere to the Project Schedule during the pendency of any or all disputes or disagreements with the County. The performance of this Agreement shall not be delayed or postponed pending resolution of any disputes or disagreements unless the Parties to this Agreement otherwise agree in writing.

SECTION 14 NOTICES

All **non-technical notices**, and reports, required by this Agreement shall be sent by Certified U.S. Mail, postage and fees paid, return receipt requested; or overnight delivery with receipt, to the person designated below:

For the County	For Gately Communication Company
Justin Gibbs,	Ken Gately
Emergency Services Director	President
Hyde County	Gately Communication Company, Inc.
30 Oyster Creek Road	501 Industry Drive
Swan Quarter, NC 27855	Hampton , VA 23661

All Notices and inquiries regarding **technical requirements** for system installation, operation and acceptance except as otherwise provided in this Agreement, shall be directed to the person designated below.

For the County	For Gately Communication Company
Justin Gibbs	Ross Wolfe
Emergency Services Director	Corporate Sales Manager
The County of Hyde	501 Industry Drive
30 Oyster Creek Road	Hampton , VA 23661
Swan Quarter, NC 27855	

Section 22 MISCELLANEOUS PROVISIONS

- A. Assignment of this Agreement shall not be made without the advance written consent of the County.
- B. The Contractor shall comply with all applicable Federal, State, and Local laws, ordinances, rules and regulations pertaining to the performance of Work under this Agreement.
- C. No waiver, alterations, consent or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by the County or the County's Designee.
- D. The Contractor is to procure all permits, licenses, and certificates, or any such approvals of plans or specifications as may be required by Federal, State, and Local laws, ordinances, rules, and regulations for proper execution and completion of the Work under this Agreement.
- E. This Agreement is deemed to be under and shall be governed by and construed according to the laws of North Carolina.
- F. Any litigation arising out of this Agreement shall be had in the Courts of Hyde County, North Carolina.
- G. The undersigned hereby certifies that this Agreement is made without prior understanding, agreement or connection with any corporation, firm or person who submitted bids for the Work covered by this Agreement and is in all respects fair and without collusion or fraud. As to the Contractor, the undersigned hereby warrants and certifies that they are authorized to enter into this Agreement and to execute same on behalf of the Contractor as the act of the said Contractor.
- H. This Agreement, including any Exhibits hereto, contains all the terms and conditions agreed upon by the parties. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto.

In acknowledgement of this Agreement Gately and the County have executed this Agreement, by their authorized representatives.

Approved as to form:

Approved as to substance:

County Attorney

Justin Gibbs
Emergency Services Director

GATELY COMMUNICATION COMPANY, INC.

By: _____
Ken Gately, President
Date: _____

By: _____
County Administrator
Date: _____

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

Meeting Date: June 6, 2016
Presenter: Bill Rich, County Manager
Attachment: No

ITEM TITLE: RETREAT

SUMMARY: County Manager Rich will propose a Board of Commissioners Retreat/Workshop.

RECOMMEND: Discussion.

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

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

Meeting Date: June 6, 2016
Presenter: Bill Rich, County Manager
Attachment: No

ITEM TITLE: HEALTH INSURANCE

SUMMARY: Manager Rich will present discussion about Hyde County employees' health insurance plan.

RECOMMEND: Discussion.

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 John Fletcher

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

Meeting Date: June 6, 2016
Presenter: Kris Cahoon Noble
Attachment: No

ITEM TITLE: SLOCUM DRAINAGE ASSOCIATION ASSISTANCE

SUMMARY: Hyde County was approached by the Slocum Drainage (a voluntary group of producers/landowners) for assistance in obtaining funding in an amount of \$60,000 for a proposed pump project through low or no interest loan sources.

Hyde County will be the borrower of the funds from Tideland EMC and serve as an intermediary for the distribution of the funds to Slocum Drainage. The loan from the EMC to Hyde County will be \$60,000 with an APR of 0% and an 8 year term.

In order to proceed with the examination of the probability of this funding scenario, Hyde County must first create a contractual relationship between the county and Slocum Drainage in which the landowners are obligated to repay Hyde County any funds with which the county provides.

Slocum Drainage is currently in process of establishing a formal drainage district.

RECOMMEND: Authorize the County Manager to work with the County Attorney to create a contractual relationship between the county and the landowners doing business as Slocum Drainage in which the group is obligated to repay Hyde County any funds with which the county assists the Association.

Authorize the County Manager to enter into the financing alternative, close the loan, receive the funds, make payment to the landowners doing business as Slocum Drainage.

Motion Made By: Barry Swind
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

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

Meeting Date: June 6, 2016
Presenter: Kris Cahoon Noble
Attachment: No

ITEM TITLE: CITIZEN PARTICIPATION PLAN

SUMMARY: This plan describes how the Hyde County will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. The plan provides for, and encourages, citizen participation and which emphasizes participation by persons of low- or moderate-income, particularly residents of predominantly low- and moderate-income neighborhoods, slum or blighted areas, and areas in which the grantee proposes to use CDBG funds. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance and design of changes in the Citizen Participation Plan. There will be two (2) general mechanisms for their involvement:

1. To attend or hold public hearings or community meetings; and
2. To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated County official.

RECOMMEND: Adopt Citizen Participation Plan.

Motion Made By: ___ Barry Swind
___ Dick Tunnell
___ Anson Byrd
___ John Fletcher
___ Earl Pugh, Jr.

Motion Seconded By: ___ Barry Swindell
___ Dick Tunnell
___ Anson Byrd
___ John Fletcher
___ Earl Pugh, Jr.

Vote: ___ Barry Swindell
___ Dick Tunnell
___ Anson Byrd
___ John Fletcher
___ Earl Pugh, Jr.

