

**Camden County Board of Commissioners**  
**June 5, 2023**  
**6:00 PM – Closed Session**  
**7:00 PM – Regular Meeting**  
**Camden Public Library Boardroom**  
**118 Hwy 343 North**

**Minutes**

A Regular Meeting of the Camden County Board of Commissioners was held at 7:00 PM on June 5, 2023 in the boardroom of the Camden Public Library in Camden, North Carolina. A Closed Session was held at 6:00 PM to consult with the County Attorney in regard to matters relating to attorney-client privilege.

**CALL TO ORDER**

The meeting was called to order by Chair Tiffney White at 6:00 PM. Also Present: Vice Chair Ross Munro, Commissioners Randy Krainiak, Sissy Aydlett and Troy Leary. Administration Staff Present: County Manager Erin Burke, Clerk to the Board Karen Davis. County Attorney John Morrison was present for the Closed Session only.

**CLOSED SESSION**

**Motion to go into Closed Session to consult with the County Attorney in regard to matters relating to attorney-client privilege.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

**Motion to come out of Closed Session.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Sissy Aydlett
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

Chair White reconvened the Board of Commissioners.

**INVOCATION & PLEDGE OF ALLEGIANCE**

Rev. Boyce Porter gave the invocation and the Board led in the Pledge of Allegiance.

**ITEM 1. CONSIDERATION OF AGENDA**

---

**Motion to approve the agenda as presented.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Ross Munro
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

**ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT**

---

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

**ITEM 3. PRESENTATIONS**

---

- A. Employee Recognition – Human Resources Specialist Beverly Fonville recognized Alfreda Gordon for 10 years of service with Camden County.
- B. Trillium Health Resources – Director Bobbie Lowe presented the annual report for Camden County.

**ITEM 4. PUBLIC COMMENTS**

---

Dr. Linda Carr – School Superintendent Dr. Carr introduced herself to the Board and spoke in support of the two-story design for the new high school.

Jason Banks – Board of Education Chair Dr. Jason Banks spoke in support of the two-story design for the new high school and encouraged the Board to finalize the plan to build on Highway 343 so that the project can move forward.

Jeff Jennings – Mr. Jennings expressed concern of the impact of the tax revaluation on the younger property owners of the county. He encouraged the Board to consider a revenue-neutral or lower tax rate to ease the tax burden on the citizens. Mr. Jennings encouraged the Board to decide on a plan to move forward with the new high school project in that the students should be the number one priority.

## **ITEM 5. PUBLIC HEARINGS**

### **A. Proposed 2023-2027 Capital Improvement Program**

#### **Motion to open the Public Hearing for the 2023-2027 Capital Improvement Program.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Tiffany White
<b>AYES:</b>	Tiffany White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydtlett

County Manager Erin Burke presented the Proposed 2023-2027 Capital Improvement Program.

<div data-bbox="331 848 587 1043" data-label="Image"> </div> <div data-bbox="276 1224 644 1320" data-label="Section-Header"> <h3><b>Capital Improvement Program (CIP) 2023-2027</b></h3> </div> <div data-bbox="396 1365 524 1400" data-label="Text"> <p><b>Public Hearing Monday June 5, 2023</b></p> </div>	<div data-bbox="1005 779 1115 798" data-label="Section-Header"> <h4><b>Table of Contents</b></h4> </div> <div data-bbox="854 804 1245 1337" data-label="Table-Of-Contents"> <table> <tr><td>Letter to the Board of Commissioners</td><td>2</td></tr> <tr><td>Introduction</td><td>4</td></tr> <tr><td>Planning Process</td><td>4</td></tr> <tr><td>Financial Policy</td><td>4</td></tr> <tr><td>Project Evaluation</td><td>5</td></tr> <tr><td>Revenue Sources &amp; Debt Service</td><td>7</td></tr> <tr><td>Funding Method for the County Capital Reserve Fund</td><td>9</td></tr> <tr><td>School Capital Reserve Fund</td><td>9</td></tr> <tr><td>South Camden Water &amp; Sewer District</td><td>9</td></tr> <tr><td>County Fire Districts</td><td>9</td></tr> <tr><td>Adoption of Unified Government</td><td>10</td></tr> <tr><td>Capital Project Narrative Descriptions</td><td>10</td></tr> <tr><td><b>Capital Project Narratives</b></td><td></td></tr> <tr><td><b>A. <u>Approved/Funded</u></b></td><td></td></tr> <tr><td>1. Construction of Raw Water Well</td><td>11</td></tr> <tr><td>2. Waste Water Expansion US 158 E from Hardee's to Country Club Road</td><td>12</td></tr> <tr><td>3. Administration Complex Phase II Modified</td><td>13</td></tr> <tr><td>4. Broadband</td><td>14</td></tr> <tr><td>5. New High School</td><td>15</td></tr> <tr><td>6. Treasure Point Building</td><td>16</td></tr> <tr><td>7. Emergency Medical Services Department</td><td>17</td></tr> <tr><td><b>B. <u>Recommended/Unfunded</u></b></td><td></td></tr> <tr><td>1. US 158 Sidewalk Extension</td><td>18</td></tr> <tr><td>2. South Mills Waste Water Treatment (High Rate Filtration Pond)</td><td>19</td></tr> <tr><td><b>C. <u>Identified/Unfunded</u></b></td><td></td></tr> <tr><td>1. South Mills Boat Ramp and Park</td><td>20</td></tr> <tr><td>2. South Mills Waste Water Expansion and Disposal (Plant)</td><td>21</td></tr> <tr><td>3. Public Beach</td><td>22</td></tr> <tr><td>4. Dismal Swamp Trail Extension</td><td>23</td></tr> <tr><td>5. Dismal Swamp Canal Boating Amenities</td><td>24</td></tr> <tr><td>6. New South Mills Convenience Center &amp; Transfer Station</td><td>25</td></tr> <tr><td>Resolution Setting Financial Policies: 2007-05-04</td><td>Attached</td></tr> </table> </div>	Letter to the Board of Commissioners	2	Introduction	4	Planning Process	4	Financial Policy	4	Project Evaluation	5	Revenue Sources & Debt Service	7	Funding Method for the County Capital Reserve Fund	9	School Capital Reserve Fund	9	South Camden Water & Sewer District	9	County Fire Districts	9	Adoption of Unified Government	10	Capital Project Narrative Descriptions	10	<b>Capital Project Narratives</b>		<b>A. <u>Approved/Funded</u></b>		1. Construction of Raw Water Well	11	2. Waste Water Expansion US 158 E from Hardee's to Country Club Road	12	3. Administration Complex Phase II Modified	13	4. Broadband	14	5. New High School	15	6. Treasure Point Building	16	7. Emergency Medical Services Department	17	<b>B. <u>Recommended/Unfunded</u></b>		1. US 158 Sidewalk Extension	18	2. South Mills Waste Water Treatment (High Rate Filtration Pond)	19	<b>C. <u>Identified/Unfunded</u></b>		1. South Mills Boat Ramp and Park	20	2. South Mills Waste Water Expansion and Disposal (Plant)	21	3. Public Beach	22	4. Dismal Swamp Trail Extension	23	5. Dismal Swamp Canal Boating Amenities	24	6. New South Mills Convenience Center & Transfer Station	25	Resolution Setting Financial Policies: 2007-05-04	Attached
Letter to the Board of Commissioners	2																																																																
Introduction	4																																																																
Planning Process	4																																																																
Financial Policy	4																																																																
Project Evaluation	5																																																																
Revenue Sources & Debt Service	7																																																																
Funding Method for the County Capital Reserve Fund	9																																																																
School Capital Reserve Fund	9																																																																
South Camden Water & Sewer District	9																																																																
County Fire Districts	9																																																																
Adoption of Unified Government	10																																																																
Capital Project Narrative Descriptions	10																																																																
<b>Capital Project Narratives</b>																																																																	
<b>A. <u>Approved/Funded</u></b>																																																																	
1. Construction of Raw Water Well	11																																																																
2. Waste Water Expansion US 158 E from Hardee's to Country Club Road	12																																																																
3. Administration Complex Phase II Modified	13																																																																
4. Broadband	14																																																																
5. New High School	15																																																																
6. Treasure Point Building	16																																																																
7. Emergency Medical Services Department	17																																																																
<b>B. <u>Recommended/Unfunded</u></b>																																																																	
1. US 158 Sidewalk Extension	18																																																																
2. South Mills Waste Water Treatment (High Rate Filtration Pond)	19																																																																
<b>C. <u>Identified/Unfunded</u></b>																																																																	
1. South Mills Boat Ramp and Park	20																																																																
2. South Mills Waste Water Expansion and Disposal (Plant)	21																																																																
3. Public Beach	22																																																																
4. Dismal Swamp Trail Extension	23																																																																
5. Dismal Swamp Canal Boating Amenities	24																																																																
6. New South Mills Convenience Center & Transfer Station	25																																																																
Resolution Setting Financial Policies: 2007-05-04	Attached																																																																

May 15, 2023

Camden County Board of Commissioners

Re: Capital Improvement Program (CIP) 2023-2027

Chairwoman White and Members of the Board:

The provision of adequate public infrastructure remains a top priority for the County. Being only the 13<sup>th</sup> year having a Capital Improvement Program (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.

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.

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. Over the past five years the County has been fortunate to receive grants to assist with placing critical infrastructure where it is needed.

A significant project included in the 2023-2027 CIP is the engineering and design of Phase II of the Administration Campus Complex on the site across from the Historic Courthouse. The Board has decided to approach this project in three phases. The first phase was the Library and all the infrastructure necessary to support the remainder of the project. The ground breaking and construction started in October 2020 on the new Library. Construction was completed in June of 2022 and the facility will serve Camden citizens for many years.

