

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

**Meeting Date:** November 7, 2016  
**Presenter:** County Manager Bill Rich  
**Attachment:** Yes

**ITEM TITLE:** APPOINTMENT – MERHA

**SUMMARY:** Manager Rich will present request for re-appointment of Commissioner Tunnell to serve another term on the Mid-East Regional Housing Authority Board. Mr. Tunnell's current term expires on December 4, 2016.

**RECOMMEND:** Appoint.

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**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



## MID-EAST REGIONAL HOUSING AUTHORITY

P.O. Box 811 • 415 East Boulevard, Suite 140 • Williamston, NC 27892  
(252) 789-4924 • Fax (252) 792-0993

October 26, 2016

Bill Rich, County Manager  
Hyde County Government  
PO Box 188  
Swan Quarter, NC 27885

Dear Mr. Rich:

Mr. Dick Tunnell's term as Commissioner of the Mid-East Regional Housing Authority Board of Commissioners, representing Hyde County, will expire on December 4, 2016.

Mr. Tunnell is dedicated to the work of Mid-East Regional Housing Authority and he is an asset to the Board. Currently, Mr. Tunnell serves as the Vice-Chairman. Mr. Tunnell is devoted to serving the community and looking out for the residents of Hyde County. He has indicated a willingness to serve again, if reappointed.

Thank you.

Sincerely,

Lynn Alligood  
Executive Director

cc: Dick Tunnell, MERHA Commissioner



Serving Beaufort, Bertie, Hyde, Martin, Pitt, Tyrrell, and Washington Counties



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

**Meeting Date:** November 7, 2016  
**Presenter:** *Bill Rich*  
**Attachment:** No

**ITEM TITLE:** HYDE COUNTY TRANSIT BOARD MEMBER APPOINTMENT

**SUMMARY:** The Hyde County Transit Board of Directors is requesting the appointment of Isabelle Homes, Representative of Mattamuskeet Village, to serve on the Board.

**RECOMMEND:**

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**Motion Made By:** \_\_\_ Barry Swindell  
(Open) \_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ John Fletcher  
\_\_\_ Earl Pugh, Jr.

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

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

**Motion Made By:** \_\_\_ Barry Swindell  
(Close) \_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ John Fletcher  
\_\_\_ Earl Pugh, Jr.

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

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

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

**Meeting Date:** November 7, 2016  
**Presenter:** County Manager Bill Rich  
**Attachment:** Yes

**ITEM TITLE:** RECORDS SCHEDULE AMENDMENTS

**SUMMARY:** The Government Records Section of the State Archives of North Carolina requests approval of amendments available to the records retention schedules for County Management and County Sheriff's Office.

**RECOMMEND:** Approve.

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**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

## Lois Stotesberry

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**From:** Felder, Rashida <Rashida.Felder@ncdcr.gov>  
**Sent:** Friday, September 30, 2016 2:31 PM  
**To:** County Clerks in North Carolina  
**Subject:** [countyclerks] Records Schedule Amendments Available

Hello,

The Government Records Section of the State Archives of North Carolina would like to announce that amendments are now available to the records retention schedules listed below. These amendments clarify the retention for 911 calls received as text messages and reflect the legislation governing body-worn cameras for law enforcement personnel, which will go into effect October 1, 2016.

SCHEDULE	CHANGE	LINK
County Management	Text to 911	<a href="http://archives.ncdcr.gov/Portals/3/PDF/schedules/Amendments/Emergency_Services_Amendm_04-29-124923-330">http://archives.ncdcr.gov/Portals/3/PDF/schedules/Amendments/Emergency_Services_Amendm_04-29-124923-330</a>
County Sheriff's Office	Audio Visual Recordings	<a href="http://archives.ncdcr.gov/Portals/3/PDF/schedules/Amendments/County_Sheriff_amend_10-1-2-090157-373">http://archives.ncdcr.gov/Portals/3/PDF/schedules/Amendments/County_Sheriff_amend_10-1-2-090157-373</a>

Once your county has approved the amendments, please remember to send a copy of your signature page to the Government Records Section at the address or fax number below, or email a copy to a [Records Management Analyst](#).

**Government Records Section**  
**4615 Mail Service Center**  
**Raleigh, NC 27699-4615**  
**Fax: 919.715.3627**

If you have any questions or concerns about any of the new amendments, please contact the Government Records Section at (919) 807-7350.

Thank you,  
Rashida

**Rashida Felder**  
Records Management Analyst  
Division of Archives and Records  
North Carolina Department of Natural and Cultural Resources

919 807 7364 office  
919-715-3627 fax  
[rashida.felder@ncdcr.gov](mailto:rashida.felder@ncdcr.gov)

215 N. Blount St.  
4615 Mail Service Center  
Raleigh, North Carolina 27699-4615

**County Sheriff's Office  
Records Retention Schedule Amendment**

Amending the County Sheriff's Office Records Retention and Disposition Schedule published November 15, 2015.