CITIZEN PARTICIPATION PLAN

This plan describes how the Hyde County will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. The plan provides for, and encourages, citizen participation and which emphasizes participation by persons of low- or moderate-income, particularly residents of predominantly low- and moderate-income neighborhoods, slum or blighted areas, and areas in which the grantee proposes to use CDBG funds. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance and design of changes in the Citizen Participation Plan. There will be two (2) general mechanisms for their involvement:

1. To attend or hold public hearings or community meetings; and
2. To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated County official.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the County. The *County* will be asked to review and comment on specific guidelines for approved project. They will also meet to review any program amendments, budget revisions and program modifications. All such changes will be discussed with the *County* and their comments considered prior to taking action. If program amendments require approval from the North Carolina Department of Commerce, a public hearing shall be held specifically on the amendment.

PROGRAM ASSESSMENT

As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Comments should be submitted in writing to *County Manager, P.O. Box 188, Swan Quarter, NC 27885-0188*. *She* will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to Chairman of the Board of Commissioners, Hyde County *He* shall respond within ten (10) days.

If the citizen is still dissatisfied, he/she should write to North Carolina Department of Commerce, Commerce Finance Center, 4318 Mail Service Center, Raleigh, North Carolina 27699-4318, Attention: Program Representative, requesting an investigation of the problem. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints.

The Citizen Participation Plan will be subject to annual review and proposed revision, to occur in the period between the performance hearing and the public hearing on the subsequent year's application.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to citizen organizations and groups of low/moderate income persons or target area residents upon request to *Hyde County*. Such assistance will support citizen efforts to develop proposals, define policy and organize for the implementation of the program. It is expected that such assistance will be provided directly to the *County* in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue or other short-term efforts.

PUBLIC INFORMATION

Hyde County will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location and topics to be considered. These notices will also be made available in the form of press releases, as a public service announcement to local radion stations and will be provided to churches within the target area of distribution.
2. Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for award; (b) the range of eligible activitites; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions and contracting procedures.
3. A Public File containing program documentation will be available for review at the Hyde County offices, during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan and the Annual Performance Report. Other program documents are also available for citizen review on request at the Hyde County offices consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality.
4. Public Hearings an interpreter will be provided for all non-English speaking individuals and/or deaf individuals.

ADOPTED, this the 5th day of November 19, 2012.

Sharon P. Spencer
Hyde County Chief Elected Official

Hyde County authorized signor

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

Meeting Date: June 6, 2016
Presenter: Kris Cahoon Noble
Attachment: Yes

ITEM TITLE: Revolving Loan Request – Christopher Williams

SUMMARY: Christopher Williams, owner of Williams’ Markets, a multi-business sole proprietorship in Swan Quarter, is requesting a \$90,000.00 loan to renovate property located at 80 Oyster Creek Rd., Swan Quarter. The property was formally known as the Hyatt Cahoon property and is located next to the Hyde County Government Center. Mr. Williams plans to turn the property into a full-service restaurant, open six days a week from 6 am until 3 pm, Monday through Saturday. Specializing in breakfast and lunch, the restaurant will offer fresh local produce and seafood. Mr. Williams will source meat from Acre Station Meat Farm which currently stocks the shelves of the grocery stores with fresh sausages, country hams, thick sliced bacon and other locally sourced products. The restaurant will feature the freshest of seasonal vegetables, including Pamlico Shores potatoes, Mattamuskeet Sweet onions, sweet corn, cucumbers, tomatoes and other crops resourced locally. Seasonal seafood choices will include Mattamuskeet Seafood crab cakes, fresh shrimp from the Pamlico Sound, and Rose Bay oysters, along with other local catches when available. The restaurant will provide 6 new jobs for Hyde county residents

Mr. Williams is injecting personal capital into the project for purchase of restaurant equipment. He has also applied for a \$50,000.00 grant from the NC Dept. of Commerce Building Reuse program to assist with renovations. The revolving loan funds will be used to pay for costs associated with new construction, purchase of equipment and HVAC. Security for the loan will be a Deed of Trust on the property. Hyde County will hold the first and only lien on the property. The loan term will be 20 years with monthly payments of \$545.38 at 4.00% interest. Mr. Williams is planning to double up on the payments in order to pay off the loan in a shorter period of time.

We are requesting approval of this loan request, contingent upon final approval by the Revolving Loan Committee.

RECOMMEND: **APPROVE THE REVOLVING LOAN REQUEST OF \$90,000.00 TO CHRISTOPHER WILLIAMS CONTINGENT UPON FINAL APPROVAL BY THE RLF COMMITTEE.**

Motion Made By: Earl Pugh, Jr.
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Barry Swindell

Motion Seconded By: Earl Pugh, Jr.
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Barry Swindell

Vote: Earl Pugh, Jr.
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Barry Swindell

**HYDE COUNTY
NORTH CAROLINA**

**ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND**

**Christopher L. Williams
The Courthouse Café**

APPLICATION FOR A NEW BUSINESS

TABLE OF CONTENTS

Listed below are the required contents of an application. Applications should be organized in this format. Applicants should number all pages in the application. **Two completed copies of the application should be submitted directly to the Hyde County Revolving Loan Fund Administrator, Hyde County Courthouse, Swan Quarter, NC.**

Application Contents

Table of Contents

Application Summary Form

Project Description Form

Project Source and Use Form

Project Private Commitment Form

Project Needs Form

Project Feasibility Form

Activities Schedule Form

Maps

Attachments

- A. Verification of Project Costs/Cost Breakdown by Activity
- B. Firm Financial Commitments
- C. Historical Financial Statements (Business)
- D. Credit Reports
- E. Building Plans
- F. Projected Financial Statements
- G. Business Debt Schedule Forms
- H. Personal Financial Statements
- I. Appraisals of Real Property/Security
- J. Marketing Information/Business Plan Documentation

Only information received by Hyde County with the submission will be considered in the selection process, unless the county specifically requests additional information from the applicant. Failure to submit required information may be grounds for rejection of the application. Applicants should carefully review each project package, including attachments, to make certain that all required information is submitted and is internally consistent.