The second phase will start with planning in the 2023-2024 FY when the Board will begin the design process to relocate the Parks and Recreation Senior Center. 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.

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.

During the November 2020 election the citizens had the opportunity to vote as to whether

Camden County CIP  
2023-2027

2

they supported building a new high school. The question was placed as a referendum on the ballot and the citizens voted overwhelmingly in support of moving forward with a new high school. MB Kahn was selected to conduct a feasibility study to analyze the current and future needs. The study was completed and MB Kahn was hired as the Manager at Risk for the project. Mosely Architects was also selected as the architect for project design. A groundbreaking ceremony was held in May 2021 with a projected completion date of December 2024.

However, since that time a couple of significant events have transpired. It was discovered the land designated for the new high school contains soil that is not conducive to constructing a building of this size unless there is an enormous amount of excavation and back fill work accomplished. Based on the current environment and inflation, the cost to prepare the site is between \$3mil & \$4mil. When the County was made aware of this situation the County started researching for an alternate site. Discussion continue on whether to proceed with the existing site or to seek an alternative.

In July of 2022, the Board of Education was awarded additional grant funding from the Needs Based Funding Program. This grant and ones prior bring the awarded amount to a grand total of \$50mil to be applied toward the construction of the new school. These funds will help ensure the County builds a first-class high school that Camden students and citizens will be proud of for many years to come.

2025 will bring the completion of the Treasure Point Rural Education Center and the relocation of the Cooperative Extension Office. This project has moved up on the CIP with the award of \$452,000.00 from a PARTIF grant received in Fall 2022.

Lastly, the County endeavors to establish a new Emergency Medical Services (EMS) Department. The 2023-2024FY will bring the hiring of a new Director with the goal of establishing County based EMS in the 2024-2025FY.

Camden County has moved forward with incredible strides over the last year. It is sure with the bold work of the Board of Commissioners going forward that the citizens of the County will be well served.

Respectfully Submitted,



Erin Burke,  
County Manager

Camden County CIP  
2023-2027

3

## 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

Camden County CIP  
2023-2027

4

of taxable property in the county.

- 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 13 years Camden County has embarked 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 \$7.76 million at the end of FY 2021-22. 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?

Camden County CIP  
2023-2027

5

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

Camden County CIP  
2023-2027

6

#### 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:

1. **General Fund Revenues** - May be used to fund Pay as You Go capital projects with amounts under \$300,000.
2. **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.
3. **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.
4. **Certificates of Participation (COP)** - Essentially a large installment financing agreement (banks are limited on how much they can lend). COPs are usually rated a step below a GO rating.
5. **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.
6. **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 Tax
- Annual contributions to the Special Capital Reserve Fund per proposed policies
- Accumulated funds in the Special Capital Reserve Fund & School Capital Reserve Fund

Camden County CIP  
2023-2027

7

#### Revenue Sources & Debt Service

Resources	Project Types	Advantages	Disadvantages
<b>Pay As You Go</b>	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	Protects borrowing capacity	
<b>General Obligation Bonds</b>	Projects can be phased with reasonable annual expenditures	Enhances credit quality	
	Assets with long useful lives	Permits governments to acquire assets as needed	Adds financial and administrative costs of procuring 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
<b>Certificates of Participation</b>	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	
<b>Grants</b>	Assets qualifying for grant assistance	Expands size of capital program with little or no cost to local taxpayers	Limited amount of unrestricted grants availability Added administrative or compliance costs
<b>Private Contributions</b>	Facilities adjacent to private properties	Lowers government capital and/or operating costs	Added staff time required to identify contributors and coordinate activities

Camden County CIP  
2023-2027

8

#### 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 \$700,000 in FY 2022-2023. These funds are applied to approved capital projects and debt service. Currently \$0.1 of the county-wide ad valorem tax rate generates approximately \$168,810 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 \$595,000 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. The County did make sewer available in the Core village of South Mills due to failing septic systems a few years back. 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. There are two Wastewater Treatment Plants constructed and in operation in South Mills township and the Courthouse township. The most recent in Courthouse which was partially funded through an EDA Grant.

#### 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 Kester Bam 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

Camden County CIP  
2023-2027

9



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.

#### **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.

Camden County CIP  
2023-2027

10

### **Capital Project Narratives**

#### **A. Approved/Funded:**

##### **1. Construction of Raw Water Well**

#### **Project Description:**

**Priority Level:** 1

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

**Recommended Solution:** In FY 2019-2020 test wells were installed and engineering design plans and construction cost estimate were obtained. The test well results for two wells are good so it is anticipated the construction of a new well will start either on the site on Seymour Drive or 343 South, in 2022-2023. The American Rescue Act Plan will cover the cost of this construction. The water plant has a current capacity of .720 MGID and an average use of .493MGID. The State allows 80% use of capacity before design work to increase capacity, which amounts to 576,000 GPD. Subtracting the average use of 493,000 GPD provides only 83,000 GPD for additional development use.

**Alternatives:** None

**Stage of the Project:** New Well and Raw Water transmission line in design phase during FY 2021-2022 by Engineering Services P.A. with an anticipated construction in FY 2022-2023. It is anticipated that this design can be utilized for two sites.

**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.

**Professional Design Work Detail:** None

**Operating Impact:** Additional utilities and equipment maintenance costs.

Camden County CIP  
2023-2027

11

##### **2. Waste Water Expansion - US 158 East from Hardces 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:** 1

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

**Recommended Solution:** Extend existing sanitary sewer line. Estimated cost to be funded by the American Rescue Act Plan

**Alternatives:** Commercial and Residential development is adversely affected without the sewer line 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 and petroleum price are increasing adding to the cost estimates already received.

**Relation to Other Projects:** This project is required to attract and support new and existing businesses such as Towne Bank in Camden County. Wastewater service would have appositive impact with developing the area adjacent to Shell Station. Also, residents along the Pine Street area have expressed a strong interest in wastewater service due to a variety of system failures. The extension would also increase the line size of the existing force main from Lamb's Marina to the Courthouse Pump Station to support the additional flows.

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

**Professional Design Work Detail:** None. Feasibility study completed October 2013, however, the engineering design will need to be updated.

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

**Cost to Hookup:** The cost to each property owner has not been determined at this time due to increases in materials and labor. Once the sewer line has been installed and owners are notified the line is operational they will be required to connect within a reasonable amount of time (to be determined by the County).

Camden County CIP  
2023-2027

12

##### **3. Administration Complex Phase II Modified**

**Project Description:** Construction of an Administration Complex that will serve the needs of county residents in a safe and efficient manner. This project will be built in three phases. The Library (1<sup>st</sup> Phase) was completed June 2022. The 2<sup>nd</sup> Phase consists of the construction of the Recreation Center/Senior Center. The 3<sup>rd</sup> Phase will consist of an Administration Building.

**Priority Level:** 1

**Define Problem:** By using existing properties, the relocation of Tax, Water, & Planning will occur in 2023; and the Sheriff's Office will also assume an outbuilding in the Court House Complex to relieve some crowding issues within their office suite. The long-term goal will be to house all administrative facilities on one campus, and allow for the Sheriff's Office to absorb the entirety of the building they current co-occupy with Parks and Recreation and the Senior Center. Phase III will include the construction of a building to house the following departments: County Manager's Office, Human Resources, Finance Office, Tax Administration, Utilities, Planning & Inspections Department Parks & Recreation, Senior Center. The Community needs a Parks & Recreation/Senior Center designed for that purpose.

**Recommended Solution:** Construction of a Parks & Recreation/Senior Center building on the acreage already purchased across the road from the Courthouse Complex.

**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 Wooten Company in March 2016. An architectural design firm will need to be secured to develop plans for a design build model of construction.

**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.

**Professional Design Work Detail:** Design services will be solicited to work on a design build model of construction.

**Operating Impact:** Increased efficiency in daily operations and improved services to the public.

Camden County CIP  
2023-2027

13

#### 4. Broadband

**Project Description:** Eastern Shore Communication is working with NCDOT and NCDENR (North Carolina Department of Environment and Natural Resources) to secure county wide permits in order to continue to install fiber along Route 343 North and South. Environmental is all complete and signed off through USDA.

**Priority Level:** 1

**Define Problem:** There is a critical lack of internet and broadband infrastructure throughout the entire County. The COVID-19 pandemic has proven that internet access is paramount in communicating when in a lock down situation. There has been significant improvement with hardware acquisition and installation however there is much more to do before the County will be to a point covering 95% of the area with internet accessibility.

**Recommended Solution:** Continue to install fiber and wireless hardware throughout the County and provide affordable and competitive prices to the citizens. Also continue to seek out grant opportunities and enlist other outside agencies as needed to move this project along.

**Alternatives:** N/A

**Stage of the Project:** Phase 1 would bring fiber from the North Water Tower to the South Water Tower via the County Office and Library (Community Center). The point of connection to MCNC (Microelectronics Center of North Carolina) will be at the Shipyard Road/343 intersection. Phase 1 would bring fiber from the North Water Tower to the South Water Tower via the County Office and Library (Community Center). The point of connection to MCNC (Microelectronics Center of North Carolina) will be at the Shipyard Road/343 intersection. ESC is also extending the fiber to the Camden Business Park and is moving forward with fiber installation in the Shiloh area of the County.

**Relation to Other Projects:** Broadband installation throughout the County will improve communications with other business, education, and global networks. This will also have a positive impact on emergency response times of local first responders.

**Professional Design Work Detail:** Eastern Shore Communications has performed a feasibility study for Camden County and is well on the way to having internet access from the Courthouse area to the Camden Commerce Park in South Mills.

