



"Celebrating 300 Years"

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presenter(s): Sharon Spencer
Title: Chairman
Agency/Dept.: Board of Commissioners
Item Title: Call to Order, Opening Prayer, Pledge of Allegiance
Attachments: No
Description: General activities to open the meeting.

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

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



"Celebrating 300 Years"

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: 11.5.2012

Presenter(s): Sharon Spencer

Title: Chairman

Agency/Dept.: Board of Commissioners

Item Title: Consideration of Agenda

Attachments: Yes

Description: Agenda for Meeting.

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

MOTION MADE BY:

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

MOTION SECONDED BY:

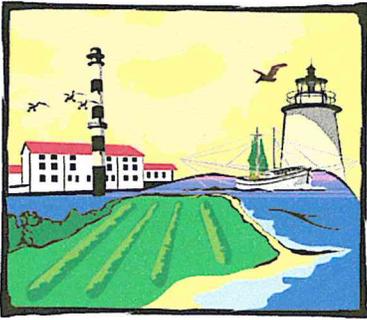
_____ S. Spencer
 _____ A. Byrd
 _____ D. Styron
 _____ B. Swindell
 _____ D. Tunnell

Vote:

S. Spencer
 A. Byrd
 D. Styron
 B. Swindell
 D. Tunnell

Aye

Nay



Since 1712

HYDE COUNTY BOARD OF COMMISSIONERS
Monday, November 5, 2012 - 6 PM
Hyde County Courthouse Multi-purpose Room
30 Oyster Creek Road, Swan Quarter, NC
and the
Ocracoke School Commons Area
120 School House Road, Ocracoke, NC
AGENDA

CALL TO ORDER, OPENING PRAYER

Chrm. Spencer

CONSIDERATION OF AGENDA

Chrm. Spencer

APPROVAL OF MINUTES FROM THE OCTOBER 1, 2012 MEETING

Chrm. Spencer

PUBLIC HEARINGS (none)

PUBLIC COMMENTS

The public comment period is a time for the public to make comments to the County Commissioners. Comments should be kept to three (3) minutes and should be directed to the entire board and not to an individual Commissioner, staff member or member of the public. Time for one person to speak cannot be used by another person. Comments that reflect the need for assistance are typically continued to a future Board meeting agenda.

EMPLOYEE RECOGNITION (last meeting of the month)

ITEMS OF CONSIDERATION

- 1) Hurricane Sandy Update Justin Gibbs
- 2) EMS Reorganization Discussion Justin Gibbs
- 3) Hyde County Personnel Policy Review Mazie Smith
- 4) Appointment of Deputy Clerk to the Board of Commissioners Mazie Smith
- 5) Refinance Water Bonds and The Government Building
and Public Safety Center Clint Berry
Corrinne Gibbs
- 6) GovDeals - Surplus Property Andrea Gregory
- 7) Ocracoke Occupancy Tax Board Resolution Corrinne Gibbs

BUDGET MATTERS

Administrative Transfers

1) Aviation \$1,500.00 Transferred from Auto Maintenance Line to Travel Line. Mazie Smith

Transfers by Board

1) Health \$40,000.00 Transfer funds from various Health Department Escrow Account lines into a Capital Improvement line to be used for repairs/renovations to the Health Department building. Wes Smith

MANAGEMENT REPORTS

The Commissioners and County Manager will share with the public their various activities and ideas for continuous improvement of government services to the citizens.

PUBLIC COMMENTS

The public is invited to use this time to make comments to the County Commissioners on items discussed during this meeting and/or matters not discussed earlier in the meeting.

CLOSED SESSION (if required)

SUPPLEMENTAL INFORMATION

Department Reports

1) Elections

Other Information

- 1) NCDOT Announces Changes to Permanent Plates
- 2) Cyber Risk - An Evolving Exposure
- 3) Public Notice - Post Office Community Meeting
- 4) Public Notice - Ocracoke Advisory Planning Board Meeting
- 5) Ocracoke Advisory Planning Board Minutes - October 11, 2012
- 6) The Ocracoke Foundation - Community Square Revitalization Project

MEETING CALENDAR

EMPLOYMENT ANNIVERSARIES



Since 1712

HYDE COUNTY

NORTH CAROLINA

Meeting Date: 11.5.2012

Presenter(s): Sharon Spencer

Title: Chairman

Agency/Dept.: Board of Commissioners

Item Title: Consideration of Minutes

Attachments: Yes

Description: Minutes of the meeting held on October 15, 2012

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

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

Minutes of the Monday, October 15, 2012 Board of Commissioners meeting will be distributed on Monday, November 5, 2012 at the regularly scheduled Board meeting.



Since 1712

HYDE COUNTY

NORTH CAROLINA

Presenter(s): Citizens

Title:

Agency/Dept.:

Item Title: Public Comments

Attachments: No

Description: Citizens are afforded an opportunity at this time to comment on issues they feel may be of importance to the Commissioners and to their fellow citizens. Comments should be kept to (3) minutes and directed to the entire Board, not just one individual Commissioner, staff member or to a member of the audience. Time for one person cannot be used by another person. Comments that reflect the need for additional assistance will be directed to the County Manager or referred to a future meeting agenda.

