

**Camden County Board of Commissioners
Regular Meeting
June 1, 2020; 7:00 PM
Historic Courtroom
Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on June 1, 2020 in the Historic Courtroom, Camden, North Carolina. Due to Gov. Roy Cooper's executive order limiting public gatherings to no more than 10 people to reduce the spread of COVID-19, the meeting was streamed live for the benefit of the media and public. Citizens were invited to submit public comments by sending their remarks via email to the Clerk to the Board. Comments submitted were to be read by the Clerk during the live meeting and entered into the Public Record.

WELCOME & CALL TO ORDER

The meeting was called to order by Chairman Tom White at 7:00 PM. Also Present: Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, Randy Krainiak and Ross Munro.

INVOCATION & PLEDGE OF ALLEGIANCE

Commissioner Garry Meiggs gave the invocation and led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

The following comments were received by email due to COVID-19 and read aloud by the Clerk:

Steven R. Judd, Jr. of Country Club Road - *As a tax paying citizen of Camden County, I am demanding to be heard by you. Your failure to act in a responsible manner towards building a new school concerns me greatly. The future of this county relies on the quality of our school system. Without proper facilities and appropriate staff, we will undoubtedly see a decrease in ratings and an increase in debt. It is irresponsible not to place this project on the ballot for the citizens to decide. Your opinion and goals do not represent the majority of your constituents. You and I cannot afford to let this project linger for another two years. We simply will not have the money, nor the room, to raise taxes to compensate for the poor decision made by Commissioner Garry Meiggs, Clayton Riggs, and Randy Krainiak. My children deserve to receive the same education that your children have received in Camden County. Overcrowding eliminates that possibility. People move to Camden County specifically for the schools; you will begin to see them move out of Camden County if you and your colleagues do not take a serious approach to building a new high school. Education and Public Safety are what makes this county desirable and loved by the people who live here, and want to live here. The priorities of this board are an embarrassment. I expect proper representation from you Mr. Krainiak. Listen to the people. Please vote for the referendum on Monday, June 1st. We are all watching.*

Kiera E. Clark - *As a tax paying parent, I implore you to practice foresight and cease the ignorance. Spend our money on our school system. Our children need a school system that puts their safety at the forefront. Considering our current pandemic challenges and the fact our high school trailers do not provide sufficient space for appropriate hygiene management, you have an obligation to protect our future (children). Hand sanitizer does not kill harmful pathogens alone. Good air quality and scrubbing hands at least 20-seconds with soap is a basic necessity to combat disease. The trailers are dated and do not meet basic human needs. We need a new high school. Our school system deserves an overhaul. You are not in need of a brand-new building in a time where most of your community is struggling financially due to closed businesses or hours being decreased. Parents will not choose to live in Camden if the schools lack strong teachers, successful sports programs and positive educational outcomes. This will not attract other quality educators either. Building more and more houses and subdivisions is only lining politician pockets, like yours Mr. Krainiak. Is it true your family will be financially benefiting from the land rezoning next to the library? Quality schools with strong educators and sports programs attract families. If you are unsure of that, ask Sentara and see how difficult of a time they have bringing in providers with families after they research our school system. Investing in our schools will impact the economy and positive community growth. Taxation with no representation is what you are practicing. I motion that you suspend further votes and moving forward with the administration site build until the meetings are opened back up to the public in-person, in addition to placing our new high school build into the 2021 budget. I also move that there be an investigation of possible conflict of interest into the Board of Commissioners and possible personal financial gains in the development of the land throughout all of Camden County. It would be good to clear the air if this is an untrue rumor.*

Franklin & Linda Williams of Culpepper Road - *We, Franklin and Linda Williams, feel that a great injustice was done last week when this board chose to rob us and all the taxpayers in this county from being able to decide on the future of the proposed new Camden County High School. It should not be the decision of 3 commissioners to decide this for the entire county. The county has spent time and our money into the planning of this new high school...again. This has been going on for over 11 years and still NOTHING has been done to relieve the crowding in our schools. We had 3 sons graduate from Camden High School and we presently have 6 grandchildren in the same system. All of our sons reside in the county and also pay their taxes here. We pay a healthy amount in taxes, yet we all support the building of this school and we are adult enough to understand that this will likely raise our taxes...but it is necessary. With the low interest rates and the 12.3 million in grant money this is doable now...not 2 years from now when the grants and the low interest rates will be gone. We ask that this board becomes the Board of Commissioners that will finally get this school built. This county has waited too long and already spent too much to let it just slip by once again. Please do your job in finding the best options for the school and funding and then let us...the taxpayers...do ours.*

Deanna Manns of Sleepy Hollow Rd. - *Hello, my name is Deanna Manns and we live in Camden County. I have a son in Grandy Primary School and I'd love to see ya'll move forward to build the new high school. Ya'll have so many new houses popping up everywhere throughout the county that new schools are a MUST. They're not a want but a NEED. Please get the high school started because you will need to expand or make a new elementary and middle school in the very near future. Thank you.*

Sandra S. Hair of Culpepper Rd. – *School Bond Referendum: Why wait? 1. The independent feasibility study, which cost \$25,000, supports the need. 2. A 12.3 million free needs-based grant is available for school construction. 3. Interest rates are currently at record lows. 4. Rising construction costs. I am therefore requesting you rescind your vote to place the school bond referendum on the 2022 ballot. There is absolutely no reason to delay for two years. I am requesting you place the school bond referendum on the 2020 ballot and let the decision be made by the voters in November.*

Jonathan & Leslie Cropp of Summer Way - *I am writing to voice my concern to the Commissioners after hearing they plan to postpone discussions of new school construction for 2 or more years. I see new homes being built in every direction in Camden County and some current students going to classes in trailers. I have four children in Camden schools right now. What is the advantage of waiting two more years? There are many reasons to get to work fixing this problem now. 1) As I understand it, right now there is over \$12M from a grant, which all could be used in construction of a new school at no cost to taxpayers. 2) A feasibility study has already been conducted outlining all Camden schools at or beyond capacity right now. 3) Interest rates cannot go much lower than they are right now. 4) The number of students in local schools is only going up during the next few years. 5) The health and safety of students should be a top priority to the Commissioners. Having students in overcrowded classes and trailers is not ideal for their health or safety. Thank you for the work you do and God Bless.*

Stephen & Huyla Coker - *As residents of Camden County and as parents of three children (senior, sophomore and a 7th grader) in the Camden County School System, we urge you to rescind your decision from last week. We request that you move forward with allowing the citizens of Camden to have the opportunity to vote on the bond referendum in November of 2020. We have had 3 children in the school system, often spread across 3 different schools in the same year. We have firsthand experience regarding the space, facility and safety challenges within the existing schools. With a current total of 32 student years we feel qualified to attest to the very real and urgent need for a new school building NOW and not down the road. This process has already been going on long enough. It is never pleasant to spend large amounts of money but sometimes it is necessary. Sometimes avoiding expenses results in higher costs down the road. We feel strongly that now is the time to allow the citizens to have an opportunity to vote on what we feel is best for our children. Thank you for your consideration of our request and thank you for your service to Camden County.*

Christie Hamilton of Billets Bridge Rd. - *As a parent of two young children, I urge you to reconsider the vote and allow the people to vote in moving forward with the new high school. Now more than ever it is important to ensure our children are given a safe learning environment. We cannot possibly think we can help them learn and feel safe AND introduce COVID-19 strategies when they are overcrowded in trailers. Please, change your vote and allow the process to begin.*

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

Clerk to the Board Karen Davis read the Conflict of Interest Disclosure Statement.

ITEM 3. CONSIDERATION OF THE AGENDA

Motion to approve the agenda as presented.

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs
AYES: White, Munro, Krainiak, Riggs, Meiggs

South Camden Water & Sewer District Board of Directors

Chairman White recessed the meeting of the Board of Commissioners and called to order the South Camden Water & Sewer District Board of Directors Meeting.

Public Comments – None

Consideration of the Agenda

Motion to approve the agenda as presented.

RESULT: PASSED [UNANIMOUS]
MOVER: Randy Krainiak
AYES: White, Munro, Krainiak, Riggs, Meiggs

A. Monthly Report – David Credle

<p align="center"><i>South Camden Water & Sewer Board</i> <i>Monthly Work Order Statistics Report</i> <i>Period: April 2020</i></p>				
	<i>Submitted Work Orders</i>	<i>Completed Work Orders</i>	<i>Percentage Completed</i>	<i>Status of Uncompleted Work Orders</i>
<i>Water/Distribution</i>	49	49	100%	0
<i>Sewer/Collection</i>	2	2	100%	0
<p>Locates:</p> <p>Water Line: 89</p> <p>Sewer Line: 8</p> <p>Water & Sewer, same ticket: 17</p> <p>Hydrant flow test:0</p> <p>Public Works Director Notes/ Comments: Ten work orders have been checked for accuracy.</p> <p>Water treated at the water treatment plant in April: 14,312,590 gallons.</p> <p>Daily average water usage for April:477,086 gallons per day.</p> <p>Current treatment capacity at the water treatment plant: 720,000 gallons per day.</p>				

	SOUTH CAMDEN WATER & SEWER BOARD								
	MONTHLY WATER STATISTICS REPORT								
Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water/Distribution	Sewer/Collection	Water Locates	Sewer Locates	Water/Sewer Locate	Hydrant Flow Test
2019									
April	106	100%	0%	104	2	99	10	44	13
May	87	100%	0%	85	2	126	8	12	11
June	75	100%	0%	75	0	58	9	6	9
July	112	100%	0%	109	3	63	5	0	57
August	104	100%	0%	102	2	131	21	1	27
Sept	82	100%	0%	80	2	131	20	4	0
Oct	99	100%	0%	97	2	257	10	5	0
Nov	144	100%	0%	143	1	275	6	2	0
Dec	80	100%	0%	80	0	106	7	1	0
2020									
Jan	111	100%	0%	110	1	47	8	9	0
Feb	48	100%	0%	47	1	92	6	0	0
March	41	100%	0%	39	2	51	18	4	0
April	51	100%	0%	49	2	89	8	17	0

Mr. Credle included the following in his report:

- SCWSD has received requests from Camden Plantation and South Mills Landing Subdivisions to service first phases respectively. SCWSD currently has the capacity to service the first phases of both subdivisions.
- The construction of the new well included in the 2020-2024 Capital Improvement Program will give SCWSD the ability to raise water capacity from 720,000 to 1,080,000 gallons/day.
- Appreciation to the Board of Commissioners for the work on the CIP and “staying ahead of the curve.”
- The water main at the Commerce Park has been chlorinated, flushed and is back online.

Motion to approve the monthly report as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs
AYES:	White, Munro, Krainiak, Riggs, Meiggs

There being no further matters for discussion Chairman White called for a motion to adjourn.

Motion to adjourn South Camden Water & Sewer Board of Directors.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs
AYES:	White, Munro, Krainiak, Riggs, Meiggs

Chairman White reconvened the Board of Commissioners.

ITEM 4. PUBLIC HEARINGS

- A. Proposed FY 2020-2021 Budget – Ken Bowman

Motion to open the public hearing for the Proposed FY 2020-2021 Budget.

RESULT: PASSED [UNANIMOUS]
MOVER: Ross Munro
AYES: White, Munro, Krainiak, Riggs, Meiggs



FY 2020-2021 Budget Message

May 21, 2020

To: The Camden County Board of Commissioners
Tom White, Chairman
Clayton Riggs, Vice Chairman
Randy Krainiak, Commissioner
Garry Meiggs, Commissioner
Ross Munro, Commissioner

Pursuant to my responsibility as County Manager and Budget Officer, I respectfully submit for your consideration the Camden County Fiscal Year 2020-21 Annual Budget scheduled to begin on July 1, 2020 and end on June 30, 2021. This budget represents the combined efforts of County Staff to set a financial course of action to serve our supporting public while implementing the directions and desires of the Governing Body. The goal is to meet the County's basic needs in core operations and address as many capital improvement needs as financially feasible. One of the critical purposes of this document is to encourage open dialogue, questions, and public deliberation as it relates to how citizen tax dollars can best be used to serve the community. This budget has been prepared in accordance with the provisions of General Statute 159-11, the Local Government Budget and Fiscal Control Act.

As required, all funds within the budget are balanced along with all anticipated revenue and expenditure estimates being identified for Fiscal Year 2020-21. Notice of this submission will be given to the news media and the public, and a public hearing will be scheduled at the County's called meeting on June 1st at 7:00 p.m.

Like our state and federal governments, local governments will not be immune to the inevitable downturn in the economy due to the outbreak of COVID-19. All levels of government will experience declines in revenues, whether it is due to decreased property tax collections, slowing sales taxes, or reduced collections of various permit and service fees.

Even in Camden County this decline may create a challenge to maintain some local public services. Local governments are left in a position of uncertainty for upcoming budgets. There are

a couple of points I would like to make. As of now there will be no reductions in service. All departments will continue to perform their daily functions and provide quality service to Camden citizens. Second, leadership is not considering layoffs at all at this point. Every staff member of Camden County is extremely valuable and a great asset to the county. They have adjusted quickly to the "new normal" without hesitation while continuing to meet the needs of the community.

The full financial impacts of the coronavirus have yet to be felt, as revenue is always a few months behind. There may be some lost revenues but it is difficult to project how much at this time. In the meantime, all budgeted capital expenditures have been frozen as of May 1st, save for those funded through grants.

A copy of the proposed budget will be placed on file with the Clerk to the Board and will be available for public inspection during normal business hours within 10 days prior to the June 1st public hearing. A copy of this document is also available on Camden County's website. As is traditional, a copy will also be placed in the Camden County Public Library to facilitate its examination by our citizens and stakeholders.

While developing the budget the following key activities were taken into consideration:

- Continue to minimize the financial impact of county operations on its citizens through mindful budgeting and careful expenditures.
- Fund Capital goals as indicated in the Capital Improvement Plan.
- Maintain a reserve fund balance in accordance with the financial policies outlined and adopted in Resolution 2007-05-04.
- Continue to provide outstanding government services at all levels.

Revenues

The above goals for FY2020-21 were balanced with expected revenues while minimizing the use of the General Fund Balance to support operating expenses. Revenues are generally related to expected economic growth within the County and the State. Although COVID-19 has had a devastating impact on the economy globally and nationally there are still positive economic indicators including low unemployment and strong consumer confidence regionally. Property Tax values appear to be above 1% expected growth minimizing the impact of reduced sales tax collections on total revenues for the FY2020-21 budget.

Below is a listing of the major General Fund projected revenues.

Ad Valorem Tax	\$7,483,431
Local Option Sales Tax (Art. 39)	\$565,000
Vehicle Tax	\$663,381
Franchise Tax	\$739,000
Medicaid Hold Harmless	\$460,000
Article 40 Tax	\$295,000
Article 42 Tax	\$182,000
Special Revenue Fund (CRF) for Debt Payment	\$187,262
From School Reserve Fund (Debt Payments, Capital Outlay)	\$982,806
Solid Waste Fee	\$300,000

Expenditures

With a few exceptions, county departments continued to hold the line on expenditures. However, non-departmental expenditures are increasing. Non-departmental contributions such as School Funding, Emergency Medical Services (EMS), Emergency Management and Health Services are major appropriations. Other increased appropriations include Forestry, Social Services, and Solid Waste / Recycling. These increases in annual expenditures continue to be higher than increases in annual revenues for FY 2020-21. Continuing to fund operational expenditures with fund balance will quickly have a detrimental effect on general fund balance. However, over the last 3 years Staff has worked hard to ensure all bills are paid without having to use any funds from the fund balance.

The County's fund balance should be carefully invested within our county to foster economic growth and quality of life without burdening the taxpayers as available. While it is imperative to keep our responsible fiscal policies intact by supporting operational expenditures with operational revenues, we are in a position to use a portion of fund balances restricted for capital investment to address failing County buildings and critical infrastructure as well as community projects that are important to our citizens. Funding Capital Improvement Plan projects is vital to the success of these goals.

Compared to the adopted FY 2019-20 General Fund budget of \$13,280,091, the anticipated FY2020-21 budget proposes \$13,568,068 which represents an increase of \$287,977.

The FY2020-21 proposed general fund budget is balanced with \$330,976 in fund balance to finance County operational expenses. The FY2019-20 adopted general fund budget was balanced with \$492,149 in fund balance to finance County operational expenses.

Departmental Appropriations

Below is a list of some of the major Departmental expenditures proposed for FY 2020-21.