**STANDARD 8. PROGRAM OPERATIONAL RECORDS: SHERIFF RECORDS**

Amending Item 10, Audio and Video Recordings, as shown on substitute page 57.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
County Sheriff

*Sarah E. Koonts*

\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. of County Commissioners

*Susan W. Kluttz*

\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Natural and Cultural Resources

County: Hyde

October 1, 2016

2015 COUNTY SHERIFF'S OFFICE RECORDS RETENTION AND DISPOSITION SCHEDULE



8 - Sheriff Records

STANDARD-8. PROGRAM OPERATIONAL RECORDS: SHERIFF RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.	<p><b>AUDIO AND VIDEO RECORDINGS</b> Tapes and digital recordings generated by mobile and fixed audio and video recording devices.</p> <p>Does not include <b>ELECTRONIC RECORDINGS OF INTERROGATIONS (JUVENILE OR HOMICIDE)</b>, page 65, item 35.</p>	<p>a) Destroy in office after 30 days if not made part of a case file.*</p> <p>b) If records are made part of a case file follow disposition instructions for <b>CASE HISTORY FILE: FELONIES</b>, page 57, item 11; or <b>CASE HISTORY FILE: MISDEMEANORS</b>, page 58, item 12.</p>	Confidentiality: G.S. § 132-1.4A
11.	<p><b>CASE HISTORY FILE: FELONIES</b> Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports; statements of seized and returned property, interview sheets; case status reports, photographs, court orders, correspondence; officer's notes, laboratory tests, court dispositions, audio or video recordings, and other related records.</p> <p>See also <b>ELECTRONIC RECORDINGS OF INTERROGATIONS (JUVENILE OR HOMICIDE)</b>, page 65, item 35.</p>	<p>a) Destroy in office records concerning solved cases after 20 years.*</p> <p>b) Retain in office records concerning unsolved cases until solved, and then follow disposition instructions in part (a).</p>	Confidentiality: G.S. § 132-1.4

\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

**County Management  
Records Retention Schedule Amendment**

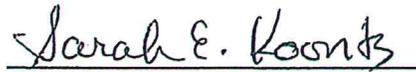
Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

**STANDARD 6. EMERGENCY SERVICES RECORDS**

Amending Item 1, 911 Recordings as shown on substitute page 43 and Item 13, Emergency Notifications as shown on substitute pages 45 and 45a.

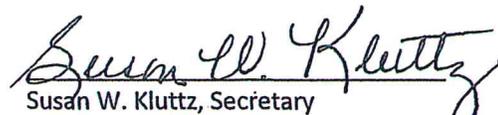
**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Chief Administrative Officer/  
County Manager

  
\_\_\_\_\_  
Sarah E. Koontz, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman  
Board of County Commissioners

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Natural and Cultural  
Resources

County: Hyde

October 1, 2016

**STANDARD-6. EMERGENCY SERVICES RECORDS**

Official records explaining the authority, operating philosophy, purposed methods, and primary functions of emergency services programs.

ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>911 RECORDINGS</b> Tapes, digital recordings, and text messages generated by 911 calls.	Destroy in office after 30 days, if not made part of a case file.*	G.S. §132-1.4(i)  Comply with applicable provisions of G.S. §132-1.5 regarding the confidentiality of automatic identification information contained in 911 database.
2.	<b>911 COMMUNICATION RECORDS</b> Transcripts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched, and other related information.	Destroy in office after 3 years, if not made part of a case file.*	Comply with applicable provisions of G.S. §132-1.4(c)(4) regarding the confidentiality of the identity of complaining witnesses.
3.	<b>911 FILE</b> Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.	
4.	<b>ACTIVITY REPORTS</b> Reports on an individual, shift, project, and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.	

\*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<b>DISASTER AND EMERGENCY MANAGEMENT PLANS</b> Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes, but is not limited to, official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	Retain plans until superseded; destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
12.	<b>DISPATCH RECORDINGS</b> Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.*	
13.	<b>EMERGENCY NOTIFICATIONS</b> Records of emergency notifications. Includes automatic identification information, such as the name, address, and telephone numbers of telephone subscribers, or the e-mail addresses of subscribers to an electronic emergency notification or reverse 911 system.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.5 regarding the confidentiality of automatic identification information contained in 911 database.
14.	<b>EVACUATION PLANS</b>	Destroy in office when superseded or obsolete.	
15.	<b>FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE</b> Certificates, licenses, and insurance certificates of companies that perform installations of fire alarm and automatic extinguishing systems.	Destroy in office when superseded or obsolete.	
16.	<b>FIRE ALARM JOURNAL</b> Journal or other listing of alarms answered by the fire department.	Destroy in office after 3 years.	

\*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

<b>STANDARD-6: EMERGENCY SERVICES RECORDS</b>			
<b>ITEM #</b>	<b>RECORD SERIES TITLE</b>	<b>DISPOSITION INSTRUCTIONS</b>	<b>CITATION</b>
17.	<b>FIRE DISPATCH FILE</b> Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	

\*See *AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS*, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

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

**Meeting Date:** November 7, 2016  
**Presenter:** Commissioner John Fletcher  
**Attachment:** No

**ITEM TITLE:** SALARY ASSESSMENT

**SUMMARY:** Commissioner Fletcher will discuss the Tax Department salaries.

**RECOMMEND:** Approve.

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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

## County of Hyde

**Meeting Date:** 11.7.2016  
**Presenter(s):** Tammy Blake  
**Title:** HR Director  
**Agency/Dept.:** Human Resources  
**Item Title:** Dress Code - Personnel Policy  
**Attachments:** No  
**Description:** Article V. CONDITIONS OF EMPLOYMENT

**Section 7. Personal/Professional Demeanor**

All employees are required to keep themselves neat, clean and groomed in a professional manner. All employees shall present a professional appearance appropriate to their position, proper for the work activity and in a manner which reflects favorably upon the County. Employees shall by virtue of their speech, dress, mannerisms and any other observable behaviors, promote a general atmosphere of respect for the general public and fellow employees.