Times Read:

Impact on Budget:

Recommendation: Listen for understanding.

MOTION MADE BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay



Since 1712

HYDE COUNTY

NORTH CAROLINA

Meeting Date: 11.5.2012

- Title:** Items of Consideration
- 1) Hurricane Sandy Update
 - 2) EMS Reorganization Discussion
 - 3) Hyde County Personnel Policy Review
 - 4) Appointment of Deputy Clerk to the Board of Commissioners
 - 5) Refinance Water Bonds and The Government Building and Public Safety Center
 - 6) GovDeals Surplus
 - 7) Ocracoke Occupancy Tax Board Resolution

Recommendation: Discussion and approval.

MOTION MADE BY:

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

MOTION SECONDED BY:

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

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay



Since 1712

HYDE COUNTY

NORTH CAROLINA

Presenter(s): Justin Gibbs, Emergency Manager

Agency/Dept.: Emergency Services

Item Title: Hurricane Sandy Update

Attachments: No

Description: Overall, there was minimal property damage on Ocracoke Island from Sandy. Six homes and three businesses on Ocracoke had water enter the structure. Flooding was minimal on the mainland, with several low-lying properties in Engelhard seeing high water. No homes were affected on the mainland. In addition, no injuries were reported in all of Hyde County from Hurricane Sandy. (Hurricane Safety Public Advisory #6)

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Receive Report.

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



Since 1712

HYDE COUNTY

NORTH CAROLINA

Presenter(s): Justin Gibbs, Emergency Manager

Agency/Dept.: Emergency Services

Item Title: EMS Reorganization Discussion

Attachments: No

Description: On October 1, 2012 the Board of Commissioners unanimously approved the reorganization of the Hyde County Emergency Services Department, which eliminated the Deputy Emergency Services Director position.

Further discussion is needed to clarify distribution of funds now available for use by the Emergency Services Department.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Discuss and approve.

MOTION MADE BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

MOTION SECONDED BY:

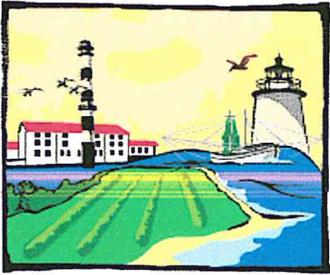
____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay



Since 1712

HYDE COUNTY

NORTH CAROLINA

Presenter(s): Mazie Smith
Title: County Manager
Agency/Dept.: Administration
Item Title: Hyde County Personnel Policy Review

Attachments: Section 6

Description: Review of the Hyde County Personnel Policy, Section 6 - Employment of Relatives
Section 6 (c) Immediate family is defined for the purpose of this section as spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, **in-law**, and adopted relationships that can be derived from those named.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Strike "in-law" from Section 6 (c)

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

particularly important that inspectors, contracting officers, and law enforcement officers guard against relationships that might be construed as evidence of favoritism, coercion, unfair advantage, or collusion.

Section 4. Outside Employment

The work of the County shall have precedence over other occupational interests of employees. All outside employment for salaries, wages, or commission and all self-employment must be reported in advance to the employee's supervisor, who in turn will report it to the County Manager. The County Manager will review such employment for possible conflict of interest and then approve or disapprove the secondary employment. The County Manager may choose to delegate such approval authority to department heads. Documentation of the approval of outside employment will be placed in the employee's personnel file.

Examples of conflicts of interest in outside employment *include but are not limited to:*

- a) employment with organizations or in capacities that are regulated by the employee or employee's department; or
- b) employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's County duties.

Off the job injuries: An employee who sustains an injury or illness in connection with outside employment and is receiving Workers' Compensation from that employer shall not be eligible to use accrued sick leave.

Section 5. Dual Employment

A full or part-time employee of the County may simultaneously hold another position with the County if the temporary position is in a different department or agency and substantially different capacity and occupational area from that of the full or part-time position. The work must also be performed on an occasional or sporadic basis. Any other situation requires weighted average pay scales and/or overtime pay. However, the work of the full or part-time position shall take precedence over the temporary position.

Section 6. Employment of Relatives

The employment of close relatives within the same department is to be avoided unless significant recruitment difficulties exist.

- (a) Members of an immediate family shall not be employed at the same time if such employment would result in an employee directly or indirectly supervising a member of the immediate family.
- (b) This policy shall not be retroactive, and no action will be taken concerning those members of the same family employed in conflict with (a) above prior to the adoption of this policy.
- (c) Immediate family is defined for the purpose of this section as spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.
- (d) The Board of Commissioners shall approve the appointment by the Sheriff or the Register of Deeds of a relative by blood or marriage of nearer kinship than first cousin as required by

Section 7. Harassment

Harassment on the basis of race, color, religion, gender, national origin, age or disability constitutes discrimination. The County opposes harassment by supervisors and co-workers in any form. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, age, or disability, or that of his or her relatives, friends, or associates.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she may have a complaint of harassment may follow the Grievance Procedure described in this Policy or may file the complaint directly with the County Manager, Human Resources Officer, or any department head who will advise the Human Resources Officer of the complaint. The Human Resources Officer will insure that an investigation is conducted into any allegation of harassment and advise the employee and appropriate management officials of the outcome of the investigation.

