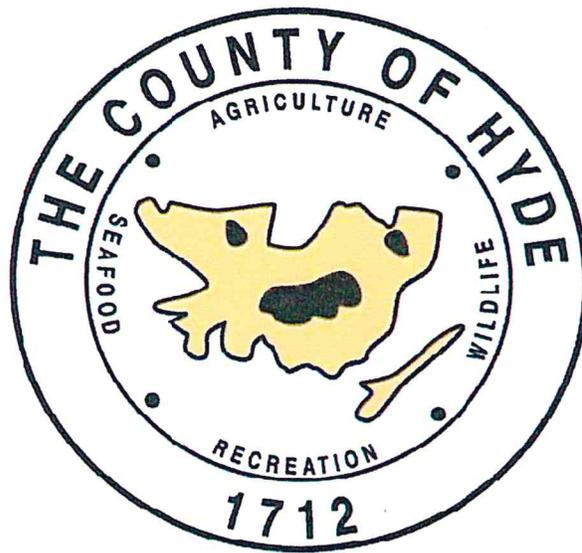


# HYDE COUNTY BOARD OF COMMISSIONERS



**Hyde County Courthouse Multi-purpose Room**

**30 Oyster Creek Road, Swan Quarter, NC**

**and**

**Ocracoke School Commons Area**

**120 School House Road, Ocracoke, NC**

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

**Meeting Date:** February 3, 2014  
**Presenter:** Chairman Barry Swindell  
**Attachment:** No

**ITEM TITLE:** OPENING

**SUMMARY:** Call to Order  
Opening Prayer  
Pledge of Allegiance

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

**Meeting Date:** February 3, 2014  
**Presenter:** Chairman Barry Swindell  
**Attachment:** Yes

**ITEM TITLE:** CONSIDERATION OF AGENDA

**SUMMARY:** Attached is the proposed Agenda for the February 3, 2014, Regular Meeting of the Hyde County Board of Commissioners.

**RECOMMEND:** Review, Amend and Approve.

---

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

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

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

# AGENDA

## HYDE COUNTY BOARD OF COMMISSIONERS' MEETING

MONDAY, FEBRUARY 3, 2014 - 6 PM

### CALL TO ORDER

### OPENING

### CONSIDERATION OF AGENDA

### CONSIDERATION OF MINUTES

- 1) January 6, 2014 – Regular Meeting Minutes

### PUBLIC HEARINGS (none)

### PUBLIC COMMENTS

Public Comments are a time for the public to make comments to the County Commissioners. Comments should be kept to three (3) minutes or less and comments should be directed to the entire Board and not to individual members, the staff or to other members of the public. Comments requesting assistance will typically be referred to the County Manager for follow-up or for Board action at a future meeting.

### EMPLOYEE RECOGNITION

Mgr. Rich

### ITEMS OF CONSIDERATION

#### 1) Appointments (Commissioner Byrd's Position)

##### a) Commissioner – Fairfield District

Mgr. Rich

##### 1) Nominees

a) Democrat

b) Republican

c) Independent

##### b) East Carolina Behavioral Health – Commissioner Representative

Mgr. Rich

##### c) Albemarle Commission Board – Commissioner Representative

Mgr. Rich

##### d) Department of Social Services Board – Commissioner Representative

Mgr. Rich

#### 2) Appointments (other)

##### a) Albemarle Commission – At-Large Member

Mgr. Rich

##### b) Albemarle Commission – HCCBG Planning Committee

Mgr. Rich

#### 3) Resolutions

##### a) Resolution of Respect for Honorable Hoover Anson Byrd

Mgr. Rich

- b) Joint Resolution Between Hyde County Board of Education and Board of Commissioners Regarding State Budget Cuts Dr. Latimore
- c) Resolution Supporting Hyde County School System Entering Into An Energy Services Agreement With Brady Energy Services Mgr. Rich
- d) Resolution Stating The Intent of The County of Hyde to Lease Certain Surplus Real Property Located In or Near The Town of Swan Quarter, Hyde County, North Carolina Kris Noble
- e) Joint Resolution with Southern Albemarle Association Requesting Additional Ferry Runs Mgr. Rich
- 4) Proclamation**
  - a) Teen Dating Violence Awareness Month Mgr. Rich
- 5) NCDOT – Bridge #79 in Engelhard Sterling Baker, PE
- 6) Hyde County Economic Development Strategic Plan Update Lee Padrick
- 7) Agriculture Extension Services Announcement Travis Burke
- 8) ABC Board Financial Report Meredith Nicholson
- 9) Graceful Bakery Revolving Loan Application Kris Noble
- 10) IRS Mileage Rate Change Mgr. Rich
- 11) Interim DSS Director Mgr. Rich
- 12) Timeline for DSS Move to ECB Building Mgr. Rich
- 13) Timeline for Government Center Repairs Mgr. Rich
- 14) Thank You Letter to Dare and Carteret Counties and Discussion of Legalization of Slot Machines on Ferries on Pamlico Sound Commissioner Fletcher

**BUDGET MATTERS**

- 1) BR 16-14 Health – WIC
- 2) BR 17-14 Health – Project DIRECT Legacy
- 3) BR 18-14 Health – CTGP Tobacco Free Hyde

**CLOSED SESSION** (in accordance with NCGS 143A-318.11 (a) (1-9) if required)

**MANAGEMENT REPORTS**

The County Manager will give update on various projects on-going in Hyde County and present his monthly meeting calendar.

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

## **MANAGER'S PROJECTS UPDATE**

### **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.

### **ADJOURN**

### **SUPPLEMENTAL INFORMATION**

#### **Department Reports**

- 1) Tax (Signature Required)
- 2) Animal Control
- 3) Health
- 4) Finance
- 5) Senior Center
- 6) Social Services
- 7) Human Resources

#### **Informational Items**

- 1) 2014 Primary – Official Election Notice
- 2) Notice – NCDOT Ferry Tolls Public Hearings Schedule
- 3) NCACC Annual Congressional Breakfast
- 4) NCACC County Assembly Day
- 5) Albemarle Houndsman Association Nineteenth Annual Social
- 6) Catawba County – Resolution of Support of Filling Vacant North Carolina Cooperative Extension Positions
- 7) Perquimans County – Resolution of Support of Filling Vacant North Carolina Cooperative Extension Positions
- 8) Perquimans County – Purple Heart Proclamation
- 9) Bertie County – Purple Heart Proclamation
- 10) Onslow County – Resolution Opposing Unfair Property Insurance Increases
- 11) Albemarle Commission Board Meeting Minutes

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

**Meeting Date:** February 3, 2014  
**Presenter:** Lois Stotesberry, Clerk  
**Attachment:** Yes

**ITEM TITLE:** CONSIDERATION OF MINUTES

**SUMMARY:** Attached are the January 6, 2014 Regular Meeting Minutes of the Hyde County Board of Commissioners.

**RECOMMEND:** Review, Amend and Approve.

---

**Motion Made By:**  Barry Swindell  
 Dick Tunnell  
 Vacant  
 John Fletcher  
 Earl Pugh, Jr.

**Motion Seconded By:**  Barry Swindell  
 Dick Tunnell  
 Vacant  
 John Fletcher  
 Earl Pugh, Jr.

**Vote:**  Barry Swindell  
 Dick Tunnell  
 Vacant  
 John Fletcher  
 Earl Pugh, Jr.

1 Meeting Minutes

2 **Board of County Commissioners**  
3 **Hyde County**

4  
5 **Monday, January 6, 2014**  
6

7 Chairman Barry Swindell called the Regular Meeting of the Hyde County Board of Commissioners  
8 to order on Monday, January 6, 2014, in the Hyde County Government Center, Multi-Use Room,  
9 and the Ocracoke School Commons Room using electronic conferencing equipment.

10 The following members were present on the mainland: Commissioners Dick Tunnell, Earl Pugh, Jr.,  
11 John Fletcher, and Barry Swindell; Attorney Fred Holscher; County Manager Bill Rich; Deputy  
12 Clerk to the Board Averil Simmons; and, members of the public.

13 The following members were present on Ocracoke: Public Information Officer Sarah Johnson and  
14 members of the public.

15 Chairman Swindell began the meeting with a moment of silence in honor of Commissioner Byrd  
16 who suffered a stroke on January 1, 2014 and remained hospitalized at the time of the meeting.  
17 Following opening prayer by Commissioner Pugh and pledge of allegiance, the meeting was called  
18 to order.

19 **Agenda:**

20 Chairman Swindell asked for any changes to the January 6, 2014 meeting agenda.

21 Manager Rich presented the following changes to the agenda:

- 22 • Item 10 – Attendance of Albemarle RPO meeting in Commissioner Byrd’s place  
23 • BR – EMS – Grant from Vidant Health - \$250,000.00

24 Commissioner Pugh moved to approve the agenda as presented by the Deputy Clerk with the  
25 amendments. Mr. Fletcher seconded the motion. The motion passed on the following vote: Ayes –  
26 Pugh, Fletcher, Tunnell and Swindell; Nays – None; Absent or not voting – Byrd.

27 **Consideration of Minutes:**

28 Commissioner Pugh moved to approve the December 2, 2013 regular meeting minutes of the Hyde  
29 County Board of Commissioners as presented by the Deputy Clerk. Mr. Fletcher seconded the  
30 motion. The motion passed on the following vote: Ayes – Pugh, Fletcher, Tunnell and Swindell;  
31 Nays – None; Absent or not voting – Byrd.

1 **Public Comments:**

2 Chairman Swindell called for comments from the public.

3 With no comments from the public, Chairman Swindell continued the meeting.

4 **Employee Recognition**

5 Manager Rich recognized Gary Benson, Maintenance & Janitorial Technician. Clint Berry, Public  
6 Utilities Director, who's department also oversees all County-Owned buildings said that Mr.  
7 Benson is his most dedicated employee. Mr. Berry said Mr. Benson is the first to arrive at the office  
8 every morning, and is the last to leave in the evenings. Mr. Berry also said that Mr. Benson never  
9 complains and does as much as he possibly can every day. Mr. Benson spun the Wheel of Thanks  
10 and won a \$25.00 gift certificate to Swan Quarter Supply Company. The Board, Manager Rich, and  
11 Mr. Berry all thanked him for his service to Hyde County.

12  
13 **Items of Consideration:**

14 **Albemarle Regional Bike Plan**

15 Angela Welsh of the Albemarle Commission's Rural Planning Organization gave a presentation  
16 outlining the proposed Albemarle Regional Bike Plan. This plan is the framework for increasing  
17 bicycle traffic and safety in the Albemarle Commission's 12-county region. This plan was  
18 developed through many public comment sessions and from public input gathered at various public  
19 events.

20 A Resolution Supporting the Adoption of the Albemarle Regional Bicycle Plan was presented for  
21 adoption. Commissioner Tunnell made a motion to adopt the Resolution Supporting Adoption of  
22 the Albemarle Regional Bicycle Plan. Mr. Pugh seconded the motion. The motion passed on the  
23 following vote: Ayes – Pugh, Tunnell and Swindell; Nays – Fletcher; Absent or not voting – Byrd.

24  
25 *Clerk's Note: A copy of "Resolution Supporting Adoption of the Albemarle Regional Bicycle Plan" is  
attached herewith as Exhibit A and incorporated herein by reference.*

26 **Presentation - Proposed Government Center Repairs**

27 Robert Griffin of RGG Architecture, PA, presented the proposed plan for repairs to the Government  
28 Center as negotiated with A.R. Chesson. Mr. Griffin stated that the leaks in the roof are due to  
29 improper design. A.R. Chesson, who was the Construction Manager when the Government Center  
30 was built, has agreed to negotiate with Mr. Griffin for a fixed fee to work with the design team to  
31 come up with a comprehensive plan for repairs. All work would be sub-contracted. Mr. Chesson has  
32 agreed to pay for any repairs that are his company's fault. Mr. Griffin stated that the overall cost of  
33 the repairs should not exceed \$175,000.00. Commissioner Fletcher asked Mr. Griffin how much

1 was estimated to be covered by A.R. Chesson. Mr. Griffin said it was hard to tell as Mr. Chesson  
2 has not inspected the building yet.

3 Commissioner Pugh made a motion to approve entering into a contract with A.R. Chesson to  
4 perform the repairs to the Government Center. Mr. Tunnell Seconded the motion. The motion  
5 passed on the following vote: Ayes – Pugh, Fletcher, Tunnell and Swindell; Nays – None; Absent  
6 or not voting – Byrd.

7 *Clerk's Note: A copy of the contract between Hyde County and A.R. Chesson is attached herewith as*  
8 *Exhibit B and incorporated herein by reference.*

### 9 **Reappointments to Hyde County Board of Health**

10 At the quarterly meeting held on December 17, 2013 the Hyde County Board of Health  
11 recommended the reappointment of the following board members to their respective second (2nd)  
12 three (3) year term of office: (1) Dr. Erin Baker - Physician and (2) Kenneth Collier – ILO (in lieu  
13 of) a Dentist. The first (1st) three year term of office for Dr. Baker expired in December of 2013,  
14 while the first (1st) three year term of Mr. Collier expires in January of 2014. Both have agreed to  
15 serve a second (2nd) three year term.

16 Commissioner Fletcher made a motion to approve the reappointments of Dr. Erin Baker and  
17 Kenneth Collier to a second, three-year term on the Hyde County Board of Health. Mr. Pugh  
18 seconded the motion. The motion passed on the following vote: Ayes – Pugh, Fletcher, Tunnell and  
19 Swindell; Nays – None; Absent or not voting – Byrd.

### 20 **2013 State of the County Health (SOTCH) Report**

21 Every four (4) years, Local Health Departments (LHDs) are required to submit a comprehensive  
22 Community Health Assessment (CHA), which requires the collection of primary and secondary data  
23 at the county level. The most recent CHA for Hyde County was conducted in 2011. Typically,  
24 during the three (3) interim years, the local health department will issue a State-of-the-County's  
25 Health Report that provides updated information about the priority health issues specific to the  
26 county. The results are to be disseminated to local health department stakeholders, community  
27 partners and the general population. Not for profit hospitals are now required to conduct a  
28 comprehensive health needs assessment (CHNA) every 36 months. Therefore, this will be the  
29 second (and final) SOTCH report that is required for the 2011 Community Health Assessment. The  
30 next full CHA for Hyde County will be conducted in 2014, and will allow Hyde County Health  
31 Department to align with Vidant Health Systems and share resources and data that are beneficial to  
32 both agencies.

33 Commissioner Fletcher made a motion to approve the 2013 Hyde County SOTCH Report. Mr.  
34 Tunnell seconded the motion. The motion passed on the following vote: Ayes – Pugh, Fletcher,  
35 Tunnell and Swindell; Nays – None; Absent or not voting – Byrd.

1 **Revisions & Additions to Fee Schedule Approved for FY 2011-2012**

2 At the quarterly meeting held on December 17, 2013 the Hyde County Board of Health approved  
3 revisions and/or additions to the Fee Schedule previously approved for fiscal year 2011-2012, with  
4 an effective date of October 23, 2013. Local health departments must receive approval of both the  
5 Board of Health and Board of County Commissioners for new or revised fee schedules.

6 Commissioner Fletcher made a motion to approve the revised fee schedule. Mr. Pugh seconded the  
7 motion. The motion passed on the following vote: Ayes – Pugh, Fletcher, Tunnell and Swindell;  
8 Nays – None; Absent or not voting – Byrd.

9 **Policies for HMGP – Hurricane Irene**

10 Chris Hilbert of Holland Consulting Planners presented the following items pertaining to the Hazard  
11 Mitigation Grant Program for elevation of 5 homes flooded as a result of Hurricane Irene:

- 12 1. Resolution Approving Administrative Guidelines and Policies
- 13 2. Program Budget Ordinance
- 14 3. Financial Management Resolution
- 15 4. Elevation Contract Award Policy
- 16 5. Local Economic Benefit for Low and Very Low Income Persons Plan
- 17 6. Equal Employment and Procurement Policy
- 18 7. Designation of Applicant’s Agent

19  
20 Before entertaining a motion from the Board, Chairman Swindell, in an effort to maintain full  
21 disclosure, informed the Board that he has a family member whose home is included in this  
22 elevation grant.

23  
24 Commissioner Fletcher made a motion to adopt all policies pertaining to the HMGP-Hurricane  
25 Irene Elevation Program. Mr. Pugh seconded the motion. The motion passed on the following vote:  
26 Ayes – Pugh, Fletcher, Tunnell and Swindell; Nays – None; Absent or not voting – Byrd.

27  
28 *Clerk’s Note: A copy of the above-referenced policies are attached herewith as Exhibit C and*  
29 *incorporated herein by reference.*  
30

31 **CDBG Contingency Revised Project Budget Ordinance**

32 Hyde County is extending the sewer service from the western end of the Engelhard Sanitary District  
33 down US Hwy 264. The county has completed a revised environmental review; submitted a Special  
34 Order by Consent for the Engelhard Sanitary District to DENR; and successfully bid, negotiated a  
35 contract, and proceeded with the construction phase of the project. The force main and all STEP  
36 pump systems are in place and the only remaining items of work are pump testing and individual  
37 plumbing and electrical connections to the 30 units being provided public sewer service.

1 During a construction progress meeting on 11/6/13, the project engineer and contractor advised the  
2 county staff and CDBG management consultant that there were some concerns by both the Sanitary  
3 District and the county building inspector related to 1) pre-existing “gray water” discharges outside  
4 the existing septic tanks, and 2) suggested modifications to existing electrical panel boxes to  
5 accommodate the extra circuit required for the pump/alarm control panel. At the progress meeting,  
6 all parties agreed that project could be successfully completed within budget as bid; however, it was  
7 also agreed that the project benefit to individual homeowners could be significantly improved if  
8 additional CDBG funds could be identified to address these concerns for individual homeowners,  
9 who will be required at some point in the future to make these improvements at their own expense if  
10 CDBG funds are not available.

11 North Carolina Department of Commerce was responsive to this need and has appropriated an  
12 additional \$25,754.25 to complete the project. All proposed plumbing and electrical modifications  
13 have already been identified by the contractor and county/ESD inspectors.

14 Commissioner Fletcher made a motion to approve the revised Project Budget Ordinance. Mr. Pugh  
15 seconded the motion. The motion passed on the following vote: Ayes – Pugh, Fletcher, Tunnell and  
16 Swindell; Nays – None; Absent or not voting – Byrd.

17 *Clerk’s Note: A copy of the CDBG – Contingency Revised Project Budget Ordinance is attached*  
18 *herewith as Exhibit D and incorporated herein by reference.*

19 **Resolution Authorizing the Advertisement of an Offer to Lease Certain Surplus Real**  
20 **Property Located in or Near the Town of Swan Quarter, Hyde County, North Carolina**

21 The Hyde County Board of Commissioners voted in November 2013 to renew the current lease for  
22 the tower and ground space on which the US Cellular tower is located in Swan Quarter pending  
23 proper procurement procedures per N.C. General Statutes. North Carolina General Statute § 160A-  
24 272(b) authorizes a county to lease real property that it owns for more than ten (10) years so long as  
25 such leases are “... treated as a sale of property ...” and so long as such leases are “... executed by  
26 following any of the procedures authorized for the sale of real property.” North Carolina General  
27 Statute § 160A-269 authorizes a county to sell real property it owns through a negotiated offer,  
28 advertisement, and upset bid process. The County of Hyde (County) has received a proposed  
29 Second Amendment to an existing Tower and Ground Lease for space located on said tower as  
30 described in the Tower and Ground Lease dated October 23, 1998. This Second Amendment would  
31 cover a period in excess of ten (10) years.