Governing Body	\$104,317
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County Administration	\$236,625
Elections	\$141,557
Finance Department	\$214,514
Personnel	\$65,982
Tax Department	\$508,530
Legal	\$40,000
Register of Deeds	\$268,087
Planning Department/Inspections	\$560,015
Public Works/Building & Grounds	\$604,589
Sheriff & SRO	\$2,059,393
Extension	\$171,308
Recreation	\$300,301
Senior Center	\$232,787
Solid Waste	\$743,715
Non-Departmental	\$210,729
Economic Development	\$125,601
Capital Outlay/Debt Service	\$1,089,189
Library	\$234,292
JCPC	\$80,384
Soil & Water Conservation	\$79,786

Special Appropriations

In the FY2020-2021 proposed budget, Special Appropriations expenditures total \$5,245,716 or 38 % of total General Fund expenses. The county is required by contract to commit the funds budgeted for EMS, Emergency Management and Forestry. (The School System is anticipating an increase ADM from 1859 students to 1,888 students for FY2020-21).

The list below highlights some of the major Special Appropriations proposed for FY2020-21.

School Current Expense	\$2,600,000
School Capital Outlay	\$405,878
Presumptive Camden EMS	\$562,250
Central Communications/Emergency Mgmt.	\$301,000
College of the Albemarle	\$40,000
Albemarle District Jail	\$295,000
Department of Social Services	\$337,056
CI & S Fire Commission	\$265,686
South Mills Fire Commission	\$166,074

Major Concerns

The County continues to remain focused on the area of economic development as a key to increasing revenues, expanding and diversifying the tax base, and making the wastewater system financially self-supporting. Significant progress was made in 2019 with the completion of the waste water treatment plant on Highway 158 corridor. This plant is now on line to receive waste

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water from the Camden Courthouse area which in turn now creates additional capacity in the South Mills waste water treatment plant.

Attention must remain focused on revenue generation from the land transfer tax which is the major funding mechanism for the County Capital Reserve Fund. Without a steady flow of sustainable revenue the County will not be able to take on new Capital Improvement Projects (CIP) or adequately fund the debt service obligations for already completed projects.

In addition, during FY 2019-20, the County contributed approximately \$405,878 to the School District for capital improvements and \$2,600,000 for operating expenses utilizing tax revenue and a significant contribution from fund balance. The proposed FY 2020-21 budget continues to provide \$2,600,000 for current operating expenses and \$405,878 to the Board of Education for capital needs.

Other Major Program Goals

Community Park Trust Fund

The Community Park Trust Fund (CPTF) FY2020-21 budget includes funding for Park Maintenance Capital needs. The county will pursue grant funding for design/construction of future community parks once the land purchase of the identified location has been completed.

Capital Reserve Fund

The money for this fund comes from the \$0.01 land transfer tax which is levied on all land sales. Due to outdated and failing County buildings, funds are included to continue planning for a County Office Building / Campus complex that would replace the current structures. These new buildings would combine the Administration, Tax, Planning, and Water/Sewer staff. At this time the County is in negotiations to phase in this project and start with designing the Library, which will include a Community Activities Room and a Board Room for Commissioners and other commissions to meet. This building will be located on the site across from the historic courthouse.

School Capital Reserve Fund

The School Capital Reserve Fund is currently funded by restricted sales tax. County Management is currently working with school officials to proceed toward being shovel ready within the next 18 months. The cost of constructing a new school will require debt financing and a bond referendum. The opportunity to vote on this referendum will be during the November general election. Consideration should be given to the best possible route to bringing this project to fruition without undue burden on our taxpayers.

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RECOMMENDATION

The total of recommended General Fund expenditures is \$13,568,068.

The projected revenues total \$13,237,092 for the General Fund at the present tax rate of \$7.5.

After receiving departmental requests, Budget & Finance worked to cut general fund requests requiring \$516,964 in fund balance to \$330,976. The only way to reduce expenditures further without reducing services is by removing 2% Cost of Living Increase, the limited Capital Improvements (updated desktop computers, Sheriff's vehicles) and the Equipment requests from Public Works. The bottom line is County Departments have done an extraordinary job staying within their respective budget allocations and in turn have not expended all of their funds for the past 3 years. Those unused funds have been returned to the General Fund Reserve eliminating the need to draw down the Fund Balance.

FY 2020-21 Budget Summary

The Management Team brought me a conservative set of budget requests that allowed for the continuation of excellent services that have been provided in the past. This budget also provides for limited capital improvements and equipment necessary to continue services in a manner that is effective and safe. Finally, this budget provides for a plan this year, with no tax increase, while keeping in mind the challenges we face in future years. Challenges such as the construction of a new administration campus, a new high school, broadband, and waste water sewer line extensions are planned for in the next couple of years and while funds for their construction are not specifically allocated we are still mindful of them while putting together this year's budget.

The strain on revenues and our desire to maintain our service level has made for very conservative budgets during the last several years, and our Management Team has once again done a great job keeping expenses down to all but the necessary in order to provide for a responsible and balanced budget. In addition, staff has tried to factor in the financial impacts from the COVID-19 pandemic and what that will have on future funding of operations and capital projects moving forward. At this point I want to emphasize to you that Camden County is still in good financial condition. Our fund balance in the General Fund continues to be healthy.

I look forward to working with you to implement this budget and continue to serve the citizens of Camden County. As public officers, we have been given the task of protecting the rights, needs and desires of the constituents. The staff believes that this task has been achieved and respectfully submits to you the FY2020-21 Fiscal Year Budget.

Respectfully submitted,


KENNETH L. BOWMAN
Budget Officer/County Manager

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There were no public comments in regard to the Proposed FY 2020-2021 Budget.

Motion to close the public hearing.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs
AYES:	White, Munro, Krainiak, Riggs, Meiggs

Motion to add the Proposed FY 2020-2021 Budget to New Business as Item 5.D.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Ross Munro
AYES:	White, Munro, Krainiak, Riggs, Meiggs

B. Proposed 2020-2024 Capital Improvement Program – Ken Bowman

Motion to open the public hearing for the Proposed 2020-2024 Capital Improvement Program.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Ross Munro
AYES:	White, Munro, Krainiak, Riggs, Meiggs

County Manager Ken Bowman presented the Proposed 2020-2024 Capital Improvement Program. The entire document is incorporated herein as reference.

<p style="text-align: right;">June 1, 2020</p> <p>Camden County Board of Commissioners Tom White, Chairman Clayton Riggs, Vice Chairman Garry Meiggs Randy Krainiak Ross Munro</p> <p>Re: Fiscal Year 2020-2024 Recommended Capital Improvement Program (CIP)</p> <p>Chairman White and Members of the Board:</p> <p>The provision of adequate public infrastructure remains a top priority for the County. Being only the tenth year having a CIP process, the Board of Commissioners have undertaken significant thought, discussion and consideration to estimate critical facility needs and the costs therein for the County.</p> <p>Financial policy specific to how the County governs the issues of debt, fees & user charges, fund balances, competitive employment, and the ad valorem tax rate are shown in the attached Resolution No. 2007-06-04. This Resolution puts in place measures to ensure the financial strength of the County government as well as protecting the taxpayer. In addition, the Board of Commissioners created a Capital Reserve Fund as a mechanism with which to fund critical, non-school, county infrastructure projects.</p> <p>A primary goal for the County is bringing new development and job creation to the Camden Commerce Park along U.S. 17. Further development along the HWY 158 and US 17 corridors will result in the generation of new tax revenues, lessening the County's reliance upon residential property taxes and creating new employment opportunities for our citizens.</p> <p>With Camden County being a recipient of significant grant awards in furtherance of the Board of Commissioners capital improvement policy goals, key infrastructure projects are moving forward. In FY 16/17 the county was awarded approximately \$1.58 million in grants from the U.S. Economic Development Administration and the Golden LEAF Foundation for the construction of the Courthouse Area Wastewater Treatment Plant. The design framework for this project included a high-rate infiltration waste water treatment plant capable of treating 50,000 GPD and expandable to 100,000 GPD. In March 2018 the County awarded a contract to Hatchell Concrete for construction of the wastewater treatment plant at a cost of \$4.7M. This project was completed in October 2019.</p> <p style="text-align: right;">1</p>	<p>A significant project included in the 2016-2022 CIP is the engineering and design of a new Administration Campus Complex on the acquired site across from the Historic Courthouse. The proposed administration building was discussed by the Board of Commissioners and approved during the November 2016 board meeting.</p> <p>Since that time some significant events have developed that have prompted looking into adding a library and a multi-purpose building on the site. The administration building will house the Planning Department, Water Department, Tax Department, Human Resources, Finance, Economic Development, The Clerk to the Board, and the County Manager. This building will also have much needed conference rooms and a board room for the Board of Commissioners.</p> <p>Second is the Library. The current building housing the library is being leased and the lease will expire in September 2021. The owner has already stated they will not renew the lease when it expires. When the new library is complete the money used for leasing the current building will be applied to the loan payment for the complex. The library is a tremendous asset for the citizens and children of Camden County.</p> <p>Third is the Multi-Purpose building. This building will house the Parks and Recreation Department and the Senior Center. The building will have a space large enough to accommodate basketball, volleyball, bleachers, civic meeting rooms, staff offices, and a raised stage for conferences and special events. The Senior Center will have a large meeting room for activities, exercise room, staff offices, and a shared kitchen for daily meal preparations and catering events. It is anticipated this building could receive the most use of the 3 buildings and will become a hub of activity for many events.</p> <p>Once the current Senior Center space is vacated it will be available for the Sheriff's Office to occupy. The Sheriff's Office is operating at maximum capacity and is in dire need of a space that can be converted to areas where evidence and special equipment can be secured as well as a holding area. When all departments have re-located to the administration building, the Sheriff's Office will occupy the existing building and have access to the existing parking area compound. Once complete this will become a secure area.</p> <p>Soil Borings and a Topographical Survey have already been accomplished on the site. SOLEX Architects from Danville, VA was hired to design and provide conceptual renderings of the proposed campus site. This has been completed and the recommendation is to do a Request for Information (RFI) and a Request for Proposal (RFP). A Request for Qualifications was advertised and the County received 8 applications. Of the 8 submitted, staff interviewed 4 Architectural Firms and a selection was made. Hoerner Design, Raleigh, NC will be the lead for designing the complex.</p> <p>While the Board of Commissioners moved forward ten years ago with the acquisition of property for a potential high school site, it is not yet clear when this new facility will be completed. At the joint meeting between the Board of Commissioners and the School Board it was decided to hire MB Kahn to conduct a feasibility study to analyze the current and future needs. The study has been completed and MB Kahn has completed approximately 95% of the educational space summary. At this time they are in the planning / design / funding stage. Once the general location of the building is identified the site preparation will begin. The plan going forward is to place this as a referendum on the General Election Ballot in November 2020 for a vote of the citizens.</p> <p style="text-align: right;">2</p>
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With the coronavirus outbreak still growing in North Carolina and the country, the length and depth of the economic fallout is still unknown. The only thing we really know right now is there is agreement with all economists that the economy is taking a major hit and will not rebound in quickly. That being said future for Camden County is very positive as we continue working together to make the County a better community in which to live, work, and recreate. It will take all of our collective skills along with wise and thoughtful decisions to have the necessary vision to continue to advance the critical capital projects identified in this document.

Respectfully Submitted,


Kenneth L. Bowman
County Manager

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There were no public comments in regard to the Proposed 2020-2024 Capital Improvement Program.

Motion to close the public hearing.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs
AYES:	White, Munro, Krainiak, Riggs, Meiggs

Motion to add the Proposed 2020-2024 Capital Improvement Program to New Business as Item 5.E.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs
AYES:	White, Munro, Krainiak, Riggs, Meiggs

ITEM 5. NEW BUSINESS

A. Tax Report – Lisa Anderson

<u>MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS</u>		
<u>OUTSTANDING TAX DELINQUENCIES BY YEAR</u>		
<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2019	275,681.92	33,957.95
2018	65,623.77	2,756.49
2017	26,169.95	2,715.99
2016	13,422.86	1,893.05
2015	8,242.39	944.99
2014	11,062.32	1,228.71
2013	7,447.15	4,851.16
2012	5,778.79	7,543.51
2011	4,672.66	6,296.77
2010	4,149.58	4,642.02

TOTAL REAL PROPERTY TAX UNCOLLECTED	422,251.39
TOTAL PERSONAL PROPERTY UNCOLLECTED	66,830.64
TEN YEAR PERCENTAGE COLLECTION RATE	99.35%
COLLECTION FOR 2020 vs. 2019	95,486.72 vs. 115,715.66
<u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u>	
2019	95.97%
2018	99.09%
2017	99.59%

<u>EFFORTS AT COLLECTION IN THE LAST 30 DAYS</u>	
ENDING March <u>2020</u>	
<u>BY TAX ADMINISTRATOR</u>	
<u>1023</u>	NUMBER DELINQUENCY NOTICES SENT
<u>77</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>0</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>0</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>1</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>0</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<u>0</u>	NUMBER OF JUDGMENTS FILED

30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	7,418.60	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	01-8929-00-34-2503.0000	7,166.08	1	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8934-01-18-8282.0000	5,567.30	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	02-8934-01-17-4778.0000	5,094.04	3	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	02-8934-01-18-6001.0000	4,970.13	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	03-8899-00-16-2671.2425	4,957.48	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8935-02-66-7093.0000	4,574.48	2	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	03-8899-00-45-2682.0000	3,839.99	10	SEAMARK INC.	SHILOH	HOLLY RD
R	02-8944-00-36-1417.0000	3,826.88	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	03-8972-00-54-4332.0000	3,764.55	1	GILBERT WAYNE OVERTON &	SHILOH	1330 343 HWY S
R	02-8944-00-75-7172.0000	3,376.93	1	KIM SAWYER	CAMDEN	110 MILL DAM RD N
R	02-8944-00-87-7021.0000	3,375.02	1	MARK M. BRIGMAN SR & LISA L.	CAMDEN	175 MCKIMMEY RD
R	02-8934-01-18-8072.0000	3,234.74	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8944-00-51-7111.0000	3,065.60	1	FLOYD & JUNE T. ETHERIDGE	CAMDEN	110 BILLETTS BRIDGE RD
R	01-7090-00-64-6040.0000	2,949.86	1	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	02-8935-01-08-8786.0000	2,940.10	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	02-8934-01-29-4617.0000	2,923.24	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8945-00-41-2060.0000	2,922.52	1	RASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8943-01-17-4388.0000	2,909.12	1	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	01-7081-00-52-7312.0000	2,805.98	1	WILLIAM K. COLONNA	SOUTH MILLS	256 CULPEPPER RD
R	02-8923-00-19-3774.0040	2,720.76	1	NMJ PROPERTIES LLC	CAMDEN	431 158 US W
R	02-8944-00-99-1027.0000	2,716.91	2	JOHNNIE MERCER HEIRS	CAMDEN	MCKIMMEY RD
R	03-8973-00-22-3033.0000	2,660.14	1	TAYLOR LEIGH PROPERTIES LLC	SHILOH	899 SANDY HOOK RD
R	03-9809-00-23-8838.0000	2,631.32	1	WILLIAM DAVID BYRUM	SHILOH	112 HIGH RD
R	01-7090-00-64-4058.0000	2,572.41	1	GODFREY RIDDICK	SOUTH MILLS	131 LILLY RD
R	01-7999-00-62-3898.0000	2,568.65	1	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	01-7997-00-75-4295.0000	2,537.15	1	JACKIE E. BAILEY	SOUTH MILLS	100 ROBIN CT W
R	03-8962-00-67-1021.0000	2,509.41	3	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	02-8943-01-06-9013.0000	2,459.32	3	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR
R	02-8934-03-31-9750.0000	2,440.10	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	7,418.60	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	3,839.99	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7080-00-62-1977.0000	10	2,034.38	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8952-00-95-8737.0000	10	2,032.30	AUDREY TILLET	SHILOH	171 NECK RD
R	03-8943-04-33-8214.0000	10	1,987.78	L. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	10	1,929.64	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7999-00-32-3510.0000	10	1,856.74	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,787.55	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	945.00	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	922.16	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-60-5052.0000	10	777.91	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8936-00-24-7426.0000	10	670.53	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-9809-00-24-6322.0000	10	636.33	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	10	583.82	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-8980-00-61-1968.0000	10	513.93	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	10	253.12	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-8980-00-84-0931.0000	10	252.86	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-9809-00-45-1097.0000	10	201.43	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	152.13	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	138.72	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8962-00-04-9097.0000	9	2,509.41	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	9	1,088.57	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	9	846.93	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-70-7529.0000	9	674.58	MARY SNOWDEN	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	9	629.27	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8962-00-60-7648.0000	9	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-8965-00-37-4242.0000	8	2,099.04	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7091-00-64-6569.0000	8	1,385.62	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGLY LN
R	03-8962-00-55-5300.0000	8	427.31	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	03-8899-00-36-1568.0000	8	400.52	PETER BUTSAVAGE	SHILOH	HIBISCUS RD