**Section 8. Dress Code**

In an effort to maintain an excellent overall appearance at all times, each County employee is expected to present himself or herself in a professional manner and should consider their attire for appropriateness. While each employee is allowed to use reasonable judgment to determine what appropriate professional attire is, the Department Head or designee has the authority to deem dress or appearance unprofessional and can require the employee to immediately make changes in dress or appearance. Employees that consistently abuse the Dress Code Policy are subject to disciplinary action up to and including termination of his/her employment. Department Heads and Supervisors are encouraged to discuss overall expectations in regard to appropriate work attire and assist employees in understanding what is not acceptable. Department Heads, upon receiving prior approval from the County Manager, may modify the above-referenced policy for an entire Department based upon valid reasons for specific situations.

**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	____

# Personal Appearance in the Workplace Survey

## Chowan County

### Section 6. Dress Code

In a desire to maintain a professional work environment, the county establishes this dress code for all employees.

Employees that work in departments where uniforms are standard issue shall maintain and wear these uniforms while on duty and or representing the county. Employees that work in such departments where dress is more casual, such as the Recreation Department, the Department Head may set the standard as appropriate to the job.

Employees that work in departments where uniforms are not standard issue shall maintain a professional image in both appearance and dress while at work or representing the county on official business. Employees shall use reasonable judgment in determining what is professional dress and appearance.

While the employee is allowed to use reasonable judgment to determine what appropriate professional attire is, the department head or designee has the authority to deem dress or appearance unprofessional and can require the employee to immediately make changes in dress or appearance. Employees that consistently abuse the Dress Code policy are subject to disciplinary action.

Departments may elect to implement a casual day in which the dress code may be relaxed while maintaining professional appearance. In addition, if unusual work is required, the department head may alter the dress code as he/she sees fit.

## TIDELAND ELECTRIC MEMBERSHIP CORPORATION - Pantego

Policy No. 530  
Adopted September 1999

- I. SUBJECT: PERSONAL APPEARANCE OF EMPLOYEES/DRESS CODE
- II. OBJECTIVE:  
To provide guidelines regarding the personal appearance of employees.
- III. POLICY:
  - A. Tideland EMC desires to maintain a professional, business environment. Each employee's dress, grooming, and personal hygiene should be appropriate to the

work situation. Employees are expected at all times to present a professional, businesslike image to customers and the public. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

- B. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. The wearing of suggestive attire is not permitted, as it does not present a businesslike appearance.

Casual business dress is acceptable as compared to formal business dress, however discretion and good judgement should always be the deciding factor.

- C. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- D. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Violations of this policy will result in disciplinary action.

## **Tyrrell County**

### **Section IV: Conditions of Employment and Prohibited Acts**

#### **IV.1 General Responsibilities of Employees**

An employee for the county shall be expected to:

(g) All clothing and uniforms shall be clean and properly worn so as to meet a reasonable personal standard for the position held and meet departmental guidelines. Any clothing or body art which is deemed sexually or racially explicit or offensive must be covered from view while working.

## **Martin County**

All employees are expected to dress at all times in an acceptable and professional manner. The Departments Heads are to use their discretion.

## **Dare County**

At this time we do not have a specific county wide dress code policy and nothing that addresses tattoos.

## Washington County

### Section 7: Personal Appearance

It shall be the responsibility of all employees to represent the County to the public in a manner which shall be courteous, efficient and helpful.

County employees should always be well-groomed and dressed in a manner suitable for the public service environment and to reflect favorably the County's image.

The employee's supervisor will discuss the subject of personal appearance with the employee if it is felt it does not positively reflect the image of the County.

## Currituck County

- A. General Policy: Currituck County employees are expected to present a professional image and be identifiable as County employees at all times while at work. For this reason, identification badges are required to be worn so that they are easily seen, and clothing, footwear and overall appearance must be appropriate and safe for the environment, work duties and work location for the day. Departments may have additional standards based on the business needs, environment and nature of work.

Any staff member who does not meet the dress standards will be required to follow corrective action, such as leaving the premises to change clothing. Any time missed because of failure to comply with directives and policy will be charged to accrued compensatory time or vacation leave. If compensatory time or vacation leave are not available, then the leave will be without pay. Supervisors are charged with setting the example for professional appearance in the work place. In addition, supervisors are responsible for the enforcement of County and/or department dress standards.

- B. General Standards

Be conservative and modest when selecting work attire. Look like you are coming to work.

If there is doubt as to whether a piece of clothing or outfit is appropriate, do not wear it in the workplace.

Modesty is to be preserved when bending over, stooping and sitting.

Footwear should be selected according to the type of work performed, keeping safety, comfort, and professional appearance in mind.

Body hygiene and grooming is required so that offensive body odor and/or appearances are avoided and a professional image is maintained.

Hair should be neat, clean and dry. Nails should be clean and well-groomed; avoid extremes of nail length and polish color.

If County or department logo shirts are worn, they must comply with the Currituck County Logo Usage Policy. Logos that are job-related and support State or professional associations are permitted. Sports team logos should not be worn except for special days.

- C. Categories of Attire: Six categories of attire have been identified, each of which are appropriate under certain circumstances.

**Business Attire** is appropriate when conducting business with elected officials and the public in a formal business setting. (Example: Board of Commissioners regular meeting, court, professional speaking engagements).

