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Minutes

**Board of County Commissioners
Hyde County
July 5, 2011**

Chairman Sharon Spencer called the regular meeting of the Hyde County Board of Commissioners to order at 7 PM on Monday, July 5, 2011 in the Hyde County Government Center, Multi-Use Room, and the Ocracoke School Commons area using electronic conferencing equipment.

The following members were present on the mainland; Commissioners Anson Byrd and Dick Tunnell; County manager, Mazie Smith; Deputy Clerk to the Board Shelley Carawan; County Attorney Fred Holscher; and members of the public. The following members were present on Ocracoke; Commissioners Sharon Spencer and Darlene Styron; Deputy Clerk, Jamie Tunnell. Commissioner Barry Swindell was absent.

Following the opening prayer given by Commissioner Tunnell and the Pledge of Allegiance, the meeting was called to order.

Consideration of the minutes:

Chairman Spencer asked for any changes to the June 20, 2011 meeting minutes as presented by the Clerk.

Commissioner Styron noted a mistake on page 7 under Mosquito Control, stating that it should read : They would like to resume the projects after Labor Day and decrease the tax rate from 1 ½% to 1%.

Commissioner Tunnell made a motion to approve minutes as amended.

Mr. Byrd seconded the motion.

Ayes: Byrd, Spencer, Styron, Tunnell
Nays: none

Consideration of the Special Meeting Minutes:

Chairman Spencer asked for any changes to the June 27 Special Meeting minutes as presented by the Clerk.

Chairman Spencer noted a mistake on page 1, line 33 and noted that it should read : Manager Smith asked if she could exercise some flexibility in determining the percentage of pay since some employees did not have the same opportunities to earn increases for additional credentials earned as others.

1 Commissioner Tunnell made a motion to approve the Special Meeting minutes as
2 amended.
3
4 Mr. Byrd seconded the motion.
5
6 Ayes: Byrd, Spencer, Styron, Tunnell
7 Nays: none
8
9 **Consideration of the agenda:**
10 Chairman Spencer asked for any changes to the July 5, 2011 meeting agenda as
11 presented by the Clerk.
12
13 Chairman Spencer requested that Item 20 Closed Session be moved to follow
14 Item 4 Public Comments.
15
16 Manager Smith requested that the following items be amended:
17
18 Item 5 Resolution to Appoint Acting Finance Director to Resolution to Appoint
19 Finance Director
20
21 Chairman Spencer made a motion to approve the agenda as amended.
22
23 Mr. Byrd seconded the motion.
24
25 Ayes: Byrd, Spencer, Styron, Tunnell
26 Nays: none
27
28 **Public Comments:**
29 **Ward Garrish**, Ocracoke commented that taxing for garbage is really unfair if
30 done by percentage of tax base, it should be an average amount paid by all.
31
32 **Closed Session**
33 Chairman Spencer made a motion to enter into closed session pursuant to G.S.
34 N.C.G.S. 143-318.11(a)(4).
35
36 Mr. Byrd seconded the motion.
37
38 Ayes: Byrd, Spencer, Styron, Tunnell
39 Nays: none
40
41 Commissioner Byrd made a motion to return from closed session.
42
43 Ms. Styron seconded the motion.
44
45 Ayes: Byrd, Spencer, Styron, Tunnell
46 Nays: none

1
2 Manager Smith requested that there be an addition to the agenda, adding a
3 Resolution to Appoint an Human Resources Director.
4
5 **Resolution to Appoint Finance Director**
6 Manager Smith made a recommendation to name Corrinne Gibbs as Finance
7 Director.
8
9 Commissioner Tunnell made a motion to appoint Corrinne Gibbs as Finance
10 Director.
11
12 Mr. Byrd seconded the motion.
13
14 Ayes: Byrd, Spencer, Styron, Tunnell
15 Nays: none
16
17
18 **Resolution to Appoint Acting Human Resources Director**
19 Manager Smith made a recommendation to name Shelley Carawan as Acting
20 Human Resources Director.
21
22 Commissioner Byrd made a motion to appoint Shelley Carawan as Acting Human
23 Resources Director.
24
25 Mr. Tunnell seconded the motion.
26
27 Ayes: Byrd, Spencer, Styron, Tunnell
28 Nays: none
29
30 The Board congratulated Corrinne Gibbs and Shelley Carawan for their new
31 positions.
32
33 **Resolution to Appoint Employee to Co-Sign Checks**
34 Manager Smith asked that there be an additional employee authorized to
35 provide a signature for checks and drafts when dual signatures are required and
36 recommends Shelley Carawan as a Co-Signer for Hyde County.
37
38 Commissioner Byrd made a motion to appoint Shelley Carawan as the Employee
39 to Co-Sign Checks.
40
41 Ms. Styron seconded the motion.
42
43 Ayes: Byrd, Spencer, Styron, Tunnell
44 Nays: none
45
46