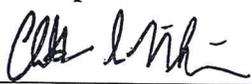
APPLICATION SUMMARY FORM

The Application Summary form should be the first page of all applications. The form contains a summary of pertinent information about the RLF application. The summary must also contain the signature of the owner, a partner, or chief executive officer of the business submitting the application.

INSTRUCTIONS

1. NAME OF APPLICANT – Include the legal name of applicant, complete address of applicant, and name and telephone number of the person who can provide further information about this request.
2. PROJECT NUMBER – Hyde County will assign each project a number. Projects will be numbered consecutively with a year and a one-digit number.
3. PROJECT NAME – Applicant should provide a brief title for each project.
4. RLF FUNDS REQUESTED – Applicant should list the amount of RLF funds requested for each project. This amount should correspond to the amount shown on the Project Source and Use Form.
5. CERTIFICATION SIGNATURE – The chief executive officer, owner, or a partner must sign the Application Summary Form.

**HYDE COUNTY ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND
APPLICATION SUMMARY**

1. APPLICANT a. Name: Christopher L. Williams b. Street/P.O. Box: P.O. Box 353 c. City: Swan Quarter d. Zip Code 27885 e. Contact Person Christopher L. Williams (Cell: 252-945-7291) f. Telephone No.: 252-926-9493		
2. Project Number	3. Project Name	4. RLF Funds Requested
	The Courthouse Café	\$90,000.00
5. CERTIFICATION a. To the best of my knowledge and belief, data in this application is true and correct, the applicant will comply with the certifications in the attached Private Commitment Form if the assistance is provided.		b. Typed Name and Title of Authorized Representative <p align="center">Christopher L. Williams</p> 
		c. Signature <p align="center"><i>6/2/16</i></p>
		d. Date
FOR HYDE COUNTY USE ONLY		
6. Date Received	8. Action Taken	9. Amount Funded:
_____	_____ Funded _____ Not Funded _____ Withdrawn	\$ _____
7. Application Number		

PROJECT DESCRIPTION FORM

The Project Description Form provides a brief introduction and overview to the entire project. As such, it should pull together all the project elements into a unified framework. This section should be brief, as the more specific evaluation questions are found on other forms. This form will also be circulated to interested parties during any environmental review. **Use the appropriate form for either a new business, expansion/improvement of existing business, or purchase of existing business.**

INSTRUCTIONS

1. NAME OF APPLICANT – Enter the legal name of the applicant.
2. APPLICATION DATE – Enter the date the application is submitted to Hyde County.
3. PROJECT NAME – Enter the project name.
- 4.a.-j. DESCRIPTION – Provide a brief overview of the project as requested in the description outline.

PROJECT DESCRIPTION FORM

1. Name of Applicant: **Christopher L. Williams**
2. Application Date: **June 1, 2016**
3. Project Name: **The Courthouse Cafe**
4. Description:
 - a. Briefly describe the new business (products/services offered, basic project goals and objectives): **The Courthouse Café will be a full-service restaurant open for business 6 days a week. The restaurant will serve breakfast and lunch and will offer fresh local foods from the land and sea. The restaurant's clientele will consist of the local community, local businesses, and tourists who will pass by the restaurant on a daily basis traveling to and from the Swan Quarter ferry.**
 - b. Proposed location of new business (include location map(s)): **80 Oyster Creek Road, Swan Quarter, NC 27885**
 - c. Number, size, and general description of any new buildings to be constructed (include site map and plans, if available – N/A, **this will be the renovation of an existing building.**
 - d. Size of any parcel(s) of land to be acquired (include survey map)
 - e. Describe any existing buildings to be demolished or abandoned: **N/A**
 - f. Describe any improvements to be made to existing buildings(s): **Reconstruction of the building will be substantial. The contractor will remove and dispose of HVAC, including duct work, wood floor and framing, ceiling tiles and insulation. All doors and windows and unusable electrical and plumbing will be removed. Fill sand will be placed, compacted, and treated for termites and a vapor barrier and concrete slab will be installed. New electrical, plumbing, insulation, doors, windows, and sheetrock ceiling will be installed. The building will be pressure washed with cracks and holes sealed. The contractor will prime and paint all interior and exterior masonry walls. A new overhead HVAC system including duct work will be installed and new plumbing fixtures for two new bathrooms added in addition to plumbing needed in kitchen operations. The slab floors will be stained and sealed. After the main reconstruction, it will be up-fitted with a seating area, counter space, kitchen space and inventory space. New signage will be provided as well as exterior lighting and landscaping.**
 - g. How many full-time equivalent jobs will be created by the new business during the two-year period? **Six new employees.**

How many for residents of Hyde County? **All six of the new employees will be Hyde County residents.**

- h. Briefly describe how RLF and other funds (bank loans, owner equity, etc.) will be used during property acquisition, construction, and startup of the new business. **Mr. Williams is using personal capital to purchase the building and purchase kitchen equipment. He is purchasing the building for \$43,500.00 and will invest approximately \$45,000.00 for the equipment. He has applied for a building reuse grant from the NC Department of Commerce in the amount of \$50,000.00, which will be used for a portion of the renovation work and disposal of old building materials. Mr. Williams is applying with the County for a revolving loan in the amount of \$90,000.00 for the remainder of the renovation work, including HVAC, electrical, plumbing and construction.**
- i. How are road transportation and water and electric service to be supplied to the site? **The property is located on an existing road in the village of Swan Quarter. Electricity and water hookup is already on site; however, it is obsolete. All existing electrical and plumbing will be replaced with new materials that will meet the county building code.**
- j. How will sewage disposal be accomplished? **Sewer service is available on site. All plumbing will be replaced with new materials.**

PROJECT SOURCE AND USE FORM

The Project Source and Use Form summarizes project funding sources and explicitly identifies how each activity will be financed. A given activity may be paid for with more than one funding source, but those sources and the individual amount committed must be explicitly identified. Existing assets should not be listed on this form.