**Business Casual Attire** is appropriate when conducting everyday business with the public in an office setting.

**Casual Attire** is appropriate on designated casual days and special event work days.

**Non-Climate Controlled Environments Attire** is appropriate when employees spend the majority of their workday in non-climate controlled environments such as outdoors, open buildings or buildings/spaces in the building without heat or air conditioning.

**Uniform Attire** is appropriate if uniforms or special dress are provided and required. Employees in departments that have County-provided uniforms should wear those uniforms at all times, unless there is a special event that requires other clothing to be worn. Employees must wear them in accordance with department uniform guidelines.

**On-Call/Emergency Call Back Attire** will be at the discretion of the Department Head depending on the work environment.

The Chart below lists examples for staffs' guidance:

These examples and lists are provided for guidance and are not intended to be all-inclusive.

<p><b><u>Business Attire</u></b></p>	<ul style="list-style-type: none"> <li>• Dress pants, slacks, suits, skirts, businesslike dresses, dress separates.</li> <li>• Men must wear a tie with shirt tucked in.</li> <li>• Footwear should be appropriate to attire; hosiery/socks are not required for women.</li> </ul>
<p><b><u>Business Casual Attire</u></b></p>	<ul style="list-style-type: none"> <li>• Dress pants/skirts/dress capris/dresses with or without hosiery or socks.</li> <li>• Slacks or trousers with or without hosiery or socks.</li> <li>• Collared shirts, sweaters and mock turtlenecks for men.</li> </ul>
<p><b><u>Casual Attire</u></b></p>	<ul style="list-style-type: none"> <li>• Non-blue denim jeans.</li> <li>• Leggings and tights covered by appropriate finger-tip length dress or tunic.</li> <li>• Athletic and tennis shoes.</li> <li>• Non-collared shirts. Approved logos only.</li> <li>• Sleeveless shells or tops with at least two-inch wide straps that cover undergarments at all times.</li> </ul>
<p><b><u>Non-Climate Controlled Environments</u></b></p>	<ul style="list-style-type: none"> <li>• Non-blue jean pants, including work or cargo style.</li> <li>• Collared or non-collared shirts, approved logos only.</li> <li>• Hats are permitted if required as personal protective equipment. Solid colors, approved logos only.</li> <li>• Safety shoes and other personal protective equipment are required to be worn in accordance with safety guidelines.</li> <li>• Outdoor jackets and coats are permitted. Items that display small manufacturer logos or which are plain are acceptable.</li> </ul>

D. Unacceptable Clothing/Appearances for the Workplace.

- Torn, frayed or patched clothing.
- Strapless or spaghetti strap dresses, camisoles, halter, tank or tube tops or muscle shirts worn alone without covering.

- Shorts, unless approved for a specific event or job, skorts, mini-skirts, leggings as pants, form-fitting pants.
- Sweat suits or sweat pants, warm-up suits, overalls.
- Hats or other head coverings unless required for non-climate controlled work, religious or medical reasons.
- Spike-heeled or platform shoes or casual or foam rubber flip-flops.
- Unnatural hair color (for example: pink, blue, green).
- Revealing clothing that exposes excessive amounts of skin including; back, chest, cleavage, stomach, undergarments or leg.
- Clothing with words, terms or pictures that advertise anything other than approved logos (County shirts/uniforms) or display small manufacturer logos.
- Perfumes, colognes, and body sprays that are considered offensive to others.
- Attire that looks like club, cocktail, party or picnic attire.
- Clothing that is too tight or too baggy.
- Body piercings which interfere with speech or could be distracting or offensive to customers, and/or offensive in the judgment of Department Heads; ear gauges.
- Tattoos which could be distracting or offensive to customers, and/or offensive to Department Heads, shall be covered by clothing or make-up while working. Tattoos obtained after hire should be inconspicuous.
- Denim blue jeans unless part of a work uniform.

Currituck County will reasonably accommodate a staff member's religious beliefs or medical needs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs or medical needs in terms of attire may sometimes be difficult in light of issues of safety and/or business needs. Medical accommodations requests must include medical documentation from a physician. For assistance in determining if a request may be reasonably accommodated management should contact Human Resources. All changes and amendments made to the Dress Policy must be approved by the County Manager.

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

**Meeting Date:** November 7, 2016  
**Presenter:** Daniel Brinn  
**Attachment:** Yes

**ITEM TITLE:** Permit Application on the installation of a Pipe on Farrow Road through the Swan Quarter portion of the dike.

**SUMMARY:** A group of farmers with the support of the Swan Quarter Steering Committee and Hyde County have been actively pursuing the installation of a permanent discharge pipe for pumping activity through the Swan Quarter Dike at the end of Farrow Road

**RECOMMEND:** The Swan Quarter Steering Committee recommends that the Board of Commissioners approve to accept the responsibility as the permitting applicant and authorize an agent to act on their behalf to complete the permit application to ensure that installation is completed with final design and permit documentation.

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

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

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

## **Farrow Road Pump Project,**

### **Permit Requirements**

A group of Farmers with the with the support of the Swan Quarter Steering Committee and Hyde County have been actively pursuing the installation of a permanent discharge pipe for pumping activity through the Swan Quarter Dike at the end of Farrow Rd.

The Dike was funded and engineered by the Natural Resource Conservation Service and they hold a 50 year maintenance easement that is meant to ensure the project stays functional and any modifications are not detrimental to its function. The group has been working with NRCS who have provided engineering support creating a set of plans to ensure the discharge pipe is stable and functional.