**Operating Impact:** Increased internet coverage accessibility for 75 % of Camden County.

Camden County CIP  
2023-2027

14

#### 5. New High School

**Project Description:** Construction of a new High School/Early College campus with capacity for 800 students. Campus will include parking and athletic facilities.

**Priority Level:** 1

**Define Problem:** The current campus does not meet the needs of a modern high school facility. Buildings are over capacity and the use of mobile classrooms to hold the early college does not allow for growth in this portion of the school. Current athletic facilities are scattered and insufficient to meet the needs of the athletic program. A bond referendum from November 2020 led to vote to add up to \$33 million to the construction costs for the school. As of July 2022 the Board of Education has secured \$50million in needs based funding grants from the State.

**Recommended Solution:** Construction of a new High School/Early College Campus.

**Alternative:** Do nothing and remain at existing campus.

**Stage of the Project:** M.B. Khan Construction Company Inc. has been contracted to conduct a design build of a new high school. The size and layout of the facility are being modified to ensure the site on 343N is adequate.

**Relation to Other Projects:** None

**Professional Design Work Detail:** M.B. Khan Construction Company Inc. has been contracted to conduct a design build of a new high school. The size and layout of the facility are being modified to ensure the site on 343N is adequate.

**Operating Impact:** Construction will likely commence 12-18 months from May of 2023. The Construction time period will be approximately two years. The new campus should open in Fall of 2027.

Camden County CIP  
2023-2027

15

#### 6. Treasure Point Rural Education Center

**Project Description:** Construction of the Treasure Point Rural Education Center to house the NC State Cooperative Extension Offices, Soil & Water Conservation Officer, and 4H.

**Priority Level:** 1

**Define Problem:** The NC State Cooperative Extension Offices, Soil & Water Conservation Officer, and 4H are currently operating out of a mobile office trailer. There is inadequate storage and no public meeting space. Cooking classes have to be arranged with other facilities and summer camps are limited to fair weather days.

**Recommended Solution:** Construction of a facility to include offices, demonstration kitchen, and large meeting room along with ancillary storage and restroom facilities. The Campus will have new improved parking and a new septic system.

**Alternatives:** Make no changes

**Stage of the Project:** A PARTIF grant was secured in 2022 in the amount of \$452,000.00 towards the construction of the new facility. An architectural firm has been selected and final design will commence in 2023 with construction slated to begin in 2024 and completion in Summer 2025.

**Relation to Other Projects:** This new facility will allow for the elimination of the mobile office trailer from the future administrative campus.

**Professional Design Work Detail:** Mark Kasten of Calson and Kasten Architecture will lead the design/build process for this project. The Board of Commissioners voted at the March 2023 meeting to secure the services of this firm.

**Operating Impact:** The new facility will increase the work load of the Buildings and Grounds Division. Public use of the building is planned, and additional resources will be necessary to maintain the facility for this use.

Camden County CIP  
2023-2027

16

#### 7. Emergency Medical Services Department

**Project Description:** The creation of a new Emergency Medical Services (EMS) Department to provide County owned and operated emergency medical services 24 hours a day to residents and visitors in Camden County.

**Priority Level:** 1

**Define Problem:** Camden County currently contracts for 12 hour in-county EMS with Pasquotank County. Residents and visitors deserve 24 hour in-county coverage with Camden County supervision and oversight of services.

**Alternatives:** Continue to contract with Pasquotank County with anticipated costs increases for 24 hour service and separate quarters for staff.

**Stage of the Project:** A director position has been included in the 2023-2024FY Budget. \$100,000.00 has been set aside to acquire refurbished equipment.

**Relation to Other Projects:** None

**Professional Design Work Detail:** N/A

**Operating Impact:** The creation of a new department will bring new staffing needs and new administrative costs. Once the contract with Pasquotank is terminated, the costs from the contract will be used to partially fund the department along with insurance collections.

Camden County CIP  
2023-2027

17

**B. Recommended/Unfunded:****1. US 158 Sidewalk Extension**

**Project Description:** Creation of a safe pedestrian environment with the construction of side walks in the area of the 158 and 343 intersection.

**Priority Level:** 2

**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 Unified Development Ordinance (UDO) requires sidewalk in new development. Project will require engineering and construction.

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

**Description of Land Needs:** Project would be constructed in NCDOT Right of Way (ROW) and require encroachment permits.

**Professional Design Work Detail:** None

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

Camden County CIP  
2/23-2/27

18

**2. South Mills Waste Water Treatment Plant (High Rate Filtration Pond)**

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

**Priority Level:** 2

**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 acreage 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 has prepared a preliminary soils boring test analysis at the current WWTP spray fields site. The testing shows the soils at the spray field site would support the high rate disposal system.

**Professional Design Work Detail:** None to date.

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

Camden County CIP  
2/23-2/27

19

**C. Identified/Unfunded:****1. South Mills Boat Ramp and Park**

**Project Description:** Obtain property and construct a small Community Park in the South Mills Township area.

**Priority Level:** 3

**Define Problem:** As the County's population grows, demand for recreation space and activities will increase. Parks are an integral element of strong communities and promote healthy living activities, especially when located in or in close proximity to residential areas. Currently all county park facilities are located in the courthouse township at Grandy Elementary School. The distance from South Mills to the one central community park is an obstacle to pursuing both organizational and independent recreation, and the existing community park has little if any room for expansion of park or parking areas.

**Recommended Solution:** Purchase 10 to 20 acres for construction of a community park with both active and passive recreation areas including baseball/soccer fields, playground equipment, and picnic shelter. Limited funding may be generated from requiring fees in lieu of land dedications for new residential subdivisions. As part of this process, the County is pursuing the construction of a boat ramp and parking area on a 5-acre tract at Turner's Cut and Union Camp Road.

**Alternatives:** N/A

**Stage of Project:** Researching available land and opportunities

**Relation to Other Projects:** Allows expansion of outdoor recreational offerings.

**Professional Design Work Detail:** None started at this time. Will need a general park design to identify land requirements, prior to locating alternative sites possibilities.

**Operating Impact:** The project will increase Parks and Recreation operations and maintenance budget.

Camden County CIP  
2/23-2/27

20

**2. South Mills Waste Water Expansion and Disposal (Plant)**

**Project Description:** The South Mills Wastewater Treatment Plant will need additional treatment capacity and disposal to handle the increased flow demands from the residential developments that are currently proposed. A PER was conducted to evaluate the options for increased wastewater treatment capacity and the cost for each. The cost to add 100,000 GPD of capacity to the existing treatment plant and disposal was approximately \$9M. This expansion would handle the first two building phases in the residential development and provide information on how much additional treatment capacity is needed.

**Priority Level:** 2

**Define Problem:** Current Treatment Plant has approximately 10,000 GPD of treatment capacity left and two large residential subdivisions are under development.

**Recommend Solution:** Construct additional capacity at the existing wastewater treatment plant.

**Alternatives:** Build a new wastewater treatment plant, or require developer to build a wastewater treatment plant to handle wastewater flow produced by new development.

**Stage of the Project:** A P.E.R. was completed to determine the most cost-effective alternatives for increased wastewater treatment capacity.

**Professional Design Work Detail:** None to date.

**Operating Impact:** The operating impact would be minimal.

Camden County CIP  
2/23-2/27

21

### 3. Public Beach

**Project Description:** Provide protected shallow-water access to the public for swimming and sailing.

**Priority Level:** 3

**Define Problem:** Currently there is no protected shallow-water access for the public to swim or launch small watercraft. A public beach would allow for the access to the water and would encourage residents and visitors to enjoy the natural resources of the county.

**Recommend Solution:** Seek land in a suitable location to provide access, parking, and public facilities.

**Alternatives:** None

**Stage of the Project:** Research.

**Professional Design Work Detail:** None to date.

**Operating Impact:** Maintenance of new park space and infrastructure improvements would primarily affect the Parks and Recreation Department and Buildings & Grounds.

Camden County CIP  
2/23-2/27

22

### 4. Dismal Swamp Trail Extension

**Project Description:** Complete the last section of the Dismal Swamp Trail to the Virginia state line, thus providing another off-road link in the East Coast Greenway.

**Priority Level:** 3

**Define Problem:** Significant investment was made in the early 2000s on the Dismal Swamp Trail. The trail currently terminates at the Dismal Swamp Welcome Center. The remaining portion north to the Virginia state line remains to be constructed. The completion of this link would provide safe cycling access to residents and visitor.

**Recommend Solution:** Prioritize state funding, seek interstate commerce grants to support the design work and construction for the project.

**Alternatives:** None

**Stage of the Project:** Research.

**Professional Design Work Detail:** None to date.

**Operating Impact:** Maintenance of new park space and infrastructure improvements would primarily affect the Parks and Recreation Department.

Camden County CIP  
2/23-2/27

23

### 5. Dismal Swamp Canal Boating Amenities

**Project Description:** The provision of land-based facilities, such as restrooms, showers, laundry, fuel, pump-out, and a ships store to provide service to boaters traversing the Dismal Swamp Canal.

**Priority Level:** 3

**Define Problem:** There is a lack of boater services between Elizabeth City and Chesapeake/Portsmouth Virginia. A facility that serves the Boaters would encourage visitors to stay in Camden instead of just passing through. The Welcome Center receives regular inquiries on the distance to amenities, and have to send them on to Elizabeth City or Virginia leading to potentially lost revenue.

**Recommend Solution:** The County could seek land adjacent to the Canal that would provide access and support the landward facilities. Solicit private investment supported through an updated Comprehensive Plan. Work would have to be closely coordinated with the Army Corp of Engineers.

**Alternatives:** None

**Stage of the Project:** Research.

**Professional Design Work Detail:** None to date.

**Operating Impact:** A privately operated facility would have minimal operating impact to the County, but has the potential for tax revenue generation.