1 **Contract with Pittard, Perry and Crone for Financial Services**
2 Commissioner Tunnell made a motion to accept Pittard, Perry and Crone for
3 their financial services in the Finance Office.
4
5 Mr. Byrd seconded the motion.
6
7 Ayes: Byrd, Spencer, Styron, Tunnell
8 Nays: none
9
10 **Award of Administrative Amendment-Hyde FY 09 CDBG –SBEA Project**
11 Alice Keeney presented to the Board a contract amendment of \$8,500 to Holland
12 Consulting.
13
14 Commissioner Tunnell made a motion to accept the contract amendment for
15 Holland and Consulting.
16
17 Ms. Styron seconded the motion.
18
19 Ayes: Byrd, Spencer, Styron, Tunnell
20 Nays: none
21
22
23 **Approval of Contract Awards-FY09 CDBG-CR Program**
24 Alice Keeney presented to the Board the final bid tabulation form with the
25 lowest bidder.
26
27 Commissioner Byrd made a motion to award the reconstruction of two dwellings
28 on Lake Swamp Rd to the lowest bidder, Hager Construction.
29
30 Ms. Styron seconded the motion.
31
32 Ayes: Byrd, Spencer, Styron, Tunnell
33 Nays: none
34
35 **Acceptance of CDBG Grant Agreement for the Hyde County FY10**
36 Alice Keeney presented to the Board a \$400,000 CDBG-SS project that will allow
37 the construction of four dwelling units for low-income county residents.
38
39 Commissioner Tunnell made a motion to authorize the Chairman to execute the
40 Grant Agreement and Funding Approval documents to be returned to the
41 funding agency.
42
43 Mr. Byrd seconded the motion.
44
45 Ayes: Byrd, Spencer, Styron, Tunnell
46 Nays: none

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Acceptance of CDBG Grant Agreement for FY 10

Alice Keeney presented to the Board a \$600,000 CDBG Contingency Infrastructure project that will allow the construction of 7,650 LF of sewer main, serving 45 dwellings.

Commissioner Byrd made a motion to authorize the Chairman to execute the Grant Agreement for the project.

Ms. Styron seconded the motion.

Ayes: Byrd, Spencer, Styron, Tunnell
Nays: none

Approval of Budget Ordinance and Administrative Polices for Hyde County

Chris Hilbert, Holland and Consulting, presented to the Board budget ordinances and polices for the County.

Commissioner Byrd made a motion to accept and authorize the Chairman to execute the documents.

Mr. Tunnell seconded the motion.

Ayes: Byrd, Spencer, Styron, Tunnell
Nays: none

Ponzer Community Building Rental Agreement

Mac Gibbs, Cooperative Extension Director, presented the newly revised Ponzer Community Building Rental Agreement. The agreement includes the increase of the rental to \$75 for four hours and \$150 for four hours and above and the building will be available from 7am to 10pm.

The Board discussed increasing the cleanup fee to \$100.

Commissioner Byrd made a motion to approve the rental agreement as amended.

Ms. Styron seconded the motion.

Ayes: Byrd, Spencer, Styron, Tunnell
Nays: none

1 **Administrative Budget Transfers**

2 In accordance with provisions in the FY 2010-2011 Budget Ordinance, County
3 Manager Smith approved several revisions administratively.

4
5 **Planning---**\$200.00---Money moved to cover cost of equipment installation for
6 Planning Department needed before FYE.

7 **\$200.00 does not increase the budget.**

8 **Admin---**\$250.00---To cover mileage and supplies.

9
10 **\$250.00 does not increase the budget.**

11
12 **Admin---**\$1,000.00---Contribution made by the Board of Commissioner on
13 6/20/11.

14
15 **\$1,000.00 does not increase the budget.**

16
17 **Mosquito Control---**\$225.00---Moving money to provide sufficient funds to
18 cover invoices for servicing ULV mosquito spraying machines.

19
20 **\$225.00 does not increase the budget.**

21
22 Ayes: Byrd, Spencer, Styron, Tunnell

23 Nays: none

24
25
26 **Budget Revisions**

27 **Sheriff---**\$28,900.00---Funds needed to cover the cost of regular bills such as
28 phones, leases and maintenance. \$28,900.00

29 **Does not increase the budget.**

30
31 Commissioner Tunnell made a motion to approve the budget revisions as
32 presented to the Board.