Draft Plans for this project were reviewed by DEQ-Coastal Management field representative Steve Trowell and District Manager Jonathan Howell and it was quickly determined that a Major CAMA/Dredge and Fill permit would be required. Subsequently, it was determined that because of the counties interest and responsibility in maintaining the dike and the easement on which it was constructed, the County of Hyde would need to be the applicant for this permit.

On July 5<sup>th</sup>, 2016 the Commissioners approved the Supplemental Watershed agreement #3 which states the purpose and scope of the project and supports the efforts of the local farmers.

In order for this project to proceed forward it will be necessary for the commissioners to authorize the County accept the responsibility as the permitting applicant and authorize an agent to act on their behalf to complete the permit application and ensure that installation is completed in accordance with final design and permit documentation.

## Daniel Brinn

---

**From:** Trowell, Steve <steve.trowell@ncdenr.gov>  
**Sent:** Friday, October 14, 2016 12:34 PM  
**To:** Daniel Brinn  
**Cc:** Howell, Jonathan  
**Subject:** RE: Farrow Road Plans

Daneil:

Thank you for sending me these drawings. Staff in the Washington office have reviewed them and have determined DCM could authorize the project through the Major CAMA/Dredge and Fill, process. I am available next week to assist you in completing the application forms and assembling the application package so please let me know your availability. I spoke with Jonathan Howell, DCM District Manager in Washington, and we feel confident that the County will be successful in the permit process and we will do everything possible to ensure that the permit review is efficient and timely. I appreciate, as always, your efforts to comply with the permit requirements of this Division and look forward to working with on this project.

Steve J. Trowell  
Coastal Management Representative  
NC Division of Coastal Management  
Washington Regional Office  
(252) 948-3854  
Steve.Trowell@ncdenr.gov

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.

Please visit [www.nccoastalmanagement.net](http://www.nccoastalmanagement.net) to subscribe to Coastal Management's quarterly newsletter, the CAMAgram.

-----Original Message-----

From: Daniel Brinn [mailto:dbrinn@hydecountync.gov]  
Sent: Friday, October 14, 2016 9:08 AM  
To: Trowell, Steve <steve.trowell@ncdenr.gov>  
Subject: Farrow Road Plans

Steve,

Attached are the draft plans for the Farrow Rd. Pump.

Thanks,

Daniel A Brinn  
Hyde Soil & Water Conservation District  
Tar/Pamlico Riverbasin Technician  
Hyde Government Center, Suite #117  
30 Oyster Creek Road  
Swan Quarter, North Carolina 27885  
252.926.7253 office  
252.926.3705 fax  
dbrinn@hydecourtnc.gov  
visit our website at: <http://www.hydeswcdnc.org/>

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This email has been checked for viruses by Avast antivirus software.  
<https://www.avast.com/antivirus>



United States Department of Agriculture

Natural Resources  
Conservation Service

North Carolina  
State Office

4407 Bland Road  
Suite 117  
Raleigh  
North Carolina 27609  
Voice 919-873-2100  
Fax 919-873-2156

JUL 15 2016

Mr. Tony Carawan  
Chairman  
Swan Quarter Watershed Steering Committee  
P.O. Box 264  
Swan Quarter, NC 27885

Dear Mr. Carawan:

The Natural Resources Conservation Service (NRCS) has received your request for a modification to the Swan Quarter Watershed Project Work Plan that was authorized by your organization and the Hyde County Board of Commissioners, via a letter from Mr. Daniel Brinn, NCACSP Technician, Hyde County Soil and Water Conservation District.

NRCS concurs with the request and has signed the original correspondence which provides documentation for the Watershed Work Plan modification. Please continue to work with Ms. Joy Sherrod in developing and obtaining concurrence of the proposed modifications.

Thank you for your organization's continued support of the PL-566 Small Watershed Program.

Sincerely,

Timothy A. Beard  
State Conservationist

Enclosure  
Supplemental Watershed Agreement No. 3 for Swan Quarter Watershed

cc: (w/encl)  
Terri Ruch, State Conservation Engineer, NRCS, Raleigh, NC  
Renee Melvin, Assistant State Conservationist- Field Operations, NRCS,  
Goldsboro, NC  
Joy Sherrod, Area Engineer, NRCS, Goldsboro, NC  
Daniel Brinn, NCACSP Technician, Hyde County SWCD, Swan Quarter, NC

**Supplemental Watershed Agreement No. 3  
For Swan Quarter Watershed, North Carolina**

by

**Exchange of Correspondence**

A modification to the agreement is requested to add a permanent pipe through the flood protection dike for a portable pumping plant at Farrow Lane. This change is to remove excess surface water from the ditches in that watershed area and pump it toward the sound. This modification results in no changes to the environmental effects of the project. Presently, a portable pump moves water through pipes or hoses laying on top of the dike. The setup takes a long time to connect and start the pumping operation. No pumps are part of the watershed project and this installation will allow pumping of water before large storms so that rain water can be stored in the ditches and not flood low fields. Presently, if this setup is operating, access through this section of the dike maybe hindered for inspection and maintenance purposes.