32 A Resolution Authorizing the Advertisement of an Offer to Lease Certain Surplus Real Property  
33 Located in or Near the Town of Swan Quarter, Hyde County, North Carolina, if adopted by the  
34 Board will start the bid process. After adoption of the Resolution, the attached Public Notice will  
35 run in the January 9, 2014 of the Coastland Times. If during the 10 day upset period, no other entity  
36 has upset the bid, a second Resolution will be adopted in February and the Amendment to the lease  
37 can be signed by the Board Chair.

1 Commissioner Fletcher made a motion to approve the Resolution Authorizing the Advertisement of  
2 an Offer to Lease Certain Surplus Real Property Located in or Near the Town of Swan Quarter,  
3 Hyde County, North Carolina. Mr. Tunnell seconded the motion. The motion passed on the  
4 following vote: Ayes – Pugh, Fletcher, Tunnell and Swindell; Nays – None; Absent or not voting –  
5 Byrd.

6 *Clerk's Note: A copy of "Resolution Authorizing the Advertisement of an Offer to Lease Certain*  
7 *Surplus Real Property Located in or Near the Town of Swan Quarter, Hyde County, North Carolina"*  
8 *is attached herewith as Exhibit E and incorporated herein by reference.*

### 9 **Revolving Loan Fund Application – Martin Lumber Company**

10 Martin Lumber Company is a sawmill located at 301 Main Stem Road, Pantego, NC in the  
11 community of Grassy Ridge, Hyde County. The principal product is pallet stock. The business was  
12 started in 1996. Martin Lumber Company typically serves a geographic market area of 150 radius  
13 and primary customers include Precision Pallet, Wheeler Industries, Granville Pallet and Wayne  
14 Opportunity Center.

15 Martin Lumber Company needs to increase its capacity to include production of small logs. Martin  
16 Lumber is challenged to get big logs consistently as log companies find it much easier to sell both  
17 their large and small logs at the same location. The new machinery and equipment purchased  
18 through this project will handle small logs. By purchasing smaller logs from their suppliers Martin  
19 Lumber will achieve a larger volume of large logs.

20 Martin Lumber a for-profit enterprise respectfully submits this application for the Hyde County  
21 Revolving Loan Fund in the amount of \$100,000.00 to expand capabilities and increase production  
22 levels, while creating 6 new jobs. Martin Lumber's goal is to increase the economic prosperity of  
23 the area, a Tier one county, by leveraging existing resources with those of the Hyde County RLF to  
24 provide long term employment opportunities to our local area residents in sectors related to rural  
25 wood production.

26 The Hyde County Revolving Loan Committee met on Monday, January 6, 2014 at 10 a.m. in the  
27 Government Center, Swan Quarter to review the full application and made a recommendation to the  
28 Board of Commissioners. The County Planner reported to the Board that the RLF Committee's  
29 recommendation was to approve the application pending documentation of investment quotes and a  
30 security agreement.

31 Commissioner Fletcher made a motion to approve Martin Lumber Company's application for a loan  
32 from the Hyde County Revolving Loan Fund in the amount of \$100,000.00, pending documentation  
33 of investment quotes and a security agreement. Mr. Tunnell seconded the motion. The motion  
34 passed on the following vote: Ayes – Pugh, Fletcher, Tunnell and Swindell; Nays – None; Absent  
35 or not voting – Byrd.

1 **Attendance of Albemarle RPO Meeting in Commissioner Byrd's Place**

2 The Albemarle Rural Planning Organization was scheduled to meet Friday, January 10, 2014.  
3 Commissioner Byrd served as Hyde County's Commissioner Representative on that board.  
4 Manager Rich explained to the Commissioners that Hyde County needed to send a representative to  
5 the meeting. Commissioner Swindell made a motion to let Manager Rich attend the RPO meeting in  
6 Commissioner Byrd's absence. Mr. Fletcher seconded the motion. Ayes – Pugh, Fletcher, Tunnell  
7 and Swindell; Nays – None; Absent or not voting – Byrd.

8 **Budget Matters**

9 The following budget revisions were presented for Board approval:

Line Item	Amount
EMS Grant from Vidant Health	\$250,000
BR 15-14 Health – Family Planning	\$265

10  
11 Commissioner Pugh made a motion to approve the presented budget revisions. Mr. Fletcher  
12 seconded the motion. The motion passed on the following vote: Ayes –Pugh, Fletcher, Tunnell and  
13 Swindell; Nays – None; Absent or not voting – Byrd.

14 **Closed Session in Accordance with NCGS §143A-318.11(a) (Personnel)**

15 Commissioner Fletcher made a motion to enter into closed session to discuss personnel matters. Mr.  
16 Pugh seconded the motion. The motion passed on the following vote: Ayes –Pugh, Fletcher,  
17 Tunnell and Swindell; Nays – None; Absent or not voting – Byrd. The Board then entered closed  
18 session.

19 Commissioner Pugh made a motion to exit closed session. Mr. Fletcher seconded the motion. The  
20 motion passed on the following vote: Ayes –Pugh, Fletcher, Tunnell and Swindell; Nays – None;  
21 Absent or not voting – Byrd.

22 After exiting closed session, Commissioner Fletcher made a motion to extend Manager Rich's  
23 contract with Hyde County as County Manager beginning March 1, 2014 for a period of three (3)  
24 years and an increase in Manager Rich's salary to \$85,000.00 for the fiscal year 2014-2015. Mr.  
25 Tunnell seconded the motion. The motion passed on the following vote: Ayes –Pugh, Fletcher,  
26 Tunnell and Swindell; Nays – None; Absent or not voting – Byrd.

27 **Management Reports:**

28 **Commissioner Fletcher:** Currently working with the Ocracoke Civic and Business Association  
29 (OCBA) to extend water service to more Ocracoke residents.

30 **Commissioner Pugh:** Attended the Engelhard Christmas Parade, Hotline Winter Gala, Blackland  
31 Farmers' Unmanned Aerial Systems demonstration, Ocracoke Oyster Roast, and the Vidant Health  
32 meeting regarding their grant to Hyde County EMS.

1 **Commissioner Tunnell:** Attended the NC Farm Bureau Convention where concerns about the  
2 health of the commercial fishing industry were discussed, said Farm Bureau is passing a resolution  
3 supporting commercial fishing. He also attended the NC State Cooperative Extension listening  
4 session, attended the Blackland Farmers' tour of Mattamuskeet Lodge and the Hyde County  
5 Airport/Unmanned Aerial Systems demonstration, LPAN meeting, and Ocracoke Oyster Roast.

6 **Commissioner Swindell:** Attended Vidant Health meeting regarding their grant to Hyde County  
7 EMS where he was presented with the check for \$250,000.00. Also rode in the Engelhard and  
8 Scranton Christmas Parades, and attended the Hyde County Board of Health meeting.

9 **Manager's Update:**

10 **FEMA Update** – Washington D.C. trip to meet with Congressmen and Senators went well. He was  
11 able to meet with Senator Hagan's staff, Congressman Jones, and Senator Burr. Hyde County has  
12 already received one check from FEMA and another check is on the way.

13 **Albemarle RPO – Ferry Tolls** – Has met with Ferrell Blount, Malcolm Fearing, and Richard  
14 Walls of NC DOT and they are anticipating that Hyde County will be the most affected by any new  
15 ferry tolls. He said that Hyde County will eventually see an increase in the ferry tolls.  
16 Commissioner Fletcher asked Manager Rich to please speak with OCBA regarding this matter.

17 **Mary Ellen Box / Sunshine Foundation** – This foundation has committed five (5) scholarships to  
18 Hyde County high school students. The scholarship is for a total of \$25,000.00 to be disbursed per  
19 semester. Recipients are required to maintain a GPA of 3.0 or higher each semester while in receipt  
20 of scholarship funds. The scholarship amounts are awarded based on applicant's personal situation  
21 and needs and is administered in the manner that will be most beneficial to the student.

22 **Public Comments:**

23 Chairman Swindell called for comments from the public. There being no comments from the public,  
24 Chairman Swindell continued the meeting.

25 **Adjourn**

26 With no further business, Commissioner Fletcher made a motion to adjourn the meeting. Mr. Pugh  
27 seconded the motion. The motion passed on the following vote: Ayes – Pugh, Fletcher, Tunnell and  
28 Swindell; Nays – None; Absent or not voting – Byrd. The meeting adjourned at 7:32p.m.

29 Respectfully submitted:

30  
31 Minutes approved on the 3<sup>rd</sup> day of February, 2014.  
32  
33  
34  
35

36 \_\_\_\_\_  
37 Averi Simmons, Deputy Clerk  
Hyde County Board of Commissioners

\_\_\_\_\_  
Barry Swindell, Chair  
Hyde County Board of Commissioners

- 1 Attachments:
- 2 Exhibit A: ***“Resolution Supporting Adoption of the Albemarle Regional Bicycle Plan”***
- 3 Exhibit B: ***Contract between Hyde County and A.R. Chesson***
- 4 Exhibit C: ***Program Policies for HMGP-Hurricane Irene Elevation:***
- 5     ***1. Resolution Approving Administrative Guidelines and Policies***
- 6     ***2. Program Budget Ordinance***
- 7     ***3. Financial Management Resolution***
- 8     ***4. Elevation Contract Award Policy***
- 9     ***5. Local Economic Benefit for Low and Very Low Income Persons Plan***
- 10    ***6. Equal Employment and Procurement Policy***
- 11    ***7. Designation of Applicant’s Agent***
- 12 Exhibit D: ***CDBG – Contingency Revised Project Budget Ordinance***
- 13 Exhibit E: ***“Resolution Authorizing the Advertisement of an Offer to Lease Certain Surplus Real Property***
- 14 ***Located in or Near the Town of Swan Quarter, Hyde County, North Carolina”***

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

**Meeting Date:** February 3, 2014  
**Presenter:** Citizens  
**Attachment:** No

**ITEM TITLE:** PUBLIC COMMENTS

**SUMMARY:** 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.

**RECOMMEND:** Receive comments.

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

**Meeting Date:** February 3, 2014  
**Presenter:** Manager Bill Rich  
**Attachment:** Yes

**ITEM TITLE:** COMMISSIONER APPOINTMENT – FAIRFIELD DISTRICT 2

**SUMMARY:** Nominees for Commissioner representing Fairfield District 2 will be presented.

- a) Democratic Party
  - 1) Lora Mooney Byrd
  
- b) Republican Party
  - 1) Tim Whitfield
  - 2) Ben Simmons
  
- c) Independent
  - 1) Jamin Simmons

**RECOMMEND:** Appointment.

---

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

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

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

9010 Piney Woods Rd.  
Fairfield, NC 27826

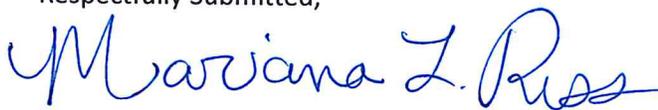
January 31, 2014

Barry Swindell, Chair  
Hyde County Board of Commissioners  
30 Oyster Creek Rd.  
PO Box 188  
Swan Quarter, NC 27885

Dear Mr. Swindell,

The Hyde County Democratic Executive Committee met January 30, 2014 and nominated Lora Mooney Byrd of 218 North Lake Rd. Fairfield, NC as the Hyde County Democratic Party's recommendation to fill the vacant seat previously held by H. Anson Byrd of the Fairfield Township.

Respectfully Submitted,



Marianna L. Russ, Chair  
Hyde County Democratic Party Executive Committee

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

**Meeting Date:** February 3, 2014  
**Presenter:** Manager Bill Rich  
**Attachment:** No

**ITEM TITLE:** APPOINTMENTS NEEDED

**SUMMARY:** Hyde County currently has vacancies on:

**1) BOARD OF COMMISSIONERS**

District 2 – Fairfield Township (to complete the term of Anson Byrd through December 2014). He was sworn in on December 3, 2012 to serve a (4) year term ending December 2016. Mr. Byrd passed away on January 7, 2014.

Mr. Byrd was a registered Democrat who ran for commissioner by petition and unaffiliated, therefore the Board can choose a candidate without regard to party. The person selected to fill the vacancy must be a resident of the Fairfield district and will serve until December 2014. Candidates will file notices of candidacy for election to the remaining two years of Mr. Byrd's term in February.

**2) EAST CAROLINA BEHAVIORAL HEALTH (ECBH) BOARD**

Commissioner Representative (to complete the term of Anson Byrd). Mr. Byrd was re-appointed on February 4, 2013. Commissioners may serve (3) terms. Terms are concurrent with terms as County Commissioners.

**3) ALBEMARLE COMMISSION BOARD**

Commissioner Representative (to complete the term of Anson Byrd) on the RPO (Rural Planning (Organization) and the TAC (Transportation Advisory Committee). Term expires January 2015.

**4) DEPARTMENT OF SOCIAL SERVICES (DSS) BOARD**

Commissioner Representative (to complete the term of Anson Byrd). Mr. Byrd was re-appointed on November 4, 2013. Terms are (3) years and appointees cannot serve more than (6) years.

**RECOMMEND:** Discussion and appointment.

---

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

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

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

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

**Meeting Date:** February 3, 2014  
**Presenter:** Manager Bill Rich  
**Attachment:** No

**ITEM TITLE:** APPOINTMENT NEEDED

**SUMMARY:** Hyde County currently has vacancies on:

**1) ALBEMARLE COMMISSION BOARD**

Janet Russ of Fairfield has volunteered to serve as the Albemarle Commission At-Large representative from Hyde County.

**RECOMMEND:** Appointment.

---

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

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

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

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

**Meeting Date:** February 3, 2014  
**Presenter:** Manager Bill Rich  
**Attachment:** Yes

**ITEM TITLE:** RESOLUTION OF RESPECT FOR HONORABLE  
HOOVER ANSON BYRD

**SUMMARY:** Manager Rich will present resolution honoring former  
Commissioner Byrd as presented to his family by the Hyde County  
Democratic Executive Committee.

**RECOMMEND:** Approve.

---

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

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

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

RESOLUTION OF RESPECT FOR HONORABLE HOOVER ANSON BYRD

WHEREAS, THE FAIRFIELD TOWNSHIP IS LOCATED ON THE NORTH SIDE OF THE PICTUREQUE, NATURAL WONDER OF LAKE MATTAMUSKEET, IN HYDE COUNTY AND THE GREAT STATE OF NORTH CAROLINA WAS PRIVILEGED TO HAVE THE HONORABLE HOOVER ANSON BYRD DULY ELECTED TO SERVE AS ITS COMMISSIONER ON THE BOARD OF COMMISSIONERS FOR THE HISTORIC COUNTY OF HYDE.

WHEREAS H. ANSON BYRD, LOVED THIS COUNTY AND ALL ITS NATURAL BEAUTY, RESOURCES & WAS GRANTED THE OPPORTUNITY TO LIVE HERE MOST OF HIS NATURAL LIFE.

WHEREAS H. ANSON BYRD, SERVED HYDE COUNTY AS AN ELECTED OFFICIAL FOR MORE THAN SIX YEARS UNSELFLESSLY THROUGHOUT THE GREAT STATE OF NORTH CAROLINA AND WITH THEIR OFFICIALS.

BE IT RESOLVED THAT HONORABLE H. ANSON BYRD REST IN PEACE TO A SERVITUDE OF HIGHER CALLING.

AND THEREFORE BE IT FURTHER RESOLVED THAT A RESOLUTION HONORING THE HONORABLE HOOVER ANSON BYRD BECOME A PART OF THE RECORDS OF THE HYDE COUNTY DEMOCRATIC PARTY AND A COPY PRESENTED TO HIS BELOVED FAMILY., THIS THE 30<sup>TH</sup> DAY OF JANUARY 2014.

RESPECTFULLY SUBMITTED

Marianna L. Russ, Chair



Hyde County Democratic Executive Committee

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

**Meeting Date:** February 3, 2014  
**Presenter:** Dr. Randolph Latimore  
**Attachment:** Yes

**ITEM TITLE:** **JOINT RESOLUTION BETWEEN HYDE COUNTY BOARD OF EDUCATION AND BOARD OF COMMISSIONERS REGARDING STATE BUDGET CUTS**

**SUMMARY:** Dr. Latimore will present Joint Resolution Between Hyde County Board of Education and Hyde County Board of Commissioners Regarding State Budget Cuts.

Copy of the Joint Resolution will be distributed at the Commissioners meeting.

**RECOMMEND:** Receive and approve.

---

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

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

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

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

**Meeting Date:** February 3, 2014  
**Presenter:** Manager Bill Rich  
**Attachment:** Yes

**ITEM TITLE:** RESOLUTION SUPPORTING HYDE COUNTY SCHOOL SYSTEM ENTERING INTO AN ENERGY SERVICES AGREEMENT WITH BRADY ENERGY SERVICES

**SUMMARY:** Manager Rich will present “Resolution Supporting Hyde County School System Entering Into An Energy Services Agreement With Brady Energy Services.”

Brady Energy Services performed Hyde K12 Facility Preliminary Analysis and has made energy saving recommendations.

Entering into this agreement will not cost Hyde County and the School System will save money once savings opportunities are implemented.

**RECOMMEND:** Receive report and approve.

---

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

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

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

# COUNTY OF HYDE

## Board of Commissioners

Barry Swindell, Chair  
Earl Pugh, Jr., Vice-chair  
Vacant  
John Fletcher  
Dick Tunnell

30 Oyster Creek Road  
PO Box 188  
SWAN QUARTER, NORTH CAROLINA  
252-926-4400  
252-926-3701 Fax

Bill Rich  
County Manager

Fred Holscher  
County Attorney

Lois Stotesberry, CMC, NCCCC  
Clerk to the Board



## **RESOLUTION SUPPORTING HYDE COUNTY SCHOOL SYSTEM ENTERING INTO AN ENERGY SERVICES AGREEMENT WITH BRADY ENERGY SERVICES**

**WHEREAS**, the Hyde County Board of Commissioners is aware of the high operating costs for the Hyde County School System; and

**WHEREAS**, Brady Energy Services has performed preliminary analysis of the Hyde K12 Facility and made energy saving recommendations to the county school system; and

**WHEREAS**, the Hyde County School System wishes to implement the energy saving recommendations and the money saving opportunity presented by Brady Energy Services; and,

**NOW THEREFORE, BE IT RESOLVED** that the Hyde County Board of Commissioners support Hyde County School System entering into an energy services agreement with Brady Energy Services.

Adopted this the 3<sup>rd</sup> day of February 2014, in Hyde County, North Carolina.