Employees witnessing harassment shall also report such conduct to an appropriate County official.

Section 8. Use of County Time, Equipment, Supplies, and Vehicles

County supplies and equipment are to be used exclusively for the County's business. During working hours, an employee shall only conduct County business. Use of County time, supplies, or equipment for personal or other purposes not related to the employee's County duties and responsibilities is prohibited and subjects the employee to disciplinary action, up to and including dismissal.

All employees, who use County vehicles, are required to follow applicable motor vehicle and safety requirements. Violation or misuse of County vehicles also subjects the employee to disciplinary action, up to and including dismissal. Reasonable incidental stops while in route on county business subject to department head approval is allowed based on job requirements and demands.



Since 1712

HYDE COUNTY

NORTH CAROLINA

Presenter(s): Mazie Smith

Title: County Manager

Agency/Dept.: Administration

Item Title: Appointment - Deputy Clerk

Attachments: None

Description: Megan Shaw has been selected to serve as Deputy Clerk to the Board of Commissioners.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Approve

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



Since 1712

HYDE COUNTY

NORTH CAROLINA

Presenter(s): Clint Berry, Utilities Director
Corrinne Gibbs, Finance Officer

Agency/Dept.: Administration

Item Title: Refinance Water Bonds and the Government Building and Public Safety Center

Attachments: No

Description: Research has been done to find ways to save money for the County. After discussion with current lenders, it has been determined that Hyde County needs to refinance its Water Bonds and the Government Building and the Public Safety Center loans.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Approve

MOTION MADE BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

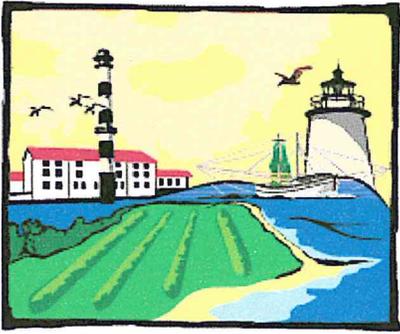
MOTION SECONDED BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye Nay



HYDE COUNTY

NORTH CAROLINA

Since 1712

Meeting Date: 11.5.2012

Presenter(s): Andrea Gregory

Title: Assistant Finance Officer

Agency/Dept.: Finance Office

Item Title: GovDeals Surplus

Attachments: None

Description: 2005 Ford Explorer fuel pump does not work and it does not run.
Priced on auction for \$2,500.00

The Ford Explorer is no longer needed and Corrinne has asked me to auction it on GovDeals as the price listed above.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Approve

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



HYDE COUNTY

NORTH CAROLINA

Presenter(s): Corrinne Gibbs

Title: Finance Officer

Agency/Dept.: Administration

Item Title: Ocracoke Occupancy Tax Board Resolution

Attachments: Yes

Description: Following discussion of all of the Board of Directors of the Ocracoke Occupancy Tax Board, held on July 12, 2012, the Board unanimously adopted resolution to have the 2012-2013 Budget Rental Income of the Ocracoke Community Center removed from the current year's budget, and all successive years following, until otherwise unanimously voted upon.

It is further the desire of the Ocracoke Occupancy Tax Board to have all current and future "Rental Income" of the Ocracoke Community Center available for their expenditures for each respective year.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Adopt.

MOTION MADE BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay

-3701

Ocracoke Occupancy Tax Board
Ocracoke, NC 27960

August 21, 2012

To Whom it may Concern:

Please be advised that following a discussion of all of the Board of Directors of the Occupancy Tax Board, held on the 22 day of July, 2012, the following RESOLUTION was unanimously adopted, to be effective immediately:

"Be it RESOLVED, that the Ocracoke Occupancy Tax Board desires to have the 2012-2013 Budget Rental Income of the Ocracoke Community Center removed from the current year's budget, and all successive years following, until otherwise unanimously voted upon. ~~It is also the desire of the Occupancy Tax Board to restrict the "2011-2012 reserve" rental income from the Ocracoke Community Center and have those funds available for expenditures of the Ocracoke Community Center only.~~ *remove sentence* It is further the desire of the Ocracoke Occupancy Tax Board to have all current and future "Rental Income" of the Ocracoke Community Center available for their expenditures for each respective year."

This resolution shall remain in effect until otherwise voted and unanimously adopted by the Ocracoke Occupancy Tax Board.

Stella Neal 8-22-12

Hayden 8-22-12

Trudy Austin 8-22-12

Martha Harris 8/31/12