33
34 Mr. Byrd seconded the motion.

35
36 Ayes: Byrd, Spencer, Styron, Tunnell

37 Nays: none

38
39 **Health---**\$715.00---Funds needed to cover the cost of travel until the end of FY.
40 **\$715.00 does not increase the budget.**

41
42 Commissioner Byrd made a motion to approve the budget revisions as presented
43 to the Board.

44

1 Mr. Tunell seconded the motion.
2
3 Ayes: Byrd, Spencer, Styron, Tunnell
4 Nays: none
5
6
7 **Designation of Voting Delegate**
8 A member of the Board needs to be designated to vote during the NCACC
9 Conference.
10
11 Commissioner Styron made a motion to designate Chairman Spencer as the
12 voting delegate.
13
14 Mr. Byrd seconded the motion.
15
16 Commissioner Tunnell made a motion to approve the budget revisions as
17 presented to the Board.
18
19 Mr. Byrd seconded the motion.
20
21 Ayes: Byrd, Spencer, Styron, Tunnell
22 Nays: none
23
24
25 **Commissioner Reports**
26 **Commissioner Byrd-** noting to report.
27
28 **Commissioner Tunnell-** nothing to report.
29
30 **Commissioner Styron-**stated the 4th of July went well on the Island and thanked
31 Brian Carter for being proactive with info during the 4th weekend.
32
33 **Chairman Spencer-** announced that she will be on Ocracoke Island for awhile.
34
35
36 **County Manager Report**
37 Manager Smith announced that mileage reimbursement has increased to 55
38 cents for travel.
39
40
41 Commissioner Byrd made a motion to adjourn.
42
43 Ms. Styron seconded the motion.
44
45 Ayes: Byrd, Spencer, Styron, Tunnell
46 Nays: none

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Chairman Spencer noted that the Department of Public Instruction has concerns with the construction of the Ocracoke School.

Commissioner Tunnell added that the Swan Quarter Dike was completed and passed inspection.

The July 5, 2011 Regular meeting of the Hyde County Board of Commissioners adjourned at 8:29pm.

Respectfully submitted:

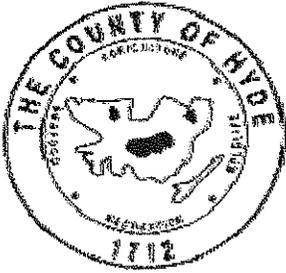


Mazie Smith, Clerk



Sharon Spencer, Chairman





**BOARD OF COMMISSIONERS
OF THE COUNTY OF HYDE
NORTH CAROLINA**

RESOLUTION

To Appoint Acting Director of Human Resources

WHEREAS, the position of Director of Human Resources is currently vacant due to reorganization in the Administrative Branch by the County Manager, and

WHEREAS, an Acting Director of Human Resources is needed to ensure continuity of operations, and

WHEREAS, Deputy Clerk to the Board Shelley Carawan has valuable knowledge of County processes and previous experience in payroll and personnel operations, and is willing and able to serve the County of Hyde in this capacity,

THEREFORE BE IT RESOLVED: that the Hyde County Board of Commissioners does hereby appoint Shelley Carawan as Acting Director of Human Resources.

Duly adopted the 5th of July, 2011.

Sharon P. Spencer, Chair
Hyde County Board of Commissioners

Attested by:

Mazie Swindell Smith, Clerk to the
Hyde County Board of Commissioners



BOARD OF COMMISSIONERS
OF THE COUNTY OF HYDE
NORTH CAROLINA

RESOLUTION

To Appoint an Official of Hyde County Government
To Countersign Checks

WHEREAS, the County of Hyde is currently operating with an Acting Director of Finance, thereby reducing the number of people authorized to provide dual signature to County checks and drafts to two, and

WHEREAS, pursuant to NCGS 159-25b, "except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the Finance Officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board, and

WHEREAS, it is advisable to have at numerous officials appointed to countersign checks to ensure continuity of operations, and

WHEREAS, Deputy Clerk to the Board of Commissioners Shelley Carawan is willing and able to serve the County of Hyde in this capacity,

THEREFORE BE IT RESOLVED: that the Hyde County Board of Commissioners does hereby grant Shelley Carawan the authority to countersign checks or drafts drawn on Hyde County financial accounts requiring dual signature.

Duly adopted the 5th of July, 2011.

Attested by:

Sharon P. Spencer, Chair
Hyde County Board of Commissioners

Mazie Swindell Smith, Clerk to the
Hyde County Board of Commissioners