Camden County CIP  
2/23-2/27

24

### 6. New South Mills Convenience Center & Transfer Station

**Project Description:** A new larger convenience center and new transfer station to serve the residents of South Mills.

**Priority Level:** 2

**Define Problem:** The currently convenience center is undersized and difficult to navigate if there are multiple customers present. It is also difficult to service for the contractor. The County uses a transfer station in a neighboring jurisdiction paying fees for the service.

**Recommend Solution:** The County should seek land that is adequately sized to provide service to current and future development in South Mills. The site should be centrally located and easily accessible to the contractor.

**Alternatives:** None



**Stage of the Project:** Research.

**Professional Design Work Detail:** None to date.

**Operating Impact:** Maintenance of new facility and infrastructure improvements would primarily affect the Building & Grounds Division of Public Works.

Camden County CIP  
2/23-2/27

25

<p style="text-align: center;"><b>Resolution No. 2007-05-04</b></p> <p style="text-align: center;"><b>A Resolution of the Camden County Board of Commissioners Regarding Setting Financial Policies</b></p> <p><b>Whereas</b>, 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</p> <p><b>Whereas</b>, 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;</p> <p><b>Now, Therefore Be It Resolved</b>, that the Camden County Board of Commissioners does hereby adopt the following financial policies:</p> <p><b>Debt –</b> 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.</p> <p>The county will strive to pay outstanding principle debt within 15-20 years.</p> <p>The county will strive to maintain its debt at no greater level than 2% of the assessed valuation of taxable property in the county.</p> <p><b>Fees &amp; User Charges –</b> 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.</p> <p>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.</p> <p>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.</p>	<p><b>Fund Balance –</b> 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.</p> <p>General Fund balances in excess of targeted levels may be transferred to the County's capital improvement plan.</p> <p><b>Competitive Employment –</b> 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.</p> <p><b>Tax Rate –</b> 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.</p> <p>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.</p> <p>The County will strive to annually review and develop revenue projections, expenditures, and the fund balance for the next five years.</p> <p>Adopted this 4<sup>th</sup> day of June, 2007.</p> <p style="text-align: center;">(SEAL)</p> <p style="text-align: center;">         Jeffrey B. Jennings, Chairman        Camden County Board of Commissioners     </p> <p style="text-align: center;">       Attest:          Ava J. Gidganas        Clerk to the Board     </p>
--	--

Chair White opened the floor for public comments. There were none.

**Motion to close the Public Hearing.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Sissy Aydlett
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

**Motion to approve the 2023-2027 Capital Improvement Program as presented.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Sissy Aydlett
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

**B. Proposed FY 2023-2024 Budget**

**Motion to open the Public Hearing.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Troy Leary
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

County Manager Erin Burke presented the Proposed FY 2023-2024 Budget.

## Budget Message



### FY 2023-2024 BUDGET MESSAGE

May 15, 2023

To the Camden County Board of Commissioners

Pursuant to my duties as the County Manager and Budget Officer I am pleased to present for your consideration the proposed budget for fiscal year beginning July 1, 2023. This budget has been prepared in accordance with the provisions of General Statute 159-11, the Local Government Budget and Fiscal Control Act. In accordance with the Local Government and Fiscal Control Act, all funds have been balanced using a combination of anticipated revenues and existing fund balance monies. Notice of the proposed budget will be duly posted and shared with the media. A public hearing is set for June 5, 2023.

#### BACKGROUND

This budget process began nearly a year ago during one to one meetings with Department Heads to discuss their operations and to begin anticipating their needs. Subsequently, mid-year budget reviews were conducted in January to help project remaining expenditures for the year and forecast needs for the coming budget year. The work began in earnest with the annual retreat in February. The guidance received at the retreat translated to proposals at the subsequent work sessions in April and May. Staff has worked diligently during this time period to track down cost increases, work through new property valuation projections, and obtain cost estimates for capital purchases.

Previous budgets have been very conservative in spending. While this has allowed the fund balance to grow, this has also been at the expense of staffing and equipment purchases. The County navigated the financial challenges presented during the COVID-19 Pandemic with aptitude and made healthy financial decisions during a period of unprecedented uncertainty. Camden did see some slowing across most fronts during the Pandemic. There was no stoppage or reversal of growth. Previously approved residential and commercial growth will continue to influence the needs of the County for many years to come. This growth makes it critical to continue to grow services to meet the demand.

2023 saw the results of the revaluation process. The County has conducted revaluations every eight (8) years. A result of the housing market boom during the prime Pandemic years, particularly in rural communities, Camden saw an increase of \$ 436,783,756.00 of valuation or 42.02% increase. This increase was primarily due to the increase in Single Family Residential property values.

#### RECOMMENDED BUDGET

The FY 2023-2024 recommended budget totals \$31,005,501.00 for all County operations. The General Fund is \$18,320,894.00 of that total.

#### Revenues

Economic Development	\$48,301.00
Elections	\$176,290.00
FMS	\$199,036.00
Extension	\$200,794.00
Finance	\$278,520.00
Governing Body	\$140,583.00
JCPC	\$83,809.00
Legal	\$50,000.00
Library	\$235,327.00
Museum	\$26,819.00
Non-Departmental	\$374,620.00
Parks & Recreation	\$405,573.00
Personnel	\$128,735.00
Planning/Inspections	\$650,306.00
Public Works/Buildings & Grounds	\$732,340.00
Register of Deeds	\$313,757.00
Senior Center	\$157,196.00
Sheriff & SRO	\$3,696,102.00
Soil & Water Conservation	\$88,899.00
Tax	\$571,314.00

#### Special Appropriations

The proposed budget includes \$7,311,185.00 in special appropriations. Of that total, \$4,293,950.00 is associated with school funding. The Board of Commissioners committed to an appropriation amount for operating and capital expenses in a graduated plan during the previous budgeting process. The request from the schools exceeded this request. Given the increase in costs for all operating expenses, the recommended appropriation for the current operating expenses is \$3,000,000.00 with an additional \$887,200.00 for capital expenses to allow for the purchase of a new activities bus. Appropriations for FMS service increased \$17,895.00 to \$648,645.00 in the proposed budget with Emergency Management and Communications appropriations increasing as well.

Requesting Entity	Proposed Appropriation
Albemarle Commission	\$7,500.00
Pasquotank Camden FMS	\$648,645.00
Forestry	\$76,285.00
RC&D	\$750.00
Central Communications	\$407,704.00
Emergency Management	\$42,682.00
Sewer	\$169,938.00
MILking	\$800.00
Special Funding	\$1,000.00
Court House/Shiloh Fire	\$383,105.00
South Mills Fire	\$251,038.00
DSS	\$591,033.00
School Reserve Fund	\$587,200.00
3e High School Operations	\$706,750.00

The proposed budget was crafted with a decrease in the ad valorem tax. The proposed budget has a tax rate of \$ .74 per \$100.00 of valuation representing a decrease of \$.14. The proposed ad valorem tax rate is \$.60 down from \$.74 this reduction is possible due to the increase in property values during the 2023 revaluation period. This decrease is intended to be sensitive to the cost burden of the tax payers while recognizing the needs of staffing, equipment replacement, and general costs increases. There is no proposed change in the solid waste fee. The projected revenues for FY 2023-2024 are as follows:

Revenue Source	Projection
Ad Valorem	\$8,781,035.00
Local Sales Tax Option	\$700,000.00
Vehicle Tax	\$868,638.00
Franchise Tax	\$740,000.00
Medicaid Hold Harmless	\$100,000.00
Article 40	\$375,000.00
Article 42	\$320,000.00
Special Revenue Fund	\$1,117,247.00
School Reserve Fund	\$2,804,612.00
Solid Waste Fee	\$320,000.00

#### Expenditures

Compared to the FY 2022-23 General Fund budget of \$15,324,997.49, the FY 2023-24 budget proposes \$18,320,894.00 which represents an increase of \$2,995,896.51. The FY 2023-24 proposed general fund budget is balanced with \$2,935,211.00 in fund balance to finance County operational expenses. The FY 2022-23 proposed general fund budget was balanced with \$990,232.27 in fund balance to finance County operational expenses.

The proposed budget is intended to support the necessary staffing and services to meet the expectations of the citizens of Camden County while anticipating future needs and projects.

#### Departmental Budgets

The proposed budget includes seven (7) new positions in the Sheriff's office with associated vehicles and equipment. Other new positions include a Social Worker, a new position split between Elections and the Museum, and the establishment of a new Emergency Medical Services Department with the position of Director to be filled in FY 2023-2024. Additionally, this budget includes the purchase of up to seven (7) new vehicles and new grounds equipment for Waste Water and Parks and Recreation. The proposed budget also reflects a 4% cost of living adjustment and a 3% increase in health insurance costs.

Below is a list of some of the major departmental expenditures proposed for FY 2023-24.

Department	Proposed Budget
County Administration	\$268,193.00
Debt Service	\$1,151,497.00

CCPS Current	\$3,000,000.00
Hopkins	\$3,000.00
COA	\$47,250.00
Revaluation Fund	\$30,000.00
Food Pantry	\$3,000.00
Albemarle Food Bank	\$3,000.00
Museum	\$1,000.00
Friends of Dismal Swamp	\$1,000.00
Grant Match	\$10,000.00
Jail Operation	\$275,000.00
411 Ins.	\$53,004.00
Albemarle Tideland Retirement	\$10,500.00
<b>Total</b>	<b>\$7,311,185.00</b>

#### Other Funds

The county continues to pursue reimbursements through the FEMA hazard mitigation fund from expenditures made in the wake of Hurricane Matthew (September 2016). Anticipated reimbursements exceed one million dollars.