This modification is to install a 30-inch pipe with a tide gate permanently through the dike. All work is in the footprint of the embankment. The pump is a portable pump that can be moved to the site and used when needed. Water will be discharged into the existing canal. CAMA has reviewed the project and has no objections if no fill is placed to wetland areas. CAMA will issue a "minor" permit for this work. If fill is placed in the canal, then a "major" permit will be required. CAMA reserves the right to require all appropriate permits upon review of the final design. This modification does not change any of the Hydrology & Hydraulics of the watershed plan, and it does not affect the functioning of the original project. The modification provides supplemental drainage and does not affect the natural drainage designed for this project.

The original watershed agreement was signed on February 25, 1965, with the purpose to improve three watershed problems; namely, (1) inadequate conservation land treatment measures and practices on individual farms, (2) inadequate drainage of agricultural land, and (3) flood damage. Vegetative and mechanical land treatment measures were planned to increase infiltration and remove excess surface and groundwater. Structural works included to 19.1 miles of channel improvement, three pumping plants and 16 tide gate drain installations for flood prevention and agricultural water management, and 17.7 miles of dike for single purpose flood prevention.

Supplement Watershed Agreement No. 1 made several changes including changing the project name, deleting the three pump stations and agricultural drainage from the work plan, reducing the length of the dike and channel improvements, and adding tide gates and water control gates. The Supplemental Watershed Agreement No. 1 was signed October 23, 1984. Supplemental Watershed Agreement No. 2 and Environmental Assessment was signed September 3, 2002.

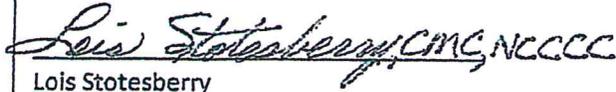
All construction costs will be covered by local farmers. Upon installation, the discharge pipe will be deemed part of the Watershed Infrastructure to be maintained by the Swan Quarter Service District. The only costs associated to NRCS will be some design and review time by the Area and State Offices.

Hyde County Board of Commissioners  
Courthouse  
Swan Quarter, NC 27885

By   
Earl Pugh  
Chairman

Date: July 5, 2016

The signing of this Exchange of Correspondence was authorized by a resolution of the governing body of the Hyde County Commissioners adopted at a meeting held on July 5, 2016.

  
Lois Stotesberry  
~~Deputy~~ Clerk to the Board

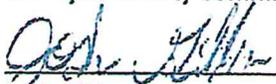
July 5, 2016  
Date

Swan Quarter Watershed Steering Committee  
P.O. Box 264  
Swan Quarter, NC 27885

By   
Tony Carawan  
Chairman

Date: 6-30-16

The signing of this Exchange of Correspondence was authorized by a resolution of the governing body of the Hyde County Commissioners adopted at a meeting held on \_\_\_\_\_.

  
Josh Gibbs  
Secretary / Treasurer

6-30-16  
Date

Natural Resources Conservation Service  
United States Department of Agriculture

Approved by   
Timothy Beard  
State Conservationist

Date 7/15/2016



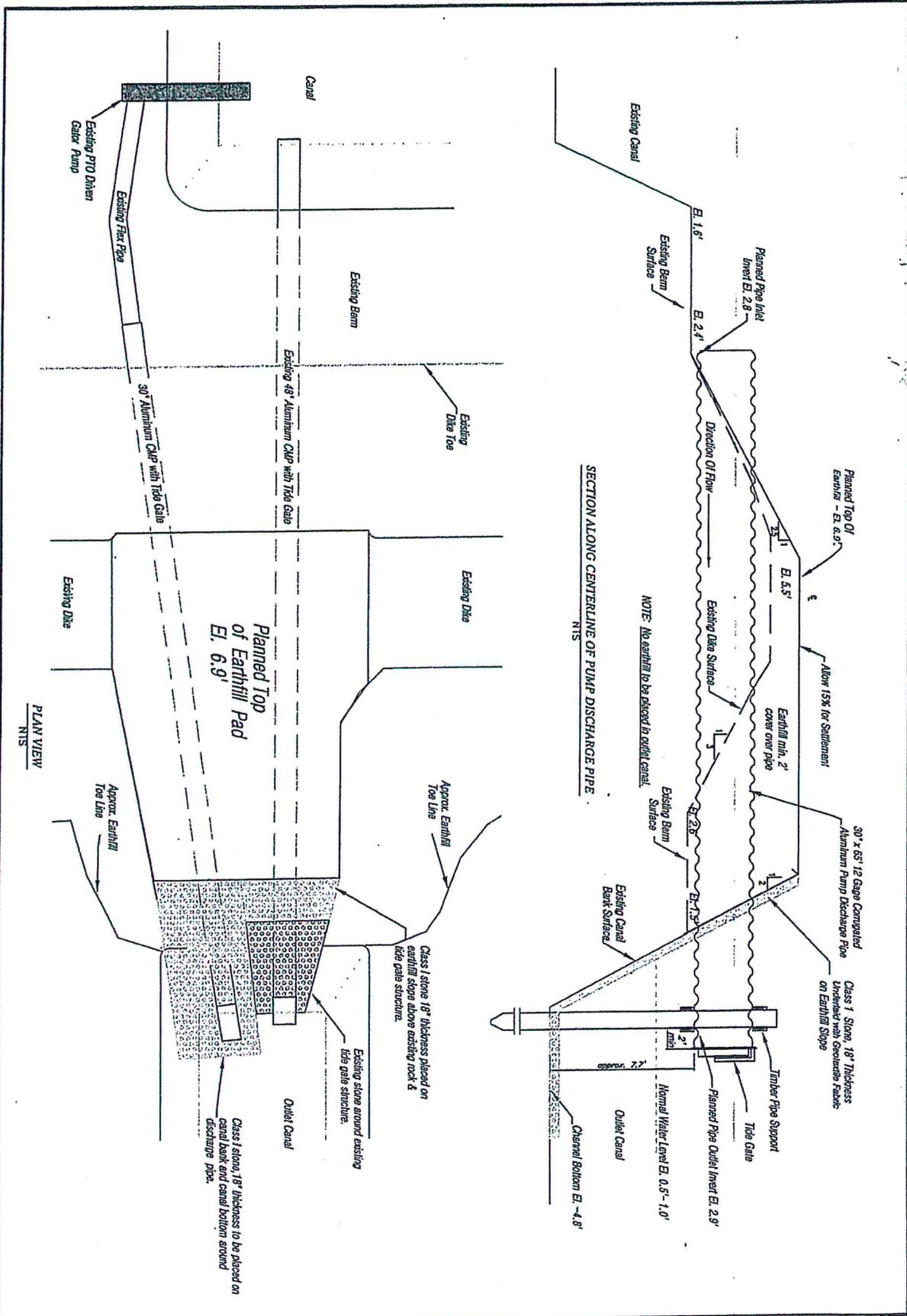
Title No. 50-100000-1000  
 Drawing No. 1000  
 Date 4/15/2016  
 Sheet 1 of 4