ATTEST: \_\_\_\_\_  
Lois Stotesberry, Clerk to the Board

\_\_\_\_\_  
Barry Swindell, Chairman

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

**Meeting Date:** February 3, 2014  
**Presenter:** Kris Noble  
**Attachment:** Yes

**ITEM TITLE:** RESOLUTION STATING THE INTENT OF THE COUNTY OF HYDE TO LEASE CERTAIN SURPLUS REAL PROPERTY LOCATED IN OR NEAR THE TOWN OF SWAN QUARTER, HYDE COUNTY, NORTH CAROLINA

**SUMMARY:**

The Hyde County Board of Commissioners voted in November 2013 to renew the current lease for the tower and ground space on which the US Cellular tower is located in Swan Quarter pending proper procurement procedures per N.C. General Statutes. North Carolina General Statute § 160A-272(b) authorizes a county to lease real property that it owns for more than ten (10) years so long as such leases are "... treated as a sale of property ...” and so long as such leases are "... executed by following any of the procedures authorized for the sale of real property.” North Carolina General Statute § 160A-269 authorizes a county to sell real property it owns through a negotiated offer, advertisement, and upset bid process. At the January 6, 2014 Board of Commissioners Meeting, the Board voted to adopt the first resolution Authorizing the Advertisement of an Offer to Lease Certain Surplus Real Property Located in or Near the Town of Swan Quarter, Hyde County, North Carolina. The County of Hyde (County) has received a proposed Second Amendment to an existing Tower and Ground Lease for space located on said tower as described in the Tower and Ground Lease dated October 23, 1998. This Second Amendment would cover a period in excess of ten (10) years.

The attached Resolution Stating the Intent of the County of Hyde to Lease Certain Surplus Real Property Located in or Near the Town of Swan Quarter, Hyde County, North Carolina, if adopted by the Board will complete the bid process. After adoption of this second Resolution, the Amendment to the lease can be signed by the Board Chair.

**RECOMMEND:** Approve Resolution Stating the Intent of the County of Hyde to Lease Certain Surplus Real Property Located in or Near the Town of Swan Quarter, Hyde County, North Carolina and authorize Board Chair to sign the Second Amendment to the Lease.

---

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

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

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

**RESOLUTION STATING THE INTENT OF THE COUNTY OF HYDE  
TO LEASE CERTAIN SURPLUS REAL PROPERTY  
LOCATED IN OR NEAR THE TOWN OF SWAN QUARTER, HYDE COUNTY, NORTH  
CAROLINA.**

**WHEREAS**, North Carolina General Statute § 160A-272(b) authorizes a County to lease real property that it owns for more than ten (10) years so long as such leases are "... treated as a sale of property ..." and so long as such leases are "... executed by following any of the procedures authorized for the sale of real property."

**WHEREAS**, North Carolina General Statute § 160A-269 authorizes a County to sell real property it owns through a negotiated offer, advertisement, and upset bid process.

**WHEREAS**, said negotiated offer, advertisement, and upset bid process as outlined and set forth in North Carolina General Statute § 160A-269 has been followed for a proposed Second Amendment to Tower and Ground Space Lease for for certain space leased on the Tower and certain ground space adjacent to said Tower containing 273 square feet to accommodate various antennas, including certain easements, (collectively, "Lease") to accommodate a cellular common carrier mobile radio base station operation located in or near the Town of Swan Quarter, Hyde County, North Carolina.

**WHEREAS**, said real property was previously declared by the County Commissioners to be surplus to the needs of the County for the period contemplated by the Lease.

**WHEREAS**, the required notice for the upset bid process was advertised in the Coastland Times. The notice described the property to be leased, set out the amount and terms of the original Lease and specified the requirements for the submission of a qualifying upset Offer to Lease.

**WHEREAS**, the upset bid process having concluded, the final, highest qualifying Offer to Lease is now being reported to County Commissioners for their consideration.

**NOW THEREFORE BE IT RESOLVED:** The final, highest qualifying Offer to Lease containing an \_\_\_\_\_ is hereby accepted by the County of Hyde. The County Commissioners retain final approval, and must approve and authorize the execution, of the resulting Second Amendment to Tower and Ground Space Lease for said real property, including any portion thereof.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Barry Swindell,  
Chair Hyde County Board of Commissioners

Attest:

\_\_\_\_\_  
Lois Stotesberry,  
County Clerk

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

**Meeting Date:** February 3, 2014  
**Presenter:** Manager Bill Rich  
**Attachment:** Yes

**ITEM TITLE:** JOINT RESOLUTION WITH SOUTHERN ALBEMARLE  
ASSOCIATION REQUESTING ADDITIONAL FERRY RUNS

**SUMMARY:** Hyde County in concert with the Southern Albemarle Association resolves to request NCDOT look into the possibility of an additional ferry to run from Swan Quarter to Ocracoke and from Ocracoke to Swan Quarter.

**RECOMMEND:** Approve.

---

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

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

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

# COUNTY OF HYDE

## Board of Commissioners

Barry Swindell, Chair  
Earl Pugh, Jr., Vice-chair  
Vacant  
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 Stotesberry, CMC, NCCCC  
Clerk to the Board



February 3, 2014

Jed Dixon, Deputy Director  
NCDMF Ferry Division  
113 Arendell St., Rm. 120  
Morehead City, NC 28557

RE: Letter of Resolution to Join With Southern Albemarle Association in Request For  
Additional Ferry Runs

Dear Jed:

Southern Albemarle Association in concert with Hyde County Commissioners request NCDOT look into the possibility of an additional ferry to run from Swan Quarter to Ocracoke and from Ocracoke to Swan Quarter.

This will allow additional and much needed access between the mainland and Island and the Island and the mainland and be more in keeping with demand and the current Cedar Island and Ocracoke schedule.

Thank you for consideration of this request.

Sincerely,

Barry Swindell, Chairman  
Board of Commissioners

cc: County Commissioners

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

**Meeting Date:** February 3, 2014  
**Presenter:** Manager Bill Rich  
**Attachment:** Yes

**ITEM TITLE:** PROCLAMATION – TEEN DATING VIOLENCE  
AWARENESS MONTH

**SUMMARY:** Dating violence awareness and prevention month provides an excellent opportunity for citizens to learn more about preventing dating violence and shows support for the numerous organizations and individuals who provide critical advocacy, services and assistance to victims.

**RECOMMEND:** Approve.

---

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

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

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

TEEN DATING VIOLENCE PREVENTION AND AWARENESS MONTH 2014  
BY THE CHAIRMAN OF THE BOARD OF COMMISSIONERS  
COUNTY OF HYDE IN THE STATE OF NORTH CAROLINA  
A PROCLAMATION

WHEREAS, dating violence is a pattern of behavior involving the use or attempted use of physical, sexual, verbal, emotional, financial, technological, or other abusive behavior by a person to harm, coerce, control, threaten, intimidate, harass, isolate, restrain or monitor another person with whom they have or have had a social relationship involving a physical, sexual, or emotional component; and

WHEREAS, one in three females in the United States will experience physical, emotional or verbal abuse from a dating partner by the time she graduates high school; and

WHEREAS, despite high numbers of reports of dating violence, two-thirds of young victims never report being abused; and

WHEREAS, more than three-quarters of parents do not think teen dating violence is an issue, or do not know if it is one, and many youth service providers and educators remain untrained to recognize and respond to teen dating violence; and

WHEREAS, abusive partners often extend sexual harassment and coercion, verbal harassment and stalking into electronic media, such as texting, email, instant messaging and social networking sites; and

WHEREAS, the impact of dating violence can be devastating; young victims of dating violence are more likely to report sexually transmitted infections, to suffer from depression, to display disordered eating behaviors, to contemplate suicide, to become pregnant, to abuse alcohol, and to abuse illegal and prescription drugs; and

WHEREAS, victims of teen dating violence are more likely to do poorly in school, and are more susceptible to repeated academic absence and dropout; and

WHEREAS, the County of Hyde recognizes that dating violence can be prevented by providing young people with education about building healthy relationships, the tools to recognize signs of abuse and where to seek help, as well as by creating safe environments for discussion, changing attitudes that support violence, and training educators and youth service providers to respond to this issue; and

WHEREAS, Teen Dating Violence Prevention and Awareness Month provides an excellent opportunity for all citizens to learn about preventing dating violence, and to show support for the numerous organizations and individuals who provide critical advocacy, services, and support to young victims;

NOW, THEREFORE, I, \_\_\_\_\_, Chairman of the Board of Commissioners of the County of Hyde, North Carolina, do hereby proclaim February 2014, as "TEEN DATING VIOLENCE PREVENTION AND AWARENESS MONTH", and commend its observance to all citizens.

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

**Meeting Date:** February 3, 2014  
**Presenter:** Sterling Baker, PE  
**Attachment:** Yes

**ITEM TITLE:** NCDOT – BRIDGE #79 IN ENGELHARD

**SUMMARY:** Sterling Baker, PE, NCDOT will present plans on how to handle Bridge #79 in Engelhard.

Public Hearing will be conducted at a later date.

**RECOMMEND:** Receive report.

---

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

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

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





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

**Meeting Date:** February 3, 2014  
**Presenter:** Lee Padrick, Chief Planner, Division of Community Assistance  
**Attachment:** No

**ITEM TITLE:** Hyde County Economic Development Strategic Plan Update

**SUMMARY:**

Lee Padrick, Chief Planner for the Northeastern Regional Office of the NC Department of Commerce's Division of Community Assistance will give a presentation outlining his plan for updating Hyde's Economic Development Strategic Plan.

**RECOMMEND:** Listen, ask questions, give input.

---

Motion Made By:  Barry Swindell  
 Dick Tunnell  
 Vacant  
 John Fletcher  
 Earl Push, Jr.

Motion Seconded By:  Barry Swindell  
 Dick Tunnell  
 Vacant  
 John Fletcher  
 Earl Push, Jr.

Vote:  Barry Swindell  
 Dick Tunnell  
 Vacant  
 John Fletcher  
 Earl Push, Jr.

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

**Meeting Date:** February 3, 2014  
**Presenter:** Travis Burke  
**Attachment:** No

**ITEM TITLE:** AGRICULTURE EXTENSION ANNOUNCEMENT

**SUMMARY:** Cooperative Extension, Northeast District Director Travis Burke will announce the new Hyde County Extension Director.

**RECOMMEND:** Approve.

---

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

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

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

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

**Meeting Date:** February 3, 2014  
**Presenter:** Meredith Nicholson  
**Attachment:** Yes

**ITEM TITLE:** ABC BOARD FINANCIAL REPORT

**SUMMARY:** Meredith Nicholson, Chairman, Hyde County ABC Board will present Profit & Loss reports for the month of December 2013 and for July through December, 2013.

**RECOMMEND:** Receive report.

---

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

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

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

3:17 PM  
01/27/14  
Accrual Basis

Hyde County Board of Alcohol Control  
Profit & Loss  
December 2013

	Administration	Ocracoke	Swan Quarter	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 - Sales				
4001 - Liquor Sales - Swan Quarter	0.00	0.00	20,089.48	20,089.48
4002 - Liquor Sales - Ocracoke	0.00	15,712.00	0.00	15,712.00
4005 - Mixed Beverage - Swan Quarter	0.00	0.00	1,669.13	1,669.13
4006 - Mixed Beverage - Ocracoke	0.00	3,761.55	0.00	3,761.55
<b>Total 4000 - Sales</b>	<b>0.00</b>	<b>19,473.55</b>	<b>21,738.59</b>	<b>41,212.14</b>
4020 - Deduct Taxes on Gross Sale				
4021 - State Excise Tax	0.00	-4,488.90	-4,989.10	-9,458.00
4022 - Rehabilitation Tax County	0.00	-54.60	-60.95	-115.55
4024 - Mixed Beverage Tax - NCDHHS	0.00	-22.72	-25.37	-48.09
<b>Total 4020 - Deduct Taxes on Gross Sale</b>	<b>0.00</b>	<b>-4,546.22</b>	<b>-5,075.42</b>	<b>-9,621.84</b>
<b>Total Income</b>	<b>0.00</b>	<b>14,927.33</b>	<b>16,663.17</b>	<b>31,590.50</b>
<b>Cost of Goods Sold</b>				
5000 - Cost of Goods Sold				
5001 - Cost of Liquor	0.00	10,721.05	12,526.15	23,248.20
5002 - Ballment	0.00	133.06	148.54	281.60
5003 - Surcharge	0.00	86.53	74.27	140.80
<b>Total 5000 - Cost of Goods Sold</b>	<b>0.00</b>	<b>10,920.64</b>	<b>12,750.96</b>	<b>23,671.60</b>
51800 - Merchant Account Fees	0.00	342.32	148.83	491.15
<b>Total COGS</b>	<b>0.00</b>	<b>11,262.96</b>	<b>12,899.79</b>	<b>24,162.75</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>3,664.37</b>	<b>3,763.38</b>	<b>7,427.75</b>
<b>Expense</b>				
6000 - General Expenses				
6001 - Salary Wages	2,307.70	0.00	0.00	2,307.70
6003 - Hourly Wages	1,206.33	2,041.00	515.00	3,762.33
6005 - Payroll Tax Expenses				
66001 - FICA Expense	1,269.81	158.14	39.40	1,467.35
66003 - NC Unemployment Tax	23.47	1.04	6.18	30.69
<b>Total 6005 - Payroll Tax Expenses</b>	<b>1,293.28</b>	<b>157.18</b>	<b>45.58</b>	<b>1,496.04</b>
6006 - ABC Board Compensation	750.00	0.00	0.00	750.00
6030 - Employer Matching Pension	183.16	138.29	0.00	321.45
6050 - Alarm services	0.00	0.00	48.04	48.04
6060 - Rent	0.00	500.00	280.00	780.00
7090 - Telephones	0.00	143.81	143.82	287.63
7110 - Equipment Repairs Maintenance	0.00	0.00	6.29	6.29
7125 - Supplies				
7130 - Store Supplies	0.00	41.63	57.77	99.40
7140 - Office Supplies	0.00	70.96	0.00	70.96
<b>Total 7125 - Supplies</b>	<b>0.00</b>	<b>112.59</b>	<b>57.77</b>	<b>170.36</b>
7180 - Postage	12.22	0.00	9.20	21.42
7181 - Contract Labor	0.00	45.00	0.00	45.00
7210 - Utilities Services				
7120 - Electric Service	0.00	0.00	128.00	128.00
7210 - Utilities Services - Other	0.00	0.00	32.00	32.00
<b>Total 7210 - Utilities Services</b>	<b>0.00</b>	<b>0.00</b>	<b>158.00</b>	<b>158.00</b>
<b>Total 6000 - General Expenses</b>	<b>5,732.69</b>	<b>3,137.87</b>	<b>1,263.70</b>	<b>10,134.26</b>
60200 - Automobile Expense	103.50	0.00	0.00	103.50
60400 - Bank Service Charges	65.00	0.00	0.00	65.00
61700 - Computer and Internet Expenses	489.99	0.00	0.00	489.99
63300 - Insurance Expense	883.16	0.00	0.00	883.16
63400 - Interest Expense	47.44	0.00	0.00	47.44
<b>Total Expense</b>	<b>7,421.78</b>	<b>3,137.87</b>	<b>1,263.70</b>	<b>11,823.35</b>
<b>Net Ordinary Income</b>	<b>-7,421.78</b>	<b>526.50</b>	<b>2,499.69</b>	<b>-4,395.60</b>

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01/27/14  
Accrual Basis

Hyde County Board of Alcohol Control  
Profit & Loss  
December 2013

	Administration	Ocracoke	Swan Quarter	TOTAL
Other Income/Expense				
Other Expense				
7000 - Other Expenses				
7001 - Administration Allocated	-7,421.78	3,707.92	3,713.86	0.00
7010 - Cash Short - Swan Quarter	0.00	0.00	-8.10	-8.10
Total 7000 - Other Expenses	-7,421.78	3,707.92	3,707.76	-8.10
Total Other Expense	-7,421.78	3,707.92	3,707.76	-8.10
Net Other Income	7,421.78	-3,707.92	-3,707.76	6.10
Net Income	0.00	-3,181.42	-1,208.08	-4,389.50

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Accrual Basis

**Hyde County Board of Alcohol Control**  
**Profit & Loss**  
 July through December 2013

	Administration	Ocracoke	Swan Quarter	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 - Sales				
4001 - Liquor Sales - Swan Quarter	0.00	0.00	93,899.66	93,899.66
4002 - Liquor Sales - Ocracoke	0.00	179,734.88	0.00	179,734.88
4005 - Mixed Beverage - Swan Quarter	0.00	0.00	6,106.48	6,106.48
4008 - Mixed Beverage - Ocracoke	0.00	98,747.96	0.00	98,747.96
<b>Total 4000 - Sales</b>	<b>0.00</b>	<b>278,482.84</b>	<b>100,006.14</b>	<b>378,488.98</b>
4020 - Deduct Taxes on Gross Sale				
4021 - State Excise Tax	0.00	-88,751.40	-22,689.60	-89,441.00
4022 - Rehabilitation Tax County	0.00	-762.65	-266.54	-1,029.19
4024 - Mixed Beverage Tax - NCDHHS	0.00	-738.84	-199.81	-938.65
<b>Total 4020 - Deduct Taxes on Gross Sale</b>	<b>0.00</b>	<b>-68,252.89</b>	<b>-23,155.95</b>	<b>-91,408.84</b>
<b>Total Income</b>	<b>0.00</b>	<b>210,229.95</b>	<b>76,850.19</b>	<b>287,080.14</b>
<b>Cost of Goods Sold</b>				
5000 - Cost of Goods Sold				
5001 - Cost of Liquor	0.00	140,186.30	49,493.09	189,679.39
5002 - Ballment	0.00	1,179.95	508.06	1,688.00
5003 - Surcharge	0.00	591.28	254.32	845.60
<b>Total 5000 - Cost of Goods Sold</b>	<b>0.00</b>	<b>141,869.53</b>	<b>50,255.46</b>	<b>192,124.99</b>
51800 - Merchant Account Fees	0.00	3,908.65	1,374.79	5,283.44
<b>Total COGS</b>	<b>0.00</b>	<b>145,668.18</b>	<b>51,630.25</b>	<b>197,498.43</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>64,361.77</b>	<b>25,219.94</b>	<b>89,581.71</b>
<b>Expense</b>				
6000 - General Expenses				
6001 - Salary Wages	21,230.81	0.00	0.00	21,230.81
6003 - Hourly Wages	11,561.67	13,234.00	4,627.63	29,423.50
6005 - Payroll Tax Expenses				
66001 - FICA Expense	3,679.96	873.57	354.02	5,007.55
66002 - FUTA Expense	-7.46	2.78	4.70	0.00
66003 - NC Unemployment Tax	8,250.35	135.36	55.53	6,441.24
6005 - Payroll Tax Expenses - Other	1,829.45	0.00	0.00	1,829.45
<b>Total 6005 - Payroll Tax Expenses</b>	<b>11,762.30</b>	<b>1,111.69</b>	<b>414.25</b>	<b>13,278.24</b>
6006 - ABC Board Compensation	3,450.00	0.00	0.00	3,450.00
6020 - Insurance-General(R&W)	648.80	0.00	0.00	648.80
6030 - Employer Matching Pension	897.37	862.38	163.15	1,922.91
6040 - Legal & Accounting Fees	7,000.00	0.00	0.00	7,000.00
6050 - Alarm services	0.00	0.00	288.24	288.24
6060 - Rent	0.00	3,000.00	1,680.00	4,680.00
66000 - Payroll Tax Expenses	13.05	0.00	0.00	13.05
7090 - Telephone	0.00	857.46	848.71	1,706.17
7110 - Equipment Repairs Maintenance	0.00	0.00	6.29	6.29
7125 - Supplies				
7130 - Store Supplies	0.00	173.36	254.89	428.35
7140 - Office Supplies	172.48	213.67	330.39	718.74
<b>Total 7125 - Supplies</b>	<b>172.48</b>	<b>387.23</b>	<b>585.38</b>	<b>1,145.09</b>
7150 - Travel	421.22	908.51	0.00	1,329.73
7160 - Delivery	183.31	75.00	0.00	258.31
7170 - Pest Control	0.00	0.00	102.00	102.00
7180 - Postage	38.17	46.00	55.20	139.37
7161 - Contract Labor	44.00	385.00	295.00	724.00
7210 - Utilities Services				
7120 - Electric Service	0.00	0.00	1,078.00	1,078.00
7210 - Utilities Services - Other	0.00	0.00	-224.33	-224.33
<b>Total 7210 - Utilities Services</b>	<b>0.00</b>	<b>0.00</b>	<b>1,302.33</b>	<b>1,302.33</b>
<b>Total 6000 - General Expenses</b>	<b>57,411.18</b>	<b>20,865.28</b>	<b>10,366.38</b>	<b>88,644.84</b>
60200 - Automobile Expense	103.50	0.00	0.00	103.50
60400 - Bank Service Charges	230.60	35.00	35.00	300.60
61700 - Computer and Internet Expenses	772.24	183.17	756.40	1,711.81
63300 - Insurance Expense	1,820.43	0.00	0.00	1,820.43
63400 - Interest Expense	391.68	0.00	53.67	445.35
66700 - Continuing Education	125.00	0.00	0.00	125.00
68900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.00
69800 - Uncategorized Expenses	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>60,854.64</b>	<b>21,083.45</b>	<b>11,213.65</b>	<b>93,151.74</b>
<b>Net Ordinary Income</b>	<b>-60,854.64</b>	<b>43,278.32</b>	<b>14,006.29</b>	<b>-3,570.03</b>