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,183.53	10	JOHN MATTHEW CARTER	CAMDEN	150 158 HWY
P	0001591	859.53	1	HERBERT LEE BYRUM	CAMDEN	BILLETTS BRIDGE RD
P	0000295	792.09	1	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001104	673.59	3	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0001046	663.65	8	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001538	653.15	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0000738	618.22	9	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001072	569.40	10	PAM BUNDY	SHILOH	105 AARON DR
P	0000297	517.95	3	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0002924	497.77	2	PAUL BEAUMONT	SHAWBORO	106 DEERFIELD TRL
P	0001827	483.28	8	KAREN BUNDY	CAMDEN	431 158 US W
P	0002941	453.90	1	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0001681	414.72	8	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	411.11	8	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0000846	403.85	1	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001546	343.89	2	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0003399	302.87	1	JAIME ARMANDO ARIZAGA	SOUTH MILLS	182 CULPEPPER RD
P	0001694	288.99	8	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000772	288.86	5	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002194	285.59	2	ARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0001106	242.94	10	JANE ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0002525	239.04	1	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0001952	238.91	8	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000905	232.45	2	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001976	205.03	2	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0002442	200.37	3	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001408	193.32	2	SHELLY MARIE AMMON	SOUTH MILLS	612 MAIN STREET
P	0003109	181.33	1	CRAIG SCOTT CAREY	SOUTH MILLS	206 SHARON CHURCH RD
P	0001693	161.46	10	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0002182	160.72	1	ACADEMI TRAINING CENTER LLC	MOYOCK	850 PUDDIN RIDGE RD


30 Oldest Unpaid – Personal




Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	2,183.53	JOHN MATTHEW CARTER	CAMDEN	150 158 HWY
P	0001046	10	663.65	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001538	10	653.15	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0000738	10	618.22	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001072	10	569.40	PAM BUNDY	SHILOH	105 AARON DR
P	0001827	10	493.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001106	10	242.94	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001693	10	161.46	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001639	9	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001681	8	414.72	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	8	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	8	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	8	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000772	7	288.86	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0000905	5	232.45	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0000295	4	792.09	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000846	4	403.85	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0000385	4	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	4	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	4	108.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002079	4	106.35	OCTAVIS BANKS III	SOUTH MILLS	262 OLD SWAMP RD
P	0001104	3	673.59	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000297	3	517.95	ADAM D. & TRACY J W. JONES	CAMDEN	133 WALSTON LN
P	0001976	3	205.03	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0002442	3	200.37	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001408	3	193.32	SHELLY MARIE AMMON	SOUTH MILLS	612 MAIN STREET
P	0000945	3	145.18	RAMONA F. TAZEWEILL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001150	3	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001689	3	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002468	3	106.72	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD

Motion to approve the tax report as presented.

RESULT: PASSED [UNANIMOUS]
MOVER: Randy Krainiak
AYES: White, Munro, Krainiak, Riggs, Meiggs

B. Resolution 2020-06-01: Salaries & Compensation for Various Boards and Commissions – Ken Bowman

 <p>Resolution No. 2020-06-01</p> <p>A RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS SALARIES AND COMPENSATION FOR VARIOUS BOARDS AND COMMISSIONS FISCAL YEAR 2020-2021</p> <p>Whereas, the Camden County Board of Commissioners desires to provide reasonable compensation for service on various boards and commissions of the County;</p> <p>Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 1st day of June 2020 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning July 1, 2020 and ending June 30, 2021,</p>		<p>4. The following are not reimbursable expenses: Attendance to social occasions (banquets, meals (except as part of a participatory meeting), entertainment, sports, galas, fundraisers, clubs, etc.), or informal or telephonic conversations. Also alcoholic beverages, political contributions, tips greater than 18%, parking or traffic violations / fines, entertainment expenses such as tickets to sporting events or theaters, and in room movies. For any fundraisers the board decides to attend, the County will pay for the ticket if the Commissioners agree that the event benefits Camden County residents and serves a public purpose, however, they will not receive meeting pay for attendance. (Must be non-partisan and non-profit)</p> <p>5. Attendance at Board appointed Board Meetings (i.e. Library, DSS, ADJ) will not be reimbursable to Commissioners who are not appointed to those boards unless they are requested to attend by the appointee who is unable to attend or at the request of the Board of Commissioners in the Commissioner's official capacity.</p> <p>6. Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four (4) hours and out of the county (90 mile radius of the Courthouse).</p> <p>7. Board members are required to submit in writing a payment request in the form of an expense report (via internal form) in the Finance Officer not later than the last business day of each month. The report will contain all expenses including compensation along with a description of the meeting, date, time and place.</p> <p>8. Special meeting reimbursement requests that exceed seven (7) in a month will require Board approval.</p>	
<p>Section 1: BOARD OF COMMISSIONERS</p> <p>Chairman \$550.00 per month plus mileage.</p> <p>Vice-chairman/ Board Member \$525.00 per month plus mileage.</p> <p>1. The monthly "salary" of the Board members shall be considered as compensation for regularly scheduled meetings of the board per the annual Meeting Calendar. Same day attendance at meetings will not be eligible for reimbursement – i.e., a closed session in advance of a board meeting.</p> <p>2. Board members attending Special Meetings and Budget Work Sessions will be compensated at a rate of \$75 per meeting. Board members will be compensated up to \$75 for attendance at other board meetings they have been appointed to and not already compensated for by those boards.</p> <p>3. For purposes of reimbursement, eligible meetings would include those in which the board members serve and participate by virtue of their position and/or in representation of their position as a board member and/or are an invited "participant" by staff or agency/department and may include Association Ad Hoc Committee meetings, Ground Breakings and Ribbon Cuttings or any meeting at the request of the Board of Commissioners in the Commissioner's official capacity.</p>		<p>Section 2: BOARD OF ELECTIONS</p> <p>Chairman Compensation - \$50 for meeting with Board, \$50 per day for Election Day, canvass day, and instruction day plus mileage.</p> <p>Board Members Compensation - \$40 per meeting with Board, \$40 per day on Election Day and canvass day plus mileage.</p> <p>Chief Judge Compensation - \$40 per day for instruction day and canvass day plus mileage. \$150.00 per day for Election Day plus mileage. \$20 for pick-up day.</p> <p>Judges Compensation - \$20 for instruction day. Election Day at \$120.00 per day.</p> <p>Assistants Compensation - \$20 for instruction day. Election Day at \$100.00 per day.</p>	
		<p>Section 3: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS</p> <p>Compensation - \$30.00 per meeting plus mileage.</p>	

Section 4:	SOCIAL SERVICES BOARD
Chairman	Compensation - \$35.00 per meeting plus mileage.
Board Members	Compensation - \$30.00 per meeting plus mileage.
Section 5:	AGING ADVISORY COUNCIL
	Compensation - \$30.00 per meeting, plus mileage and meal if required.
Section 6:	RECREATION BOARD
	Compensation - \$30.00 per meeting, plus mileage.
Section 7:	JURY COMMISSION
	Compensation - \$ 7.25 per hour for hours worked compiling jury list.
Section 8:	ECONOMIC DEVELOPMENT BOARD
	Compensation - \$30.00 per meeting, plus mileage.
Section 9:	SENIOR CENTER BOARD
	Compensation - \$30.00 per meeting, plus mileage.
Section 10:	LIBRARY BOARD
	Compensation - \$30.00 per meeting, plus mileage.
Section 11:	AGRICULTURAL ADVISORY BOARD & FIRE COMMISSIONS
	No Compensation
Section 12:	TRAVEL & MILEAGE REIMBURSEMENT
	All Boards and Commissions are subject to the approved Camden County Travel Policy. Mileage will be computed based on home of record and return. Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15 for all compensable meetings. Any volunteer or non-paid meetings will not qualify for travel or mileage reimbursement without Board of Commissioners approval.
Adopted this the 1 st day of June 2020.	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <p>ATTEST:</p>  <p>Karen M. Davis, NCCCC Clerk to the Board of Commissioners</p> </div> <div style="text-align: center;">  <p>George T. Wolfe, Chairman Camden County Board of Commissioners</p>  </div> </div>	

Motion to adopt Resolution 2020-06-01 Salaries & Compensation for Various Boards and Commissioners as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Randy Krainiak
AYES:	White, Munro, Krainiak, Riggs, Meiggs

C. Boomerang Design Fee Proposal – Ken Bowman

After much deliberation and consideration of the cost for the administration complex during the downturn of the economy due to COVID-19, staff was directed to look at phasing the project focusing on building the Library first and master planning the entire project for the second phase.


After advertising for architectural firms and conducting interviews, Boomerang Design was selected for design of the new Library (Phase I).

As requested, they have provided their proposal for professional services for Phase I which includes architectural and engineering design services for a one-story building (+/- 11,700 square ft.) consisting of a Library, a Community Meeting Room, a Commissioner and Committee Board Room with support spaces, and a small catering/warming kitchen.

Their services also include design of a master plan for the site (as required by AHJ permitting) which will also provide the County with a road map for future building development and extension of utility services. Time is of the essence as they understand the facility needs to be substantially completed by September 1, 2021.

Master Plan: The services include the master planning of the 7-8 acre site for the development of Phase I as well as conceptual design for future building development. Their services include overall conceptual design for the entire

site development to ensure that services, access, connectivity to other county facilities, etc. are all addressed and considered for site development.



boomerang
DESIGN
rethink, reimagine, rebuild

May 12, 2020

Mr. Bill Cram, Executive Vice President
M/B Kahn Construction Co., Inc.
101 Flintlake Road
Columbia, SC 29223

RE: Camden County Administrative Complex
SUBJECT: Fee Proposal
COMM. NO.: 7016 FILE NO.: A 1.0

Dear Bill:

We are excited to have been selected by Camden County, NC for design of their new Library and Civic Center (Phase I). As requested, we have provided our proposal for professional services below.

Base Services Scope

Boomerang Design will provide architectural and engineering design services for a one-story building consisting of a library, a Community Meeting Room, a Commissioner and Committee Board Room with support spaces, and a small catering/warming kitchen. Our services also include design of a master plan for the site (as required by AHI permitting) which will also provide the County with a roadmap for future building development and extension of utility services. Time is of the essence as we understand the facility needs to be substantially complete by September 1, 2021.

Master Plan: Our services include the master planning of the 7.8 acre site for the development of the Phase I as well as conceptual design for future building development. Our services include overall conceptual design for the entire site development to ensure that services, access, connectivity to other county facilities, etc. are all addressed and considered for site development.

Phase I: Design for construction of a +/- 11,700 sq. ft. building facility to serve Camden County residents. The facility will contain a community library, a Community Meeting Room, a Commissioner and Committee Board Room with support spaces, and a small catering/warming kitchen.

Boomerang will engage independent engineering consultants to provide Civil, Structural, Plumbing, Mechanical, Electrical, Fire Protection (if required) and Technology design for the proposed facilities. We will also work with Camden County and MB Kahn to design an environmentally sensitive and contextual appropriate facility within the available funds.

Design services shall be provided in the traditional phases of Schematic Design, Design Development, Construction Documents, Final Documents, Bidding and Construction Administration. Our base services include development of book specifications as required for bidding and those services listed in the draft AIA B133 document attached. Our base services do not include surveying, geotechnical evaluations, wetland delineations, Life Cycle Costs Analysis, LEED design services, cost estimating, landscape design (an allowance to be utilized in design for plant materials) commissioning services, or special inspections services. However, these can be provided for an additional service fee if desired.

6131 Falls of Neuse Road, Suite 204, Raleigh, North Carolina 27616 | Tel: 919.573.6420 | Fax: 919.573.6795 | info@boomerangdesign.com

Boomerang DESIGN
Page 2 of 5
Letter to: Bill Cram
May 12, 2020

Meetings

- **Schematic Design:** Provide three (3) Schematic Design Meetings (with at least 1-2 at Boomerang's office in Raleigh or by video conference) to:
 1. Solidify the program
 2. Identify existing spaces and future needs
 3. Present up to (2) preliminary master plans for the site and building plan concepts for feedback
 4. Refine selected plan and provide elevations for feedback
 5. Provide refined elevations. Our Schematic Design conceptual plans will include completion of code analysis.
- **Design Development:** Provide three (3) Design Development Meetings (with at least 1-2 at Boomerang's office in Raleigh or by video conference) to:
 1. Present further development of the floor plan, elevations, and site plan
 2. Meet with each department to identify all aspects of their individual spaces and develop a project scope document that details room by room the items that will be provided in the project construction and the items to be provided/purchased separately by the Owner (i.e. furniture, fixtures, and equipment). In addition, we would meet with facilities to determine building materials and systems desired.
 3. Present final floor plan, elevations, and site plan. We will also provide a 3D rendering of the facility.
- **Construction Documents:** Provide two (2) Construction Document Meetings (with 1 at Boomerang's office in Raleigh or by video conference) to:
 1. Present 80% complete documents for estimating. Boomerang and our team will review and provide feedback to MB Kahn's estimate.
 2. Present 100% documents for bidding. Boomerang will go thru all aspects of the drawings and specifications to ensure they are acceptable to Camden County before a bid advertisement is published.
- **Bidding:**
 1. Attend the pre-bid meeting.
- **Construction Administration:**
 1. Attend one (1) Construction site visit per month. Should issues with drawings require and additional visit, we will provide the additional trip under our basic services.

Project Funding

Based upon the above scope, Boomerang Design has prepared an initial conservative Preliminary Program of Spaces and coordinated Budget Estimate for the project based upon the type of work, and the overall square footage programmed below:

Boomerang DESIGN
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Letter to: Bill Cram
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Preliminary Program of Spaces

Space Name	No.	Size (SF)	Total (SF)	Space Total (SF)
Library				
Main Library and Children's Corner	1	3,700	3,700	
Community Meeting Space + storage	1	850	850	
Librarian Office	1	150	150	
Staff Office	1	120	120	
Break Room	1	225	225	
Storage and Book Exchange Prep	1	275	275	
				5,320
Civic				
Community Meeting Room	1	1,500	1,500	
Catering/Warming Kitchen	1	375	375	
Storage (chairs and tables)	1	150	150	
				2,025
Admin				
Council Meeting Room	1	1,100	1,100	
Council Chambers Closed Session Conference with Toilet	1	400	400	
				1,500
Support				
MIS/Data	2	80	160	
				160
Subtotal				9,005
Building Support (Restrooms, Mech, Jan, Walls, etc.)				2,702
TOTAL				11,707

Boomerang DESIGN
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Budget Estimate

Phase I New Library, Community Meeting Room, Commissioners Meeting Room		
Construction Costs		
New Building Construction	11,707 SF	\$ 2,751,028
5% Construction Contingency		\$ 137,551
5% Escalation* Allowance		\$ 137,551
Construction Costs Subtotal		\$ 3,026,130
Non-Construction Costs		
Proposed A/S/MEP Fees		\$ 262,828
Proposed Civil Fees		\$ 55,900
Surveys & Subsurface Analysis Allowance		\$ 25,000
Construction Testing Allowance		\$ 40,000
Mechanical Commissioning Allowance (required by code)		\$ 8,195
FF&E Allowance (3% Construction Costs)		\$ 90,784
Advertising Allowance		\$ 1,500
Permit Review Fees Allowance		\$ 7,865
Permit Fees		Ind in Construction Costs
Prints (Permit Sets) Allowance		\$ 1,000
Non-Construction Cost Subtotal		\$ 493,071
Total Project Budget		\$ 3,519,201

* Escalation to midpoint of construction; based upon 5% per year according to latest Turner Construction construction index

Consulting Engineers

Boomerang Design will be utilizing the following engineers for the project:

Structural Design	Plumbing, Mechanical, Electrical, and Technology Design
LHC Structural Engineers	Progenius Design Collaborative, LTD
1331 Sunday Dr. #121	3101 Poplarwood Court, Suite 320
Raleigh, NC 27607	Raleigh, NC 27604

Civil Engineering
Timmons Group
1805 W. City, Unit F
Elizabeth City, NC

Boomerang DESIGN
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Schedule

We recognize the Camden County Library is currently in leased space and the lease ends in September 2021. The leased space has issues that necessitate the new building be open by September 2021. As such, Boomerang recommends the schedules below. Note that a quick boundary and topographic survey along with any wetland delineations need to occur ASAP.