INSTRUCTIONS

1. NAME OF APPLICANT – Enter the legal name of the applicant.
2. PROJECT NAME – Enter the project name.
3. SOURCES OF PROJECT FUNDS – List separately the name and amount of each source of funds committed to the project. The RLF funds requested must not comprise more than 75% of the project budget.
4. TOTAL PROJECT RESOURCES – Enter the total amount of funds listed in item 3 above.
5. USES OF PROJECT FUNDS – List separately for each use of funds, the total cost of each use and the amount to be paid for by each source; list the totals at the bottom of each column. These totals should match those given under item 3, “Sources of Project Funds.”

The uses for machinery and equipment should be reasonably disaggregated. Working capital uses must be explicitly identified, i.e., salaries, materials, etc., should be identified separately. “Other” economic development activities may include off-site street and pedestrian improvements, clearance, flood and drainage improvements or relocation assistance.

PROJECT SOURCE AND USE FORM

1.	Name of Applicant: Christopher L. Williams		
2.	Project Name: The Courthouse Cafe		
3.	Source of Project Funds:		
	RLF Funds Requested: \$90,000.00		
	RLF Project Resources	Source A.	\$ <u>90,000.00</u>
	Other:		
	B. <u>NC Commerce Bldg. Reuse Grant</u>	Source B.	\$ <u>50,000.00</u>
	C. <u>Owner Capital</u>	Source C.	\$ <u>89,500.00</u>
	D. _____	Source D.	\$ _____
	E. _____	Source E.	\$ _____
	F. _____	Source F.	\$ _____
4.	TOTAL PROJECT RESOURCES		\$ <u>229,500.00</u>

Use of Funds (List major expenses separately)	Source A	Source B	Source C	Source D	Source E	Source F	Total Cost
a. Acquisition			\$43,500.00				\$43,500.00
(1)							
(2)							
b. Water							
c. Sewer							
d. Construction/ Rehabilitation	\$85,000.00	\$50,000.00	\$1,000.00				\$136,000.00
e. Working Capital							
(1) Insurance							
(2)							
(3)							
f. Machinery/ Equipment	\$5,000.00		\$45,000.00				\$50,000.00
(1)							
(2)							
(3)							
(4) Other							
g. Site Improvements							
h. (1) Other							
(2) Other							
i. TOTAL	\$90,000.00	\$50,000.00	\$89,500.00				\$229,500.00

PROJECT PRIVATE COMMITMENT FORM

This form commits the business to the project as described in the application. It must be completed and signed by a business official who possesses the authority to commit the firm to this project. Depending on the nature of the project, certain parts of the form may not apply to the business. These sections should be marked "NA." The date for project completion must be no later than 25 months after the application date.

The Private Commitment Form provided in the application must be submitted verbatim and be accompanied by a letter of transmittal written on the firm's letterhead and signed by an authorized official of the firm. The letter of transmittal should be addressed to the chief elected official of Hyde County, affirm that the attached Private Commitment Form represents the firm's commitment in full, and indicate in what capacity the signing business official is authorized to make commitments for the firm.

Both the Project Private Commitment Form and letter of transmittal should be dated and included in the application package.

In addition to the Project Private Commitment Form, applicants must submit firm letters of commitment from all other funding sources, including banks, other loan funds, owner equity, and contributions from private sources. (Include as "Attachment B")

INSTRUCTIONS

- a. Self-explanatory.
- b. Indicate the number of full-time equivalent jobs for Hyde county residents, full-time equivalent jobs committed to in the application and Project Feasibility Form. The data included here should be no later than 25 months after the application date. Job creation is considered to be a part of project activities, thus the date on line b cannot be later than the date on line g. These dates should coincide with the Activities Schedule Form and the hiring schedule submitted on the Project Feasibility Form.
- c. An initial certified payroll report will be required at loan's inception. Certified payroll reports will then be required at the end of every quarter showing job creation numbers.
- d. Indicate the sources and specific amounts of all funding for the project, including RLF funds. These should coincide with the sources and amount indicated on the Project Source and Use Form, Section 3. The documentation must be included with the application to show that these funds are firmly committed and currently available for use in this project.
- e.f. Self-explanatory.

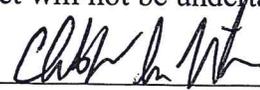
- g. Project completion date must be no later than 25 months after the application date, and can be no earlier than the date specified in line b above.

PROJECT PRIVATE COMMITMENT FORM

As Owner (title) of this company, I commit to the following actions, as described more fully in the project application:

- a. Undertake and carry out the project as described in the project application.
- c. Create a minimum of 6 jobs with 6 for persons residing in Hyde County, and obtain the level of jobs indicated above by January 1, 2017.
- d. Provide certified payroll report prior to initial disbursement of funds and provide quarterly reports thereafter showing job creation numbers.
- e. Secure funding for the project from the following sources, in the specified amounts:
 - 1. **Hyde County Revolving Loan Fund - \$90,000.00**
 - 2. **NC Dept. of Commerce Building Reuse Grant - \$50,000.00**
 - 3. **Owner Capital - \$89,500.00**
 - 4.
- e. Provide Hyde County with quarterly income statements and balance sheets throughout a two-year period following the loan award.
- f. Begin project activities only following execution of a legally binding commitment and loan agreement and the release of other conditions, if any, placed on the loan by Hyde County.
- g. Complete project activities by no later than January 1, 2017.

My firm is committed to undertake this project and but for the provision of the RLF assistance this project will not be undertaken.

Signed  Date 6/2/16 Title OWNER

Name of Business The Courthouse Café

PROJECT NEEDS FORM

The Project Needs Form addresses why RLF funds are needed to create jobs, the level of RLF assistance needed for the job benefit to occur, and the appropriateness of the RLF assistance proposed. The strongest applicants will show that the RLF assistance proposed is necessary and appropriate, and that the level proposed is the minimum amount necessary for the project to take place. All projects should show a financing gap, such that without the infusion of RLF funds the project cannot take place.