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01/27/14

Accrual Basis

Hyde County Board of Alcohol Control  
Profit & Loss  
July through December 2013

	Administration	Ocracoke	Swan Quarter	TOTAL
Other Income/Expense				
Other Expense				
7000 - Other Expenses				
7001 - Administration Allocated	-61,961.60	45,213.41	16,748.39	0.00
7010 - Cash Short - Swan Quarter	0.00	0.00	-6.09	-6.09
7020 - Cash Short - Ocracoke	0.00	-0.60	0.00	-0.60
9000 - Penalties	1,107.16	0.00	0.00	1,107.16
Total 7000 - Other Expenses	-60,854.64	45,212.81	16,742.30	1,100.47
Total Other Expense	-60,854.64	45,212.81	16,742.30	1,100.47
Net Other Income	60,854.64	-45,212.81	-16,742.30	-1,100.47
Net Income	0.00	-1,934.49	-2,736.01	-4,670.80

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

**Meeting Date:** February 3, 2014  
**Presenter:** Kris Noble  
**Attachment:** Yes.

**ITEM TITLE:** Graceful Bakery Revolving Loan Application

**SUMMARY:**

Graceful Bakery is looking to borrow \$15,000.00 from the Hyde County Revolving Loan Fund. The business will be an Ocracoke-based business that plans to take over the Corner Crepe, an existing food trailer located at 110 Back Road, Ocracoke, NC. Graceful Bakery will offer Ocracoke Island's residents and visitors fresh, wholesome artisan breads, sweet and savory crepes, cookies, and other value-added prepared food for breakfast and lunch, using the finest ingredients and extremely friendly service. Graceful Bakery will employ one (1) full-time low to moderate income person residing in Ocracoke.

The Hyde County Revolving Loan Committee will meet on Monday, February 3, 2014 at 10 a.m. in the Government Center, Swan Quarter to review the full application and make a recommendation to the Board of Commissioners. The Presenter will report the RLF's recommendation to the Board of Commissioners at the time of presentation.

**RECOMMEND:** APPROVE THE RECOMMENDATION OF THE REVOLVING LOAN COMMITTEE.

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

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

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

HYDE COUNTY  
NORTH CAROLINA

ECONOMIC DEVELOPMENT  
REVOLVING LOAN FUND

Graceful Bakery

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	Attachments	
	A. Equipment and Supplies Invested by Owner	
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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.

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

<b>1. APPLICANT</b>  a. Name: Graceful Bakery  b. Street/P.O. Box: 110 Back Road  c. City: Ocracoke  d. Zip Code: 27960  e. Contact Person: Lauren Strohl  f. Telephone No.: 614.419.9681		
<b>2. Project Number</b>	<b>3. Project Name</b>	<b>4. RLF Funds Requested</b>
	<b>Bakery- breads and pastries</b>	<b>\$15,000</b>
<b>5. CERTIFICATION</b>		<b>b. Typed Name and Title of Authorized Representative</b>
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.		Lauren Strohl, owner
		<b>c. Signature</b>
		<b>d. Date</b> January 26, 2014
<b>FOR HYDE COUNTY USE ONLY</b>		
<b>6. Date Received</b>	<b>8. Action Taken</b>	<b>9. Amount Funded:</b>
_____	_____ Funded _____ Not Funded _____ Withdrawn	\$ _____
<b>7. Application Number</b>		
_____		

PROJECT DESCRIPTION FORM

1. Name of Applicant: Graceful Bakery

2. Application Date: January 27, 2014

3. Project Name: Graceful Bakery

4. Description:

a. Briefly describe the new business (products/services offered, basic project goals and objectives):

Graceful Bakery will offer Ocracoke's locals and visitors fresh, wholesome, artisan breads, sweet and savory crepes, cookies, and other value-added prepared food for breakfast and lunch, using the finest ingredients and extremely friendly service. The goal and objective is to serve the community and to be profitable.

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b. Proposed location of new business (include location map(s)):

Graceful Bakery will be located at 110 Back Road, Ocracoke, NC, 27960 on .25 acres. It will

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take over the existing food operation food trailer, known as the Corner Crepe, at this location.

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c. Number, size, and general description of any new buildings to be constructed (include site map and plans, if available):

N/A

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d. Size of any parcel(s) of land to be acquired (include survey map):

A monthly lease to landowner that food trailer is located on includes approximately .25 acres.

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e. Describe any existing buildings to be demolished or abandoned:

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N/A

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- f. Describe any improvements to be made to existing buildings(s):

Improvements to existing food trailer include- oven installation, overall cleaning, additional gas tank hookup.

- g. How many full-time equivalent jobs will be created by the new business during the two-year period? 1 full-time job

How many for residents of Hyde County? 1

How many for low and moderate income individuals? 1

- 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.

RLF will be used for purchase of the food trailer, acquisition of baking equipment, fees for starting a business, contribution to monthly expenses in start-up phase of business, including utilities, supplies, and ingredients.

- i. How are road transportation and water and electric service to be supplied to the site?

Graceful Bakery is located on the busy corner of Back Road next to a parking lot, water is supplied from the neighboring restaurant on the property, and there is an electric hook up specifically for the food trailer.

- j. How will sewage disposal be accomplished?

N/A- there are no restroom facilities. Grey water will be disposed of appropriately based on

Health Department standards.

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PROJECT SOURCE AND USE FORM

1.	Name of Applicant: Graceful Bakery		
2.	Project Name: Bakery		
3.	Source of Project Funds: RLF Funds Requested: <u>\$15,000</u> RLF Project Resources		
	Other:	Source A.	<u>\$15,000</u>
	B. Personal _____	Source B.	<u>\$10,000</u>
	C. _____	Source C.	<u>\$</u>
	D. _____	Source D.	<u>\$</u>
	E. _____	Source E.	<u>\$</u>
	F. _____	Source F.	<u>\$</u>
4.	TOTAL PROJECT RESOURCES		<u>\$25,000</u>

Use of Funds <small>(List major expenses separately)</small>	Source A	Source B	Source C	Source D	Source E	Source F	Total Cost
<b>a. Acquisition</b>							
(1) Food Trailer	\$8,000						\$8,000
(2)							
<b>b. Water</b>							
<b>c. Sewer</b>							
<b>d. Construction/ Rehabilitation</b>		\$1,000					\$1,000
<b>e. Working Capital</b>							
(1) Raw Materials	\$4,000	\$2,000					\$6,000
(2)							
(3)							
<b>f. Machinery/ Equipment</b>							
(1) Deck Oven		\$5,000					\$5,000
(2) Large Mixer		\$1,000					\$1,000
(3) Other Equipment		\$1,000					\$1,000
(4)							
<b>g. Site Improvements</b>	\$1,000						\$1,000
<b>h. (1) Oven Installment</b>							
(2) Monthly Rent	\$2,000						\$2,000
<b>i. TOTAL</b>	\$15,000	\$10,000					\$25,000

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.
- b. Create a minimum of 1 jobs with 1 for low and moderate income persons, and 1 for persons residing in Hyde County, and obtain the level of jobs indicated above by 04/01/2014.
- c. Secure funding for the project from the following sources, in the specified amounts:
  - 1. RLF loan- \$15,000 for food trailer acquisition, site improvements, and purchase of raw materials
  - 2. Personal Funds- \$10,000 for rehabilitation, machinery/equipment, raw materials
  - 3.
  - 4.
- d. Provide Hyde County with quarterly income statements and balance sheets throughout a two-year period following the loan award.
- e. Begin project activities only following execution of a legally binding commitment and grant agreement and the release of other conditions, if any, placed on the grant by Hyde County.
- f. Complete project activities by no later than 04/01/2014.

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 01/27/2014 Title Owner

Name of Business Graceful Bakery

## PROJECT NEEDS FORM

1. Name of Applicant: Graceful Bakery
2. Project Name: Bakery
3. 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.

Graceful Bakery will result in a minimum of 1 full-time job which will include baking and

serving customers. The potential for the creation of additional jobs is high because of the

expected demand and eventually 1 full-time job will be enough to accommodate baking, and

an additional full-time job will be for serving customers.

4. 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.

**\*\*Letter of intent and Lease already turned in\*\***

--Construction/Rehabilitation – Attach listing of components (HVAC, plumbing, electrical, etc.) with architect/engineer's estimate or quote from contractor.

**\*\*N/A- all utilities ready for hookup\*\***

--Site Improvements – Attach listing of components (grading, drainage, paving, etc.) with engineer's estimates or quotes from contractor.

**\*\*Oven installment- \$1,000\*\***

--Machinery and Equipment – Attach detailed listing of items, with price quotes from suppliers. **\*\*Equipment List already turned in\*\***

--Public or On-Site Water and Sewer – Attach detailed listing of components and sizes, with engineer's estimates.

**\*\*Water hookup from existing restaurant building on location\*\***

--Working Capital Expenditures – Attach detailed listing of startup/operating costs. **\*\*Income/Expense Plan already turned in\*\***

5. Verification of RLF Need

(a) Loan Amount: \$15,000 \_\_\_\_\_

(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):

Food Trailer  
Double deck gas oven from Blodgett  
Kitchen Aid Mixer  
Kitchen Aid Food Processor  
NSF Fridge

PROJECT FEASIBILITY FORM

1. Name of applicant: Graceful Bakery

2. Project Name: Bakery

A. BUSINESS PLAN

1. Name of Existing Business: Graceful Bakery

Name of Proposed Business: Graceful Bakery

2. Legal Status:

- Partnership
- Proprietorship
- Cooperative
- Corporation
- Other (Specify):

3. Business Ownership and Management (include addresses and phone numbers):

Lauren Strohl, Owner 614.419.9681 P.O. Box 1544, Ocracoke, NC, 27960

Joseph Ramunni, Management 330.402.0072 P.O. Box 1544, Ocracoke, NC, 27960

4. Other Business Affiliations of Proposed Owners (if any):

a. Name of Business: \_\_\_\_\_

b. Name of Owner or Manager Involved: \_\_\_\_\_

c. Position in this Business: \_\_\_\_\_

d. Relationship Between this Business and RLF Project Business:

\_\_\_\_\_  
\_\_\_\_\_

## 5. Product Line or Service

### a. Range of Products or Services:

Graceful Bakery will offer fresh, wholesome, artisan breads, sweet and savory crepes, cookies, and other value-added prepared food for breakfast and lunch using as many quality, locally-sourced ingredients and supplies as possible. Coffee, natural juice, and bottled water will also be offered. Customer service will be friendly and efficient. Graceful Bakery will own the entire market for artisan bread on Ocracoke.

## 6. Market Information

### a. Geographic Market Area:

Graceful Bakery will serve the Ocracoke Island, which has a population of approximately 1,000 people. During the summer season, Graceful Bakery will serve a much greater population of approximately 7,000 due to tourists visiting the island.

### b. Major Customers:

During the summer season, Graceful Bakery will see a significant increase in customers in the form of tourism, with the population reaching approximately 7,000. Other potentially new customers include residents who live across the sound, or on the mainland of North Carolina. Graceful Bakery will hope to serve all of Hyde County someday.

### c. Market Characteristics:

Ocracoke Island is a seasonal place. The summer season is from about Easter until October. The slow season, or winter season, is from about November to March. During the summer season, there are more people on the island due to tourism.

### d. Competition:

Graceful Bakery will own the market for fresh, wholesome, artisan breads and for crepes. Competition may include the Ocracoke Coffee Company, a quality business specializing in hot and cold drinks, and pastries. Ocracoke Coffee Company offers bagels and muffins.

## 7. Marketing and Distribution:

Graceful Bakery will market its' products through word of mouth, through eye-catching signs in busy places in the community (post office, Variety Store, etc.), through a beautiful sign on the trailer itself, through recommendations from the Realty Office, through press in the Ocracoke Current. Graceful Bakery will target the entire population of Ocracoke Island, and

tourists who come to visit. Everyone and anyone can enjoy a fresh, artisan loaf of bread at their table.

8. Cost Effectiveness:

Graceful Bakery will have a very low overhead cost due to its' small operating space- the food trailer. There will be no costs for customer tables, customer restrooms, or employees to serve tables. It will be a straightforward and efficient business. The ingredients and supplies purchased will go directly into the making of the products, which will be sold through the Graceful Bakery window- from the baker to the customer.

9. Project Innovation/New Technology:

Marketing technology will include press in the online newspaper the Ocracoke Current, Facebook, and promotional emails. Customers will have a phone number to call to put in orders and/or requests for Graceful Bakery.

10. Employee Benefits:

Graceful Bakery will offer On-the-Job Training.

Graceful Bakery hopes to offer insurance and benefits someday.

Graceful Bakery would consider Hiring the Handicapped.

Graceful Bakery will provide a clean, efficient, productive, safe, and fun environment to work in.

## B. 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.

  N/A   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.)

  x   Conventional and Requested Projected Income Statement Forms, with notes. Two full years from first RLF principal payment should be provided.

  x   Conventional and Requested Projected Cash Flow Statement Forms, with notes. Two full years from first RLF principal payment should be provided.

  x   Resumes of key management, providing a detailed description of their business experience and training.

  x   Personal financial statements from the firm's principals (or Form 1040's for past three years with statement of net worth).

  x   Marketing information and other documentation to support financial projections.

  x   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.

**\*\*Personal Financial Information provided\*\***

3. Summary of Financial Projections and Definition of Requested Loan Terms:

**\*\*Documentation of Sales Projections, Documentation of Operation Costs, Ability to Service Debts, and Working Capital already presented in Income/Expense Plan\*\***

## C. EMPLOYMENT FEASIBILITY

- a. Total number of jobs to be created:

Full-time   1

Part-time \_\_\_\_\_

Seasonal \_\_\_\_\_

- b. Explain the method used to arrive at the number of jobs to be created  
Graceful Bakery will provide at least 1 full-time job to myself, the Owner and Baker. The potential for the creation for more jobs is very high, particularly part-time and seasonal jobs. As the needs of the business adjust and expand, Graceful Bakery would like to create more jobs.

### PROJECT FEASIBILITY FORM

<b>3. JOB INFORMATION AND EMPLOMENT SCHEDULE --</b>															
a. Job Title/ Classification	b. Hourly Wage	c. Number of Jobs Created			d. Number of LMI Jobs			e. Employment Schedule for All Jobs (By Quarter)							
		FT	PT	S	FT	PT	S	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Baker	\$8	1						1	1	1	1	1	1	1	1
<b>TOTALS</b>	\$8							1	1	1	1	1	1	1	1

**Legend: FT – Full Time; PT – Part-Time; S - Seasonal (See application instructions)**

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

1. Name of Applicant: Graceful Bakery
2. Original, dated: Original, submitted February 3, 2014  
Amendment, date: \_\_\_\_\_
3. Project Name: Bakery
4. Implementation Date: March 3, 2014

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																								
Engineering Design/ Planning	X																							
Site Improvements			X	X																				
Building Construction/ Renovation	X																							
Public Facilities Construction	X																							
Hiring New Employees																								
Training																								
Working Capital Expenditure										X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Machinery and Equipment Purchases																								
Raw Materials Purchased	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Purchase of Food Trailer	X																							

**BUSINESS DEBT SCHEDULE FORM**

<b>CREDITOR NAME</b>	<b>Original Loan Amount</b>	<b>Origination Date</b>	<b>Present Balance</b>	<b>Interest Rate</b>	<b>Maturity Date</b>	<b>Monthly Payment</b>	<b>Security</b>
<b>A. Current Debts</b>							
<b>(Existing Prior to RLF Project)</b>							
1.							
2.							
3.							
4.							
5.							
<b>B. Projected New Debts</b>							
1. RLF \$320 Listed Above			\$15,000	03/01/2014	\$15,000	4%	
2.							
3.							
4.							
5.							

Graceful Bakery  
110 Back Road  
P.O. Box 1544  
Ocracoke NC 27960

Lauren Strohl  
614.419.9681  
LStrohl5@gmail.com

January 27, 2014

**Equipment and Supplies Invested by Business Owner**

\$1,000 Ingredients for development, market testing, product testing

\$1,000 Baking and Packaging Supplies- mixer, mixing bowls, proofing bowls, scale, workspace, bags for product packaging, etc.

Lauren Strohl, the owner, has already made a \$2,000 investment towards the creation of Graceful Bakery.

# LAUREN STROHL

89 Odd Fellows Road ▪ Ocracoke, NC 27960 ▪ 614-419-9681 ▪ LStrohl5@gmail.com

---

## EDUCATION

### **Kent State University: Kent, Ohio**

*College of Arts and Sciences Bachelor of Arts, May 15, 2010*

Cumulative GPA: 3.73, Major GPA: 3.63

**Major:** *International Relations*

**Minor:** *Spanish*

## WORK EXPERIENCE

### **Home Based Business, Ocracoke, NC**

*Baker (December 2013- February 2014)*

- Market the product
- Plan the orders
- Meet deadline for product delivery
- Order ingredients and supplies for products
- Bake a delicious product that people will enjoy!