Design NTP	May 15, 2020
Schematic Design	May 15 – June 30, 2020
Design Development	June 30 – August 3, 2020
Construction Documents	August 3 – November 1
Bidding & Contracting	November 1 – December 1, 2020
Construction Start	December 1, 2020
Construction Complete	September 1, 2021

Sincerely,


Angela Crawford Easterday, AIA


/s/
cc: Vanda Hamrick

Motion to approve Boomerang Design’s proposal for professional services and authorize the Chairman to sign.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs
AYES:	White, Munro, Krainiak, Riggs, Meiggs

Commissioner Krainiak added that the Library is being built out of necessity and the construction of the remainder of the Administration Complex has been placed on hold due to the uncertainty of the future economy due to COVID-19,

D. Proposed FY 2020-2021 Budget



CAMDEN COUNTY
NORTH CAROLINA
Bridges Opportunities

FY 2020-2021 Budget

Schedule of Changes Per Budget Work Sessions

The Budget Officer's Proposed Budget has been accepted by Board of Commissioners with the following exceptions:

General Fund	Item	Submitted	Change	Proposed
106900	Budget for Albemarle Unitary Way	1,000	1,000	0 Decrease/BOC

GF: General Fund
 CFI: Community Park Trust
 SCRC: School Capital Reserve
 DSGS: Dismal Swamp Gift Shop
 CIP: Capital Improvement Plan

1

Ordinance No. 2020-06-01
AN ORDINANCE OF
THE BOARD OF COUNTY COMMISSIONERS OF
CAMDEN COUNTY, NORTH CAROLINA,
RELATING TO THE FY 2020 – 2021 BUDGET

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF CAMDEN COUNTY, NORTH CAROLINA:

ARTICLE I. BUDGET ORDINANCE

This Budget Ordinance per G.S. 159-13 hereby incorporates, in its entirety, this Budget for the County of Camden for FY 2020-2021, adopted by the Board of Commissioners on June 1, 2020. Said Ordinance may hereafter be referred to as the "Budget Ordinance". The levy of the county-wide Tax Rate(s) and Fees affecting any and all county managed Funds will accompany and be adopted simultaneously with this Budget Ordinance unless amended per G.S. 159-15.

ARTICLE II. GENERAL FUND

SECTION 1 – Appropriations: The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021 in accordance with the Budget Ordinance and the chart of accounts heretofore established for this county.

Governing Body.....	\$104,317
County Administration.....	236,625
Elections.....	141,557
Finance.....	214,514
Personnel.....	65,982
Tax Supervisor.....	508,530
Legals.....	40,000
Register of Deeds.....	268,087
Planning.....	347,091
Inspections.....	212,924
Economic Development Commission.....	125,601
Building & Grounds.....	453,636
Sheriff.....	1,924,313
School Resource Officer (SRO).....	135,080
Jury Commission.....	96
Court Facilities.....	62,140
Public Works Administration.....	150,953
Fleet Vehicles.....	7,050
Traffic.....	3,660
Solid Waste.....	743,715
Public Health.....	125,555
Extension.....	171,308
County Public Library.....	234,292

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Parks & Recreation.....	300,301
DDJP (JCPC).....	80,384
Senior Center.....	232,787
Post-Employment Benefits.....	12,750
Non-Departmental.....	210,729
Soil/Water Conservation.....	79,786
Capital Outlay/Debt Service.....	1,089,189
Special Appropriations:	
Albemarle Commission.....	7,251
EMS.....	562,250
Conservation/Forestry.....	64,067
RC&D.....	750
Central Communications.....	301,000
Emergency Management.....	33,400
S. Camden Water & Sewer.....	0
MLK Funding.....	800
Special Funding.....	1,000
CH&S Fire Commission Four Cents.....	265,686
South Mills Fire Commission Four Cents.....	166,074
Social Services.....	337,056
Schools – Contribution to Capital Reserve.....	405,878
Schools – Current Expense.....	2,600,000
Albemarle Hopeline.....	2,000
College of the Albemarle.....	40,000
Camden Food Pantry.....	2,000
Albemarle Food Bank.....	2,500
Camden Museum.....	1,000
Alb. Dist. Jail Operations.....	295,000
Rural Ready Grant Match.....	100,000
Dismal Swamp Visitor's Center.....	5,000
4-H Insurance.....	53,004
Contingency.....	40,000
TOTAL GENERAL FUND	\$13,568,068

SECTION 2 – Revenues: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Ad Valorem and Vehicle Taxes:	
Budget Year.....	\$8,146,812
Prior Years Summary.....	517,700
Penalties and Interest.....	50,000
House Bill 1779.....	100
Other Taxes and Licenses:	
State 1 cent Sales Tax.....	565,000
Local Sales Tax - Art. 40.....	295,000
Local Sales Tax - Art. 42.....	182,000

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Unrestricted Intergovernmental:	
ABC Profits.....	36,000
Refuge Revenue Sharing.....	8,500
Beer and Wine Tax.....	45,000
Utilities Franchise Fees.....	700,000
Medicaid Hold Harmless.....	460,000
Restricted Intergovernmental:	
State Grants – JDP.....	64,812
Soil/Water Funds.....	15,000
Capital Reserve & Transfer Tax for Capital Debt Service.....	187,262
Court Facilities Fees.....	21,000
Alb. Comm. Nutrition Site.....	6,000
School Resource Officer.....	71,000
School Capital Reserve Fund for School Debt Service.....	982,806
Senior Center Grants.....	7,000
Senior Center State Grants.....	0
Health & Wellness Grant.....	1,500
Fees and Permits:	
Register of Deeds Fees.....	150,450
Building Permits and Planning Fees.....	103,100
Land Use Fees.....	15,000
Leased Property.....	20,000
Tire Disposal Dist.....	14,000
White Goods Disposal Dist.....	4,500
Recyclables.....	6,000
Disposables Tax Distribution.....	5,000
Electronics Management.....	800
Solid Waste Fee.....	300,000
Cable Franchise Fee.....	39,000
Gun Permit Fees.....	15,000
Golf Cart Fees.....	200
Pet/Privilege Licenses.....	250
5 Cents Per Bottle Fees.....	3,600
Extension Fees.....	2,500
Library Fees.....	5,200
Recreation Fees.....	20,000
Senior Center Participation Fees.....	2,500
Sales and Services:	
Jail Fees.....	2,500
Sheriff's Officer Fees.....	15,000
Sale of Fixed Assets.....	3,500
LESO Sheriff's Equipment Disposal.....	10,000
Fines & Forfeitures.....	60,000
911 Fees for GIS.....	3,900
Other:	
Sheriff's Department Grants & Donations.....	1,500
Interest.....	30,000
Miscellaneous.....	14,100
Appropriated Fund Balance.....	330,976

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TOTAL GENERAL FUND \$13,568,068

ARTICLE III. SOUTH CAMDEN WATER/SEWER DISTRICT FUND

The following amounts are hereby appropriated in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

R/O Plant Operation Expenses.....	451,184
Waste Water Operation Expenses.....	328,116
Distribution Expenses.....	456,357
Debt Service.....	682,087
	\$1,917,744

It is estimated that the following revenues will be available in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Sale of Water.....	1,070,000
Sewer Fees.....	100,000
Connection Fees.....	55,000
Miscellaneous.....	38,050
Fund Balance Appropriated.....	150,000
Capital Reserve Fund.....	203,568
General Fund Contribution.....	97,529
	\$1,917,744

ARTICLE IV. WATER/SEWER CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the System Development Fee Capital Reserve Fund for the purpose of collecting funds from new construction projects which will have an impact on the infrastructure of Camden County and establishing Membrane Reserve for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Fund Balance Reserve.....	\$2,250
Membrane Reserve.....	20,250
	\$72,500

It is estimated that the following revenues will be available in the System Development Fee Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

System Development Fees.....	43,500
Membrane Reserve Contribution.....	20,250
Interest.....	1,000
R/O Upgrade.....	7,750
	\$72,500

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ARTICLE V. COURTHOUSE & SHILOH FIRE COMMISSION FUND

The following amounts are hereby appropriated in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

General Expenses.....	224,493
Debt Service.....	117,614
	\$342,107

It is estimated that the following revenues will be available in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Fire Tax.....	66,421
4 Cent County Match.....	265,686
Leased Property.....	9,000
Interest Earnings.....	1,500
	\$342,107

ARTICLE VI. SOUTH MILLS FIRE COMMISSION FUND

The following amounts are hereby appropriated in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

General Expenses.....	147,385
Debt Service.....	114,767
	\$262,152

It is estimated that the following revenues will be available in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Fire Tax.....	41,518
4 Cent County Match.....	166,073
Grant.....	47,250
Fund Balance.....	6,811
Interest.....	500
	\$262,152

ARTICLE VII. SOCIAL SERVICES

The following amounts are hereby appropriated in the Social Services Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Public Assistance.....	176,002
Administrative Expenses.....	1,134,395
	\$1,310,397

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It is estimated that the following revenues will be available in the Social Services Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

County Appropriations.....	438,098
State/Federal Funds.....	872,299
	\$1,310,397

ARTICLE VIII. JOYCE CREEK DRAINAGE PROJECT FUND

The following amounts are hereby appropriated in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Watershed Projects & Expenses.....	\$45,085
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It is estimated that the following revenues will be available in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Watershed Improvement Fee.....	44,085
Miscellaneous.....	1,000
	\$45,085

ARTICLE IX. REVALUATION RESERVE FUND

The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Reserved for Revaluation Expenses.....	\$2,000
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It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Fund Balance Appropriated.....	0
Interest.....	2,000
	\$2,000

ARTICLE X. CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Debt Service.....	190,204
Capital Projects.....	404,500
USDA Debt Reserve.....	540,300
	\$1,135,004

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It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Land Transfer Tax Collections.....	450,000
Investment Earnings.....	10,000
County Contribution.....	325,000
Fund Balance Appropriated.....	350,004
	\$1,135,004

ARTICLE XI. SCHOOL CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the School Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Debt Service.....	576,927
School Capital Outlay.....	405,878
Fund Reserves.....	0
Camden Plantation Funds for Capital Outlay.....	150,000
	\$1,132,805

It is estimated that the following revenues will be available in the School Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Local Option & Restricted Sales Tax.....	979,805
Investment Earnings.....	3,000
Camden Plantation.....	150,000
	\$1,132,805

ARTICLE XII. DISMAL SWAMP VISITOR CENTER FUND

The following amounts are hereby appropriated in the Dismal Swamp Visitor Center Fund for the purpose of operating the Center with funds received from NCDOT for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Center Operating Expenses.....	\$160,018
DOT Funds.....	142,857
Gift Shop Contribution.....	12,000
General Fund Contribution.....	5,000
Miscellaneous.....	161.00
Tourism Authority Contribution.....	0
	\$160,018

The following amounts are hereby appropriated in the Dismal Swamp Gift Shop Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

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Gift Shop Revenues	\$37,000
Gift Shop Expenses.....	\$37,000

ARTICLE XIII. FEREBEE COURTHOUSE TRUST FUND

For purposes of summary only, the following amounts are hereby appropriated in the Nancy M. & H. C. Ferebee, III Courthouse Trust for the restoration of the 1847 Camden County Courthouse for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Fund Reserves	\$1,530
Trust Fund Balance	\$1,530

ARTICLE XIV. COMMUNITY PARK TRUST FUND

The following amounts are hereby appropriated in the Community Park Trust Fund for the upkeep and maintenance of the Community Park, Senior Trail, Dismal Swamp Bike Trail, Shiloh Landing and One Mill Park for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Park Operations.....	38,850
Mill Town Pier.....	\$5,000
	\$93,850

It is estimate that the following revenues will be available in the Community Park Trust Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

County Contribution	\$20,000
NC Wildlife Contribution	0
Interest.....	500
Fund Balance Appropriated.....	73,350
	\$93,850

ARTICLE XV. REGISTER OF DEEDS AUTOMATION ENHANCEMENT AND PRESERVATION FUND

The following amounts are hereby appropriated in the Register of Deeds Automation Enhancement and Preservation Fund for the purpose of funding for computer and imaging technology for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Technology	\$5,600
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Register of Deeds Technology Funds	5,590
Interest.....	10
	\$5,600

ARTICLE XVI. CODE ENFORCEMENT REVOLVING FUND

The following amounts are hereby appropriated in the Code Enforcement Revolving Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Demolition Expenses.....	\$29,600
Fee Collection.....	3,000
Fund Balance Appropriated	26,600
	\$29,600

ARTICLE XVII. STORMWATER MANAGEMENT UTILITY FUNDS

At the May 5, 2014 Board of Commissioners meeting Ordinance No. 2014-05-01 was approved. This Ordinance established the South Mills Watershed, the Sawyer's Creek Watershed, the North River Watershed and the Shiloh Watershed and the parcel fee rates relating to each watershed. Any changes to the fee schedule will be adopted simultaneously with this budget ordinance. The billing and collection will be in the same manner as property taxes.

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **South Mills Watershed Fund** (Fund 36) for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Watershed Expenses & Reserve	\$51,125
Estimated Revenue.....	\$51,125

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **Sawyer's Creek Watershed Fund** (Fund 37) for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Watershed Expenses & Reserve	\$20,050
Estimated Revenue.....	\$20,050

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **North River Watershed Fund** (Fund 38) for the fiscal year July 1, 2020 and ending June 30, 2021.

Watershed Expenses	\$18,050
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Estimated Interest & Fees Collected.....	\$18,050
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The following estimated revenues will be available for funding the programs designed to protect and manage water quality and quantity in the **Shiloh Watershed Fund** (Fund 39) for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Watershed Expenses	\$20,050
Estimated Interest & Fees Collected.....	\$20,050

ARTICLE XVIII. TOURISM DEVELOPMENT AUTHORITY

The following amounts are hereby appropriated in the Tourism Development Authority budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

General Expenses.....	20,940
Dismal Swamp Visitor Center	5,000
	\$25,940
Donations	1,000
Occupancy Tax Collections	15,000
Interest Earnings	600
Appropriated Fund Balance	9,340
	\$25,940

ARTICLE XIX. TAX PENALTIES SCHOOL FUND

The following amounts are hereby appropriated in the Tax Penalties School Fund budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

School Current Expense.....	\$8,100
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It is estimate that the following revenues will be available in the Tax Penalties School Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Tax Penalties.....	5,000
Interest on Investments	100
Fund Balance Appropriated	3,000
	\$8,100

ARTICLE XX. EDC PROJECT FUND

The following amounts are hereby appropriated in the EDC Project Fund for the purpose of developing the ECO Industrial Park in South Mills for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Commerce Park Projects.....	1,083,444
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Economic Dev Incentive.....	40,000
	\$1,123,444
County Contribution	0
NC Dept of Commerce - Grant.....	119,181
Fund Balance Appropriated	964,263
	\$1,083,444

ARTICLE XXI. SCHOOL APPROPRIATIONS

SECTION 1 – The appropriations to the Board of Education, first, shall be made from any such funds which are dedicated to the use of the schools, and secondly, shall be made from the general county fund revenues to the extent necessary to meet the approved appropriation.

SECTION 2 – For purposes of summary only as the actual figures are contained in the Budget Ordinance, the total appropriation for Current Expense is \$2,600,000 and for Capital Expense is \$405,878.

SECTION 3 – Except as otherwise provided in this Budget Ordinance, this Budget Ordinance hereby incorporates by reference in its entirety the "PROPOSED BUDGET OF THE CAMDEN COUNTY BOARD OF EDUCATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 and ENDING JUNE 30, 2021" as presented to the Board of Commissioners, and all language in said Proposed Budget is incorporated into this Ordinance as if it were included within the body of this Ordinance. Said Proposed Budget may hereafter be referred to as the "School Budget". The county budget does not include any special appropriation for the supplement for teachers' salaries. This will have to be included in the school budget.