The county should continue to focus on the expansion of sewer service to improve the financial health of the sewer service fund. Increase in customers also improves the function of the waste water treatment plant. Completion of the sewer service extension westward on 158 to County Club Road is slated for construction in FY 2023-2024, using ARPA funding. This will allow the system to pick up a number of commercial properties along the highway as well as to provide service to some private residences.

FY 2023-2024 will see the completion of construction of a new well site using ARPA funds. This site will allow rest times for existing wells.

The Economic Development Projects fund and property in the associated Commerce Park will be wrapping up in the 2023-2024 fiscal year. There are a few remaining properties left to sell and interest has continued to increase.

For the 2023 -2024 Fiscal Year the Community Park fund has been absorbed into the Parks and Recreation department. While this does not represent a decrease in funding, it does allow for the departments to better track expenditures in each of the County's parks.

The final total of needs-based grant funding received for the construction of the new Camden County High School, is \$50,000,000.00. These funds in addition to those being collected from the 2020 bond referendum will lead to the construction of a new state-of-the-art high school and early college campus. The final portions of planning should be completed in FY 2023-2024, with construction beginning in late 2024.

#### SUMMARY

The proposed FY 2023-2024 budget is marked with a renewed focus on ensuring county departments have the staffing and tools they need to meet the expectations of the tax payer. While the proposed budget uses a larger amount of fund balance than in the past, staff recognizes that the increase in personnel comes with an increase in "one-time costs", including equipment and vehicles. The County has also committed to the goal of developing a retention and replacement schedule for vehicles to ensure future vehicle replacement costs are more evenly distributed.

Prices and inflation appear to be stabilizing but there is not an anticipated return to pre-pandemic prices. These increases are reflected in budgets associated with fuel, vehicles, vehicle maintenance, chemical costs for the Water Plant, and general service purchases. The projected numbers are conservative, but should cover the anticipated increases.

Camden County will continue to see growth pressures from the Hampton Roads area as well as adjacent communities due to the natural beauty of the area, proximity to major metropolitan areas, good schools, and low crime rate. The County must remain diligent to not allow growth to outpace the ability to maintain existing services while expanding to meet the needs of new development. This budget addresses these items and a stated goal of developing a strategic plan and following that with updates to the Comprehensive Plan and Land Use Plan will lay out a path for future county needs.

Respectfully Submitted,



Erin Burke, County Manager

## Budget Ordinance

**Ordinance No. 2023-06-01  
AN ORDINANCE OF  
THE BOARD OF COUNTY COMMISSIONERS OF  
CAMDEN COUNTY, NORTH CAROLINA,  
RELATING TO THE FY 2023 – 2024 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 2023-2024, adopted by the Board of Commissioners on June 5, 2023. 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, 2023 and ending June 30, 2024 in accordance with the Budget Ordinance and the chart of accounts heretofore established for this county.

Governing Body.....	\$140,583
County Administration.....	268,193
Elections.....	176,290
Finance.....	278,520
Personnel.....	128,735
Tax Supervisor.....	571,314
Legals.....	50,000
Register of Deeds.....	313,757
Planning.....	356,961
Inspections.....	293,845
Economic Development Commission.....	48,201
Building & Grounds.....	592,980
Sheriff.....	3,375,895
School Resource Officer (SRO).....	314,207
Jury Commission.....	108
Court Facilities.....	19,820
Public Works Administration.....	139,360
Traffic.....	5,100
Solid Waste.....	838,615
Public Health.....	136,555
Extension.....	200,794
County Public Library.....	235,327
Parks & Recreation.....	402,573
Museum.....	26,819

FY 2023-2024 Budget

Page 1

Emergency Medical Services.....	199,036
DDJP (JCPC).....	83,809
Senior Center.....	157,196
Non-Departmental.....	374,620
Soil/Water Conservation.....	88,899
Capital Outlay/Debt Service.....	1,151,497
<b>Special Appropriations:</b>	
Albemarle Commission.....	7,500
EMS.....	648,645
Conservation/Forestry.....	76,285
RC&D.....	750
Central Communications.....	407,704
Emergency Management.....	42,682
S. Camden Water & Sewer.....	169,939
Special Funding.....	1,800
CH&S Fire Commission Four Cents.....	383,105
South Mills Fire Commission Four Cents.....	251,038
Social Services.....	591,033
Schools – Contribution to Capital Reserve.....	587,200
Schools – Current Expense.....	3,000,000
New High School Operating Expense.....	706,750
Albemarle Hospital.....	3,000
College of the Albemarle.....	47,250
Revaluation Fund.....	30,000
Camden Food Pantry.....	3,000
Albemarle Food Bank.....	3,000
Camden Museum.....	1,000
Friends of the Dismal Swamp.....	1,000
Alb. Dist. Jail Operations.....	275,000
Grant Match.....	10,000
4-11 Insurance.....	53,004
Albemarle Tideland Retiree.....	10,500
Contingency.....	40,000

**TOTAL GENERAL FUND \$18,320,894**

**SECTION 2 – Revenues:** It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

<b>Ad Valorem and Vehicle Taxes:</b>	
Budget Year.....	\$9,649,673
Prior Years Summary.....	401,500
Penalties and Interest.....	40,000
House Bill 1779.....	100
<b>Other Taxes and Licenses:</b>	
State 1 cent Sales Tax.....	700,000
Local Sales Tax - Art. 40.....	575,000
Local Sales Tax - Art. 42.....	220,000
Local Sales Tax - Art. 44.....	100

FY 2023-2024 Budget

Page 2

Unrestricted Intergovernmental:	
AUC Profile.....	36,000
Refuge Revenue Sharing.....	8,500
Utilities Franchise Fees.....	700,000
Medicaid Hold Harmless.....	100,000
Restricted Intergovernmental:	
State Grants - JDP.....	64,812
Soil/Water Funds.....	20,000
Capital Reserve & Transfer Tax for Capital Debt Service ...	187,262
Court Facilities Fees.....	20,000
Alb. Comm. Nutrition Site.....	2,000
School Resource Officer.....	131,530
School Capital Reserve Fund for School Debt Service.....	982,506
New High School Operating Revenue.....	706,750
Senior Center Grants.....	5,300
Fees and Permits:	
Register of Deeds Fees.....	211,500
Building Permits and Planning Fees.....	189,700
Land Use Fees.....	5,000
Leased Property.....	60,000
Tire Disposal Dist.....	15,000
White Goods Disposal Dist.....	4,000
Recyclables.....	21,000
Disposables Tax Distribution.....	6,000
Electronics Management.....	100
Solid Waste Fee.....	320,000
Cable Franchise Fee.....	40,000
Gun Permit Fees.....	13,600
Golf Cart Fees.....	300
Pet/Private Licenses.....	250
5 Cents Per Bottle Fees.....	5,000
Extension Fees.....	2,000
Library Fees.....	1,800
Recreation Fees.....	18,000
Senior Center Participation Fees.....	1,000
Sales and Services:	
Jail Fees.....	3,000
Sheriff's Office Fees.....	15,000
Sale of Fixed Assets.....	2,000
Fines & Forfeitures.....	55,000
911 Fees for GIS.....	500
Other:	
Sheriff's Office Grants & Donations.....	1,000
Interest.....	20,000
Miscellaneous.....	23,900
Appropriated Fund Balance.....	2,935,211
<b>TOTAL GENERAL FUND</b>	<b>\$18,320,894</b>

FY 2023-2024 Budget

Page 3

**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, 2023 and ending June 30, 2024.

R/O Plant Operation Expenses.....	605,547
Waste Water Operation Expenses.....	476,833
Distribution Expenses.....	634,531
Debt Service.....	329,492
	<b>\$2,046,403</b>

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, 2023 and ending June 30, 2024.

Sale of Water.....	1,359,600
Sewer Fees.....	110,000
Connection Fees.....	75,000
Miscellaneous.....	28,550
Fund Balance Appropriated.....	100,000
Capital Reserve Fund.....	203,314
General Fund Contribution.....	169,939
	<b>\$2,046,403</b>

**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, 2023 and ending June 30, 2024.

Fund Balance Reserve.....	\$2,250
Membrane Reserve.....	20,250
	<b>\$72,500</b>

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, 2023 and ending June 30, 2024.

System Development Fees.....	31,000
Interest.....	1,000
R/O Upgrade.....	40,500
	<b>\$72,500</b>

**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, 2023 and ending June 30, 2024.

**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, 2023 and ending June 30, 2024.

Watershed Projects & Expenses.....	\$44,160
------------------------------------	----------

It is estimated that the following revenues will be available in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Watershed Improvement Fee.....	43,160
Miscellaneous.....	1,000
	<b>\$44,160</b>

**ARTICLE IX. REVALUATION RESERVE FUND**

The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Reserved for Revaluation Expenses.....	\$30,500
--	----------

It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Fund Balance Appropriated.....	30,000
Interest.....	\$00
	<b>\$30,500</b>

**ARTICLE X. CAPITAL RESERVE FUND**

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Debt Service.....	\$76,947
USDA Debt Reserve.....	\$40,300
	<b>\$1,117,247</b>

It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Land Transfer Tax Collections.....	700,000
Investment Earnings.....	5,000
Fund Balance Appropriated.....	412,247
	<b>\$1,117,247</b>

FY 2023-2024 Budget

Page 6

General Expenses.....	388,880
Debt Service.....	100,000
	<b>\$488,880</b>

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, 2023 and ending June 30, 2024.