### **Ocracoke Coffee Company, Ocracoke, NC**

*Baker (May 2013- December 2013)*

- Responsible for baking muffins, coffeecake, scones, and croissants
- Communicate effectively with co-workers
- Prioritize tasks in order to meet deadlines
- Keep up with fast-paced and extremely busy summer season

### **Rural Women Recovery Program, Athens, OH**

*GroupLife (January 2013- May 2013)*

- Responsible for Intake Procedure
- Be available for clients' needs
- Communicate effectively with all co-workers
- Responsible for relaying messages from clients to staff

### **Two Sister's Bakery, Homer, Alaska**

*Baker (May 2012- September 2012)*

- Prepare and bake nationally acclaimed pastries
- Responsible for baking muffins, scones, and biscuits
- Communicate effectively with co-bakers and baristas
- Prioritize tasks in order to meet deadlines

### **Ocracoke Child Care, Ocracoke, North Carolina**

*Teacher (May 2011- April 2012)*

- Create a safe, enjoyable, interactive, and fun environment for the children
- Create lesson plans
- Help children to learn through guidance and discovery
- Communicate with teachers
- Communicate with parents

### **The CyMack Group, Worthington, Ohio**

*Listing and Marketing Coordinator (December 2010- May 2011)*

- List properties on the market
- Communicate with clients
- Website maintenance
- Marketing

**PDP Caregiver, Columbus, Ohio**

*Caregiver for Person with a Disability (June 2010- August 2010)*

- Be a friend
- Be attentive to person's needs
- Be safe, aware, and responsible for person
- Provide transportation

**Joyland Preschool, Dublin, Ohio**

*Child Care Employee (June 2010- August 2010)*

- Be flexible as a sub and switch to different classrooms with ease
- Help parents to feel comfortable when bringing their children to daycare
- Communicate with other teachers
- Create a safe, enjoyable, interactive, and fun environment for the children

# LAUREN STROHL

89 Odd Fellows Road ▪ Ocracoke, NC 27960 ▪ 614-419-9681 ▪ LStrohl5@gmail.com

---

## **Child Development Center, Kent, Ohio**

*Child Care Employee (September 2008- Spring 2010)*

- Welcome and help the children transition into classroom
- Help parents to feel comfortable when bringing their children to daycare
- Communicate with other teachers
- Create a safe, enjoyable, interactive, and fun environment for the children

## **The CyMack Group, Worthington, Ohio**

*Secretarial Help (June 2008- August 2008)*

- Organize office files and computer files
- Accomplish office errands efficiently
- Schedule open houses and appointments

## **The Schwebel Garden Room Restaurant, Kent, Ohio**

*Server (October 2007- May 2010)*

- Prep work for the day
- Greet customers at their tables promptly
- Meet needs of customers as well as possible
- Communicate efficiently to kitchen staff in order to serve customers

## **The Old Bag of Nails Pub, Worthington, Ohio**

*Hostess (June 2007- August 2007)*

- Greet customers in a prompt and friendly manner
- Maintain a balanced flow of seating tables for the servers
- Help servers, clear and clean tables

## **SUMMARY OF ACCOMPLISHMENTS**

Bilingual- English and Spanish

English Teaching Position in Salango, Ecuador, September- December 2010

Standard Course of Instruction in First Aid for the Injured, January 2010

Dean's List, Fall 2006- Spring 2010

Kent State United for Biloxi Volunteer Trips, Winter 2007, 2008, 2009

Habitat for Humanity member, Fall 2007- Spring 2008

Intramural Women's Lacrosse, Fall 2007- Spring 2008

Amnesty International, Fall 2007- Spring 2008

Women's Liberation Collective, Fall 2007- Spring 2008

Red Cross Blood Drive Volunteer, Fall 2006- Spring 2008

Race for the Cure (Cleveland) Fall 2006, Fall 2007

advertisement

Select Your Credit Type <input type="text" value="Good"/>	Select Your Rate <input type="text" value="3.00% - 3.99%"/>	Select Your House Type <input type="text" value="Single Family"/>	Select Your Home Loan <input type="text" value="Home Refinance"/>
ENTER ZIP CODE <input type="text"/>		Calculate New Payment! No Obligation! <input type="button" value=""/>	

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Month / Year	Payment	Principal Paid	Interest	Total	Balance
Mar. 2014	\$283.07	\$220.57	\$62.50	\$62.50	\$14,779.43
April 2014	\$283.07	\$221.49	\$61.58	\$124.08	\$14,557.94
May 2014	\$283.07	\$222.41	\$60.66	\$184.74	\$14,335.53
June 2014	\$283.07	\$223.34	\$59.73	\$244.47	\$14,112.20
July 2014	\$283.07	\$224.27	\$58.80	\$303.27	\$13,887.93
Aug. 2014	\$283.07	\$225.20	\$57.87	\$361.14	\$13,662.73
Sept. 2014	\$283.07	\$226.14	\$56.93	\$418.07	\$13,436.59
Oct. 2014	\$283.07	\$227.08	\$55.99	\$474.05	\$13,209.50
Nov. 2014	\$283.07	\$228.03	\$55.04	\$529.09	\$12,981.47
Dec. 2014	\$283.07	\$228.98	\$54.09	\$583.18	\$12,752.50
Jan. 2015	\$283.07	\$229.93	\$53.14	\$636.32	\$12,522.56
Feb. 2015	\$283.07	\$230.89	\$52.18	\$688.49	\$12,291.67
Mar. 2015	\$283.07	\$231.85	\$51.22	\$739.71	\$12,059.82
April 2015	\$283.07	\$232.82	\$50.25	\$789.96	\$11,827.00
May 2015	\$283.07	\$233.79	\$49.28	\$839.24	\$11,593.21
June 2015	\$283.07	\$234.76	\$48.31	\$887.54	\$11,358.45
July 2015	\$283.07	\$235.74	\$47.33	\$934.87	\$11,122.70
Aug. 2015	\$283.07	\$236.72	\$46.34	\$981.21	\$10,885.98
Sept. 2015	\$283.07	\$237.71	\$45.36	\$1,026.57	\$10,648.27
Oct. 2015	\$283.07	\$238.70	\$44.37	\$1,070.94	\$10,409.57
Nov. 2015	\$283.07	\$239.70	\$43.37	\$1,114.31	\$10,169.87
Dec. 2015	\$283.07	\$240.69	\$42.37	\$1,156.69	\$9,929.18
Jan. 2016	\$283.07	\$241.70	\$41.37	\$1,198.06	\$9,687.48
Feb. 2016	\$283.07	\$242.70	\$40.36	\$1,238.42	\$9,444.78
Mar. 2016	\$283.07	\$243.72	\$39.35	\$1,277.78	\$9,201.06
April 2016	\$283.07	\$244.73	\$38.34	\$1,316.11	\$8,956.33
May 2016	\$283.07	\$245.75	\$37.32	\$1,353.43	\$8,710.58
June 2016	\$283.07	\$246.77	\$36.29	\$1,389.73	\$8,463.81
July 2016	\$283.07	\$247.80	\$35.27	\$1,424.99	\$8,216.01
Aug. 2016	\$283.07	\$248.84	\$34.23	\$1,459.23	\$7,967.17

Sept. 2016	\$283.07	\$249.87	\$33.20	\$1,492.42	\$7,717.30
Oct. 2016	\$283.07	\$250.91	\$32.16	\$1,524.58	\$7,466.39
Nov. 2016	\$283.07	\$251.96	\$31.11	\$1,555.69	\$7,214.43
Dec. 2016	\$283.07	\$253.01	\$30.06	\$1,585.75	\$6,961.42
Jan. 2017	\$283.07	\$254.06	\$29.01	\$1,614.75	\$6,707.36
Feb. 2017	\$283.07	\$255.12	\$27.95	\$1,642.70	\$6,452.23
Mar. 2017	\$283.07	\$256.18	\$26.88	\$1,669.59	\$6,196.05
April 2017	\$283.07	\$257.25	\$25.82	\$1,695.40	\$5,938.80
May 2017	\$283.07	\$258.32	\$24.74	\$1,720.15	\$5,680.48
June 2017	\$283.07	\$259.40	\$23.67	\$1,743.82	\$5,421.08
July 2017	\$283.07	\$260.48	\$22.59	\$1,766.40	\$5,160.59
Aug. 2017	\$283.07	\$261.57	\$21.50	\$1,787.91	\$4,899.03
Sept. 2017	\$283.07	\$262.66	\$20.41	\$1,808.32	\$4,636.37
Oct. 2017	\$283.07	\$263.75	\$19.32	\$1,827.64	\$4,372.62
Nov. 2017	\$283.07	\$264.85	\$18.22	\$1,845.86	\$4,107.77
Dec. 2017	\$283.07	\$265.95	\$17.12	\$1,862.97	\$3,841.82
Jan. 2018	\$283.07	\$267.06	\$16.01	\$1,878.98	\$3,574.76
Feb. 2018	\$283.07	\$268.17	\$14.89	\$1,893.87	\$3,306.59
Mar. 2018	\$283.07	\$269.29	\$13.78	\$1,907.65	\$3,037.29
April 2018	\$283.07	\$270.41	\$12.66	\$1,920.31	\$2,766.88
May 2018	\$283.07	\$271.54	\$11.53	\$1,931.84	\$2,495.34
June 2018	\$283.07	\$272.67	\$10.40	\$1,942.23	\$2,222.67
July 2018	\$283.07	\$273.81	\$9.26	\$1,951.49	\$1,948.86
Aug. 2018	\$283.07	\$274.95	\$8.12	\$1,959.61	\$1,673.92
Sept. 2018	\$283.07	\$276.09	\$6.97	\$1,966.59	\$1,397.82
Oct. 2018	\$283.07	\$277.24	\$5.82	\$1,972.41	\$1,120.58
Nov. 2018	\$283.07	\$278.40	\$4.67	\$1,977.08	\$842.18
Dec. 2018	\$283.07	\$279.56	\$3.51	\$1,980.59	\$562.62
Jan. 2019	\$283.07	\$280.72	\$2.34	\$1,982.94	\$281.89
Feb. 2019	\$283.07	\$281.89	\$1.17	\$1,984.11	\$0.00

## Location of article:

<http://www.bankrate.com/calculators/mortgages/loan-calculator.aspx>

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

**Meeting Date:** February 3, 2014  
**Presenter:** Manager Bill Rich  
**Attachment:** No

**ITEM TITLE:** IRS Mileage Rate Change

**SUMMARY:** IRS Mileage rate had been reduced for the 2014 year to .56 per mile. Hyde County generally follows this rate. It is currently at .565 which is the IRS rate for 2013.

**RECOMMEND:** Discussion and approval to reduce rate to follow IRS schedule.

---

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

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

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

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

**Meeting Date:** February 3, 2014  
**Presenter:** Manager Bill Rich  
**Attachment:** No

**ITEM TITLE:** INTERIM DSS MANAGER

**SUMMARY:** Manager Rich requests Board approval to extend the Interim DSS Manager position filled by Suzanne Johnson through March, 2014 at the same salary increase per month.

**RECOMMEND:** Discussion and approval.

---

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

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

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

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

**Meeting Date:** February 3, 2014  
**Presenter:** Manager Bill Rich  
**Attachment:** Yes

**ITEM TITLE:** TIMELINE FOR DSS MOVE TO ECB BUILDING

**SUMMARY:** Department of Social Services (DSS) has tentatively set July 1, 2014 as the moving date for DSS for budget and actual move in purposes of budgeting and NC FAST physically moving and to do improvements.

**RECOMMEND:** Discussion and approval.

---

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

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

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



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

**Meeting Date:** February 3, 2014  
**Presenter:** Manager Bill Rich  
**Attachment:** Yes

**ITEM TITLE:** TIMELINE FOR REPAIRS TO GOVERNMENT CENTER

**SUMMARY:** Manager Rich will present REI Engineers anticipated schedule for repairs to the Hyde County Courthouse, REI Project No. 014GVL-001.

**RECOMMEND:** Receive report.

---

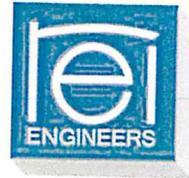
Motion Made By:  Barry Swindell  
 Dick Tunnell  
 Vacant  
 John Fletcher  
 Earl Pugh, Jr.

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

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

# REI ENGINEERS

8001 CREEDMOOR ROAD, SUITE 107, RALEIGH, NC 27613  
PHONE 919.845.1450 FAX 919.870.6885



January 17, 2014

A. R. Chesson Construction Company, Inc.  
315 West Main Street  
Williamston, North Carolina 27892

**Attention:** Mr. Al Chesson

**Reference:** Hyde County Courthouse, REI Project No. 014GVL-001

Dear Mr. Chesson:

Please find our anticipated schedule for the above referenced project.

Item	Milestone Completion Date
Field Examination of Windows	2/7/2014
Delivery of Details & Specifications	2/14/2014
Contractor Walkthrough for Interior Gutters/Window/Caulking Repairs	2/18/2014
Contractor Proposals for Interior Gutters/Windows/Caulking Repairs	2/25/2014
Development of Contracts	3/04/2014
Submittal/Shop Drawing Review	3/14/2014
Preconstruction Meeting	3/18/2014
Mobilization	3/24/2014
Substantial Completion	4/27/2014

Respectfully submitted,

*REI Engineers*

A handwritten signature in black ink that reads "V. Kevin Burch".

V. Kevin Burch, P.E.  
Vice President

ROOFING, WATERPROOFING AND BUILDING ENVELOPE ENGINEERS AND CONSULTANTS

[www.reiengineers.com](http://www.reiengineers.com)

AN EMPLOYEE-OWNED COMPANY

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

**Meeting Date:** February 3, 2014  
**Presenter:** Commissioner John Fletcher  
**Attachment:** No

**ITEM TITLE:** THANK YOU LETTER TO DARE AND CARTERET COUNTIES  
AND DISCUSSION OF LEGALIZATION OF SLOT MACHINES ON  
FERRIES ON PAMLICO SOUND

**SUMMARY:** Commissioner Fletcher will discuss sending a Thank You Letter to Dare  
and Carteret Counties and Legalization of Slot Machines on Ferries on  
Pamlico Sound.

**RECOMMEND:** Discussion.

---

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

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

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

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

**Meeting Date:** February 3, 2014  
**Presenter:** Manager Bill Rich  
**Attachment:** Yes

**ITEM TITLE:** BUDGET MATTERS

**SUMMARY:** Departmental budget revisions and amendments will be presented by department managers for Board discussion and approval.

- 1) BR 16-14 Health – WIC
- 2) BR 17-14 Halth – Project DIRECT Legacy
- 3) BR 18-14 Health – CTGP Tobacco Free Hyde

**RECOMMEND:** Discussion and approve budget revisions and amendments.

---

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

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

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

HYDE COUNTY BOARD OF COMMISSIONERS  
2013/2014 BUDGET REVISIONS

MEETING DATE 2/3/2014					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET "- REV BUDGET DEBIT	"." EXP BUDGET "+ REV BUDGET CREDIT
16-14	WIC	10-5970.1200	Postage	\$ 65.50	
	"	10-5970.2600	Advertising		\$ 65.50
				\$ 65.50	\$ 65.50
			Transferring \$65.00 from Advertising line into Postage line to ensure there is sufficient postage to ship an old WIC MICR printer back to the State. This revision <b><i>DOES NOT</i></b> increase the budget for WIC.		

REQUESTED  DATE 1-10-14

APPROVED... CO MANAGER \_\_\_\_\_ CO COMMISSIONER-CHAIR \_\_\_\_\_ CLERK TO THE BOARD \_\_\_\_\_  
ENTERED LEDGER/DATE \_\_\_\_\_

HYDE COUNTY BOARD OF COMMISSIONERS  
2013/2014 BUDGET REVISIONS

MEETING DATE 2/3/2014					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET	"- " EXP BUDGET
				"-" REV BUDGET	"+" REV BUDGET
				DEBIT	CREDIT
17-14	Project DIRECT Legacy	10-5891.1200	Postage	\$ 150.00	
	"	10-5891.3200	Office Supplies		\$ 150.00
				\$ 150.00	\$ 150.00
			Transferring \$150.00 from Office Supplies line into Postage line to ensure there is sufficient postage to mail items to advisory board members who do not have access to email. This revision <b><i>DOES NOT</i></b> increase the budget for Project DIRECT Legacy.		

REQUESTED  DATE 1-10-14

APPROVED... CO MANAGER \_\_\_\_\_ CO COMMISSIONER-CHAIR \_\_\_\_\_ CLERK TO THE BOARD \_\_\_\_\_

ENTERED LEDGER/DATE \_\_\_\_\_

HYDE COUNTY BOARD OF COMMISSIONERS  
2013/2014 BUDGET REVISIONS

MEETING DATE 2/3/2014					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET	"- " EXP BUDGET
				"- " REV BUDGET	"+" REV BUDGET
				DEBIT	CREDIT
18-14	CTGP Tobacco Free Hyde	10-5771.3300	Department Supplies	\$ 750.00	
	"	10-5771.3200	Office Supplies		\$ 750.00
				\$ 750.00	\$ 750.00
Transferring \$750.00 from Office Supplies line into Department Supplies line to ensure there is sufficient funds to purchase butt receptacles for our Community Transformation Grant Project (CTG/P) "Tobacco Free Hyde". The grant period expires on 1/31/14 and all funds must be drawn down. This revision <b><u>DOES NOT</u></b> increase the budget for CTG/P Tobacco Free Hyde.					

REQUESTED  DATE 1-21-14  
 1/21/14  
 APPROVED... CO MANAGER      CO COMMISSIONER-CHAIR      CLERK TO THE BOARD  
 ENTERED LEDGER/DATE \_\_\_\_\_

**Project or Program Financial Information**

6. Develop a project or program budget, including income and expenses for the period you are requesting funds. **\*Please reference the attached State CTG Project allowable/non-allowable expense sheet\***

Expenses: If you need to summarize on this page because of space limitations, please enclose a budget detail with your application to support the summary.

Income: List all funding sources contributing to this project, including in-kind contributions from all agencies collaborating on this project.

**Please Note:** Totals for Income and Expense columns must balance.

Program Expenses (by category/line item)	Program Revenue (by sources)
<p><b>Social Marketing Campaign: \$1,300.00</b></p> <ul style="list-style-type: none"> <li>- Youth Advocacy Activities: \$300.00</li> <li>- Secondhand Smoke Campaign Promotion: \$1,000.00</li> </ul> <p><b>No Tobacco Signage: \$3,900.00</b></p> <ul style="list-style-type: none"> <li>- Decal Stickers for Vehicles: \$200.00</li> <li>- Facility Signage: \$2,200.00</li> <li>- Ground Signage: \$1,500.00</li> </ul> <p><b>Educational Supplies: \$1,750.00</b>  <i>Development of Educational Supplies: \$200.00</i>  <i>Printing of Educational Supplies:</i></p> <ul style="list-style-type: none"> <li>- Banners: 3 at \$150.00 each</li> <li>- Brochures: 500 at \$1.50 each</li> <li>- Posters: 100 at \$3.50 each</li> </ul> <p><b>Youth Tobacco Prevention Project Contribution: \$500.00</b>  <i>Training of Youth Advocates: \$500.00</i></p> <p><b>Hyde County In Kind Contribution: \$2,332.50</b>  <i>Ordinance Training with Employees: \$1,500.00</i></p> <ul style="list-style-type: none"> <li>- Salary and Fringe: 5 hours at \$30.00 per hour</li> </ul> <p><i>Installation of Signage: \$832.50</i></p> <ul style="list-style-type: none"> <li>- Salary and Fringe: 25 hours at \$30.00 per hour</li> <li>- Travel Costs: 150 miles at \$0.55cents per mile</li> </ul>	<p><b>CTP Requested Grant Funds: \$6,950.00</b></p> <p><b>Hyde County In Kind Contribution: \$2,332.50</b></p> <p><b>Youth Tobacco Prevention Project Contribution: \$500.00</b></p> <p style="text-align: center;"><i>MOVE \$750.00 FROM 3200 TO 3300</i></p>
<p><b>Total Expenses \$ 9,782.50</b></p>	<p><b>Total Revenue \$ 9,782.50</b></p>

10-5771-2600  
 10-5771-3300  
 10-5771-3200

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

**Meeting Date:** February 3, 2014  
**Presenter:** Board of Commissioners

**ITEM TITLE:** CLOSED SESSION

**SUMMARY:** The County Manager may request entering Closed Session in accordance with **NCGS143A-318.11 (a)**

- 1) To prevent the disclosure of information that is privileged or confidential pursuant to the law.
- 2) To prevent the premature disclosure of an honorary award.
- 3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege.
- 4) To discuss matters relating to the location or expansion of industries or other businesses.
- 5) To establish or instruct the public body's staff or agent in negotiating the price or terms of a contract for the acquisition of real property by purchase; or compensation and terms of an employment contract.
- 6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.
- 7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- 8) To formulate plans by a local board of education relating to emergency response to incidents of school violence.
- 9) To discuss and take action regarding plans to protect public safety.