ARTICLE XXII. TAX LEVY

SECTION 1 – There is hereby levied at the rate of seventy cents (70 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2020, for the purpose of raising the revenue listed in the General Fund, Article II, Section 2, of this Ordinance.

SECTION 2 – There is hereby levied at the rate of four cents (4 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2020, for the purpose of raising the revenue listed in the General Fund, Article II, Section 2, of this Ordinance to equal the expenditures listed as CH&S Fire Commission Four Cents and South Mills Fire Commission Four Cents in the General Fund, Article II, Section 1, of this Ordinance.

SECTION 3 – The rate of tax as shown in Section 1 and 2 above is based upon a total valuation of property for the purpose of taxation of \$1,146,604,941 and an estimated collection rate of ninety-five percent (95.970%) for real property and ninety-six percent (96.534%) for vehicles.

SECTION 4 – There is hereby levied a tax at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for the taxes as of January 1, 2020,

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located within the South Mills Fire Protection District for the purpose of raising the revenue listed in the South Mills Fire Commission Fund, Article V., of this Ordinance.

SECTION 5 – The rate of tax as shown in Section 4 above is based upon a total valuation of property for the purpose of taxation of \$432,410,011 with an estimated collection rate of ninety-five percent (95.970%) for real property and ninety-six percent (96.534%) for vehicles.

SECTION 6 – There is hereby levied at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2020, located within the Courthouse-Shiloh Fire Protection District for the purpose of raising the revenue listed in the Courthouse-Shiloh Fire Commission Fund, Article IV, of the Ordinance.

SECTION 7 – The rate of tax as shown in Section 6 above is based upon a total valuation of property for the purpose of taxation of \$691,769,463 and an estimated collection rate of ninety-five percent (95.970%) for real property and ninety-six percent (96.534%) for vehicles.

ARTICLE XXIII. OTHER PROVISIONS

SECTION 1 – The Camden County Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- (a) He may transfer amounts between objects of expenditure within a department except salary amounts without limitations.
- (b) He may transfer amounts up to \$10,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.
- (c) He may not transfer any amounts between funds or from any contingency appropriation within any fund.
- (d) He will assign legal costs to departments based upon the legal issue involved.
- (e) He is authorized to approve expenditures up to ten thousand dollars.
- (f) He may approve acceptance and expenditure of emergency funding from state or federal sources (i.e. LEAP) up to \$10,000 with an official report on such funding at the next regular meeting of the Board of Commissioners.

SECTION 2 – The Budget Officer and Finance Officer are hereby directed to make any changes in the budget or fiscal practices that are required by the Local Government Budget and Fiscal Control Act.

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- (a) As provided by G.S. 159-25(b), the Board has authorized dual electronic signatures for each check or draft that is made on County funds. The signatures on the County accounts have been approved by the Board of Commissioners.
- (b) All legal outstanding encumbrances at June 30, 2020 are hereby carried forward and re-appropriated as an amendment to the budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021.
- (c) The Board authorizes one principal account as the central depository for funds received by the Finance Director. Other accounts authorized by the Board can be used for special purposes such as the enterprise fund and various trust accounts. Current accounting techniques shall be used to assure that all funds will be properly accounted for in the financial records of the County.
- (d) Amendments to this Budget Ordinance and any accompanying fee schedule, taxes or appropriations are allowed as provided herein or by board approval in accordance with G.S. 159-15.

SECTION 3 – The Budget Officer and Finance Officer are hereby authorized to enter into contracts/agreements, within funds included in the Budget Ordinance or other actions authorized by the Board of Commissioners for the following purposes:

1. Lease of routine business equipment;
2. Consultant, professional, or maintenance service agreements;
3. Purchase of supplies, materials, or equipment where formal bids are not required by law;
4. Applications for and agreements for the acceptance of grant funds from Federal, State, public, private and non-profit organizations sources, and other funds from other government units, for services to be rendered which have been approved by the Board of Commissioners;
5. Construction and repair projects within the budget limits or as approved by the Board of Commissioners;
6. Liability, health, life, disability, casualty, property or other insurance or performance bonds;
7. Other administrative contracts which include agreements approved by the Board of Commissioners.

All other contracts must be approved by the Board of Commissioners and signed by the Chairman of the Board. No other employees or officials may sign contracts on behalf of the County unless duly appointed to do so by the Board of Commissioners.

FY 2020-2021 Budget

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SECTION 4 – County funded agencies are required to submit an audit or other detailed financial reports to the County Finance Officer each year. Approved payments may be delayed pending receipt of financial information.

SECTION 5 – It is the policy of Camden County to not absorb any reduction in State or Federal grant funds. Any decrease shall be absorbed in the budget of the agency or department receiving funding by reducing personnel or department expenditures to stay within the County appropriations as approved.

SECTION 6 – Copies of this Budget Ordinance shall be furnished to the Clerk to the Board, the Budget Officer, Finance Director, and the Tax Administrator for direction in the carrying out of their duties.

A public hearing on this Budget Ordinance was held on June 1, 2020.

This Budget Ordinance was adopted on the 1st day of June, 2020


CAMDEN COUNTY BOARD OF COMMISSIONERS


George T. White, Chair


Clayton D. Riggs, Vice-Chairman

ATTEST:


Karen Davis
Clerk to the Board


Kenneth Bowman
Budget Officer/County Manager



FY 2020-2021 Budget

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SCHEDULE OF FEES

FY 2020-2021

Schedule adopted with Budget Ordinance June 1, 2020

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**CAMDEN COUNTY
Fee Schedule**

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**CAMDEN COUNTY
BUILDING INSPECTIONS AND PLANNING DEPARTMENT
PERMIT FEE SCHEDULE**

BUILDING PERMIT FEES

RESIDENTIAL, MODULAR, & COMMERCIAL CONSTRUCTION (UP TO 20,000 SQ. FEET)

Minimal Required New Construction Permit Fees: (1) State Fee (Residential only) 10.00; (2) Base Building Fee 0.25 cents per square foot; (3) Electrical Fee 0.15 cents per square foot; (4) Plumbing Fee 75.00; (5) Mechanical Fee 100.00; (6) Insulation Fee 75.00. Optional Fees: Temporary Power Pole 75.00. Commercial buildings are subject to other fees listed here after.

Base Fee Up to 20,000 Sq. Ft.	\$0.25/Sq. Ft.	Each Sq. Ft. over 20,000 Ft.	\$0.15/Sq. Ft.
Minimum Fee	\$100.00	State Fee	\$10.00

ELECTRICAL

Residential Over 500 SQFT (Installs)	\$0.15/Sq. Ft.	Service Repair	\$75.00
Minimum Fee	\$75.00	Service Change	\$75.00
Temporary Service	\$75.00	Mfg. Home Service	\$75.00

PLUMBING

Plumbing (New Installs)	\$75.00	Plumbing (Repairs)	\$75.00
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MECHANICAL

Minimum Fee (New House Installs)	\$100.00	Additional Units	\$25.00
Repair/Service Change/Upgrade	\$75.00	Same Size Change Out	\$50.00

INSULATION

Minimum Fee	\$75.00		
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NATURAL GAS and PROPANE HOOKUP (RESIDENTIAL & COMMERCIAL STRUCTURES)

MANUFACTURED HOMES			
Singlewide: \$250.00	Doublewide: \$350.00	Triplewide: \$400.00	

ADDITIONS - Includes Service Systems

Up to 400 Square Feet	\$150.00	Over 400 Square Feet	\$0.37/Sq. Ft.
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SWIMMING POOLS & SPAS

Inground (Includes Electric)	\$150.00	Above Ground Electric for Above Ground	\$50.00
			\$75.00

DETACHED GARAGES, STORAGE, AND UTILITY/ACCESSORY BUILDINGS

Minimum Fee/Under 400 Sq. Ft.	\$75.00	Over 400 Sq. Ft.	\$0.18/Sq. Ft.
Electric for Accessory Structures	\$75.00		

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CARPORT / POLE BARN / POLE SHED (Not Enclosed - Open on at least 2 sides)

Minimum Fee	\$75.00	Over 834 Sq. Ft.	\$0.09/Sq. Ft.
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SINGLE UTILITY INSPECTION

Trade Permit Minimum Fee	\$50.00
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SIGNS

16 Square Feet or Less	\$0.00	17 - 32 Sq. Ft. -	\$50.00
Over 32 Sq. Ft. -	\$100.00	Electrical on/for/around Sign	\$50.00

DEMOLITION (Fire, Safety, & EPA Regs)

Pre-inspection required for safety and hazardous materials and referral to proper channels if found.	\$75.00
--	---------

ALTERATIONS / REPAIRS / IMPROVEMENTS

Up to \$5000 Gross Retail Price	\$75.00
Over \$5000 Gross Retail	50% Additions Fees

Alterations include work within existing structures and upgrading existing services and do NOT include Additions, New Construction, and Providing Power to structures not previously having power or New Service to existing buildings.

Farm Buildings are exempt UNLESS:

- Any electrical installation is performed
- Any portion of building is used for sleeping quarters
- Building is used for business rather than personal use of farmer and immediate family

MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY

Minimum New Construction Fees

WIND ENERGY SYSTEMS

Turbines	\$2,000 each
Reinspections	\$100.00 each

SOLAR FARMS

Panels	\$50 per panel (minimum \$250)
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COMMERCIAL PERMIT PRICES (extras)

MECHANICAL:		PLUMBING:	
Walk-in Cooler	\$40.00 ea.	Minimum Permit Fee	\$75.00
Commercial Cooking Hood	\$40.00 ea.	Per fixture, trap, or like devices	\$5.00
HVAC Fire damper/smoke damper	\$5.00 ea.	Per sprinkler head	\$5.00

ELECTRICAL

Electric duct heater	\$10.00 ea.
Temporary Service w/ Trailer	\$100.00 ea.
0-100 Each Receptacle/Switch/Fixture	\$75.00
Each additional opening	\$0.10 ea.
Subpanel, transformer, generator	\$20.00 ea.
Fuel dispensers, "freestanding" parking lot light poles, manufactured home pedestals	\$5.00 ea.
Exhaust fans/water heater/RAC/Spa/Motors and machinery not specified	\$5.00 ea.

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COMMERCIAL PERMIT PRICES (extras - Continued)

GAS	
Minimum Permit Fee	\$50.00
Per outlet	\$5.00

NEGLIGENCE FEES

Inspection Negligence Fee (Applies To):	\$100.00
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- Inspections called for but not ready
- Skipping any applicable mandatory inspection
- Re-Inspections called for without first correcting discrepancies noted by inspector
- Wrong sub-contractor other than on Trade Affidavit

No Permit Negligence Fee (Applies To):

- Building or Trade Related Activities performed without first obtaining and paying for a building permit. Shall result in overall doubling of permit fee.

BUILDING PERMIT FEES DUE AT TIME OF ISSUANCE

All Building Permit fees must be paid in full at time of permit issuance.

- Applicants will be notified within 3-5 days after building permit application has been processed, reviewed, and approved. At that time permit fees are due.
- No building permit will be issued without payment of permit fees due.

LAND USE DEVELOPMENT FEES

LAND USE DEVELOPMENT FEES DUE AT TIME OF APPLICATION

All fees for Land Use / Development MUST be paid in full at time of APPLICATION.

Zoning Permit	\$25.00	Temporary Use Permit	\$100.00
Special Use Permit	\$400.00	Variance	\$500.00
		Ordinance Text Amendment	\$500.00

Rezoning Fee			
Up to 10 Acres	\$650.00		
Over 10 Acres	\$650.00	Plus \$10 Per Acre	

Interpretation Challenge / Appeal	\$250.00 *
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Zoning/Floodplain Determination Letter	\$25.00
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Subdivision Fee

Major Subdivision			
Preliminary Plan Level	\$50.00	Per Lot	
Construction Drawing	\$50.00	Per Lot	
Final Plat Level	\$50.00	Per Lot	
Minor Subdivision	\$200.00	Per Lot	

Planned Development

Master Plan	See Rezoning		
Preliminary Plan Level	\$50.00	Per Lot	
Construction Drawing	\$50.00	Per Lot	

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Final Plat Level	\$50.00	Per Lot
Commercial Site Plan Review		
Major	\$200.00	
Minor	\$100.00	
Stormwater Review		
Fees/Deposit		
Major Commercial/Residential Subdivision	\$6,000.00	
** (more than 5 acres)		
Minor Residential/Commercial Subdivision	\$2,500.00	
(1 or 4 lots)		
Minor Commercial Site Plan Review **	\$3,700.00	

LAND DISTURBING ACTIVITY

Fill Permit	\$50.00
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NOTES:

* Subject to refund in the case of a successful appeal if so ordered by the Board of Adjustment

** The County stormwater review deposit / fee will be set up as an escrow wherein the applicant recovers any deposits in excess of actual costs incurred, or replenishes the escrow if costs drop below \$1000 prior to project approval.

A refund of Land Use Development fees will be given if an application is withdrawn prior to commencement of the approval process (staff review for Zoning Permits; Board * agenda for all other items). No refund shall be given after any portion of the approval process has begun (e.g., zoning permit issued or item placed on Board agenda.)

* - Board of Adjustments, Planning Board, or Board of Commissioners

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CAMDEN COUNTY GIS Fee Schedule for Sale of GIS Related Data

Prints

Xerox Copy

Size	Black & White Price	Color Price
8 1/2 X 11	\$0.00	\$1.00
8 1/2 X 14	\$0.00	\$2.00
11 X 17	\$1.00	\$5.00

Plotter

Size	Black & White Price	Color Price
24 x 36	\$10.00	\$15.00
36 x 48	\$10.00	\$20.00

Camden County Street Maps: \$1.00

Electronic Media

Data Files

Data Type	Price
CD	\$5.00
GIS Parcel Layer	\$150.00
Each additional layer	\$25.00
Digital Orthophotography	\$100.00

Customized GIS Work

Any customized GIS projects will be charged a per hour fee of: \$60.00/hr.

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CAMDEN COUNTY

Code Enforcement

Fees for Abatement of Property by County

Grass Cutting	\$300/acre
Grass Cutting	\$150/half acre
Debris Removal	\$500 plus tipping fees
Car Removal	All Cost Incurred by County
Administrative Cost (This will be added to each Abatement)	\$75.00
Removal of Structure	All Cost Incurred by County**

*Fees are for Chapter 94 for Public Nuisances and Chapter 90 for Abandoned and Junk Motor Vehicles

**This Fee Schedule is only if the County abates the property. If a contractor is hired to perform any abatement then the cost will be the contracted price plus an Administrative fee.

***Payment for abatement is due 30 days after the date of the abatement. If the fees are not paid a Tax Lien will be applied to the property.

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CAMDEN COUNTY

Parks & Recreation Fee Schedule

Recreation Youth Sports Registration Fees:

Youth Volleyball and Basketball	\$40.00
Maximum fee per household per season	\$70.00
Out of County additional registration fee	\$20.00

Recreation Youth Sports Sponsor Fee:

Team sponsor fee	\$200.00
(Fee pays for team Shirt and Individual Trophies)	

Saturday Night Open Gym for Basketball

County residents	\$1.00
Out of County residents	\$3.00

Thursday Night Open Gym for Adult Volleyball

County residents	\$1.00
Out of County residents	\$3.00

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**CAMDEN COUNTY
Register of Deeds
Fee Schedule**

Deeds of Trust & Mortgages	\$64 for 1 st 35 pages, \$4 for each additional page
Instruments in General Fee	\$26 for 1 st 15 pages, \$4 for each additional page + \$2.00 per party indexed above 20
Plats	\$21 per plat
Right of way/ Hwy Plat	\$21 for 1 st page, \$5 for each additional page
Multiple Instrument Fee	\$10 additional fee
UCC Recording	\$38 for 2 page document
UCC Recording	\$45 for documents over 2 pages
Non Standard Doc Fee	\$25
Certified Copy of Document	\$5 for 1 st page, \$2 for each additional page
Certified Copy Vital Record	\$10 each
Amended Birth & Death	\$10 ROD & \$15 NC Vital Record
Marriage License	\$60
Delayed Marriage or Birth	\$20 including 1 certified copy
Corrected Vital Record	\$10
Legitimation	\$10
Military Records	No Fee
Notary Oath	\$10
Photocopy Plat (18 x 24)	\$3 each
Photocopy legal or letter size	.20 each
Photocopy ledger size	.40 each

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**CAMDEN COUNTY
Sheriff's Department
Fee Schedule**

Office Fees

Carry Concealed Permit

New.....	\$90.00
Renew.....	\$75.00
Weapon Purchase Permit.....	\$5.00
Fingerprints.....	\$10.00

Civil Process Service

In-State	\$30.00
Out of State.....	\$50.00

Other

Out of County Mental Patient Transport.....	\$150.00
Diskette Copy of Photos.....	\$10.00

Dog/Cat Tag Fee

Annual	\$5.00
Lifetime	\$30.00
Kennel Fee.....	\$20.00

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**CAMDEN COUNTY
SENIOR CENTER**

Center Fee Schedule

1. The Camden County Board of Commissioners permits the use of the Camden Center after 5:00 p.m. Monday through Friday to governmental agencies and civic clubs and other clubs benefiting the county without charge provided the meeting or gathering is to conduct business pertaining to that agency or club.
2. Other non-profit agencies, clubs (civic clubs, dance clubs, bridge clubs), individuals and associations are permitted to use the Center after 5:00 p.m. Monday through Friday by paying the following fees:

Maximum of 2 hours use	\$25.00
Maximum of 4 hours use	35.00
Maximum of 6 hours use	40.00
Maximum of 8 hours use	60.00
Use of the Kitchen (<i>additional</i>).....	N/A

3. For-profit firms, agencies, etc. are permitted to use the Center after 5:00 p.m. by paying the following fees. A for-profit agency and/or firm would be Tupperware Products, Mary Kay Cosmetics, Bank of Currituck, Weight-Watchers, etc. If an individual or group is attempting to make a profit from a service or item to be provided or sold at the Senior Center, it will be considered a for-profit situation.