INSTRUCTIONS

The applicant should answer all applicable questions on the Project Needs Form, and provide all supporting documentation referenced in these instructions. Space is provided on the form to respond to each question, and attachments may be used as needed. Applications which include more than one project must include a separate Project Needs Form for each project.

1. NAME OF APPLICANT – Enter the legal name of the applicant.
2. PROJECT NAME – Enter the project name.
3. RELATION BETWEEN PROJECT ACTIVITIES AND JOB CLAIM –A clear connection must be established between each project expenditure and the creation or retention of RLF jobs.

The applicant must show how the project will result in the need for and hiring of additional workers. For a startup project, all jobs are newly created, and the applicant must show that a given number of employees is required to run the new operation at its planned size. For an existing business, the applicant claiming job creation must show that the project will create a need for additional workers beyond the current work force. In a manufacturing operation, for instance, this would ordinarily be evidenced by growth in sales and orders requiring a plant expansion. If the project is a job retention project, the applicant must clearly state the reason(s) why existing employees' jobs are threatened.

4. TOTAL DOCUMENTED PROJECT FINANCING NEED – In order to establish the minimum amount of RLF funds necessary for the project to occur, the RLF request must be assessed in relation to the project as a whole. This requires a firm cost estimate for each project activity, including both those financed with non-RLF funds and those with proposed RLF funding.

To complete this form, check each project activity. In the blank space provided under each activity, identify the source of the estimates or price quotes and describe the method used to estimate costs. For each activity, the form shows supporting documentation which must be provided as an attachment. Cost estimate documentation must be obtained from suppliers and included in the application on the supplier's letterhead, and authorized by the supplier's signature.

5. VERIFICATION OF RLF NEED – Out of total project cost, the applicant should clearly establish the portion of project costs which represents the minimum level of RLF assistance needed for the project to take place. The project should show a funding “gap” such that without RLF funds, the project cannot take place. In addition to demonstrating the existence of a gap, the successful applicant needs also to demonstrate that the proposed treatment is appropriate. For instance, if the funding gap is \$20,000, the applicant should not propose a \$40,000 loan.

- a. Loan Amount -- Identify the total amount of the proposed loan. This amount should be the total project financing need not met by other sources.
- b. Gap Addressed -- Several types of financing gaps exist. The applicant must identify the type of gap faced, and provide supporting documentation adequate to verify the nature and size of the gap, and the appropriateness of the treatment proposed. Hyde County’s verification will rely in large part on an analysis of financial statements and projections, and it is essential that all the necessary records are provided to make the gap evident.

Following are the types of gaps commonly addressed with RLF funds, and a discussion on identifying and presenting each type.

- Gap (1): Sufficient Funds Not Available Elsewhere. The applicant must demonstrate that non-RLF funding sources have been pursued. These should include internal corporate sources and resources of principals as well as external financing sources. The feasibility of leasing a building or machinery and equipment (M&E) should be addressed. For both M&E and materials purchases, supplier financing should be addressed.

The applicant should explain why the total amount necessary cannot be obtained from outside financing. Reasons may include poor credit, lack of a credit history, insufficient security, or inability to afford a required down payment. For example, the firm’s debt service schedule may provide evidence that the firm is already highly leveraged, with little valuable security available. A letter from a lending institution should be included in addition to other documentation.

- Gap (2): Funds Available Elsewhere, but Cash Flow is not Sufficient to Meet Debt Service Requirements. Other financing is available, but the term is shorter and/or the rate is higher than the RLF terms, and therefore payments are higher. In most instances, a financial institution will not lend funds where the repayment ability is in question. This argument is somewhat more difficult to demonstrate and should only be used after discussions with RLF staff.

- Other Gaps: While the above include the most frequently identified gaps requiring direct RLF assistance, the applicant may identify a different need, if applicable. The applicant must explain the nature of the gap, and why RLF assistance is essential to carry out the project. Prior discussion with RLF staff is strongly recommended.
6. SECURITY: Security coverage should be as complete as possible, and the applicant should demonstrate that the county's interest is adequately protected. Where necessary and available, other sources of collateral apart from RLF-funded items should be used. In some cases, the applicant should utilize the services of an outside appraiser to determine the value of offered collateral. **Unless the business is an existing business with a long-term positive cash flow, the county will require 100% security coverage.**

Hyde County will review the proposed terms in line with the above criteria. The agency reserves the right to negotiate more appropriate loan terms. The negotiated terms will be incorporated into the loan documentation.

PROJECT NEEDS FORM

- a. Name of Applicant: Christopher L. Williams
- b. Project Name: The Courthouse Café
- c. Relationship between Project Activities and Job Claim: Explain how the activities described in the application will result in the jobs claimed as retentions or creations. If the project is a job retention project, the applicant must clearly demonstrate that existing jobs would be lost without provision of RLF funds.
- d. Total Documented Project Financing Needs: Check applicable activities and in attachments provide required cost breakdowns shown (**Attachment "A"**). Describe here sources and methods of estimating for each activity including those financed with non-RLF funds.
- Real Estate (land or existing buildings) – Attach purchase option or lease option. Provide documentation on comparable land costs in the local vicinity, or an appraisal.
 - Construction/Rehabilitation – Attach listing of components (HVAC, plumbing, electrical, etc.) with architect/engineer's estimate or quote from contractor.
 - Site Improvements – Attach listing of components (grading, drainage, paving, etc.) with engineer's estimates or quotes from contractor.
 - Machinery and Equipment – Attach detailed listing of items, with price quotes from suppliers.
 - Public or On-Site Water and Sewer – Attach detailed listing of components and sizes, with engineer's estimates.
 - Working Capital Expenditures – Attach detailed listing of startup/operating costs.
- e. Verification of RLF Need
- (a) Loan Amount: \$90,000.00
- (b) The Gap Addressed:
- Sufficient funds not available elsewhere, including internally.
- Funds available elsewhere, but cash flow is not sufficient to meet debt service.
- Other (Describe):

The amount of the gap must be no greater than the level of direct assistance proposed. Describe how the gap was identified and measured, referencing supporting documentation. Adequate financial documentation must be included with the application for the existence and dollar amount of the gap to be independently verified. See Application Instructions – Project Needs Form.