Fire Tax.....	95,776
4 Cent County Match.....	383,104
Leased Property.....	9,000
Interest Earnings.....	1,000
	<b>\$488,880</b>

**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, 2023 and ending June 30, 2024.

General Expenses.....	231,296
Debt Service.....	113,000
	<b>\$344,296</b>

It is estimated that the following revenues will be available in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Fire Tax.....	62,759
4 Cent County Match.....	251,037
Grant.....	30,000
Interest.....	500
	<b>\$344,296</b>

**ARTICLE VII. SOCIAL SERVICES**

The following amounts are hereby appropriated in the Social Services Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Public Assistance.....	217,864
Administrative Expenses.....	1,298,354
	<b>\$1,516,218</b>

It is estimated that the following revenues will be available in the Social Services Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

County Appropriations.....	591,033
State/Federal Funds.....	925,185
	<b>\$1,516,218</b>

FY 2023-2024 Budget

Page 5



**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, 2023 and ending June 30, 2024.

Debt Service.....	\$74,000
Fund Reserves.....	1,490,612
School Capital Outlay.....	590,000
Camden Plantation Funds for Capital Outlay.....	150,000
	\$2,804,612

It is estimated that the following revenues will be available in the School Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Local Option & Restricted Sales Tax.....	1,045,000
Investment Earnings.....	3,000
New High School Debt Service Revenue.....	1,606,612
Camden Plantation.....	150,000
	\$2,804,612

**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, 2023 and ending June 30, 2024.

Center Operating Expenses.....	\$176,447
DOT Funds.....	160,000
Gift Shop Contribution.....	12,888
Tourism Authority Contribution.....	3,559
	\$176,447

The following amounts are hereby appropriated in the Dismal Swamp Gift Shop Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Gift Shop Revenues.....	\$35,000
Gift Shop Expenses.....	\$35,000

**ARTICLE XIII. FERELEE 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, 2023 and ending June 30, 2024.

FY 2023-2024 Budget

Page 7

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

**ARTICLE XIV. 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, 2023 and ending June 30, 2024.

Technology.....	\$11,000
Register of Deeds Technology Funds.....	5,000
Interest.....	10
Fund Balance.....	5,990
	\$11,000

**ARTICLE XV. CODE ENFORCEMENT REVOLVING FUND**

The following amounts are hereby appropriated in the Code Enforcement Revolving Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Demolition Expenses.....	\$59,600
Fee Collection.....	3,050
Fund Balance Appropriated.....	\$6,550
	\$59,600

**ARTICLE XVI. 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, 2023 and ending June 30, 2024.

Watershed Expenses & Reserve.....	\$14,125
Estimated Revenue.....	\$14,125

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, 2023 and ending June 30, 2024.

FY 2023-2024 Budget

Page 8

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, 2023 and ending June 30, 2024.

Watershed Expenses.....	\$13,885
Estimated Interest & Fees Collected.....	\$13,885

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, 2023 and ending June 30, 2024.

Watershed Expenses.....	\$14,279
Estimated Interest & Fees Collected.....	\$14,279

**ARTICLE XVII. TOURISM DEVELOPMENT AUTHORITY**

The following amounts are hereby appropriated in the Tourism Development Authority budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

General Expenses.....	33,976
Dismal Swamp Visitor Center.....	3,559
	\$37,535
Donations.....	2,000
Occupancy Tax Collections.....	20,000
Interest Earnings.....	300
Appropriated Fund Balance.....	15,235
	\$37,535

**ARTICLE XVIII. TAX PENALTIES SCHOOL FUND**

The following amounts are hereby appropriated in the Tax Penalties School Fund budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

School Current Expense.....	\$8,100
-----------------------------	---------

It is estimate that the following revenues will be available in the Tax Penalties School Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

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

FY 2023-2024 Budget

Page 9

**ARTICLE XIX. 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 \$3,000,000 and for Capital Expense is \$587,200.

**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, 2023 AND ENDING JUNE 30, 2024" 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 XX. TAX LEVY**

**SECTION 1** – There is hereby levied at the rate of seventy-four cents (74 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2023, for the purpose of raising the revenue listed in the General Fund, Article II, Section 2, of this Ordinance.

Thirteen cents (13 cents) of the of seventy-four cents (74 cents) is allocated for the debt service and operational costs of the new high school as approved in the 2020 referendum. Ten cents (10 cents) shall be applied to the additional debt service incurred for the financing of \$33M over 30 years; three cents (3 cents) is appropriated for added operational costs.

**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, 2023, 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 \$1,668,854,630 and an estimated collection rate of ninety-four percent (94.790%) for real property and ninety-seven percent (97.130%) 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, 2023, 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.

FY 2023-2024 Budget

Page 10

**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 \$660,660,824 with an estimated collection rate of ninety-four percent (94.790%) for real property and ninety-seven percent (97.130%) 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, 2023, 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 \$1,008,193,806 and an estimated collection rate of ninety-four percent (94.790%) for real property and ninety-seven percent (97.130%) for vehicles.

**ARTICLE XXI. 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) They may transfer amounts between objects of expenditure within a department except salary amounts without limitations.
- (b) They may transfer amounts up to ten thousand dollars (\$10,000.00) between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.
- (c) They may not transfer any amounts between funds or from any contingency appropriation within any fund.
- (d) They will assign legal costs to departments based upon the legal issue involved.
- (e) They are authorized to approve expenditures up to ten thousand dollars (\$10,000.00).
- (f) They may approve acceptance and expenditure of emergency funding from state or federal sources (i.e. LIEAP) up to ten thousand dollars (\$10,000.00) 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.

- (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.

FY 2023-2024 Budget

Page 11

- (b) All legal outstanding encumbrances at June 30, 2023 are hereby carried forward and re-appropriated as an amendment to the budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024.
- (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.

**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.

FY 2023-2024 Budget

Page 12

**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 5, 2023.

This Budget Ordinance was adopted on the 5<sup>th</sup> day of June, 2023

CAMDEN COUNTY BOARD OF COMMISSIONERS

  
Tiffany Knight, Chair  
  
Ross Munro, Vice-Chair

ATTEST:

  
Karen Davis  
Clerk to the Board

  
Erin Burke  
Budget Officer/County Manager



FY 2023-2024 Budget

Page 13

## Schedule of Fees



### SCHEDULE OF FEES FY 2023-2024

### CAMDEN COUNTY Fee Schedule

#### TABLE OF CONTENTS

Building Inspection/Planning	3
GIS Related Fee Schedule	6
Fee Schedule for Abatement of Property	7
Parks/ Recreation Policies/Fees	8
Register of Deeds Schedule of Fees	9
Sheriff's Office Fees	10
Pet Licenses	10
Senior Center Fees	11
Golf Cart Permits & Beer and Wine	12
South Camden Water Rate Schedule	13
South Camden Sewer Rate Schedule	14
Copies of Public Records	16
Public Library Fees	17
Stormwater/ Watershed Fees	18
Fee Schedule Certification	19

3

#### BUILDING INSPECTIONS AND PLANNING DEPARTMENT PERMIT FEE SCHEDULE

##### BUILDING PERMIT FEES RESIDENTIAL, NONRESIDENTIAL, & COMMERCIAL CONSTRUCTION

Base Fees up to 400 Sq. Ft.	\$100.00	Over 400 Sq. Ft.	\$0.25/Sq. Ft.
State Fee	\$10.00		
<b>ELECTRICAL</b>			
Residential Over 500 Sq. Ft.	\$0.15/Sq. Ft.	Service Repairs	\$75.00
Minimum Fee	\$75.00	Service Charge	\$75.00
Temporary Service	\$75.00	Mtg. House Service	\$75.00
<b>PLUMBING</b>			
Plumbing (New Stalls)	\$75.00	Plumbing (Repairs)	\$75.00
<b>MECHANICAL</b>			
Minimum Fee (New Home Install)	\$100.00	Additional Units	\$25.00
Repair/Service Charge/Upgrade	\$75.00	Seize Blue Change Out	\$75.00
<b>INSULATION</b>			
Minimum Fee	\$75.00		
<b>NATURAL GAS AND PROPANE HOOKUP (RESIDENTIAL &amp; COMMERCIAL STRUCTURES)</b>			\$50.00
<b>GENERATOR</b>			
Electrical Fee	\$75.00	Gas Hookup Fee	\$50.00
<b>MANUFACTURED HOMES</b>			
Single wide	\$250.00	Double wide	\$350.00
Triple wide	\$450.00		
<b>ADDITIONS</b>			
Minimum Fee	\$150.00	Over 407 Sq. Ft.	\$0.37/Sq. Ft.
<b>SWIMMING POOLS, SPAS, &amp; HOT TUBS</b>			
Commercial Flat Fee	\$100.00		
Residential	\$50.00		
Above Ground Flat Fee	\$50.00		
In-Ground Flat Fee (includes electric)	\$150.00		
<b>DETACHED GARAGES, STORAGE, AND UTILITY/ACCESSORY BUILDINGS</b>			
Minimum Fee	\$75.00	Over 301 Sq. Ft.	\$0.25/Sq. Ft.
Electric for Accessory Structures	\$75.00		
<b>PORCH/DECKED ROOF</b>			
Up to 750 Sq. Ft. (Minimum)	\$75.00	Over 750 Sq. Ft.	\$0.10/Sq. Ft.
<b>CARPORT/POLE BARN/POLE SHED (Not Decked - Open on at least 2 sides)</b>			
Minimum Fee (Up to 300 Sq. Ft.)	\$75.00	Over 300 Sq. Ft.	\$0.10/Sq. Ft.
<b>SINGLE UTILITY INSPECTION</b>			
Trade Permit Minimum Fee	\$75.00		
<b>SIGNS</b>			
16 Square Feet	\$0.00	17-32 Square Feet	\$30.00
Over 32 Square Feet	\$100.00	Electrical overhead sign	\$75.00
<b>FOUNDATION OR CRAWLSPACE REPAIRS/IMPROVEMENTS</b>			
Minimum Fee per Item	\$75.00		
<b>IMPROVED SURFACE (concrete, asphalt, pavers, etc.)</b>			
Residential Flat Fee	\$75.00	When included with other permit Minimum Fee	\$25
Commercial Minimum Fee	\$100.00		