**USDA** United States Department of Agriculture  
 Natural Resources Conservation Service

**FARROW LANE PUMP STATION**  
**SWAN QUARTER WATERSHED**

Designed	J. SHERRON	Date	4/2016
Drawn	J. SHERRON	Date	4/2016
Checked			
Approved			

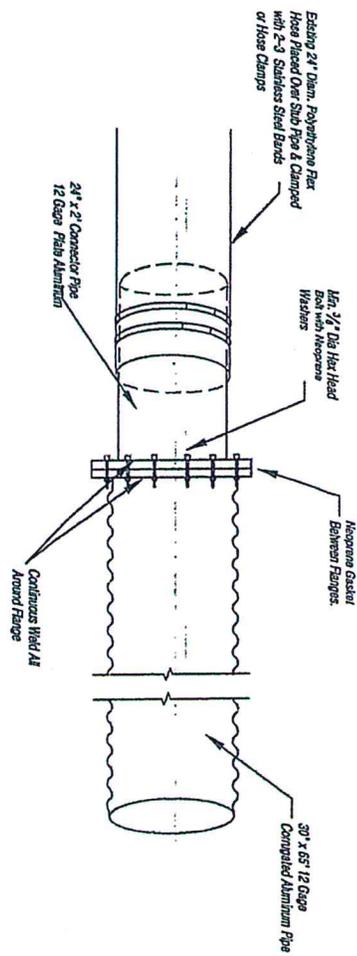
HYDE County, NC



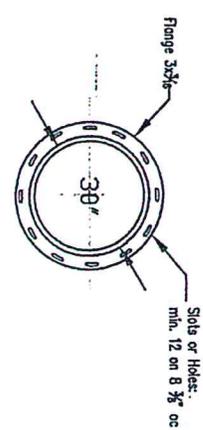
SECTION ALONG CENTERLINE OF PUMP DISCHARGE PIPE

PLAN VIEW

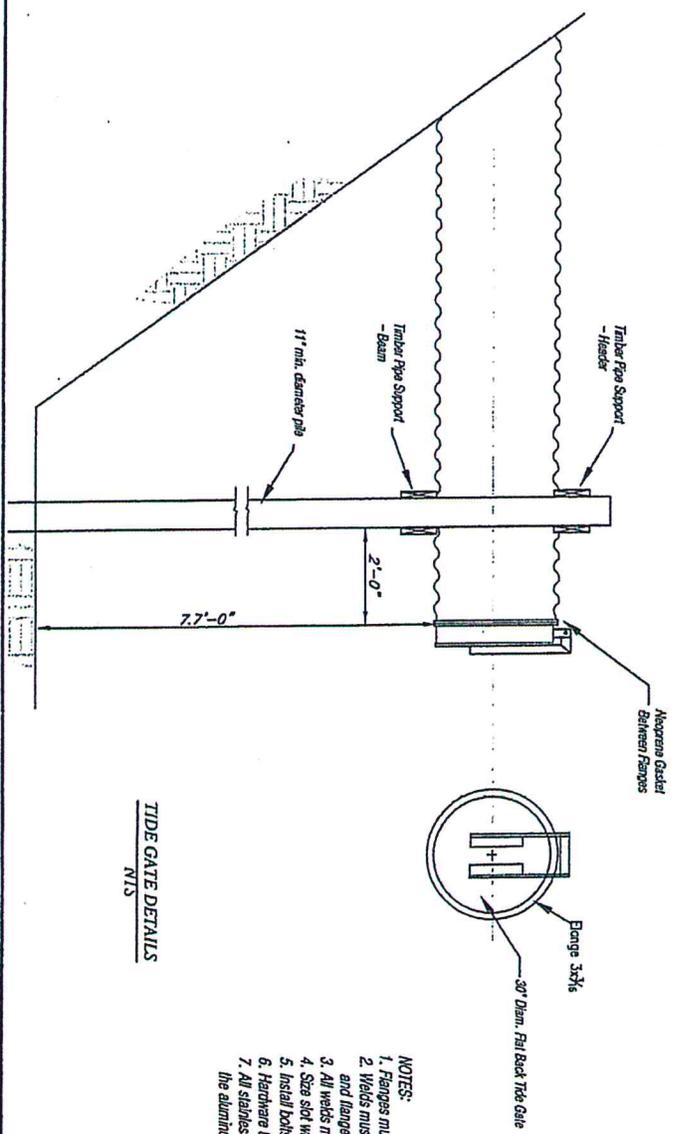
<p>United States Department of Agriculture Natural Resources Conservation Service</p>	<p>File No. _____          Farrow Lane Pump Discharge          9-15-2016.dwg          9/16/2016          Sheet 2 of 4</p>	<p><b>FARROW LANE PUMP STATION          SWAN QUARTER WATERSHED          PUMP DISCHARGE PIPE DETAILS</b>          Hyde County, NC</p>	<p>Date _____          Designed <u>Joy Sherrard</u> 4/2016          Drawn <u>Joy Sherrard</u> 4/2016          Checked _____          Approved _____</p>
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PIPE CONNECTION DETAILS  
NTS