6. Security (Describe):

A First Deed of Trust on real estate (renovated building and contents) to be known as The Courthouse Café, located at 80 Oyster Creek Road, Swan Quarter, NC 27885

PROJECT FEASIBILITY FORM

The primary objective of the Hyde County Revolving Loan Fund program is to promote economic development and create jobs for residents of Hyde County, while enhancing the Hyde County Tax Base. Applicants must show that their project is feasible as proposed, and will be successful in meeting this objective. Project feasibility will be assessed in two areas: (1) financial feasibility, and (2) feasibility of attaining job commitments. The information in this form and in supporting documentation will be used in this evaluation.

INSTRUCTIONS

1. NAME OF APPLICANT – Enter the legal name of the applicant.
2. PROJECT NAME – Enter the project name.

A. BUSINESS PLAN

This section describes the business history and future plans of the business participating in the RLF project.

INSTRUCTIONS

1. NAME OF BUSINESS – Enter name of the existing business.
2. LEGAL STATUS – Indicate whether the existing and expanded/improved businesses are partnerships, proprietorships, co-ops, registered corporations, or other.
3. BUSINESS OWNERSHIP AND MANAGEMENT – Identify all persons holding at least 10% ownership in the existing and expanded/improved businesses by name and position held. Identify other key management personnel by name and position held. Include addresses and phone numbers.
4. BUSINESS AFFILIATIONS –Common Ownership or Management: Indicate if the existing/proposed principals or key managers of the existing/proposed business own or manage any other businesses. Identify the business(es) by name and location, and describe any relationship between the businesses.

5. PRODUCT LINE OR SERVICE --
 - a. Range of Products or Services: Describe the range of products to be produced or distributed, and/or services to be provided.
6. MARKET INFORMATION—
 - a. Geographic Market Area: Describe the geographic market area for the product or service.
 - b. Major Customers: Describe potential new customers. Identify any proposed accounts that will comprise greater than 30% of the firm's sales.
 - c. Market Characteristics: Discuss any special seasonal or cyclical characteristics of the market. Are sales of the project firm's products or services tied to sales or use of any other product?
 - d. Competition: Identify the firm's major competitors. Discuss their location, size, market share, prices, quality, performance and services. Discuss the firm's strengths and weaknesses in comparison to those competitors. Summarize the advantages of the firm's products or services over the competition.
7. MARKETING AND DISTRIBUTION – Describe proposed advertising and promotional strategies, and sales and distribution methods. Include a discussion of the types of customers to be targeted.
8. COST EFFECTIVENESS – Describe cost effective features you will utilize to reduce overhead or cost of production.
9. PROJECT INNOVATION/NEW TECHNOLOGY – Describe innovative features of your product or marketing strategy, and technological innovations that will be utilized during project implementation, such as computers, new equipment, telecommunications, etc.
10. EMPLOYEE BENEFITS – Describe efforts that you will make on behalf of your employees in the following areas:
 - a. On-the-job training
 - b. Insurance and benefits
 - c. Hiring long-term unemployed
 - d. Hiring the handicapped
 - e. Employee day care/self-help programs

PROJECT FEASIBILITY FORM

1. Name of applicant: Christopher L. Williams
2. Project Name: The Courthouse Café

A. BUSINESS PLAN

1. Name of Existing Business: Williams Markets
Name of Proposed Business: The Courthouse Café
2. Legal Status:
 Partnership
 Proprietorship
 Cooperative
 Corporation
 Other (Specify):
3. Business Ownership and Management (include addresses and phone numbers):
Christopher L. Williams, Owner, F/T
Joseph C. Williams, Repair & Maintenance, F/T
Virginia G. Williams, Secretary, F/T
4. Other Business Affiliations of Proposed Owners (if any):
 - a. Name of Business: **Engelhard Red & White, Chris's Groceries, Swan Quarter Garden Center, Swan Quarter Equipment Company, Engelhard Laundromat, all under the sole proprietorship known as Williams' Markets.**
 - b. Name of Owner or Manager Involved: **Christopher L. Williams**
 - c. Position in this Business: **Owner**
 - d. Relationship Between this Business and RLF Project Business: **All businesses are operated under the umbrella of Williams' Markets, a sole proprietorship. Chris Williams is the owner.**
5. Product Line or Service
 - a. Range of Products or Services: **The Courthouse Café will provide breakfast and lunch six days a week.**
6. Market Information: **There are no other restaurants or take-outs located in the Swan Quarter community.**

- a. **Geographic Market Area: Swan Quarter and surrounding communities in Hyde County.**
 - b. **Major Customers: Swan Quarter community, nearby communities, tourists and visitors.**
 - c. **Market Characteristics: It is anticipated that The Courthouse Café will serve the Swan Quarter community and surrounding communities on a daily basis. The café will serve tourists during the tourist season and visitors to the area.**
 - d. **Competition: No other competition in Swan Quarter. Competition in other communities are Martelle's Feedhouse in Engelhard, Harris Steakhouse in Fairfield, Far Creek Grill in Engelhard, Beck's Take Out in Engelhard, and Farmer's Market #1 & Grill in Ponzer.**
6. **Marketing and Distribution: A grand opening is planned for December and will be advertised.**
 8. **Cost Effectiveness: The restaurant supplies will be purchased in bulk from established vendors, meat will be butchered in-house.**
 9. **Project Innovation/New Technology: A new point of sale system will be used.**
 10. **Employee Benefits: Williams' Markets offers the option to pay 50% of health insurance premiums for their employees. All employees will receive a week of paid vacation after one year of employment.**

B. B. FINANCIAL FEASIBILITY

RLF applicants must show that the business requesting a loan has the financial and management capacity to carry out the RLF project as proposed. A determination of the financial feasibility of a proposed project will be made based on both financial and non-financial information provided in the application. The Project Feasibility Form provides the applicant with an opportunity to discuss concerns regarding the financial feasibility of a project which may be raised by Hyde County.