4

<b>DEMOLITION (Fire, Safety &amp; EPA Regs)</b>			
Pre-inspection required for safety and hazardous materials and referred to proper channels if found			\$75.00
<b>ALTERATIONS/REPAIRS/IMPROVEMENTS</b>			
Over 400 Sq. Ft.	\$0.25/Sq. Ft., Minimum \$100.00		
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.			
* Any structural modification is performed			
* Any portion of building is used for sleeping quarters			
* Building is used for business rather than personal use of owner and immediate family			
<b>MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY</b>			
Minimum Fee	\$100.00		
<b>BULKHEAD/PIER/BOAT LIFT/DOCK (Flat Fee)</b>			\$75.00
<b>COMMUNICATION TOWER</b>			
Electrical	\$75.00	One for Computer	\$50.00
<b>WIND ENERGY SYSTEMS</b>			
Turbines	\$2,000.00 each		
Reinspection	\$100.00 each		
<b>SOLAR FARMS</b>			
Up to 500 Panels	\$250.00	Over 500 Panels	\$0.50 Per Panel
<b>COMMERCIAL PERMIT PRICES</b>			
<b>NEW CONSTRUCTION &amp; ADDITIONS</b>			\$0.60 sq. ft.
Minimum Permit Fee	\$100.00		
Alterations	\$0.30 sq. ft.		
Mechanical, Electrical, Plumbing, Gas	\$100.00 each/yr mile		
<b>MISCELLANEOUS</b>			
Walk-In Cooler	\$60.00 ea.		
Commercial Cooking Hood	\$20.00 ea.		
Brewery	\$100.00		
Fire Alarm	\$100.00		
Fire Sprinkler	\$100.00		
Temporary Service of Trailer	\$100.00 ea		
Temporary Power Pole	\$75.00 ea		
If project does not fall into the above fee category then the following may apply:			
Up to \$1000.00	\$100.00		
Over \$1000.00	\$10.00 per \$1000.00		
<b>NEGLECTANCE FEES</b>			
Inspector Negligence Fee (Applies to)			\$100.00
Inspector called but not ready			
*Shipping any applicable mandatory inspection			
*No inspection called but without first meeting (discrepancies noted by inspector)			
*Wrong sub-contractor other than on Trade Affidavit			
No Permit Negligence Fee (Applies to)			\$/Varies
*Building or Trade Related Activities performed without first obtaining and paying for a building permit.			
Shall result in overall doubling of permit fee.			
<b>BUILDING PERMIT FEES DUE AT TIME OF ISSUANCE</b>			
All Building Permit fees must be paid in full at time of permit issuance.			
*Applications will be notified within 3-5 days after building permit application is processed, reviewed, and approved. At this time permit fees are due.			
*No building permit will be issued without payment of permit fees due.			

5

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

**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
Special Use Permit	\$400.00
Temporary Use Permit	\$250.00
Variance	\$500.00
Ordinance Text Amendment	\$500.00
Recording Fee	
First 10 Acres	\$550.00 Plus \$10 per Acre over First 10 Acres
Interpretation Challenge/Appeal	\$250.00 *
Zoning/Floodplain Determination Letter	\$25.00
Subdivision Fee	
Major Subdivision	\$50.00 Per Lot
Preliminary Plan	\$50.00 Per Lot
Construction Drawing	\$50.00 Per Lot
Final Plat Plan	\$50.00 Per Lot
Minor Subdivision	\$200.00 Per Lot created & master plan
Planned Development	
Master Plan	See Resolving
Preliminary Plan	\$50.00 Per Lot
Construction Drawing	\$50.00 Per Lot
Final Plat	\$200.00 Per Lot
Commercial Site Plan Review	
Major	\$200.00
Minor	\$100.00

Sturmwater Review Fee/Deposit		
**Major Commercial/Residential Subdivision (Over 1 acre)	\$6,000.00	
Minor Commercial/Residential Subdivision (1/2 or 4 lots)	\$2,500.00	
**Minor Commercial Site Plan Review	\$3,500.00	
Residential Site Plan	\$2,500.00	

LAND DISTURBING ACTIVITY	
Fill Permit	\$10.00

**NOTES:**

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

\*\*The County stormwater erosion deposit/fee will be set up as an escrow wherein the applicant

receives any deposits in cases of actual costs incurred, or reimburses 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 (staff review for Zoning Permit; 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 Adjustment, Planning Board or Board of Commissioners

6

**GIS**

**Prints**

**Xerox Copies**

Size	Black & White Price	Color Price
8.5 * 11	\$0.00	\$1.00
8.5 * 14	\$0.00	\$2.00
11 * 17	\$1.00	\$5.00

**Plotter Copies**

24 * 36	\$10.00	\$15.00
36 * 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  
a minimum of 1 hour charged.

7

**Code Enforcement  
Fees for Abatement of Property by County**

Grass Cutting	\$150.00/half acre	\$300.00/acre
Debris Removal		\$500 plus tipping fees
Car Removal		All Costs Incurred by the County
Administrative Cost (This will be added to each Abatement)		\$75.00
Removal of Structures		All Costs Incurred by the 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.

8

**Parks & Recreation**

**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

**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

9

**Register of Deeds**

Deeds of Trust & Mortgages	\$64.00 for 1st 35 pages, \$4.00 for each additional page
Instruments in General Fee	\$26.00 for 1st 15 pages, \$4.00 for each additional page + \$2.00 per party indexed above 20
Plats	\$21.00 per plat
Right of Way/Trwy Plat	\$21.00 for 1st page, \$5.00 for each additional page
Multiple Instrument Fee	\$10.00 additional fee
UCC Recording	\$38.00 for 2 page document \$45.00 for documents over 2 pages
Non Standard Doc Fee	\$25
Certified Copy of Document	\$5.00 for 1st page, \$2.00 for each additional page
Certified Copy Vital Record	\$10.00 each
Amended Birth & Death	\$10.00 ROD & \$15.00 NC Vital Record
Marriage License	\$60.00
Delayed Marriage or Birth	\$20.00 including 1 certified copy
Corrected Vital Record	\$10.00
Legitimation	\$10.00
Military Records	No Fee
Notary Oath	\$10.00
Photocopy Plat (18 * 24)	\$3 each
Photocopy legal or letter size	\$0.20 each
Photocopy ledger size	\$0.40 each

10

**Sheriff's Office**

<b>Office Fees</b>	
Concealed Carry Permit	
<i>New</i>	\$90.00
<i>Renew</i>	\$75.00
Weapon Purchase Permit	\$5.00
Fingerprints	\$10.00
Civil Process Service	
<i>In-State</i>	\$30.00
<i>Out of State</i>	\$50.00
<b>Other</b>	
Out of County Mental Patient Transport	\$150.00
Diskette Copy of Photos	\$10.00
<b>Dog/Cat Tag Fee</b>	
Annual	\$5.00
Lifetime	\$30.00
Kennel Fee	\$20.00
<b>Wild/Exotic Animal</b>	
Annual	\$5.00
Lifetime	\$30.00

11

**Senior Center**

- The Camden County Board of Commissioners permits the use of the Senior Center after 5:00 pm Monday through Friday to governmental agencies, civic clubs and other clubs benefiting the county without charge provided the meeting or gathering is to conduct business pertaining to that agency/club.
- Other non-profit agencies, clubs (civic clubs, bridge clubs, etc.), individuals and associations are permitted to use the Center after 5:00 pm 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 (additional)	N/A
- For-profit firms, agencies, etc. are permitted to use the Center after 5:00 pm by paying the following fees:  
A for-profit agency and/or firm would be Tapware Products, May Key Counties, Towne Bank, Wright 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 (additional)	\$50.00
- Rental Fees will not include the use of the Senior Centers Craft Room, Exercise Room or the office space in the Center.
- Alcoholic beverages are not permitted in the Senior Center or elsewhere on County property.
- No content 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.
- 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 volunteers.
- 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.
- 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 Lost Key
Key not returned within three business days	forfeit deposit
Damage of facility or contents	forfeit deposit

*\*Additional charges (tagel and monetary) may apply depending on damage*
- Special use considerations not addressed in this policy require County Manager approval.

12

**Tax Administration Office**

<b>Golf Cart Permits</b>	
Annual Fee	\$20.00
Late Listing Fee (for sticker)	\$50.00
Non-Compliance	\$150.00
<b>Beer and Wine Fees</b>	
(License period: May 1 through April 30 each year)	
Every person engaged in the business of selling beer and wine in the following amount:	
<b>Beer at retail:</b>	
Off premises	\$5.00
On premises	\$25.00
Beer "on and off premises"	\$30.00
<b>Wine at retail:</b>	
Off premises	\$25.00
On premises	\$25.00
Wine "on and off premises"	\$50.00
<b>Beer and Wine:</b>	
Beer & Wine "off premises"	\$30.00
Beer & Wine "on premises"	\$50.00
Beer & Wine "on and off premises"	\$80.00

13

## South Camden Water &amp; Sewer

## WATER SERVICE FEES

Monthly Base Rate	Gallons	Cost
	0-2,000	\$25.00 per month

## ADDITIONAL MONTHLY USAGE

Gallons	Cost
2,001-5,000	\$5.50 per 1,000 gallons
5,001-10,000	\$6.20 per 1,000 gallons
10,001-15,000	\$6.90 per 1,000 gallons
15,001-20,000	\$7.60 per 1,000 gallons
20,001 and up	\$8.30 per 1,000 gallons

Local Govt/Board of Education/Commercial	Same as above
Bulk Water (except contracted sales)	\$6.91 per 1,000 gallons
Fire Service (sprinkler systems)	Basic rate per month

## Deposits, Charges &amp; Fees

Rent deposit	\$200.00
Fire Hydrant Meter	\$300.00
Open/reopen/transfer account	\$20.00
Reread meter/four read correct	\$15.00
Reread meter/four read incorrect	No charge
Reconnection Fee	\$35.00 7:00 am - 3:15 pm
(if not paid by 8 am on disconnection day)	\$60.00 3:16 pm - 5:00 pm
Late payment penalty	\$10.00
Non-Sufficient Funds	\$35.00
Meter Tampering Fee	\$200.00
Turn off fee	\$15.00 (per occurrence)
Meter testing fee	\$15.00 (No charge if more than 2.5% inaccurate)
Bacteriological	\$45.00

## Water Connection Fees

(includes \$1,500 Tap Fee)

3/4 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.