Maximum of 2 hours use	\$50.00
Maximum of 4 hours use	75.00
Maximum of 6 hours use	100.00
Maximum of 8 hours use	120.00
Use of the Kitchen.....	50.00

4. Rental Fees will not include the use of the Senior Citizens Craft Room, Exercise Room or the office space in the Center.
5. Alcoholic beverages are not permitted in the Senior Center or elsewhere on County property.
6. No confetti or like material is allowed in the Center. No streamers or like objects are allowed to be hung from the ceiling of the Center. All trash and garbage must be removed by the user.
7. Individuals signing the Use Agreement form will be required to provide a deposit in the amount of \$150 (made payable to Camden County) for the use of the Center and an additional \$150 (made payable to Camden County) for the use of the kitchen when obtaining the key to the Center. Fees are to be waived for Volunteer Fire Departments, Social Services Dept., Cooperative Extension Service, Schools, Homemakers' Club, Lions Club, Junior Women's Club, Ruritan and similar organizations as well as county employees.
8. Deposits will be returned when the key to the Senior center is returned, providing the facilities are left in the condition in which they were found when the user arrived and nothing has been damaged or left improperly cleaned and all furnishings and furniture have been returned to their original places.
9. Additional fees will be assessed for the following items and charged to any and all parties using the facility.

Facility not left clean and orderly.....	\$50.00
Key not returned the next business day.....	\$10.00 per day/\$25 for Lost Key
Key not returned within three business days.....	forfeit deposit
Damage of facility or contents*	forfeit deposit

**additional charges (legal and monetary) may apply depending on damage*
10. Special use considerations not addressed in this policy require County Manager approval.

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**CAMDEN COUNTY
SENIOR CENTER
Trail Fee Schedule**

1. For events not requiring the provision of any chairs or other equipment, the fee shall be one hundred dollars (\$100.00) and such fee shall be in addition to any other fees required under this schedule.
2. For events requiring electricity, the fee shall be ten dollars (\$10.00) per hour and such fee shall be in addition to any other fee required under this schedule.

*Fee is required prior to Trail use.

Policy for Trail use can be obtained through the Camden County Senior Center.

CAMDEN COUNTY

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Tax Administration Office Fee Schedule	
Golf Cart Permits	
Annual Fee	\$20.00
Late Listing Fee (for sticker)	\$50.00
Non-Compliance	\$150.00
BEER AND WINE FEES	
(License period: May 1 through April 30 each year)	
Every person engaged in the business of selling beer and wine in the following amount:	
Beer at retail:	
Off premises	\$5.00
On premises	\$25.00
Beer "on and off premises"	\$30.00
Wine at retail:	
Off premises	\$25.00
On premises	\$25.00
Wine "on and off premises"	\$50.00
Beer and Wine:	
Beer & Wine "off premises"	\$30.00
Beer & Wine "on premises"	\$50.00
Beer & Wine "on and off premises"	\$80.00
CAMDEN COUNTY	

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South Camden Water & Sewer Water Fee Schedule	
WATER SERVICE FEES	
MONTHLY BASE RATE:	
Gallons	Cost
0-2,000	\$25.00 per month
ADDITIONAL MONTHLY USAGE:	
Gallons	Cost
2001-5000 gal.	\$5.50 per 1,000 gal
5001-10,000	\$6.20 per 1,000 gal
10,001-15,000	\$6.90 per 1,000 gal
15,001-20,000	\$7.60 per 1,000 gal
20,001 and up	\$8.30 per 1,000 gal
Local Govt/Board of Education/Commercial Same as above	
Bulk Water (except contracted sales) \$6.91 per 1,000 gal	
Fire Service (sprinkler systems) Base Rate per month	
Deposits:	
Rent deposit: \$200	
Fire Hydrant Meter: \$300	
Charges & Fees:	
Open/reopen/transfer acct.	\$20.00
Reread meter/our read correct	\$15.00
Reread meter/our read incorrect:	No charge
Reconnection Fee:	\$35.00 7am-3:15pm
(if not paid by 8am on disconnection day)	\$60.00 3:16-5:00pm
Late payment penalty:	\$10.00
Non-Sufficient Funds:	\$25.00
Meter Tampering fee:	\$200.00
Turn off/Turn off fee:	\$15.00 (per occurrence)
Meter testing fee: if accurate	\$15.00 (No chg if more than 2.5% inaccurate)
Bacteriological	\$45.00
Water Connection Fees:	
(includes \$1,500 Tap Fee)	
1/4 inch	\$4,000.00
1 inch	\$5,667.00
2 inch	\$14,833.00
3 inch	\$28,167.00
4+ inch	*request rate table
6 inch fire svc	\$4,000.00
Hwy Bore	\$2,000.00
*County installs up to 2 inch lines. User hires Contractor if over 2 inches.	

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CAMDEN COUNTY South Camden Water & Sewer Sewer Fee Schedule	
SEWER SERVICE FEES	
MONTHLY BASE RATE:	
Residential*	\$29.00; 0 – 2,000 gallons
Commercial	\$40.00; 0 – 2,000 gallons
ADDITIONAL MONTHLY USAGE:	
	RESIDENTIAL*
2001-5000 gal.	\$7.50 per 1,000 gal
5001-10,000	\$8.20 per 1,000 gal
10,001-15,000	\$8.90 per 1,000 gal
15,001-20,000	\$9.60 per 1,000 gal
20,001 and up	\$10.30 per 1,000 gal
	COMMERCIAL
	\$8.50 per 1,000 gal
	\$9.20 per 1,000 gal
	\$9.90 per 1,000 gal
	\$10.60 per 1,000 gal
	\$11.30 per 1,000 gal
*RESIDENTIAL- Includes Apartment & Townhouse Units	
GOVERNMENTAL & SCHOOLS:	
Will be charged 2 times Commercial Rate for Base Fee & Additional Usage	
HIGH STRENGTH: \$11.50 each additional 1,000 gallons	
Day Care, Hospitals, Nursing Homes, Laundromats, Restaurants, Doctors, Dentists, Beauty Shops, Grocery Store, Convenient Store, Funeral Homes, Car Washes, Dry Cleaners	
CONNECTION FEES	
SEWER TAP FEE:	
Low pressure main with 1/4 inch water service: \$8,300	
Gravity 4" connection: \$ 3,500	
COMMERCIAL: Fees are based on water meter size	
The cost of sewer connection with larger than 3/4 inch water service will be the responsibility of the owner, with the possibility of capacity fee being paid over time of 3-5 yrs. with no interest.	
SEWER CAPACITY FEE:	
1/4 inch	\$ 7,400
1 inch	\$12,333
2 inch	\$39,467
3 inch	\$78,933
4+ inch	*request rate table
CAMDEN COUNTY	

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ADDITIONAL FEES/FINES

Parts and Labor:

For changing service size, location, or repairs for damage to the districts property.

Parts:

Calculated at current price of materials due to the fluctuation of the market plus 20%.

Labor:

\$35 per man per hour

\$75 per hour for backhoe

\$10 per foot for bores up 2"

Repairs requiring contracted labor will be charged at invoice cost.

Fines for Violation of Fats, Oil and Grease Control Ordinance				
Minor Violations				
Offense	1st Offense	2nd Offense	3rd Offense	4th Offense & Up
Failure to submit records	Warning	\$100	\$150	\$500
Inspection hindrance	Warning	\$100	\$150	\$500
Failure to maintain on-site records	Warning	\$100	\$150	\$500
Failure to meet sample standards	Warning	\$100	\$150	\$500
Moderate Violations				
Offense	1st Offense	2nd Offense	3rd Offense	4th Offense & Up
Failure to maintain interceptors in proper working order	\$150	\$300	\$500	\$1,000
Failure to clean out interceptor every 30 days	\$150	\$300	\$500	\$1,000
Major Violations				
Source of sewer blockage (minimum) \$500 and not more than \$10,000 plus cost of cleaning lines				
Source of sanitary sewer overflow(minimum) \$1,000 plus cost of cleaning lines				
Falsification of records \$1,000				
*updated August 2, 2010				

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CAMDEN COUNTY
Public Records
Fee Schedule

Copy Fees:

Public Records (Black/White)

8 ½ x 11 and 8 ½ x 14\$.15/page
With printed pictures\$.30/page
11 x 17\$.35/page

Public Records (Color)

8 ½ x 11 with Pictures\$.50/page

*Counties are not required to create a public record that is not already in existence. However, the municipality may elect to create the record if it determines that the record will provide an ongoing benefit to the county and/or its citizens.

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CAMDEN COUNTY
Public Library
Fee Schedule

Copy Fees:

8 ½ x 11 and 8 ½ x 14 (Black /White)\$.10/page
8 ½ x 11 and 8 ½ x 14 (Color)\$.25/page
11 x 17 (Black /White)\$.20/page
11 x 17 (Color)\$.50/page
Incoming Fax\$.10/page
Outgoing Fax\$1.00 up to 10 pages, add'l \$.10/page over 10 (local & toll free)
Outgoing Fax\$1.25 up to 10 pages, add'l \$.10/page over 10 (long distance)
Inter Library Loan\$3.50
ProctoringNo Charge

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CAMDEN COUNTY
Stormwater/Watersheds
Maintenance Fee Schedule

Rate Structure

\$ 1. FCPA
+ \$ 2. ERU
+ \$ 3. GA
= \$ **Total Fee/Parcel**

1. FCPA – Fixed Cost Per Account = Currently Estimated at .64 per Parcel
2. ERU – Impervious Area Rate -Equivalent Residential Units Rate
**Average Impervious Area of a Single Family Residence = 4,500 sq. ft. = 1 ERU (Equivalent Residential Unit) which is approximately 1/10 of an acre.
3. GA – Gross Acreage Rate in \$/acre - See Table Below

Rate Table

Watersheds	FCPA	ERU Rate	GA Rate	Total Fee
North River	\$.64/Parcel	\$10.00/ERU	\$.25/Acre	\$10.89
Sawyer's Creek	\$.64/Parcel	\$10.00/ERU	\$.25/Acre	\$10.89
Shiloh	\$.64/Parcel	\$10.00/ERU	\$.25/Acre	\$10.89
South Mills	\$.64/Parcel	\$12.80/ERU	\$.32/Acre	\$13.76

Per Single Family Home

*exemptions itemized in the stormwater ordinance.

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CAMDEN COUNTY
Approved Fee Schedule Certification

Continuing authority of commission

Nothing contained in the provisions of this schedule shall be construed to prevent the County Board of Commissioners from imposing, from time to time as it may see fit, such license taxes as are not specifically defined or included in this schedule, or from increasing or decreasing the amount of any fee when not in conflict with State or Federal law.

Same-False statements

Any person who willfully makes a false statement on any fee application shall be guilty of a misdemeanor.

The foregoing instrument was duly approved and adopted at a meeting of the Camden County Board of Commissioners, said meeting date June 1st, 2020.

ATTEST:


G. Tom White, Chairman
Camden County Board of Commissioners


Karen M. Davis
Clerk to the Board of Commissioners



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Motion to adopt the FY 2020-2021 Budget and Fee Schedule as presented.

RESULT: PASSED [UNANIMOUS]
MOVER: Clayton Riggs
AYES: White, Munro, Krainiak, Riggs, Meiggs

E. Proposed 2020-2024 Capital Improvement Program

Introduction

The Capital Improvements Program (CIP) is a community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a multi-year period – usually 4-6 years. Capital improvements refer to major, non-recurring physical expenditures such as land, buildings, public infrastructure and equipment. The Camden County CIP is a five-year plan that consists of capital projects for various departments/agencies of the county government. The CIP includes a description of proposed capital improvement projects ranked by priority, a year-by-year schedule of expected project funding, and an estimate of project costs and financing sources. The CIP is a working document and should be reviewed and updated annually to reflect changing community needs, priorities and funding opportunities.

Purposes of Capital Improvement Planning:

- ◆ Ensure the timely repair and replacement of aging infrastructure.
- ◆ Provide a level of certainty for residents, businesses and developers regarding the location and timing of public investments.
- ◆ Identify the most economical means of financing capital improvements.
- ◆ Provide an opportunity for public input in the budget and financing process.
- ◆ Eliminate unanticipated, poorly planned, or unnecessary capital expenditures.
- ◆ Eliminate sharp increases in tax rates, user fees and debt levels to cover unexpected capital improvements.
- ◆ Ensure that patterns of growth and development are consistent with the comprehensive plan.
- ◆ Balance desired public improvements with the community's financial resources

Planning Process

Preparation of the CIP and annual budget are closely linked. The first year of the CIP, known as the capital budget, outlines specific projects and appropriates funding for those projects. It is usually adopted in conjunction with the government's annual operating budget. Projects and financing sources outlined for subsequent years are not authorized until the annual budget for those years is legally adopted. The out years serve as a guide for future planning and are subject to further review and modification. Department heads submit to the County Manager information relating to items that will cost in excess of \$300,000 in at least one year of the CIP planning period. The County Manager will review and study all items submitted by the department heads and prepare a recommended plan that is provided to the Board of Commissioners. After review by the Board, a public hearing is set to receive citizen input. When the plan is complete the Board of Commissioners will adopt it with a resolution with the intent to include the first year projects in the annual budget. By providing funding for strategic investments at a given time and location, the CIP helps ensure that development occurs consistent with a community's plans and vision.

Financial Policy

The following financial guidelines were adopted by the Board of Commissioners on June 4, 2007:

- Debt service should be equal to or less than 15% of General Fund expenditures.
- The county will strive to pay outstanding principal debt within 15-20 years.
- The county will strive to maintain its debt at no greater level than 2% of the assessed valuation of taxable property in the county.

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- The county will strive to maintain an available fund balance equal to 25% of the General Fund budget at the end of each fiscal year which is substantially higher than the minimum recommended by the Local Government Commission.
- General Fund balances in excess of targeted levels may be transferred to the County's Special Capital Reserve Fund.

Adoption of these policies will further ensure the county's financial strength and future success in capital planning.

For the past nine years Camden County has enforced on a very conservative fiscal policy working to ensure growth in the fund balance and a stronger financial position for the county government. The total unreserved and undesignated general fund balance was \$6.4 million at the end of FY19-20. The maintenance of a healthy fund balance must be continued so the County has the ability to arrange financing for large projects that have been identified.

Project Evaluation

Beginning in FY11 through today, project evaluation was done through interaction and discussion between the County Manager and the Commissioners as well as input from the Department Heads. As noted above the CIP is a working document and should be reviewed and updated annually to reflect changing community needs, priorities and funding opportunities.

Project Evaluation Criteria	
Sections	Questions Considered When Evaluating Projects
Department Ranking	➤ What is the departmental priority/ranking for project?
Legal Mandates/Safety	➤ Does the project enable the County to fulfill a new or existing state or federal mandate? ➤ Does the project eliminate an immediate safety hazard for County citizens or employees?
Demonstrated Need/Timing	➤ When does the project need to be completed? Is the project related to another priority project?