**RECOMMEND:** Enter into Closed Session if required.

---

Motion Made By:  Barry Swindell  
(Enter)  Dick Tunnell  
 Vacant  
 John Fletcher  
 Earl Pugh, Jr.

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

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

---

Motion Made By:  Barry Swindell  
(Exit)  Dick Tunnell  
 Vacant  
 John Fletcher  
 Earl Pugh, Jr.

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

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

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

**Meeting Date:** February 3, 2014  
**Presenter:** Chairman, Vice-Chair, Commissioners and Manager  
**Attachment:** No

**ITEM TITLE:** MANAGEMENT REPORTS

**SUMMARY:** This is a time for each Commissioner to give reports on their work representing the County.

Additionally, Commissioners may wish to bring up issues they wish to have followed up by the Board or by the County Manager.

The County Manager will give an oral update on various projects and other administrative matters.

**RECOMMEND:** Receive reports. Discussion and possible action as necessary.

---

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

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

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

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

**Meeting Date:** February 3, 2014  
**Presenter:** Citizens  
**Attachment:** No

**ITEM TITLE:** PUBLIC COMMENTS

**SUMMARY:** 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.

**RECOMMEND:** Receive comments.

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

**Meeting Date:** February 3, 2014  
**Attachments:** Yes

**ITEM TITLE:** SUPPLEMENTAL INFORMATION

**Department Reports**

- 1) Tax (Signature Required)
- 2) Animal Control
- 3) Health
- 4) Finance
- 5) Senior Center
- 6) Social Services
- 7) Human Resources

**Informational Items**

- 1) 2014 Primary – Official Election Notice
- 2) Notice – NCDOT Ferry Tolls Public Hearings Schedule
- 3) NCACC Annual Congressional Breakfast
- 4) NCACC County Assembly Day
- 5) Albemarle Houndsman Association Nineteenth Annual Social
- 6) Catawba County – Resolution of Support of Filling Vacant North Carolina Cooperative Extension Positions
- 7) Perquimans County – Resolution of Support of Filling Vacant North Carolina Cooperative Extension Positions
- 8) Perquimans County – Purple Heart Proclamation
- 9) Bertie County – Purple Heart Proclamation
- 10) Onslow County – Resolution Opposing Unfair Property Insurance Increases
- 11) Albemarle Commission Board Meeting Minutes

# Department Reports

NORTH CAROLINA  
HYDE COUNTY  
HYDE COUNTY BOARD OF COMMISSIONERS

From: Linda M. Basnight Tax Administrator

This is to report all tax collections by the Hyde County Tax Office Employees during the month of December, 2013.

**CURRENT TAX**

<b>DEPOSITS</b>	<b>COUNTY WIDE</b>	<b>MOSQUITO TAX</b>	<b>SOLID WASTE</b>	<b>WEST QUARTER</b>	<b>INTEREST</b>
\$2,170,924.33	\$2,145,688.08	\$14,610.58	\$0.00 Res \$0.00 Comm	\$2,432.49	\$0.00
2013					
\$ 8,193.18					

**CURRENT DMV**

<b>DEPOSITS</b>	<b>COUNTY WIDE</b>	<b>MOSQUITO TAX</b>	<b>INTEREST</b>
\$5,880.36	\$5,699.17	\$9.75	\$171.44

**DELINQUENT DMV**

2012	COUNTY WIDE	\$3,575.30
	MOSQUITO	\$5.61
2011	COUNTY WIDE	\$1.74
	MOSQUITO	\$0.00
2010	COUNTY WIDE	\$48.31
	MOSQUITO	\$0.00
2009	COUNTY WIDE	\$1.56
	MOSQUITO	\$0.00
2008	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2007	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2006	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2005	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2004	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2003	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2002	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
2001	COUNTY WIDE	\$0.00
	MOSQUITO	\$0.00
		\$0.00
INTEREST		\$408.12
		\$0.00
		<u>\$4,040.64</u>

**DELINQUENT TAX**

2012	\$14,005.31
2011	\$5,252.31
2010	\$2,537.40
2009	\$2,188.30
2008	\$1,660.07
2007	\$642.68
2006	\$1,526.76
2005	\$404.37
2004	\$0.00
2003	\$0.00
2002	\$0.00
2001	\$0.00
SQWS	\$22.46
MOSQUITO TAX	\$222.75
SOLID WASTE RES	\$716.54
SOLID WASTE COMM	\$0.00
INTEREST	\$8,092.53
WEST/QUARTER	\$0.00
LEGAL FEES	
	<u>\$37,271.48</u>

**2014 PREPAYMENTS**

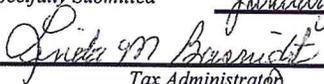
Spencer, Lydia	200452	\$12.87
White, Endianna	201785	\$24.31

**OVERPAYMENT**

208254	Melvin, W. Brinkley	1,505.08
203308	Mckinney Alan Gray	174.58

\$1,679.66

Respectfully Submitted

January 6, 2014  
  
Tax Administrator

Chairman of Commissioners

Hyde County Health Department  
Animal Control Report  
December 2013

Total **Documented** Calls/Requests for Assistance - 1

Breakdown of Calls by Type:

- Bite – 0
- Vicious/Dangerous – 1
- Rabies – 0

Detail of Calls by Type:

- **Bite (0)**
- **Vicious/Dangerous (1):**
  - Received call from Fairfield resident about his neighbor's two German Shepherd dogs coming on his property, attacking and removing his Miniature Rat Terrier dog from his property and killing it; Animal Control Officer II dispatched to pick up two German Shepherd dogs until determination could be made by Health Director as to disposition of the dogs, which will more than likely be a determination that one or both of the dogs is potentially dangerous and will be subject to strict confinement (including muzzling) of dog or dogs deemed potentially dangerous
- **Rabies (0):**

Report Compiled and Authorized by:

*Wesley P. Smith*

*January 6, 2014*

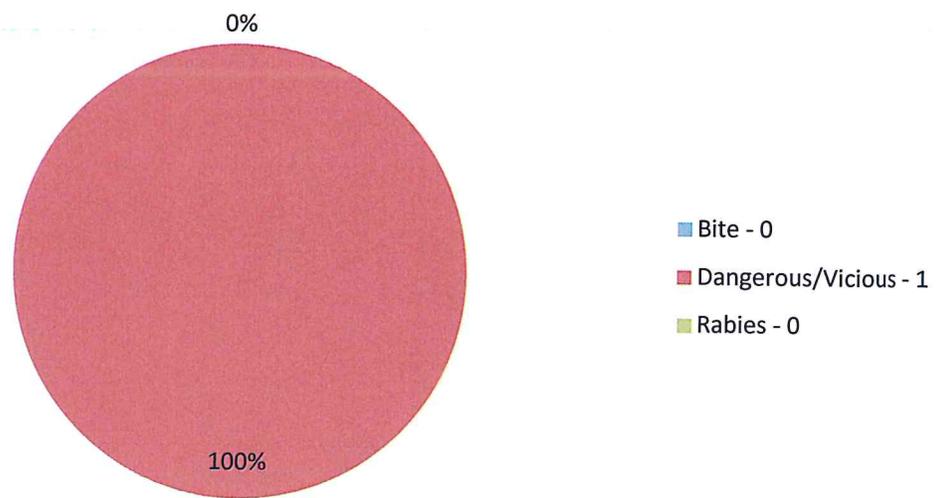
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Wesley P. Smith, Health Director

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Date

## Animal Control Incidents - December 2013



**Hyde County Health Department  
Fiscal Year 2013-2014  
Monthly Summary Report – December 2013**

**Clinic Nursing Services:**

<b><u>Program Services Provided</u></b>	<b><u>Current Month</u></b>	<b><u>Year-to-Date</u></b>
Family Planning Clients	23	98
Maternal Health Clients	2	30
Adult Health Clients (Wellness)	1	33
Adult Health Telemedicine (Primary Care)	6	70
BCCCP Clients	7	30
Immunizations	2	48
STD Treatments	3	23
Communicable Disease Cases	1	7
TB Treatments (Latent)	0	4
Lab Services	1	17
WIC – Mainland		
• Certifications	18	82
• Mid-Certification Assessments	7	58
• Pick-ups	25	131
• Vendor Trainings	0	2
WIC – Ocracoke (Quarterly)		
• Certifications	12	21
• Mid-Certification Assessments	5	8
• Pick-ups	11	25
• Vendor Trainings	0	0
Pregnancy Care Management		
• Case Load	6	6
• Contacts	28	144
• Attempts (No Contact)	8	24
Care Coordination for Children		
• Case Load	4	4
• Contacts	66	269
• Attempts	13	39
Seasonal Flu Shots/Flu Mists		
• Adults	10	191
• Children	9	34

**Medication Assistance Program:**

New Patients Enrolled	0	10
Patients Served	21	122
New Requests	3	22
Reorder Requests	15	105
Medications Requested	18	115
Medications Received	24	118
Medications Delivered	22	114

**Environmental Health Services:**

**Food and Lodging:**

• F&L Inspections	12	72
• F&L Visits	2	53
• F&L Pre-Opening Visits	0	2
• F&L Permits Issued	1	3
• F&L Complaint Investigations	0	1
• F&L Consults	5	52
• General Sanitation	0	26
• Vector Control	0	2
• Animal Control	0	8
• Health Education	0	2

On-Site Wastewater:

• Sites Visited/Evaluated	0	76
• Improvement Permits Issued	0	15
• Construction Authorizations	0	28
• Consultative Contacts	13	269
• Operation Permits Issued	0	19

On-Site Well:

• Grouting Inspection	0	1
• Well Site Consultative Visits	0	1
• Well Certificate of Completion	0	1
• Bacteriological Samples Collected	0	5
• Other Sample Collected	0	3
• Well Consultative Contacts	0	40

Hydeland Home Care Agency:

Total Patients Served	48	-7
• Home Health Medicare	8	-3
• Home Health Medicaid	27	-1
• Home Health Private	0	-3
• Community Alternative Program (CAP)	5	NC
• Homemaker	8	+1
• Project Care (Family Caregiver Support)	1	NC

Admissions

• Home Health Medicare	3	19
• Home Health Medicaid	1	5
• Home Health Private	1	11

Discharges

• Home Health Medicare	1	7
• Home Health Medicaid	1	8
• Home Health Private	3	9

Referrals

• Home Health Medicare	4	28
• Home Health Medicaid	1	6
• Home Health Private	1	12

Healthy Communities:

Healthy Communities/Health Education/Promotion

- December Recreation Commission meeting cancelled
- Project DIRECT Legacy for Men and Families meeting with HP4H Chronic Disease Task Force continues the first Friday of each month
- Billboard updates scheduled from CTGP "Tobacco Free Hyde" and NENCPPH for January 2014
- Participated in Nourishing NC Gardens policy and planning committee conference call
- ESMMWL online marketing products developed; awaiting ICD code use for policy and dates for scheduling staff orientation/training for implementation

Hyde Partners for Health

- Meeting held with Vidant Pungo and Beaufort Hospital staff for 2014 CHA primary data collection; follow-up meeting scheduled for January 15, 2014
- Meeting held December 16<sup>th</sup>; 2013 SOTCH presented to Board of Health in December and to be presented to Board of Commissioners in January of 2014
- Tobacco Substance and Alcohol Abuse Task Force "Freedom from Smoking" offered December 6, 2013 to January 19, 2014; 2 registered and 1 attendee
- LPAN updates and next scheduled meeting to be determined; monthly electronic board message posted: "Join Holiday Challenge: Maintain Don't Gain Eat Smart Move More NC"

- Chronic Disease Task Force met with Project DIRECT Legacy ON December 13<sup>th</sup>
- Access to primary care task force – no report

Change for Good (KBR & CTG/P)

- Worksite Walking competition reports for 16 employees enrolled - Total Distance: 292.76 Miles; Total Time Active: 86 Hours 18 Minutes; Total Steps: 585,520
- Faith-based community survey draft review completed December 30, 2013
- Year 3 progress report to KBR submitted on December 2<sup>nd</sup>; draft application for Phase 2 grant submitted to partners on December 23<sup>rd</sup> for review; phone consult to be scheduled and tentative site visit January 15 or 16, 2014

# HYDE COUNTY GENERAL FUND

## DECEMBER 2013

APPROVED BUDGET    AMENDED BUDGET    EXPENSES AS OF 12/31/13

**General Government:**

Governing Board	\$26,453.93	\$26,453.93	\$14,201.44
Administration	\$806,028.28	\$806,028.28	\$589,988.75
Elections	\$86,425.51	\$94,829.51	\$28,245.52
Finance	\$157,723.03	\$157,723.03	\$81,384.35
Tax	\$252,141.55	\$252,141.55	\$85,029.63
Legal	\$50,000.00	\$50,000.00	\$12,407.35
Register of Deeds	\$187,052.76	\$187,052.76	\$62,853.61
Planner	\$138,363.92	\$150,363.92	\$61,229.85
Public Building Maint.	\$379,707.99	\$379,707.99	\$173,722.41
Court Facilities	\$10,000.00	\$10,000.00	\$1,233.42
Various Grants	\$80,000.00	\$80,000.00	\$16,831.51
Human Resources	\$72,172.29	\$72,172.29	\$34,441.83

**Public Safety:**

Sheriff	\$1,372,310.85	\$1,372,310.84	\$674,377.28
Jail	\$149,041.17	\$149,041.17	\$70,382.03
ABC Rehab.	\$1,800.00	\$1,800.00	\$1,135.74
Emergency Management	\$166,551.15	\$166,551.16	\$83,047.46
Vol. Fire Dept.	\$108,750.00	\$108,750.00	\$54,375.00
State Forestry	\$73,132.00	\$73,132.00	\$20,744.04
Inspections	\$134,902.13	\$134,902.13	\$67,182.77
EMS	\$1,435,124.99	\$1,435,124.99	\$727,897.90
Animal Control	\$14,883.00	\$14,883.00	\$6,155.54
Medical Examiner	\$3,000.00	\$3,000.00	\$2,550.00

**Transportation:**

Airport	\$95,100.00	\$95,100.00	\$40,162.65
Elderly and Handicapped	\$98,998.00	\$98,998.00	\$55,048.00

**Env. Protection:**

Solid Waste	\$900,000.00	\$920,478.00	\$469,361.28
Soil Conservation	\$124,614.77	\$124,614.77	\$62,137.63
Stream Cleanup			

**Ec. & Physical Development:**

Coop. Extension	\$107,569.59	\$107,569.59	\$36,791.44
Swan Quarter Dike			
JCPC	\$54,888.00	\$54,888.00	\$19,093.03

**Human Services:**

Health	\$252,605.00	\$270,135.00	\$153,668.48
Environmental Health	\$70,254.00	\$70,254.00	\$34,328.05
Food & Lodging	\$42,116.00	\$42,116.00	\$15,588.00
Family Planning	\$65,614.00	\$66,211.00	\$33,243.31

# HYDE COUNTY GENERAL FUND

## DECEMBER 2013

Primary Care Telemedicine		\$61,000.00	\$355.56
Maternal Health	\$23,169.00	\$23,169.00	\$10,520.91
Health Promotion	\$23,913.00	\$35,917.89	\$11,464.71
Triple P Program		\$93,985.00	\$31,711.44
Immunization Action	\$8,027.00	\$8,027.00	\$4,597.70
Child Health	\$14,034.00	\$14,034.00	\$3,023.87
Women, Infant and Children	\$31,860.00	\$31,860.00	\$15,449.62
Communicable Disease	\$13,110.00	\$13,110.00	\$5,834.95
Public Management Entitiy	\$9,556.00	\$10,116.00	\$4,520.25
Breat and Cervical Cancer	\$16,229.00	\$16,229.00	\$5,571.23
Adult Health	\$89,522.00	\$89,522.00	\$42,139.20
Medication Assistance	\$19,300.00	\$23,300.00	\$12,683.38
Mosquito Control	\$4,035.00	\$4,035.00	
Private Well	\$1,000.00	\$1,000.00	\$198.72
Boterrorism Rspnse	\$45,544.00	\$45,544.00	\$22,665.15
KB Reynolds	\$76,222.00	\$76,222.00	\$16,346.25
Community Transformation	\$2,500.00	\$6,500.00	\$51.35
Tobacco Free Hyde	\$6,950.00	\$6,950.00	
Hyde County Transit	\$18,000.00	\$18,000.00	
Child Services Coordination	\$10,866.00	\$10,866.00	\$5,454.14
Pregnancy Care Management	\$11,463.00	\$11,463.00	\$6,112.10
Mental Health	\$10,914.00	\$10,914.00	\$2,728.50
Direct Legacy for Men	\$15,000.00	\$15,000.00	\$1,545.19
<b>Social Services:</b>			
Administration	\$1,047,040.58	\$1,047,040.58	\$456,310.26
Titile III	\$26,376.00	\$26,376.00	\$11,211.67
SAD-SAA	\$50,500.00	\$50,500.00	\$26,602.50
AAF County Issued			
Medicaid	\$2,500.00	\$2,500.00	\$313.04
Public Service Assistance	\$278,687.00	\$278,687.00	\$80,567.90
CAPS Program	\$86,270.79	\$86,270.79	\$34,453.24
Day Care Support Services	\$80,000.00	\$80,000.00	\$33,506.82
Day Care Support Services	\$289,622.00	\$289,622.00	\$61,214.35
Mattamuskeet Opportunities	\$168,519.79	\$168,519.79	\$62,661.24
<b>Other Human Services:</b>			
Elderly Nutrition	\$30,320.00	\$30,320.00	\$15,160.00
Veteran Service Officer	\$9,889.28	\$9,889.28	\$3,620.81
Mental Health			
<b>Cultural Arts:</b>			
Bearfort County Arts Council	\$1,000.00	\$1,000.00	\$1,000.00
BHM Regiona Library	\$42,000.00	\$42,000.00	\$21,000.00
<b>Education:</b>			
Current Expense	\$1,199,568.00	\$1,247,568.00	\$647,799.00

# HYDE COUNTY GENERAL FUND

## DECEMBER 2013

Capital Outlay	\$220,000.00	\$220,000.00	\$191,225.31
QZAB Payment	\$55,964.58	\$55,964.58	\$55,964.58
QSCB Payment	\$224,381.17	\$224,381.17	\$224,381.17
Transfers to Other Funds:	\$85,591.80	\$85,591.80	
<b>TOTAL GENERAL FUND EXPENSES:</b>	<b>\$11,866,768.90</b>	<b>\$12,149,327.79</b>	<b>\$5,918,805.41</b>
 <b>TOTAL GENERAL FUND REVENUES:</b>	 <b>\$11,866,768.90</b>	 <b>\$12,149,327.79</b>	 <b>\$7,659,199.00</b>
 <b>EXCESS REVENUES OVER EXPENDITURES FOR GENERAL FUND:</b>	 <b>\$1,740,393.59</b>		