INSTRUCTIONS

1. **FINANCIAL FEASIBILITY DOCUMENTATION** – The evaluation of a project’s financial feasibility can only be based on documentation which is submitted to RLF with the application. The documentation listed on the form **must** accompany this section of the application. Applicants should make certain that all listed information is included in the application by placing a check in the appropriate boxes after verifying that the documentation has been included as an attachment to the application. Applicants with incomplete documentation may not be considered for funding until documentation is complete.

2. **PAST FINANCIAL HISTORY** – For new businesses, Hyde County will examine personal financial information and/or historical financial statements of any existing businesses owned and operated by the principals of the new business entity.

3. **SUMMARY OF FINANCIAL PROJECTIONS AND DEFINITION OF REQUESTED LOAN TERMS** – Quarterly financial projections for at least two years (eight quarters) are required, and are analyzed to determine if they are reasonable given supporting documentation. Projections should parallel the schedules provided in the application and, where feasible, should begin on the projected award date. Hyde County will focus on the following issues:
 - Documentation of Sales Projections: Applicants should show that sales projections are reasonable. Contracts or letters of support from potential clients that indicate the client’s intent to purchase a specified dollar amount of the firm’s product, including a discussion of the competition and the advantages that the firm’s product or service will have over the competition, should also be provided along with other supporting information.

 - Documentation of Operation Costs: Applicants should show that projections of operating costs are reasonable. New businesses should show that operating costs relate to industry average, or are otherwise based on research and cost analyses specific to the area. Where the projections identify negative cash flows, identify source of funds available to cover the costs.

 - Management Experience: Resumes of key management should be provided to show their experience and training in the field of operation. For new businesses that have not filled key management positions, a description of the experience and training to be required should be provided.

 - Ability to Service Debts: Applicants should show through cash flow projections that the business will be able to cover payments on all projected debts.

- **Working Capital:** Applicants should show that they will have adequate working capital to meet their obligations in the future. The level of permanent working capital should equal the firm’s operating cycle in days times the projected sales per day, or be based on an accountant’s or business advisor’s statement of needed working capital.

In the space provided on the Project Feasibility Form, applicants should discuss any projections which deviate from historical experience or industry standards. Applicants should discuss why such deviations are reasonable.

Applicants must provide two sets of financial projections. One set should show the Hyde County RLF loan at a conventional (commercial bank) rate and term with no deferral of principal

or interest. The second set should show the Hyde County RLF loan at the requested rate and term, with any requested deferral of principal and/or interest, or other special payment terms. In Section 3.B., the applicant must provide written documentation, based on working capital/cash flow analysis, justifying the loan terms outlined in the “requested” financial projections. If a deferral period is requested, the second set of projections must extend two years beyond the first principal payment date. The loan term should be based on the average useful life of the asset to be financed, as evidenced in the following examples:

<u>Asset</u>	<u>Approximate Useful Life</u>
Real Estate Purchase	30 years
Building Rehabilitation/Construction	20 years
Machinery and Equipment	10 years
Furniture and Fixtures	5 years

If the loan is to be used to finance more than one type of asset, a weighted average should be used. For example, if 25% of the loan is to be used for construction and 75% for machinery, the life of the loan should not exceed 12.5 years (25% x 20 years plus 75% x 10 years).

FINANCIAL FEASIBILITY

1. Financial Feasibility Documentation – All items below **must** be submitted with the application. All historical and projected financial statements should be prepared by a certified public accountant, or a county-approved business advisor, in accordance with generally accepted accounting principles.

_____ Historical Income Statement and balance sheets for most recent three years, with notes, for any existing businesses owned or operated by the new entity’s principals. (Enter “N/A” if not applicable.)

- _____ Conventional and Requested Projected Income Statement Forms, with notes. Two full years from first RLF principal payment should be provided.
- _____ Conventional and Requested Projected Cash Flow Statement Forms, with notes. Two full years from first RLF principal payment should be provided.
- _____ Resumes of key management, providing a detailed description of their business experience and training.
- _____ Personal financial statements from the firm's principals (or Form 1040's for past three years with statement of net worth).
- _____ Marketing information and other documentation to support financial projections.
- _____ Credit Report(s) from the firm's principals (no older than 30 days)..

2. Past Financial History – If applicable, discuss any negative indicators or trends which may be evidenced in the historical financial statements of the principals or for other businesses owned by the principals. Explain the reasons for these negative indicators and discuss steps which are being taken or will be taken to resolve any problems.
4. Summary of Financial Projections and Definition of Requested Loan Terms:
Mr. Williams is requesting a loan from the Hyde County/Golden Leaf Revolving Loan Fund in the amount of \$90,000.00 to renovate the former Hyatt Cahoon property located at 80 Oyster Creek Road, Swan Quarter, into a full-service restaurant to be known as The Courthouse Café. Mr. Williams has provided a estimate from Gilbert Everett Builder. The scope of work includes complete renovation of the building, flood-proofing the building and outfitting it as a full-service restaurant that will be open 6 days a week and serve breakfast and lunch.

The loan repayment will be a 20-year amortization at a fixed rate of 4.00%. Monthly payments for a 20-year amortization are approximately \$545.38. Payments will commence thirty (30) days from the loan date and are due on the 1st of each month until paid in full.

C. EMPLOYMENT FEASIBILITY

The purpose of this section is to provide information and documentation to support the employment and benefit claims made by the applicant. Hyde County will review the total number of jobs proposed, job type, and other information and documentation submitted, in order to determine the feasibility of attaining the projected goals. Applicants must develop realistic and attainable employment goals. If funds are awarded, Hyde County will monitor the project to see that these commitments are achieved.