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Impact on Operating & Maintenance Costs	<ul style="list-style-type: none"> Will the project save the County future operating costs? Will the project improve operating efficiency? Will maintenance cost be reduced if the project were undertaken? Will the project generate additional operating revenue or will it generate additional expense?
Impact on Quality of Life	<ul style="list-style-type: none"> Will the project improve the quality of life of the County's citizens?
Addresses a deficiency in provision of public services	<ul style="list-style-type: none"> Is the County unable to provide basic services if the project is not completed? Are current services in the project area inadequate? Does the project improve County services?
Linkage to Board of Commissioners' Vision Statement, or other Long Range Plans, or Community Support	<ul style="list-style-type: none"> Does the project help to meet the priorities established by the Vision Statement/Goals or other long-range plans? How will the project help further these priorities? Does the project have citizen or community support? Does the project serve a special need of the community?
Funds/grants available from state, federal, and other sources	<ul style="list-style-type: none"> Besides County general fund revenues, what funding sources are available to fund this project? Can fees or revenues other than taxes be raised to cover this project's cost?
Extent of secondary benefits	<ul style="list-style-type: none"> Are there intangible benefits to completing the project? Are there benefits to the project that are not otherwise considered in the evaluation?
Comments	<ul style="list-style-type: none"> What comments do you have about the project that needs to be considered by the Board of Commissioners?

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Revenue Sources & Debt Service

One of the most important factors of financing a major project is the county's ability to pay the debt service or the annual costs of the financing. There are several funding sources that will be used to fund projects in the CIP. These sources are dependent on the type of project and the financial impact on the taxpayers of the county:

- General Fund Revenues** - May be used to fund Pay As You Go capital projects with amounts under \$300,000.
- General Obligation (GO) Bonds** - The County may issue General Obligation Bonds for larger projects such as schools. These bonds are legally binding and are a pledge of the county's full faith, credit and taxing power.
- Installment Financing Agreements** - In exchange for bank financing, County assets are used as security for private placement of debt. This type of funding can be used for any capital projects.
- Certificates of Participation (COP)** - Essentially a large installment financing agreement (bonds are limited on how much they can lend). COP's are usually rated a step below a GO rating.
- State and Federal Revenues** - Projects may be financed through low interest federal loans from USDA Rural Development such as the completed Camden Intermediate School Project. Additionally several projects have been financed by the use of state and federal grants such as the Wastewater Treatment and Collection System.
- Private Contributions** - Private contributions from developers or adjoining landowners that will become a part of a larger project.

Note: There are some limited recurring revenues that are to be used for debt service purposes. Portions of the Article 40 and 42 Sales Taxes are restricted for the purpose of school-related debt service or school capital outlay. The county also receives funds from the state Public School Building Capital Fund (these funds are generated by the state corporate income taxes) that can be used for debt service; however the status of these funds is uncertain based on the unpredictability of the NC Education Lottery proceeds and other economics.

Revenue Sources:

- Restricted portions of Article 40 & 42 sales taxes
- Annual contributions to the Special Capital Reserve Fund per proposed policies
- Accumulated funds in the Special Capital Reserve Fund & School Capital Reserve Fund

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Revenue Sources & Debt Service			
Resources	Project Types	Advantages	Disadvantages
Pay As You Go	Assets with short useful lives, or where most of benefit is achieved early	Saves interest and other costs of issuance	Limits funding for capital needs
	Assets for which matching local funds are required	Preserves financial flexibility	Creates an uneven flow of expenditures
	Assets that are not expensive to acquire and relative to the total Pay As You Go plan Projects can be phased with reasonable annual expenditures	Protects borrowing capacity Enhances credit quality	
General Obligation Bonds	Assets with long useful lives	Permits governments to acquire assets as needed	Adds financial and administrative costs of issuing capital assets
	Projects that are expensive to acquire or that exceed the capacity of the Pay As You Go plan	Levels out capital expenditures	Limits flexibility by committing revenues for life of the bond issue Requires voter approval
Certificates of Participation	Projects that are expensive to acquire or that exceed the capacity of the Pay As You Go plan	Permits governments to acquire assets as needed	Interest cost may be higher relative to issuing debt
	Used frequently for purchases of equipment, buildings and real property	No voter approval	
Grants	Assets qualifying for grant assistance	Expends size of capital program with little or no cost to local taxpayers	Limited amount of uncommitted grant availability Added administrative or compliance costs
Private Contributions	Facilities adjacent to private properties	Lowest government capital and/or operating costs	Added staff time required to identify contributions and coordinate activities

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Funding Method for County Capital Reserve Fund

Land Transfer Tax: The Land Transfer Tax is placed in a Capital Reserve fund to support projects in the Capital Improvement Plan and transfers from General Fund balance when it is in excess of targeted levels (Resolution No. 2007-06-04).

It is projected that the Land Transfer tax will generate approximately \$450,000 in FY 2019-2020. These funds are applied to approved capital projects and debt service. Currently \$.01 of the county-wide ad valorem tax rate generates approximately \$103,000 in taxes collected by Camden County.

School Capital Reserve Fund

The School Capital Reserve Fund will continue to be the primary means the county uses to fund school capital projects. Currently capital projects are funded by that portion of the Article 40 & 42 sales tax that is earmarked for school construction by the state. The county also may request funds through the State Public School Building Capital Fund. Lottery proceeds are annually appropriated to this fund and reserved for School Capital projects. Articles 40 & 42 Sales Tax will generate approximately \$375,000 annually that goes into the School Capital Reserve Fund. It needs to be noted that falling tax revenue is going to be a problem for Camden County due to the COVID-19 virus. Sales taxes on retail, restaurants and hotel rooms are all taking a hit, as is the state's income tax. From a finance perspective it is this unknown that local leaders need to be very cautious with moving forward with increasing debt.

Enterprise Fund

South Camden Water & Sewer District: The South Camden Water & Sewer District is an Enterprise Fund that provides water and sewer to residents of Camden County who live in the Courthouse and Shiloh Townships. Water service is available throughout the two townships and sewer service is available only in a smaller area that is along the US158 / NC343 corridor. This fund has been in operation since 1996.

A Reverse Osmosis Water Treatment Plant was constructed and became operational in 2002 along the Pasquotank River in Camden Township near the central area of the county. This facility was built with partial funding from the NC Rural Center.

County Fire Districts

There are two fire districts in the county, the South Mills Fire District and the Courthouse-Shiloh Fire District. The South Mills Fire Department station is located on Keefer Dam Road near South Mills. The South Camden Fire Department has a fire station located on Sawyers Creek Road near the Courthouse with a second station located in the Shiloh Community along NC343 South. Residents in both districts currently pay a total of .05 tax (.01 fire tax plus a .04 general fund contribution). These revenues fund the operation and capital needs of the fire departments. The county has contracts with both volunteer fire departments detailing how the fire commissions will oversee the operation of the fire departments which includes special approval of all expenditures of \$5,000 or more.

In consideration of the current revenue generated from property tax county-wide, it is expected that both districts will have adequate funds to provide for their operational needs and debt service for capital needs for the next five years.

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Adoption of Unified County Government

In May of 2006 the voters of Camden County approved the adoption of Unified County Government. Effective July 1, 2006 the change was implemented granting Camden County both the powers of a county as well as those of municipal government (excluding the creation of a police department). This change in form of government restricts the creation of any other municipal governments within the county thus assuring citizens of only one layer of local government and one layer of taxation.

Utility Franchise Tax: A major benefit of the change in form of government is that it allows the County to receive a quarterly allocation of the Utility Franchise Taxes which are typically only received by municipalities. As the County grows and develops additional commercial tax base this allocation increases.

Capital Project Narrative Descriptions:

The Capital Project narratives are organized in the following categories:

- A. **Approved/Funded** - Approved and Funded by vote of the Camden County Board of Commissioners;
- B. **Recommended/Unfunded** - Recommended projects by the Camden County Manager but currently Unfunded; and
- C. **Identified/Unfunded** - Projects that have been identified by Staff but currently not funded.

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Capital Project Narratives

A. Approved/Funded:

1. Public Services Complex / Administration Campus

Priority Level: 1

Project Description: The construction of a Public Services Complex that will serve the needs of county residents in a safe and efficient manner.

Project Definition and Justification

Define Problem: With the purchase of an interim County facility at 330 East Hwy 158, immediate overcrowding concerns at the Courthouse Complex have been addressed with the relocation of Administration, Finance, Economic Development, and Public Works to the new facility.

A "One Stop" approach to service delivery will be considered for the construction of a centralized County complex. Multipurpose conference/training rooms are to be used by all departments, county committees as well as by the community. This building will house the following departments: Manager's Office, Human Resources, Finance Office, Tax Administration, Utilities, Planning & Community Development Department, Extension Center, Parks & Recreation, Soil and Water Conservation, Senior Center, and the County Library.

Construction of the building to facilitate a drive-thru window to accommodate payments would be preferable for the county citizens. Finally, this building will be ADA compliant which will allow all the county citizens of Camden County to have access to its services.

Recommended Solution: Construction of a Public Services building on the acreage already purchased across the road from the Courthouse Complex. Demolition of existing structure and repaving of entire lot would provide additional parking which is greatly needed when court is in session and to accommodate Board of Elections and the Camden Heritage Museum.

Alternatives: Continue business in current structure.

Stage of Project: County purchased 7.69 acres across the road from the Courthouse Complex. A formal space-needs study was conducted by Woolen Company in March 2016. An architectural design firm and construction manager at risk has been hired to completed design work and pre-construction services.

Relation to Other Projects: Completion of this project will free up space currently occupied by the Senior Center for use by the Sheriff's Office. It will also allow for the demolition of the space that is currently occupied by the Planning Department, Water and Sewer, and Tax Administration. The building itself is old and run-down beyond full

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recovery due to the materials themselves (wood structural members) and are decaying from mold or rot. This space has outlived its practicality and is not conducive to a safe work environment.

Professional Design Work Detail: Funding for architectural design services is programmed for FY 2019-2020. Boomerang Design, Raleigh, NC has been selected as the design firm and MB Kahn is the Manager at Risk. Target date for completion is September 2021.

Operating Impact: Increased efficiency in daily operations and co-location of county offices.

B. Recommended/Unfunded:

1. School Capital Improvements – Camden County High School

Priority Level: 2

Project Description: Construction of new Camden County High School facility to include site improvements and adequate athletic fields.

Project Definition and Justification

Define Problem: As the County's population grows, demand for a larger high school facility will increase. The Adequate Public Facilities Ordinance (APFO) approved in 2008 requires that both the County and Board of Education perform long-range planning in order to meet the demand of increased student enrollment.

Recommended Solution: During a Board of Commissioners and School Board joint meeting in March 2019 it was decided to have a feasibility study completed by MB Kahn to determine the need for a new school. The study would look at projected student populations, design, addition/renovation, cost to upgrade versus new construction, design alternatives, existing building analysis, cost estimates, bond ratings, and the tax impact. Funding was appropriated in FY 15/16 to clear proposed school/athletic campus site along HWY 343 North.

Alternatives: Construct new athletic fields and bleachers on the Noblitt site and renovate existing high school campus (HWY 343/US 158) by constructing additional classroom space on the current athletic field.

Stage of Project: Approximately 60 acres of property was purchased by the County as the probable location for a new high school. While the Board of Commissioners moved forward with the acquisition of property, it is not yet clear when this new facility will be completed. At the joint meeting between the Board of Commissioners and the School Board it was decided to hire MB Kahn to conduct a feasibility study to analyze the current and future needs. The study has been completed and MB Kahn has completed approximately 95% of the educational space summary. At this time they are in the

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planning / design / funding stage. Once the general location of the building is identified the site preparation will begin. The plan going forward is to place this as a referendum on the General Election Ballot in November 2020 for a vote of the citizens.

Relation to Other Projects: This project is not related to any other County projects.

Professional Design Work Detail: Four Architect firms made presentations to the School Board on March 26, 2020 and after the presentation Moseley Architects was selected as the lead firm for design work.

Operating Impact: Impact will be seen in Camden County Public Schools operating expenses due to the larger facility. Increases in utilities expenses may be reduced due to improved energy efficiency measures and design engineering of the facility.

2. Sewer Service Expansion - US 158 East From Hardees to Country Club Road

Project Description: Extension of sewer lines to the Country Club Area including a 200-300 acre potential mixed-use development as well as available parcels along US 158.

Priority Level: 2

Define Problem: Sanitary sewer infrastructure is needed to support economic development and commercial/retail growth.

Recommended Solution: Extend existing sanitary sewer line. Estimated cost in excess of \$1,200,000 to be funded by County contributions, grants and developers via cost sharing formula.

Alternatives: Commercial and Residential development would be adversely affected without the extension.

Stage of the Project: McGill Associates has prepared a feasibility study to include construction cost estimates. An estimate has been prepared by McGill Associates. Project material costs (i.e. pipe) increases as petroleum price increases. However the installation costs have decreased with the economy. The County applied for Golden LEAF CBGF funding in January 2014 however the project was not funded in that grant cycle.

Relation to Other Projects: This project is required to attract and support new and existing businesses in Camden County. Wastewater service would help develop the area adjacent to Shell Station and residents in the Pine Street area have expressed interest in wastewater service due to failures with septic systems. The extension would also increase the pipe size of the existing force main from Lamb's Marina to the Courthouse Pump Station to support the additional flow.

Description of Land Needs: The sanitary sewer line will run on the DOT right-of-ways. A small parcel of land will have to be purchased for a proposed lift station.

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Professional Design Work Detail: None. Feasibility study completed October 2013.
Operating Impact: The operating impact will be minimal with the exception of normal wear and tear.

3. South Mills Waste Water Treatment Plant High Rate Filtration Pond

Priority Level: 3

Project Description: Increase wastewater disposal capacity to prepare for increased flows from sanitary sewer expansions.

Define Problem: The increased wastewater flow as a result of increased residential and commercial development will require added wastewater disposal capacity.

Recommended Solution: Study the feasibility of higher rate infiltration ponds for wastewater disposal as opposed to the current spray field storage located near the South Mills WWTP. The benefits include using less land area and lower operations and maintenance costs together with the ability to use this technology for adequate disposal during winter months.

Alternatives: Continue to utilize the existing spray fields in South Mills Township.

Stage of the Project: Eastern Carolina Engineering will prepare a preliminary soils boring test analysis at the current WWTP spray fields site.

Professional Design Work Detail: None to date.

Operating Impact: The operating impact will be minimal with the exception of normal wear and tear.

4. Northern Camden County-Elevated Water Tower

Project Description: Addition water capacity/pressure and flow/fire flow is needed to serve the South Mills Area for commercial and residential development.

Priority Level: 2

Define Problem: Additional water pressure and flow is needed to support economic development and commercial growth in northern Camden County. Current water tower elevation doesn't produce sufficient pressure.

Recommended Solution: Build new 250,000 gallon elevated water tower in northern Camden. Estimated cost in excess of \$2,000,000.

Alternatives: Commercial and residential development would be adversely affected without the additional water tower.

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Stage of the Project: Kim Hamby with Timmons Group is working on gathering additional information for the additional water tower.

Relation to Other Projects: This project is required to attract and support new businesses to Camden County. The new water tower would provide fire flow for the Commerce Park and Plantation Development.

Description of Land Needs: The new elevated water tower will require the purchase of a small parcel of land, approximately one acre will be needed.

Professional Design Work Detail: None. Work has just begun, system information is being studied.

Operating Impact: The elevated water towers are under contract for cleaning and painting as needed.

Funding: Water System Development Fees may provide partial funding.

5. Construction of Additional Raw Water Well

Project Description:

Define Problem: Forecasted residential and commercial growth will require additional sources of fresh water.

Recommended Solution: In FY 2019-2020 install test wells and obtain engineering design plans and construction cost estimate. If the test well results are positive, construct additional well at one of the purchased sites, Seymour Drive or 343 South, in 2020-2021.

The water plant has a current capacity of .72 MGD and an average use of .324 MGD. The State allows 80% use of capacity before design work to increase capacity, which amounts to 576,000 GPD. Subtracting the average use of 224,000 GPD provides only 352,000 GPD for additional development use.

Alternatives: None

Stage of the Project: Engineering design was completed in FY15/16 utilizing the engineering services of Diehl and Phillips for the Seymour Well. Hopefully much of that design will work for the next well also. The raw water main to connect the new well to the water treatment plant will have to be designed.