# MATTAMUSKEET SENIOR CENTER

## Manager's Monthly Report

### December, 2013

Participants on Meals-On-Wheels	Swan Quarter	Fairfield	Engelhard	Mattamuskeet Village	Total
	7	6	9	4	26
Total Meals-on-Wheels Served	434				
Congregate Meals Served	<del>21</del> 203				
Participants served for Congregate	<del>203</del> 21				
Attendance to center for activities, (crafts, exercise, meals, meetings, etc.)	247				
Attendance does not include:					
, Dance Class every Monday; Girl Scouts every Tuesday. Cub Scouts Thursdays, Various Meeting, etc					

Hyde County DSS Programs  
Month of October 2013

	Active Cases	Applications Taken	Reviews/Redetermination	Other Changes
<b>Income Maintenance Programs</b>				
Medicaid	1005	14	78	12
Long Term Care MAA & MAD	41			
Food Stamps	562	27	50	
Work First	14	2	2	
<b>Total</b>				
<b>Medicaid Transportation Program</b>	Transported	Gas	Vouchers	Active Cases
Medicaid	43	88	16	265
Dialysis	39			3
Title III	1			33
<b>Total</b>				
<b>Child Protected Services</b>	Reports	Substantiated	Unsubstantiated	Recommendations for Svcs
	0			Inter-County
				2
<b>Adult Services (Ongoing)</b>	Active CAP Cases	At Risk/SA In Home		
	17	7		
<b>Crisis Intervention</b>	Applications Taken	Approved	Denied	
	3	3		
<b>Medication Assistance</b>	Applications Taken	Approved	Denied	
	1	1		
<b>Daycare Services</b>	Mainland	Ocracoke	out of county	
Cases	1	14	4	
Children	2	16	5	

Reviews/Redetermination processed monthly  
Cap cases have daily, weekly and monthly contacts  
Reviews done every six months

Hyde County DSS Programs  
 Month of October 2013

	Requested	Approved	Denied
<b>Fishing License</b>			
<b>Christmas Cheer</b>	61	111	
<b>LIEAP</b>	83	76	7

Reviews/Redetermination processed monthly  
 Cap cases have daily, weekly and monthly contacts  
 Reviews done every six months

## Human Resources Department Report – January 2014:

- Verified information for vacation/sick leave for employees
- Completed monthly payroll
- Compiled and completed the quarterly payroll reports (941, NC-5Q, ESC)
- Balanced, processed and distributed W-2's
- Completed and processed monthly vouchers to pay employees' insurances, tax garnishments, child support payments, retirement, etc.
- Assisted County Manager by answering County's main telephone line in absence of the County Clerk/Executive Assistant and other duties as needed
- Daily Tasks - Assisted employees as necessary concerning hours worked, salary, insurance, benefits, retirement, deposit changes, etc.
- Coordinated and undecorated the Courthouse for Christmas
- Monitored one outstanding FMLA Claim
- Enrolled two new full-time employees & three part-time employees
- Continued to distribute, compile and enter into payroll the new NC-4 & NC-4 EZ forms for all employees

Respectively submitted,

*Tammy Blake*

# Informational Items



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## 2014 PRIMARY

**Election Date: 05/06/2014**

This is an official notice of an election to be conducted in HYDE County on **05/06/2014**. This notice contains a list of all of the ballot measures and federal, State, and local offices this county expects, as of this date, to be on the ballot on the date of the election. (See Attachment)

An Election Notice will be prepared not later than 100 days before a regularly scheduled election that permits absentee voting, and as soon as practicable in the case of an election or vacancy election not regularly scheduled. For a second primary, an Election Notice will be prepared, no later than the day following the date the appropriate board of elections orders that a second primary be held.

As soon as ballot styles are printed, this county board of elections will update this notice with the certified candidates for each office and ballot measures and referenda questions that will be on the ballot. For General Elections during even-numbered years, ballots will be printed **60 days** prior to the election. For statewide primaries and other elections (except municipal elections), ballots will be printed **50 days** prior to the election. Municipal ballots are available **30 days** prior to Election Day. **You must request an updated Election Notice.**

### **Transmitting a Federal Write-in Absentee Ballot:**

This notice may be used in conjunction with the federal write-in absentee ballot (FWAB). Covered military & overseas voters seeking to vote by absentee ballot may use the FWAB to register to vote, request an absentee ballot, and vote an official military-overseas ballot. When using the FWAB to register to vote, and/or request an absentee ballot, please transmit your signed and completed FWAB no later than **5:00 p.m. on the day before Election Day**. If submitted later than this day and time, your absentee ballot will not be counted. Federal write-in absentee ballots are available at [www.NCSBE.gov](http://www.NCSBE.gov). You may also request a regular absentee ballot by using the federal postcard application (FPCA), available at [www.FVAP.gov](http://www.FVAP.gov). A regular ballot can be mailed, faxed or emailed to you. You may return the FWAB or a regular absentee ballot by mail, secure fax (1-919-715-0351) or email ([uocava.absentee@sboe.state.nc.us](mailto:uocava.absentee@sboe.state.nc.us)).

### **Marking a Federal Write-in Absentee Ballot:**

When marking a FWAB, for each office for which you wish to vote, write in either a candidate's name or political party designation. For ballot measures or referenda, write either "YES" (you are *for* the ballot measure or referendum) or "NO" (you are *against* the ballot measure or referendum). In a primary, if you are registered as Democrat, Republican or Libertarian, for partisan contests, you may only vote for the candidates of the party for which you are affiliated. You are also eligible to vote for non-partisan contests. If you are registered as unaffiliated ("independent"), in a primary, you may choose to vote for the partisan contests of one of the parties or you may choose to vote for non-partisan contests only. Please contact your local [board of elections](#) to confirm your party affiliation or voter registration status.

Please check the website for the NC State Board of Elections ([www.NCSBE.gov](http://www.NCSBE.gov)) for additional information on military-overseas absentee voting.

**Election Notice Of Contests and Referenda  
HYDE BOARD OF ELECTIONS (05/06/2014)**

HYDE BOARD OF ELECTIONS (05/06/2014)

CANDIDATE NAME	NAME ON BALLOT	PARTY
US SENATE		

---

US HOUSE OF REPRESENTATIVES DISTRICT  
03

---

NC STATE SENATE DISTRICT 01

---

NC HOUSE OF REPRESENTATIVES DISTRICT  
006

---

DISTRICT ATTORNEY DISTRICT 02

---

BOARD OF COMMISSIONERS CURRITUCK  
TOWNSHIP

---

BOARD OF COMMISSIONERS SWAN  
QUARTER TOWNSHIP

---

BOARD OF COMMISSIONERS FAIRFIELD  
TOWNSHIP (UNEX)

---

CLERK OF SUPERIOR COURT

---

REGISTER OF DEEDS

HYDE BOARD OF ELECTIONS (05/06/2014)

CANDIDATE NAME	NAME ON BALLOT	PARTY
SHERIFF		
SUPREME COURT CHIEF JUSTICE (PARKER)		
SUPREME COURT ASSOCIATE JUSTICE (HUDSON)		
SUPREME COURT ASSOCIATE JUSTICE (MARTIN)		
SUPREME COURT ASSOCIATE JUSTICE (BEASLEY)		
COURT OF APPEALS JUDGE (HUNTER)		
COURT OF APPEALS JUDGE (STROUD)		
COURT OF APPEALS JUDGE (DAVIS)		
DISTRICT COURT JUDGE DISTRICT 02 (CAYTON)		
DISTRICT COURT JUDGE DISTRICT 02 (PARKER)		
BOARD OF EDUCATION AT-LARGE		
BOARD OF EDUCATION OCRACOKE		

## NCDOT - North Carolina Department of Transportation

### NCDOT Revises Ferry Toll Hearing Schedule

Tuesday, January 28, 2014

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**RALEIGH** - The North Carolina Department of Transportation is adding three additional locations to the schedule of public meetings about proposed toll changes on its ferry routes. The additional hearings will be held in Washington, Hatteras, and Morehead City.

The new schedule of public hearings is as follows:

Tuesday, February 4, 2014, 7-9 p.m.  
Knotts Island Elementary School  
413 Woodleigh Road  
Knotts Island

Wednesday, February 5, 2014, 7-9 p.m.  
Beaufort County Community College  
5337 Highway 264 East  
Washington

Thursday, February 6, 2014, 7-9 p.m.  
Pamlico Community College - Delamar Center  
5049 Highway 306 South  
Grantsboro

Monday, February 10, 2014 7-9 p.m.  
ILA - Southport  
211 W. 10th Street  
Southport

Tuesday, February 11, 2014 7-9 p.m.  
Crystal Coast Civic Center  
3505 Arendell Street  
Morehead City

Wednesday, February 12, 2014 7-9 p.m.  
Ocracoke School  
120 Schoolhouse Road  
Ocracoke

Thursday, February 13, 2014 7-9 p.m.  
Graveyard of the Atlantic Museum  
59200 Museum Drive  
Hatteras

At each of the hearings, a formal presentation will start the meeting. Following the presentation, the meeting will be open for statements, questions, and comments. Anyone wishing to speak should register to do so at the sign-in table prior to the presentation. Please arrive about 30 minutes early to allow time to sign in. Those who cannot attend one of the meetings may submit written comments to [jarobbins@ncdot.gov](mailto:jarobbins@ncdot.gov) any time before the end of business February 28. Written comments carry equal weight to verbal comments at the meetings.

In 2013, the North Carolina General Assembly mandated that new ferry acquisitions be funded through Strategic Transportation Initiative funding or by revenue-raising initiatives such as tolling, advertising, and concessions. The General Assembly also mandated that all tolling increases be requested by the regional Rural Planning Organizations (RPOs) or Metropolitan Planning Organizations (MPOs) before being approved by the Board of Transportation.

In its December meeting, the Board of Transportation approved a tolling methodology which tolls routes by distance travelled and raises approximately five million dollars a year for ferry replacement. This methodology includes the establishment of tolls on the Hatteras-Ocracoke, Currituck-Knotts Island, Bayview-Aurora, and Cherry Branch-Minnesott Beach routes, as well as increases in tolls on the Southport-Fort Fisher, Cedar Island-Ocracoke, and Swan Quarter-Ocracoke routes. The proposed rate changes can be found on [NCDOT's Ferry website](#).

All money collected from tolling will go only toward new ferry vessels. After the public hearings, the RPOs/MPOs will decide whether to accept the toll changes

For more information about the upcoming meetings, please contact Jamille Robbins, NCDOT - Human Environment Unit at (919) 707-6085 or [jarobbins@ncdot.gov](mailto:jarobbins@ncdot.gov).

NCDOT will provide auxiliary aids and services under the Americans with Disabilities Act for disabled persons who want to participate in these hearings. Anyone requiring special services should contact Jamille Robbins as soon as possible in order for arrangements to be made.

**\*\*\*NCDOT\*\*\***

## Lois Stotesberry

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**From:** Main Calendar <listserv@civicplus.com>  
**Sent:** Thursday, January 09, 2014 1:10 PM  
**To:** lstotesberry@hydecourtnc.gov  
**Subject:** New Event NCACC Congressional Breakfast For civicplus.com

[View this in your browser](#)

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NCACC Congressional Breakfast - March 4, 2014, at the Capitol Hill Club in Washington, D.C.

---

March 04, 2014 08:00 AM

## NCACC Congressional Breakfast

The NCACC will host its annual Congressional Breakfast on Tuesday, March 4, 2013, at the Capitol Hill Club in Washington, D.C. The pre-registration fee is \$35 and..... [Read on](#)

Date	Mar 04 — Mar 04
Time	8:00 AM - 9:30 AM
Location	Capitol Hill Club 300 First St SE Washington, DC 20003

---

You are receiving this message because you are subscribed to Main Calendar on [www.ncacc.org](http://www.ncacc.org). To unsubscribe, click the following link:

<http://www.ncacc.org/list.aspx?mode=del>

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\* \* \* \* \*

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**Lois Stotesberry**

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**From:** Main Calendar <listserv@civicplus.com>  
**Sent:** Thursday, January 30, 2014 12:33 PM  
**To:** lstotesberry@hydecountync.gov  
**Subject:** New Event County Assembly Day For civicplus.com

[View this in your browser](#)

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County Assembly Day set for May 28, 2014.

---

May 28, 2014 08:00 AM

## County Assembly Day

The NCACC's annual legislative action day. County officials will hear from legislative and state government leaders in the morning session and will spend the..... [Read on](#)

Date	May 28 — May 28
Time	8:00 AM - 7:00 PM
Location	323 W. Jones St. Raleigh, NC 27603

You are receiving this message because you are subscribed to Main Calendar on [www.ncacc.org](http://www.ncacc.org). To unsubscribe, click the following link:

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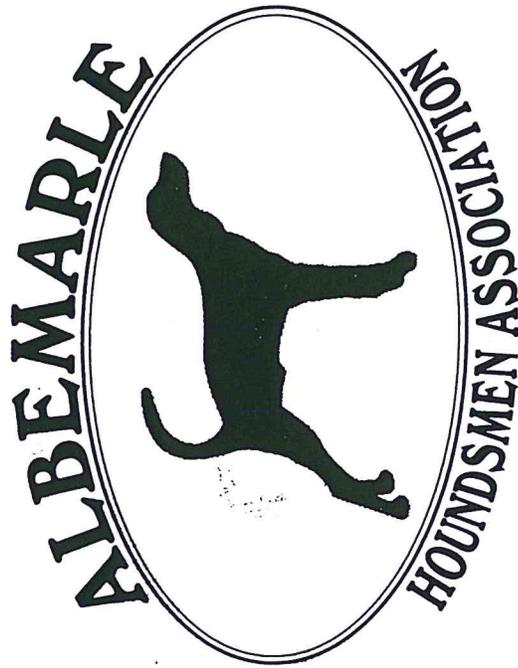
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You are cordially invited to attend the  
Nineteenth Annual Social Gathering of the

## Albemarle Houndsmen Association

March 8, 2014

at the Albemarle 4-H Livestock Arena  
Elizabeth City, NC  
(located behind Eastern Pet Company on 17 South)

Menu of wild game and pork will be served in a casual atmosphere  
from 4:00 to 7:00 p.m.

Turkey Shoot will start at 1:00 p.m.

Any questions please contact:

Bobby Harris (252) 336-2626

Tommy Copeland (252) 264-4165

Gary Barco (252) 232-2180  
Steve Sharber (252) 264-3787

### Brief History of Association

The Albemarle Houndsmen Association was formed in October 1995 by a small group of interested hunters and dog owners with a common desire to protect and encourage the sport of hunting with dogs. Since their first meeting, membership has grown at a rapid pace across the entire Albemarle area, which encompasses the First Wildlife District.

One of the goals for this social gathering is to give members an opportunity to meet with County Commissioners, State Representatives, State Senators, Wildlife Resources Commission, and other who may be involved with formation of hunting laws and rules.

We hope that everyone can find time in their busy schedule to gather with us for a few hours of fellowship.

**RESOLUTION NO: 2014 –**

**RESOLUTION OF SUPPORT OF FILLING VACANT NORTH CAROLINA  
COOPERATIVE EXTENSION POSITIONS**

**WHEREAS**, North Carolina Cooperative Extension Service serves all 100 counties in North Carolina, including Catawba County; and

**WHEREAS**, North Carolina Cooperative Extension Service's mission is to empower people and provide solutions in the areas of Agricultural Services, Family and Consumer Sciences, 4-H Youth Development, and Environment / Natural Resources; and

**WHEREAS**, Agriculture provides an estimated direct financial impact of \$52,021,012 from 71,906 acres of farmland that supports crops and livestock in Catawba County; and

**WHEREAS**, the services provided in the Family and Consumer Sciences are integral to maintaining food safety in Catawba County as well as in equipping citizens with essential knowledge related to maintaining proper nutrition and managing chronic diseases; and

**WHEREAS**, the leadership of Cooperative Extension has historically provided a key bridge between Catawba County Government and the citizens it serves; and

**WHEREAS**, North Carolina Cooperative Extension Service has had long-standing vacancies in several key positions in Catawba County, including Livestock / Row Crops, Family and Consumer Sciences, Cooperative Extension Director, with additional vacancies in surrounding counties.

**NOW, THEREFORE, BE IT RESOLVED** that the Catawba County Board of Commissioners hereby fully supports the North Carolina Cooperative Extension Service and the work the Extension Service does to make our communities better places in which to live and work.

**BE IT FURTHER RESOLVED** that the Board of Commissioners requests that North Carolina State University fill the vacant positions of Agricultural / Livestock Agent, Family and Consumer Sciences Agent, and Cooperative Extension Director in Catawba County.

Adopted this 21st day of January, 2014.

---

Katherine W. Barnes, Chair  
Catawba County Board of Commissioners



MARY P. HUNNICUTT  
CLERK TO BOARD  
W. FRANK HEATH, III  
COUNTY MANAGER

**PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS**

P.O. BOX 45  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: 1-252-426-7550

JANICE MCKENZIE COLE  
Chair  
EDWARD R. MCZZULIN  
VICE CHAIRMAN  
BENJAMIN C. HOBBS  
KYLE JONES  
TAMMY MILLER-WHITE  
MATTHEW PEELER  
W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

**RESOLUTION OF SUPPORT**

WHEREAS, North Carolina Cooperative Extension Service serves all 100 counties in North Carolina including Perquimans County, and

WHEREAS, North Carolina Cooperative Extension Service mission is to empower people and provide solutions including Agricultural Services, and

WHEREAS, Agriculture provides an estimated financial impact from crops (68,468 acres of farmland), livestock, and government payments of \$74,302,125 in Perquimans County, and

WHEREAS, Agriculture in Northeast North Carolina has an economic impact that exceeds \$1.5 Billion annually, and

WHEREAS, North Carolina Cooperative Extension Service Agricultural Extension Agents provide unbiased, research-based production information to area farmers, and

WHEREAS, area Agricultural Extension Agents provide on-farm tests including field days such as the Northeast Ag Expo and Blacklands Tour, and

WHEREAS, North Carolina Cooperative Extension Service has a total of Four (4) Agricultural Agent vacancies in Northeastern North Carolina, and

BE IT RESOLVED that we, the Perquimans County Board of Commissioners fully support North Carolina Cooperative Extension Service and the work this organization does to make our communities better places in which to live and work, and

BE IT FURTHER RESOLVED that this resolution be spread upon other Counties in the northeast to request that North Carolina State University and North Carolina A&T State University fill vacant Agent positions with Ag Agents.

ADOPTED this 6<sup>th</sup> January, 2014.