INSTRUCTIONS

1. TOTAL NUMBER OF JOBS—

a. Job creation refers to jobs which will be newly created as a result of the RLF project.

1. Full-time jobs – at least 35 hours per week for at least 50 weeks per year.

2. JOB INFORMATION AND EMPLOYMENT SCHEDULE—

a. Applicants must specify by actual job title or classification the positions to be created, such as machinist 1, secretary, or materials handler. Personnel being transferred from other sites should not be listed.

b. The anticipated hourly wage for each job classification should be stated.

c. The number of full-time jobs to be created for each job title/classification.

d. The total number of jobs to be created during each project quarter. Job goals must be met by the end of the 8th quarter after the loan closing.

C. EMPLOYMENT FEASIBILITY

1. Total number of jobs to be created:

Full-time 6

2. Explain the method used to arrive at the number of jobs to be created.

c. Applicants should describe how job commitments were projected and should show that they are reasonable given projected sales growth, industry standards, market research and/or other documentation.

PROJECT FEASIBILITY FORM

Job Title/ Classification	b. Hourly Wage	e. Employment Schedule for All Jobs (By Quarter)								
		FT	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
General Manager	Salaried	X		X						
Cashier/Waitress	\$10.00	X		X						
Cashier/Waitress	\$10.00	X		X						
Cook	\$11.00	X		X						
Cook	\$11.00	X		X						

New Business

Today's Date: 5/24/2016

Page 23 of 27

Cook	\$11.00			X						
TOTALS										

Legend: FT – Full Time

ACTIVITIES IMPLEMENTATION SCHEDULE FORM

Each applicant will be required to submit an Activities Implementation Schedule. This plan will present the applicant’s schedule for implementing key project activities and provide Hyde County with a tool for evaluating each project’s progress, if funded. If a project lags six months or more behind the approved schedule, Hyde County will evaluate the project’s continued feasibility and may elect to terminate the project and withdraw any un-obligated funds. A sample is found on the following page.

INSTRUCTIONS

1. NAME OF APPLICANT – Enter the legal name of the applicant.
2. ORIGINAL, AMENDMENT – Indicate whether the application is an original or an amendment, and enter the date the application is submitted to Hyde County.
3. PROJECT NAME – Enter the project name.
4. IMPLEMENTATION START DATE – This date should be one month after the submission of the application. Month 1 on the schedule should begin with this date.
5. ACTIVITIES – Applicants should indicate a schedule for all major activities, RLF and non-RLF funded, related to their project. Other activities listed should be incorporated where appropriate and others not listed should be specified with implementation schedules indicated. All project activities must be completed 24 months after the preliminary award is made.

**ECONOMIC DEVELOPMENT REVOLVING LOAN FUND
ACTIVITIES IMPLEMENTATION SCHEDULE FORM**

1. Name of Applicant: Christopher L. Williams

2. Original, dated: _____
Amendment, date: _____

3. Project Name: The Courthouse Café

4. Implementation Date: _____

5. ACTIVITIES	MONTH:																								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Real Estate Closing	X																								
Engineering Design/ Planning			X																						
Site Improvements			X																						
Building Construction/ Renovation			X																						
Public Facilities Construction			N/A																						
Hiring New Employees																									
Training																									
Working Capital Expenditure																									
Machinery and Equipment Purchases																									
Raw Materials Purchased																									
Other (Specify)																									

BUSINESS DEBT SCHEDULE FORM

CREDITOR NAME	Original Loan Amount	Origination Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security
A. Current Debts (Existing Prior to RLF Project)							
1.Hyde County Revolving Loan Fund Engelhard Red & White Store, Engelhard, NC	\$150,000	3/2/09	\$117,534	5.00%	2029	\$1,109.87	D/T's
2.Hyde County Revolving Loan Fund Engelhard Laundromat, Engelhard, NC	\$120,000	6/2012	\$93,514	5.00%	2024	\$994.88	D/T Equip.
3.Hyde County Revolving Loan Fund Parking Lot Project, Engelhard, NC	\$50,000	1/8/15	\$47,945	5.00%	2025	\$506.23	Lease
4.							
5.							
B. Projected New Debts							
Hyde County Revolving Loan Fund The Courthouse Café	\$90,000		\$90,000	4.00%	7/1/2036	\$545.38	D/T
1.							
2.							
3.							
4.							
5.							

MAPS

ACTIVITIES MAP – This map must include the location of all activities and an accurate scale. All structures located on the business site should also be clearly marked. All industries and residences benefiting from the activity must be shown on the activities map. This map must be in sufficient detail to allow for an accurate environmental review to satisfy all environmental review requirements. The applicant must insure that this map is consistent with information submitted in the Project Description.



0229

J11D 100

8267

80

J11D 168

6261

J11D 167

7101

J11D 166

7043

J11D 161

0026

J11D 165 02

9063

J11D 163

8995

J11D 160

0942

Overview

111

111

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J1

101



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

Meeting Date: June 6, 2016
Presenter: Commissioner John Fletcher
Attachment: No

ITEM TITLE: COMMISSIONER CONCERNS

SUMMARY: Commissioner Fletcher will discuss the listed items of concern.

- a. Road Relocation – NC Highway 12
- b. Beach Access
- c. School Nutrition on Ocracoke
- d. Consolidation of Department of Health and Human Services (DHHS)

RECOMMEND: Discussion.

Motion Made By: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher

Motion Seconded By: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher

Vote: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ John Fletcher

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

Meeting Date: June 6, 2016
Presenter: Kris Cahoon Noble
Attachment: No

ITEM TITLE: National Park Service Update

SUMMARY: Kris Noble will provide an update on NPS activities on Ocracoke

RECOMMEND: PROVIDE UPDATE

Motion Made By: Earl Pugh, Jr.
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Barry Swindell

Motion Seconded By: Earl Pugh, Jr.
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Barry Swindell

Vote: Earl Pugh, Jr.
 Dick Tunnell
 Ben Simmons
 John Fletcher
 Barry Swindell