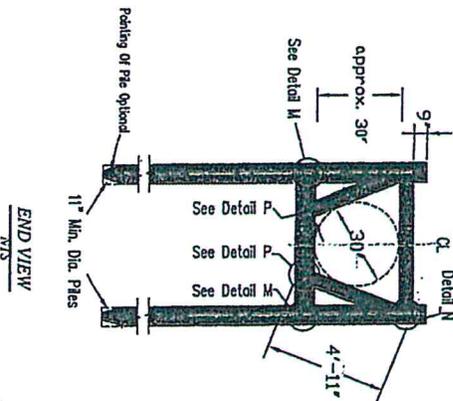
FLANGE DETAIL  
NTS



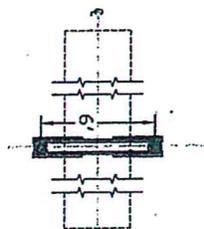
TIDE GATE DETAILS  
NTS

- NOTES:
1. Flanges must be made of a compatible material to the pipe.
  2. Welds must be made with material compatible with the pipe and flange.
  3. All welds must be continuous and watertight.
  4. Size slot width or hole diameter to fit bolt diameter.
  5. Install bolts with washers and nuts in each slot/hole.
  6. Hardware to be stainless steel bolts & nuts (Type 316).
  7. All stainless steel bolts shall be isolated from direct contact with the aluminum using neoprene washers.

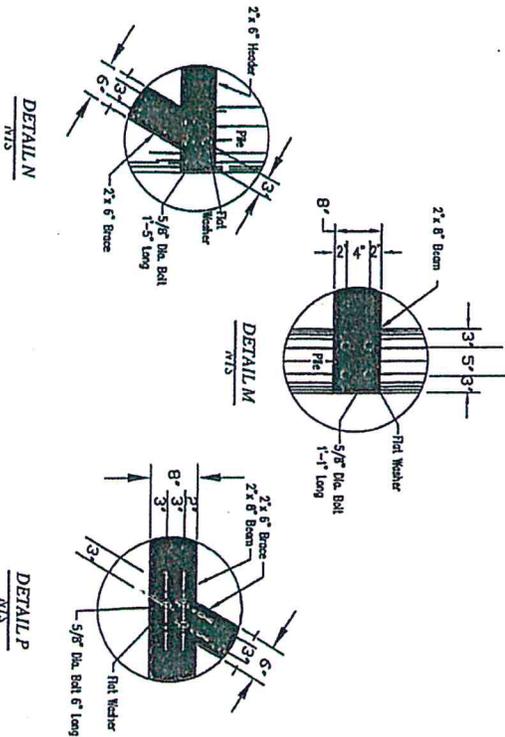
LIST OF MATERIAL			
PIPE DIAMETER IN INCHES	30		
ITEMS	SIZE	QTY.	ITEM LENGTHS
Pipes	11" Dia	2	18'-0"
Headers	2" x 6"	2	6'-11"
Beams	2" x 8"	2	6'-11"
Braces	2" x 6"	4	4'-11"
Bolts W/Nuts	5/8" Dia	12	6"
Bolts W/Nuts	5/8" Dia	6	1'-5"
Bolts W/Nuts	5/8" Dia	8	1'-1"
Flat Washers	5/8"	52	



END VIEW  
NTS



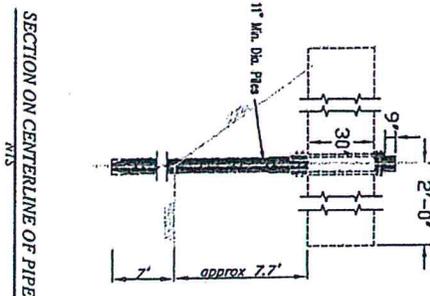
PLAN VIEW  
NTS



DETAIL N  
NTS

DETAIL M  
NTS

- NOTES:
1. Pipes shall be minimum 11" diameter.
  2. All wood shall be pressure treated.
  3. Piles shall be notched as shown.
  4. All nuts, bolts and washers shall be stainless steel.
  5. Structure is symmetrical about the centerline.
  6. All bracing shall be lumber able to withstand a minimum of 1450 pounds per square inch flexure stress and 120 pounds per square inch horizontal shear stress.
  7. Bracing shall be placed and bolted tangent to the pipe.



SECTION ON CENTERLINE OF PIPE  
NTS