*Janice McKenzie Cole*  
Janice McKenzie Cole, Chair  
Perquimans County Board of Commissioners

Attest:  
*Mary P. Hunnicutt*  
Mary P. Hunnicutt, Clerk to the Board





MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: 1-252-426-7550

JANICE MCKENZIE COLE  
CHAIR

EDWARD R. MUZZULEN  
VICE CHAIRMAN

BENJAMIN C. HOBBS

KYLE JONES

TAMMY MILLER-WHITE

MATTHEW PEELER

W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

### PROCLAMATION

**WHEREAS**, the Purple Heart is the oldest decoration in present use and was initially created as the Badge of Military merit by General George Washington in 1782; and

**WHEREAS**, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to any member of the United States Armed Services wounded or killed in combat with a declared enemy of the United States; and

**WHEREAS**, the mission of the Military Order of Purple Heart, Chartered by an act of Congress, is to foster an environment of goodwill among the combat wounded veteran members and their families, promote patriotism, support legislative initiatives and most importantly --make sure we never forget; and

**WHEREAS**, Perquimans County residents have been engaged in every war against a declared enemy fought by the United States, including the war for the nation's independence; and

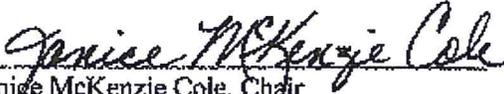
**WHEREAS**, Perquimans County recognizes the commitment and increasing sacrifices required of military families; and

**WHEREAS**, Perquimans County pledges its ongoing commitment to and support for the men and women who so honorably serve our nation.

**NOW THEREFORE BE IT PROCLAIMED**, the Perquimans County Board of Commissioners hereby declares:

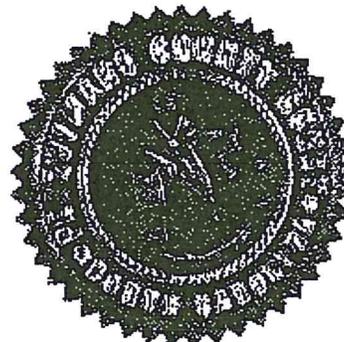
**Perquimans County as a Purple Heart County in the State of North Carolina**

Adopted this day of January 6, 2014.

  
Janice McKenzie Cole, Chair  
Perquimans County Board of Commissioners

ATTEST:

  
Mary P. Hunnicutt, Clerk to the Board  
Perquimans County Board of Commissioners





A PROCLAMATION DECLARING BERTIE COUNTY AS A PURPLE HEART COUNTY

WHEREAS, the Purple Heart is the oldest decoration in present use and was initially created as the Badge of Military merit by General George Washington in 1782; and

WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to any member of the United States Armed Services wounded or killed in combat with a declared enemy of the United States; and

WHEREAS, the mission of the Military Order of Purple Heart, Chartered by an act of Congress, is to foster an environment of goodwill among the combat wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly – make sure we never forget; and

WHEREAS, Bertie County residents have been engaged in every war against a declared enemy fought by the United States, including the war for the nation's independence; and

WHEREAS, Bertie County has also become home to countless veterans and their families whose lives have been altered forever as a result of combat injuries and loss of life; and

WHEREAS, Bertie County has large number of residents who have been awarded the Purple Heart Medal for wounds received in combat; and

WHEREAS, Bertie County recognizes the commitment and increasing sacrifices required of military families, and pledges its ongoing commitment to and support for the men and women who so honorably serve our nation.

NOW, THEREFORE, BE IT PROCLAIMED, that the Bertie County Board of Commissioners hereby declares Bertie County as a Purple Heart County in the State of North Carolina

This the 7<sup>th</sup> day of January, 2014.

  
J. Wallace Ferry, Chairman  
Bertie County Board of Commissioners

  
Sarah Seredni, Clerk to the Board

**State of North Carolina  
County of Onslow**

**Resolution 14-003  
Resolution Opposing Unfair Property Insurance Increases**

**Whereas**, Onslow County is located in North Carolina Rate Bureau Homeowner Territories #8 and #52, which includes barrier islands along the central and southern NC coast; and,

**Whereas**, the homeowners in Territories #8 and #52 already have the highest base rates for homeowners insurance in the entire State of North Carolina, with an annual base rates of \$1,613 and \$1,140 for \$75,000 worth of coverage; and,

**Whereas**, the current base rates for all other territories in North Carolina range from \$336 annually to \$1,613 annually; and,

**Whereas**, excluding the other 5 coastal territories, the current base rates range from \$336 annually to \$755 annually in the other NC territories; and,

**Whereas**, homeowners in Territories #8 and #52 currently pay base rates that are already 5 times higher than the base rate in many counties in central and western North Carolina; and,

**Whereas**, the NC Rate Bureau has filed a request for increased base rates that will be reviewed by the NC Commissioner of Insurance in the coming weeks; and,

**Whereas**, the proposed increase in base rates for Territories #8 and #52 is 35%, which is significantly higher than the proposed increases in central and western North Carolina; and, would increase the base rate for \$75,000 worth of coverage from \$1,613 and \$1,140 annually to \$2,178 and \$1,539 annually, by far the highest in the State of North Carolina; and,

**Whereas**, the 2014 proposed increase follows previous rate increases in Territories #8 and #52 of 17.5% and 29.8% in 2009, and 19.8% and 8.6% in July 2013; and,

**Whereas**, depending on policy renewal dates, some homeowners have yet to experience the brunt of the significant 2013 rate increases; and,

**Whereas**, most homes in Onslow County have a structure value in excess of \$75,000, resulting in homeowners insurance costs of several thousand dollars annually; and,

**Whereas**, homeowners insurance represents a significant financial burden for our property owners; and, this burden has a negative impact on family budgets, the regional tourism industry; and, the local real estate market; and,

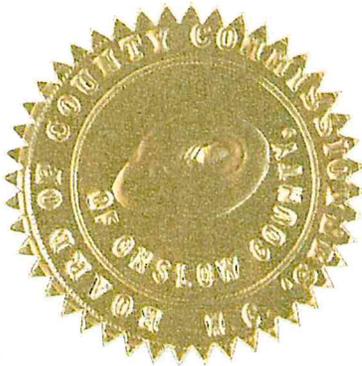
**Whereas**, there is a significant disparity in homeowners insurance rates across North Carolina; and, this disparity is unfair to homeowners in coastal North Carolina, including Onslow County.

**Now, therefore, be it resolved,** that the Onslow County Board of Commissioners strongly encourages the NC Commissioner of Insurance to not only reject the proposed 35% increase on base rates for Territories #8 and #52, but also reject any and all homeowners insurance rate increases; and, encourages the Commissioner to work toward a fairer homeowner's insurance rate structure for coastal North Carolina.

**Be it further resolved,** that the Board of County Commissioners encourages all homeowners in the 20 coastal counties to join Onslow in traveling to Raleigh on Friday, January 24th, and to make contact with the Department of Insurance protesting the requested rate increase.

Adopted this the 22nd day of January, 2014.

Onslow County  
Board of Commissioners



Paul Buchanan  
Paul Buchanan, Chairman

ATTEST:

Julie S. Wand  
Julie S. Wand, Clerk to the Board

## ALBEMARLE COMMISSION BOARD MEETING

**DATE:** Thursday, January 16, 2014  
**TIME:** 7:00 p.m.  
**PLACE:** Albemarle Commission Building

- 
- |         |  |
|---------|--|
| ITEM 1  | Opening  |
| ITEM 2  | Invocation   |
| ITEM 3  | Determination of a Quorum                                  |
| ITEM 4  | Approval of November 21, 2013 Albemarle Commission Minutes |
| ITEM 5  | Update on Bonner Bridge Project, Jerry Jennings (DOT)      |
| ITEM 6  | Recognition of New Board Members                           |
| ITEM 7  | Nominating Committee Recommendations                       |
| ITEM 8  | Calendar for 2014- Off Site Meetings                       |
| ITEM 9  | Approval of Budget Amendments #11 - #22                    |
| ITEM 10 | Financial Report Period Ending December 31, 2013           |
| ITEM 11 | Director's Comments - State of the Commission              |
| ITEM 12 | Chairperson's Comments                                     |
| ITEM 13 | Other Business   |
| ITEM 14 | Adjournment  |

*Attachments:* 1) Agenda  
2) Minutes of November 21, 2013 AC Bd. Meeting  
3) Budget Amendments  
4) Financial Report for Period Ending November 30, 2013  
5) Board Travel Reimbursement Form (Note change in mileage rate)

**MINUTES OF THE  
ALBEMARLE COMMISSION  
November 21, 2013**

**Opening**

Chairperson Tracey Johnson opened the November 21, 2013 Albemarle Commission Board meeting at 7:00 p.m. The meeting was held at the Albemarle Commission in Hertford.

**Invocation**

The invocation was offered by Executive Director Bert Banks.

**Determination of a Quorum**

A quorum was present with the following delegates present.

<b>Name</b>	<b>County</b>
Michael McLain	Camden
Bill Norton	Camden
Jeff Smith	Chowan
Jack Perry	Chowan
Marion Gilbert	Currituck
Robert Woodard, Sr.	Dare
Linda Hofler (for Henry Jordan)	Gates
Earl Pugh, Jr.	Hyde
Gary White	Pasquotank
Tammy Miller-White	Perquimans
Leroy Spivey	Tyrrell
Chuck Boucher	Tyrrell
Tracey Johnson	Washington
Charles Sharpe	Washington

Also present were Alan Thompson with the auditing firm of Thompson, Price, Scott and Adams; David Clegg, Tyrrell County Manager; Dwight Wheless, Legal Counsel; and Commission staff.

Chairperson Tracey Johnson recognized and welcomed Linda Hofler, substituting for Henry Jordan, and David Clegg, Tyrrell County Manager.

**Approval of October 17, 2013 AC Minutes**

Chairperson Johnson asked if there were any corrections to the October 17, 2013 minutes. With no corrections noted, Gary White moved to approve the minutes as written. His motion was seconded by Marion Gilbert and unanimously carried.

**Presentation of FY 2012-2013 Audit Report**

Executive Director Banks introduced CPA Alan Thompson and copies of the Audit Report, compiled by the auditing firm of Thompson, Price, Scott and Adams, were

distributed to Board members. A draft report was emailed previously to Board members for review.

Mr. Thompson noted there were no significant audit findings. He also noted that fund balance comparisons from 2009 to 2013 were listed and each year the fund balance increased.

At the conclusion of his presentation, Mr. Thompson said the Commission's audit was clean and he welcomed questions from the Board. Mr. Thompson asked that anyone with additional questions contact his office. He thanked the Board for the opportunity to perform the Commission's audit.

Chairperson Johnson asked if the Board was ready to accept the Audit Report presented by Mr. Thompson. A motion to accept the Audit Report for fiscal year ending June 30, 2013 was made by Michael McLain, seconded by Marion Gilbert and unanimously carried.

#### **Recognition of Outgoing Board Members**

In appreciation of the support and service offered over the past two years by the four outgoing at-large Board members, Chairperson Johnson presented plaques to Chuck Boucher, Tyrrell County; Charles Sharpe, Washington County; Bill Norton, Camden County; and Jack Perry, Chowan County. Executive Director Banks noted Gates County representative Henry Jordan was not present to receive his plaque, but Mr. Banks acknowledged the dedication and support from him over the past four years and noted he would take the plaque to Mr. Jordan in the near future. A special expression of appreciation was given to Chairperson Tracey Johnson by Executive Banks for her leadership with the Commission and her involvement as Secretary to the Council of Government's Regional organization as well as her involvement with regional and state activities. Mr. Banks said it was an honor to present her with a plaque of appreciation and also expressed his appreciation to the four outgoing at-large members.

#### **Nominating Committee Nominees**

Chairperson Johnson asked if Gary White, Tammy Miller-White and Leroy Spivey would agree to serve as members of the Nominating Committee. They were agreeable to acting in this capacity and were asked to briefly meet with Executive Director Banks at the conclusion of the meeting.

#### **Approval of Budget Amendments #8-#10**

The budget amendments were presented to the Board for approval. After review of the amendments, a motion was made by Marion Gilbert to approve the amendments as presented. Her motion was seconded by Michael McLain and unanimously carried.

#### **Financial Report for Period Ending October 31, 2013**

Ms. Humphries gave a report on the finances ending October 31, 2013. Mr. McLain asked if programs were affected by the sequestration process. Mr. Banks

responded that initially there was some apprehension of the consequences, but the programs were able to absorb the funding reductions. He said he also had concerns about how the recent government shutdown would affect funding, but this did not result in any negative impacts.

#### **Equipment Scheduled for Placement on GovDeals**

The Board reviewed the list of surplus equipment scheduled to be placed on GovDeals. Mr. Banks explained the equipment was obsolete and the hard drives were removed, therefore, no information remains on the computers.

A motion was made by Gary White to approve placing the equipment on GovDeals for sale. His motion was seconded by Michael McLain and carried unanimously.

#### **Director's Comments**

Executive Director Banks called attention to a map distributed to Board members that depicts North Carolina prosperity zones. He said he thinks there will be an attempt by the State to reorganize state government to fit the prosperity zones. He said he does not know if this will impact Council of Government designations. If it becomes an issue he will keep Board members informed.

Jeff Smith noted that Pitt County is included as part of this region in the mapping of prosperity zones and he feels this does not present a true unemployment and poverty rate and feels the Department of Commerce should be made aware of this discrepancy.

The Albemarle RPO Coordinator position has been filled and Mr. Banks said the person hired is Angela Welsh who is a planner for the Town of Nags Head and is currently the Rural Transportation Coordination Committee (RTCC) Chairperson. The RTCC is one of the two committees that comprise the Albemarle RPO.

#### **Chairperson's Comments**

Chairperson Johnson said she has enjoyed her duties as a delegate and as Chair of the Albemarle Commission. She added she appreciates the cooperation of the Board and the staff.

#### **Other Business**

Marion Gilbert expressed her appreciation to the outgoing Board members for their guidance and to Ms. Johnson for her leadership. She said what she has gained from them has been a tremendous help to her in learning the role of a Commission Board member.

Leroy Spivey announced that Tyrrell County made the first cut with their Golden Leaf application.

Michael McLain said he is pleased to report that the Outlying Landing Field (OLF) issue has been terminated.

Chairperson Johnson reminded Board members there will not be a December meeting.

**Adjournment**

With no further business to conduct, Chairperson Johnson declared the meeting adjourned.

DRAFT



















# 2013-2014

Journal Voucher			Journal:	
Voucher No. <u>20</u>		37B	Period Entered Into: <u>6</u>	
ACCOUNT NO. & DESCRIPTION			Increase	Decrease
<b>NWDB - On the Job Training</b>				
S&W - Employment Specialist	57151	503558	\$36	
Indirect Costs	57151	503599	\$377	
FICA/MCARE Tax	57151	504200		\$52
Health Insurance	57151	504300		\$340
Retirement	57151	504400		\$16
401K	57151	504450		\$5
<b>NWDB - Adult</b>				
Telephone - Local Service	57350	524110	\$500	
Contingencies	57350	529275		\$500
<b>NWDB - Dislocated Worker</b>				
Indirect Costs	57355	503599		\$377
Contingencies	57355	529275	\$377	
<b>NWDB - Out of School Youth</b>				
S&W - Administrative Assistant	58100	503515	\$1	
S&W - Employment Specialist	58100	503558		\$1
Conference Expenses	58100	529000	\$800	
Contingencies	58100	529275		\$800
<b>NWDB - In School Youth</b>				
Other Participant Costs	58135	521450	\$1,000	
Contingencies	58135	529275		\$1,000
Conference Expenses	58135	529000	\$800	
Contingencies	58135	529275		\$800
<b>REASON:</b> To adjust various NWDB budgets to correct negative balances and for future expenditures.				
SUBMITTED BY: <i>[Signature]</i>			12-12-13	
APPROVED BY: <i>[Signature]</i>			12-12-13	
ENTERED BY:				





COMPARISON OF December 2012 REPORT TO December 2013 REPORT

PROGRAM	BUDGET			REVENUES			EXPENSES			REVENUES OVER EXPENSES			Comments
	CURRENT	PRIOR PERIOD	% Change from	CURRENT	PRIOR PERIOD	% Change from	CURRENT	PRIOR PERIOD	% Change from	CURRENT	PRIOR PERIOD	% Change from	
	Dec-13	Dec-12	Dec 12 to Dec 13	Dec-13	Dec-12	Dec 12 to Dec 13	Dec-13	Dec-12	Dec 12 to Dec 13	Dec-13	Dec-12	Dec 12 to Dec 13	
GENERAL FUND	\$132,613	\$168,619	-21%	\$97,215	\$135,781	-28%	\$45,587	\$68,010	-33%	\$51,628	\$67,771	-24%	Only Chowan and Pasq have balances due. Pasq and Chowan make payments quarterly. The funds available will be reduced monthly to match funds in other programs.
ECONOMIC DEVELOPMENT PROGRAM	\$114,554	\$120,567	-5%	\$60,390	\$66,930	-10%	\$60,390	\$61,236	-1%	\$0	\$5,694	-100%	Revenue includes quarterly draws and match. \$6221 has been appropriated from EDA fund balance to correctly spend out three year program.
Community Transformation Grant Planning	\$46,174	\$95,000	-51%	\$46,174	\$95,000	-51%	\$23,916	\$34,423	-31%	\$22,258	\$60,577	-63%	Project is paid in advance.
205J Watershed Project	\$25,527	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	Award notification received 2013. Project begins Feb 2014.
DEPARTMENT OF TRANSPORTATION	\$144,632	\$130,781	11%	\$21,278	\$39,766	-46%	\$53,501	\$39,189	37%	(\$32,223)	\$577	-5685%	Budget includes increase for RPO program. Reimbursements are received quarterly. Last year's \$577 revenue over expenses was due to lower expenditures by this program in the 2nd quarter.
Bike & Ped	\$85,638	\$120,000	-29%	\$30,164	\$6,969	333%	\$32,286	\$47,997	0%	(\$2,122)	(\$41,028)	-95%	Reimbursement has been requested but not yet received.
COMMUNITY DEVELOPMENT PROGRAM (Single Family Rehab)	\$520,000	\$534,596	-3%	\$56,449	\$4,341	0%	\$56,953	\$12,654	350%	(\$504)	(\$8,313)	-94%	The difference has been received as of 1/8/14.
REVOLVING LOAN PROGRAM	\$5,350	\$5,350	0%	\$4,506	\$4,838	-7%	\$0	\$0	0%	\$4,506	\$4,838	-7%	Our Revolving Loan Fund program has been suspended. Laffin Gull is still making payments on their loan.
AGING PROGRAM	\$3,565,970	\$2,973,105	20%	\$1,042,813	\$1,236,728	-16%	\$1,180,182	\$1,198,247	-2%	(\$137,369)	\$38,481	-457%	Expenditures are requested the following month and received around the 15th. Previous year's \$38481 revenue over expenditures was due to a "float" payment that was not received this FY.
WORKFORCE DEVELOPMENT PROGRAM	\$2,862,557	\$3,136,684	-9%	\$745,915	\$999,255	-25%	\$865,121	\$1,109,970	-22%	(\$119,206)	(\$110,715)	8%	A cash draw of \$77,338.88 was requested on 12/18/2013 and received on 1/3/2014. An additional cash draw of \$41,676.48 was requested on 1/7/2014.
<b>GRAND TOTAL</b>	<b>\$7,503,015</b>	<b>\$7,284,702</b>	<b>3%</b>	<b>\$2,104,905</b>	<b>\$2,589,608</b>	<b>-19%</b>	<b>\$2,317,936</b>	<b>\$2,571,726</b>	<b>-10%</b>	<b>(\$213,031)</b>	<b>\$17,882</b>	<b>1291%</b>	