Relation to Other Projects: This project is required to attract and support new and existing businesses in Camden County.

Description of Land Needs: Land has been purchased. In FY07-08, the county purchased five additional well sites in close proximity to existing water treatment plant.

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Professional Design Work Detail: None

Operating Impact: Additional utilities and equipment maintenance costs.

C. Identified/Unfunded:

1. US 158 Sidewalk Extension

Project Description:

Define Problem: The development of the Courthouse Township as a commercial center around public uses such as Camden High School, the US Post Office, and future County community complex is leading to increasing commercial uses and pedestrian activity among the uses. It is important to accommodate the existing and future pedestrians with sidewalks to reduce conflicts with automobile traffic and to encourage walking.

Recommended Solution: Require private development to install sidewalks within developments and construct public sidewalks to develop an eventual sidewalk network within the core area. The first section of sidewalks has been constructed around the Town Center project and in front of the high school.

The proposed project is to extend the existing sidewalk in front of the high school approximately 1900 linear feet to the Camden Square shopping and restaurant center. A&E cost approximately \$8,500 and is included in cost estimate.

Alternatives: None

Stage of the Project: As stated above some sidewalk exists in the area and the recently adopted UDO requires sidewalk in new development. Project will require engineering and construction.

Relation to Other Projects: This project will enhance and support new and existing businesses in the Courthouse area.

Description of Land Needs: Project would be constructed in NCDOT ROW and require encroachment permits.

Professional Design Work Detail: None

Operating Impact: County would be responsible for maintenance of sidewalk and any surrounding landscaping.

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Resolution No. 2007-06-04

A Resolution of the Camden County Board of Commissioners
Regarding Setting Financial Policies

Whereas, stability in fiscal affairs is a desirable objective, but a difficult goal for counties to attain because many factors some of which are the relationship of the various units of government, mandates, the changing economies and the limited authority of local government; and

Whereas, the Board of Commissioners is of the opinion that the statement of minimum standards of fiscal policy would help present and future boards and staff to adapt to the changes that occur and help them to attain a reasonable measure of fiscal stability;

Now, Therefore Be It Resolved, that the Camden County Board of Commissioners does hereby adopt the following financial policies:

Debt-

Debt service will not exceed 15% of general fund expenditures. In any year where debt service is less than or equal to 14% of general fund expenditures at least 1% of the operating budget may be transferred to capital reserve.

The county will strive to pay outstanding principle debt within 15-20 years.

The county will strive to maintain its debt at no greater level than 2% of the assessed valuation of taxable property in the county.

Fees & User Charges -

As part of the annual budget process the County shall review the fees and user charges. All changes to the schedule of fees must be approved by the Board of Commissioners.

The County should charge fees if allowable, when a specific group of beneficiaries can be identified, when it is feasible to charge the beneficiaries, and when there is no reason to subsidize the service wholly or in part. Fee levels should be set to recover the full costs of the services provided, unless it is deemed necessary to partially subsidize the services.

Factors to consider in deciding whether a subsidy is appropriate include the burden on property tax payers, the degree to which the service benefits a particular segment of the population, whether beneficiaries can pay the fee, and whether the service provides a broader benefit to the community.

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Fund Balance -
The county will strive to maintain an available fund balance equal to 25% of the General Fund budget at the end of each fiscal year which is substantially higher than the minimum recommended by the Local Government Commission.

General Fund balances in excess of targeted levels may be transferred to the County's capital improvement plan.

Competitive Employment -
The county will strive to maintain competitive pay rates by making annual cost of living adjustments when economically feasible for the county based on the consumer price index.

Tax Rate -
In an effort to stabilize the county's tax rate, the Board of Commissioners will adopt a tax rate that considers the succeeding four years anticipated expenditures and will strive not to change the tax rate prior to the next revaluation.

The Board of Commissioners will seek to limit the growth of the annual operating budget to an amount that can be accommodated by growth in the tax base as well as other state and federal revenues, without a tax increase wherever possible.

The County will strive to annually review and develop revenue projections, expenditures, and the fund balance for the next five years.

Adopted this 4th day of June, 2007

Jeffrey Jennings, Chairman

Attest:
Ava Gurganus, Clerk to the Board

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Motion to approve the 2020-2024 Capital Improvement Program as presented.

RESULT: PASSED [UNANIMOUS]
MOVER: Ross Munro
AYES: White, Munro, Krainiak, Riggs, Meiggs

ITEM 6. BOARD APPOINTMENTS

A. Tourism Development Authority

Motion to reappoint Adam Carver to the Tourism Development Authority for an additional term.

RESULT: PASSED [UNANIMOUS]
MOVER: Ross Munro
AYES: White, Munro, Krainiak, Riggs, Meiggs

ITEM 7. CONSENT AGENDA

- A. BOC Meeting Minutes – April 29, 2020
- B. BOC Meeting Minutes – May 4, 2020
- C. BOC Meeting Minutes – May 13, 2020

D. Budget Amendments

2019-20-BA019
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
52330610-434848	LIEAP	\$807.59	
Expenses			
528000-554321	LIEAP	\$807.59	

This Budget Amendment is made to appropriate funds to Social Services LIEAP expense line as they will receive additional monies from the State.


This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 1st day of June, 2020.

Karen M. Davis Clerk to Board of Commissioners

Tom White Chairman, Board of Commissioners



2019-20-BA020
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
40-329900	Fund Balance		\$339,501.20
Expenses			
405300-511320	Debt Service	\$339,501.20	

This Budget Amendment is made to appropriate funds to pay off the Fire Truck from Courthouse & Shiloh Fire Department from their Fund Balance.


This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 1st day of June, 2020.

Karen M. Davis Clerk to Board of Commissioners

Tom White Chairman, Board of Commissioners



E. School Budget Amendments

Budget Amendment
Camden County Schools Administrative Unit
Federal Grant Fund

The Camden County Board of Education at a meeting on the 14th day of May 2020 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2020.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	1,134.00	
5200	Special Instructional Programs		1,134.00

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	\$ 720,774.00
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget	\$ 720,774.00

Passed by majority vote of the Board of Education of Camden County on the 14th day of May, 2020.


Charles H. Allen Chairman, Board of Education

Don Jewell Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 1st day of June, 2020.

Tom White Chairman, Board of County Commissioners

Karen M. Davis Clerk, Board of County Commissioners



BUDGET AMENDMENT
May 14, 2020

3. Federal Grant Fund

A. We have reviewed this area of the budget and find that we must transfer funds within the budget to cover staff development in various program areas. We request your approval of the following amendment.

Career & Technical Ed Program
Project #20-017-150

3.5120.017.411 Instructional Supplies	\$ - 3700.00
3.5120.017.461 Pur of Non-Cap Equipment	+ 3700.00
Total - Career & Technical Ed Program	\$ + 0.00
=====	
3.3600.017 Revenue - Career & Tech Ed Program	\$ + 0.00
=====	

B. We have received additional funds in the program and must increase our budget to reflect this. We request your approval of the following amendment.

Idea VI-B Handicapped
Project #20-060-150

3.5210.060.162 Substitute Pay	\$ - 120.00
3.5210.060.163 Substitute Pay	+ 120.00
Total - Idea VI-B Handicapped	\$ + 0.00
=====	

C. We have reviewed this area of the budget and find that we must transfer funds within the budget. We request your approval of the following amendment.

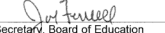
Supportive Effective Instruction
Project #20-103-150

3.5110.103.163 Substitute Pay	\$ + 1053.00
3.5110.103.211 Emp. Soc. Sec. Costs	+ 81.00
3.5110.103.312 Workshop Expenses	- 1,134.00
Total - Supportive Effective Instruction	\$ + 0.00
=====	
3.3600.103 Revenue - Supportive Eff Instruction	\$ + 0.00
=====	

BUDGET AMENDMENT
Federal Grant Funds
May 14, 2020, Page 2

Passed by majority vote of the Board of
Education of Camden County on the 14th
day of May, 2020.


Chairman, Board of Education


Secretary, Board of Education

Budget Amendment
Camden County Schools Administrative Unit
State Public School Fund

The Camden County Board of Education at a meeting on the 14th day of May 2020 passed the
following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal
year ending June 30, 2020.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	12,312.00	
5800	School Technology Fund		10.00
6500	Transportation	19,682.00	
7200	Child Nutrition	74,049.00	
Explanation:			
Total Appropriation in Current Budget		\$ 15,487,989.50	
Amount of Increase/Decrease of			106,033.00
Above Amendment			
Total Appropriation in Current Amended			
Budget		\$ 15,594,022.50	

Passed by majority vote of the Board of
Education of Camden County on the 14th day
of May 2020.


Chairman, Board of Education


Secretary, Board of Education

We the Board of County Commissioners of
Camden County hereby approve the changes
in the County School Funds Budget as
indicated above, and have made entry of these
changes on the minutes of said Board,
this 14th day of May, 2020.


Chairman, Board of County Commissioners


Clerk, Board of County Commissioners



BUDGET AMENDMENT
May 14, 2020

1. State Public School Fund

- A. We have received an allotment for this program area and must decrease our
budget to reflect the adjustment. We request your approval of this amendment.

School Technology Fund
1.5810.015.418 Computer Software & Supplies - 10.00
Total - School Technology Fund \$ - 10.00

- B. We have received an allotment for this program area and must increase our
budget to reflect the adjustment. We request your approval of this amendment.

Transportation of Pupils
1.6550.056.411 Supplies & Materials + 19,682.00
Total - Transportation of Pupils \$ + 19,682.00

- C. We have received an allotment revision for this program area and must decrease
our budget to reflect the adjustment. We request your approval of this
amendment.

Textbooks
1.5110.130.412 Textbooks + 12,312.00
1.5110.130.412 Textbooks - 18,281.00
Total - Textbooks \$ - 5,969.00

- D. We have received an allotment revision for this program area and must increase
our budget to reflect the adjustment. We request your approval of this
amendment.

Textbook and Digital Resources
1.5110.131.418.310 Computer Software & Supplies + 9,600.00
1.5110.131.418.312 Computer Software & Supplies + 8,681.00
Total - Textbooks and Digital Resources \$ + 18,281.00

- E. We have received an allotment revision for this program area and must increase
our budget to reflect the adjustment. We request your approval of this
amendment.

COVID-19 Supplemental Funds
1.7200.154.174 Salary - Cafeteria Workers + 74,049.00
Total - COVID-19 Supplemental Funds \$ + 74,049.00

BUDGET AMENDMENT
State Public School Fund
May 17, 2020, Page 2

3100.000 Revenue - State Public School Fund \$ -106,033.00

Passed by majority vote of the Board of
Education of Camden County on the 14th
day of May, 2020.


Chairman, Board of Education


Secretary, Board of Education

F. DMV Monthly Report

STATE OF NORTH CAROLINA
COUNTY OF CAMDEN
TO: The Tax Administrator of Camden County July Renewals Due 8/15/20

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Administrator and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon personal property of the respective taxpayers in the County of Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell personal property of such taxpayers for and on account thereof, in accordance with the law.

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
26,955.56	23,802.27	18,418.45	69,176.28

Witness my hand and official seal this 4th day of June 2020

Tom White
Chairman, Camden County Board of Commissioners

Attest:
Karen M. Davis
Clerk to the Board of Commissioners of Camden County

This is to certify that I have received the tax receipts and duplicates for collection in the amounts as listed herein.

James S. Anderson
Tax Administrator of Camden County

G. Pickups, Releases & Refunds

NAME	REASON	NO.
Paul & Bunny Cohen	Roll Back Taxes - Pick-up \$314.24	Pick-up/21770 R-104349-2017 R-111632-2018 R-118981-2019
Dawn Cherie Kirkner	Turned in plates \$104.15	Pick-up/22089 35413302

H. Tax Collection Report

Tax Collection Report
APRIL 2020

Day	Amount	Name of Account	Deposits	Internet
1	\$ 3,131.56		\$ 3,131.56	
2	\$ 9,222.91		\$ 9,222.91	
2	\$ (947.87)	Refund for Susan Gagnon pd in error	\$ (947.87)	
3	\$ 12,710.43	Refund- \$1.00	\$ 12,710.43	
6	\$ 5,029.03		\$ 5,029.03	
7	\$ 1,155.21		\$ 1,155.21	
9	\$ 5,635.41	Refund- \$1.57	\$ 5,635.41	
13	\$ 4,731.00		\$ 4,731.00	
14	\$ 11,821.64	Refund- \$6.51	\$ 11,821.64	
15	\$ 7,678.74		\$ 7,678.74	
16	\$ 6,748.43		\$ 6,748.43	
17	\$ 1,580.62		\$ 1,580.62	
20	\$ 34,011.62		\$ 34,011.62	
21	\$ 6,120.96	Refund- \$15.09		\$ 6,120.96
21	\$ 137.16	Refund - \$32.47		\$ 137.16
21	\$ 1,206.71	Over - \$84.0	\$ 1,206.71	
22	\$ 5,179.45	Refund- \$1.48	\$ 5,179.45	
23	\$ 1,140.37	Refund- \$294.93	\$ 1,140.37	
24	\$ 4,449.28		\$ 4,449.28	
27	\$ 8,037.27	Refund- \$149.32	\$ 8,037.27	
27	\$ 1,195.22		\$ 1,195.22	
28	\$ 280.52			\$ 280.52
28	\$ 5,966.25	Refund- \$884.40	\$ 5,966.25	
29	\$ 5,337.30		\$ 5,337.30	
30	\$ 26,069.96	Refund- \$14.70	\$ 26,069.96	
	\$ 780.72			\$ 780.72
	\$ 1,093.62		\$ 1,093.62	
NOTE:				
	\$ 169,903.52	\$ -	\$ 161,388.94	\$8,514.58
Total Deposits and PSN	\$ 169,903.52		\$ 169,903.52	
	\$ (1,343.46)	PSN Checks - \$10.00 - for info only, fees were paid to PSN		
	\$ (0.63)	Refund		
	\$ -	Over		
	\$ -	Shortage		
	\$ -	Adjustment		
Net Grand Total	\$ 168,559.43			

Submitted by: *James S. Anderson* Date: 5-11-2020
Approved by: *Tom White* Date: 6-4-20

I. Set Public Hearing – South Mills Landing

Motion to approve the Consent Agenda as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs
AYES:	White, Munro, Krainiak, Riggs, Meiggs

ITEM 8. COUNTY MANAGER’S REPORT

County Manager Ken Bowman included the following in his report:

- COVID-19 Update in Camden County – 3 lab-confirmed cases; 1 active and 2 recovered.
- Sarah Hill with Tourism was awarded a full scholarship to Southeast Tourism Marketing College for her third and final year to become eligible to receive her Travel Marketing Professional credentials.
- Appreciation to everyone for their input and efforts to develop the 2020-2021 Budget.
- The current Census count for Camden County is 63.8%, which is above the state rate of 56.4%, currently ranking Camden County number 7 out of 100 counties.
- Next Board of Commissioners Regular Meeting – July 6, 2020
- Happy 4th of July as that is our next holiday.

ITEM 9. COMMISSIONERS’ REPORTS

Commissioner Garry Meiggs noted that traffic tickets are down 56% in the state of North Carolina which will in turn affect revenues.

ITEM 10. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following was provided to the Board for information purposes:

- A. Register of Deeds Report
- B. Library Report

ITEM 11. OTHER MATTERS

Motion to add the referendum for the School Board back on the 2020 agenda and direct the County Manager and Superintendent to work diligently to make sure the county meets all the checkpoints.

RESULT:	PASSED [3-2]
MOVER:	Clayton Riggs
AYES:	White, Munro, Riggs,
NOES:	Meiggs, Krainiak

ITEM 12. ADJOURN

There being no further matters for discussion Chairman White called for a motion to adjourn.

Motion to adjourn.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Ross Munro
AYES:	White, Munro, Krainiak, Riggs, Meiggs

Chairman White adjourned the meeting at 8:00 PM.

Board of Equalization and Review

Chairman White reconvened the Board of Equalization & Review at 8:00 PM.

There being no cases for review, Chairman White called for a motion to adjourn.

Motion to adjourn Board of Equalization and Review.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs
AYES:	White, Krainiak, Meiggs, Riggs, Munro

Chairman White adjourned the June 1, 2020 meeting of the Board of Equalization and Review at 8:01 PM.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Clerk to the Board of Commissioners