14

## SEWER SERVICE FEES

Monthly Base Rate	Gallons	Cost
Residential*	0 - 2,000	\$29.00
Commercial	0 - 2,000	\$40.00

## ADDITIONAL MONTHLY USAGE

Gallons	Residential*	Commercial
	(all prices residential & commercial per 1,000 gallons)	
2,001 - 5,000	\$7.50	\$8.50
5,001 - 10,000	\$8.20	\$9.20
10,001 - 15,000	\$8.90	\$9.90
15,001 - 20,000	\$9.60	\$10.60
20,001 and up	\$10.30	\$11.30

\*Residential: Includes Apartments &amp; Townhouse Units

## GOVERNMENT &amp; SCHOOLS

Will be charged 2 times Commercial Rate for Base Fee &amp; Additional Usage

HIGH STRENGTH	\$11.50 each additional 1,000 gallons
(Day Care, Hospitals, Nursing Homes, Laundromats, Restaurants, Doctors, Dentists, Beauty Shops, Grocery Stores, Convenience Stores, Funeral Homes, Car Washes, Dry Cleaners, etc)	

## Sewer Connection Fees

Sewer Tap Fee	
Low pressure main with 3/4 inch water service	\$3,300
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. Consideration will be given on a case by case basis to pay capacity fee over time.

## Sewer Capacity Fees

3/4 inch	\$7,400
1 inch	\$12,333
2 inch	\$39,467
3 inch	\$78,933
4+ inch	*request rate table

## ADDITIONAL FEES &amp; FINES

Parts &amp; 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:	\$35.00 per man per hour
	\$75.00 per hour for backhoe
	\$10.00 per foot for boris up to 2"

Repairs requiring contracted labor will be billed at invoice cost.

15

## Fines for Violation of Fats, Oil &amp; Grease Control Ordinance

Offense	Minor Violations			
	1st	2nd	3rd	4th & Up
Failure to submit records	Warning	\$100.00	\$150.00	\$500.00
Inspection hindrance	Warning	\$100.00	\$150.00	\$500.00
Failure to maintain on-site records	Warning	\$100.00	\$150.00	\$500.00
Failure to meet sample standards	Warning	\$100.00	\$150.00	\$500.00
Moderate Violations				
Failure to maintain interceptors in proper working order	\$150.00	\$300.00	\$500.00	\$1,000.00
Failure to clean out interceptor every 30 days	\$150.00	\$300.00	\$500.00	\$1,000.00

## 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

16

## Public Records

## Copy Fees

Public Records (Black/White)	
8.5 * 11 and 8.5 * 14	\$0.15/page
With printed pictures	\$0.30/page
11 * 17	\$0.35/page
Public Records (Color)	
8.5 * 11 with Pictures	\$0.50/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.

17

## Public Library

8.5 * 11 & 8.5 * 14 (Black/White)	\$0.15/page
8.5 * 11 & 8.5 * 14 (Color)	\$0.25/page
11 * 17 (Black/White)	\$0.20/page
11 * 17 (Color)	\$0.50/page
Incoming Fax	\$0.15/page
Outgoing Fax (local & toll free)	\$1.50 up to 10 pages, add 1 \$0.15/page over 10
Inter Library Loan	\$4.00
Proctoring	No Charge

18

## Stormwater/Watersheds

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

## Rate Table

Watersheds	FCPA	ERU Rate	GA Rate	Total Fee
North River	\$0.64/Parcel	\$10.00/ERU	\$0.25/Acre	\$10.89
Sawyer's Creek	\$0.64/Parcel	\$10.00/ERU	\$0.25/Acre	\$10.89
Shiloh	\$0.64/Parcel	\$10.00/ERU	\$0.25/Acre	\$10.89
South Mills	\$0.64/Parcel	\$12.80/ERU	\$0.32/Acre	\$13.76

per Single Family Home

\*exemptions itemized in the stormwater ordinance.

19

## CAMDEN COUNTY

## Approved Fee Schedule Certification

## Confirming 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 5th, 2023.

ATTEST:

  
Karen M. Davis  
Camden County Board of Commissioners

  
Karen M. Davis  
Clerk to the Board of Commissioners



<b>CHANGES TO THE SCHEDULE OF FEES</b>		
<u>2022-2023</u>		<u>Proposed 2023-2024</u>
<i>Building Inspections &amp; Planning</i>		
Swimming Pools, Spas & Hot tubs	Electric for Above Ground \$75	Remove line
Detached Garages, Storage & Utility/Accessory Buildings	Over 400 sq ft \$0.25/sq ft	Over 501 sq ft \$0.25/sq ft
Commercial Permit Prices		Add New Construction & Additions \$0.60 sq ft
Commercial Permit Prices		Add Minimum Permit Fee \$100
Commercial Permit Prices		Add Alterations \$0.30 sq ft
Commercial Permit Prices		Add Mechanical, Electrical, Plumbing, Gas \$100 each/per suite
Mechanical	Remove title Mechanical	Add Miscellaneous
Miscellaneous	HVAC Fire damper/smoke damper \$5 each	Remove HVAC Fire damper/smoke damper \$5 each
Miscellaneous		Add Elevator \$100
Miscellaneous		Add Fire Alarm \$100
Miscellaneous		Add Fire Sprinkles \$100
Miscellaneous		Add Temporary Service with Trailer \$100
Miscellaneous		Add Temporary Power Pole \$100
Plumbing		Remove entire section
Electrical		Remove entire section
Gas		Remove entire section
Miscellaneous		Add if project does not fall into the above fee category then the following may apply: Up to \$5000 = \$100, Over \$5000 = \$20 per \$1000
<i>Parks &amp; Recreation</i>		
Recreation Youth Sports Sponsor Fee	Team sponsor fee \$200	Remove Team sponsor fee \$200
<i>Public Library</i>		
8.5*11 & 8.5*14 (Black/White)	\$0.10	\$0.15
Incoming Fax	\$0.10	\$0.15
Outgoing Fax (long distance)	\$1.25 up to 10 pages, add'l \$0.10/page over 10	Remove line

Chair White opened the floor for public comments. There were no public comments.

**Motion to close the Public Hearing.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Sissy Aydlett
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

**Motion to add the FY 2023-2024 Proposed Budget and Schedule of Fees to the agenda for consideration.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

**Motion to approve the FY 2023-2024 Budget and Schedule of Fees as presented.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett



**ITEM 6. NEW BUSINESS****A. Tax Report – Lisa Anderson**

<b><u>MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS</u></b>		
<b><u>OUTSTANDING TAX DELINQUENCIES BY YEAR</u></b>		
<b><u>YEAR</u></b>	<b><u>REAL PROPERTY</u></b>	<b><u>PERSONAL PROPERTY</u></b>
2022	244,255.91	45,807.07
2021	101,925.13	8,192.40
2020	47,459.72	3,420.76
2019	24,569.09	1,850.57
2018	18,461.77	1,080.65
2017	11,434.96	1,289.46
2016	7,439.45	1,035.04
2015	6,123.07	628.26
2014	8,081.16	969.00
2013	6,206.46	4,618.93

TOTAL REAL PROPERTY TAX UNCOLLECTED	475,956.72
TOTAL PERSONAL PROPERTY UNCOLLECTED	68,892.14
TEN YEAR PERCENTAGE COLLECTION RATE	99.40%
COLLECTION FOR 2023 vs. 2022	55,970.71 vs. 120,779.24
<b><u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u></b>	
2022	97.04%
2021	98.85%
2020	99.36%

<b><u>EFFORTS AT COLLECTION IN THE LAST 30 DAYS</u></b>	
<b><u>ENDING</u></b>	<b><u>April 2023</u></b>
<b><u>BY TAX ADMINISTRATOR</u></b>	
<u>43</u>	NUMBER DELINQUENCY NOTICES SENT
<u>29</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>2</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>3</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>250</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	YrsDltg	Taxpayer Name	City	Property Address
R	01-8929-00-34-2503.0000	16,676.06	2	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8943-01-17-4388.0000	11,143.88	2	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	03-8971-00-23-2253.0000	9,306.61	2	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	02-8944-00-40-4542.0000	8,865.17	1	EDWARD HUNTER	CAMDEN	160 C SAND HILLS RD
R	02-8934-01-18-8072.0000	7,103.79	2	ARNOLD AND THORNEY, INC.	CAMDEN	146 158 US W
R	02-8935-02-66-7093.0000	6,782.56	2	B F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7999-00-62-3898.0000	5,890.92	2	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	03-8962-00-05-0472.0000	5,801.13	2	FRANK MCILLIAN HEIRS	SHILOH	172 NECK RD
R	02-8943-01-06-9013.0000	5,760.62	2	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR
R	02-8934-01-29-4617.0000	5,748.12	2	JAMES E. SPYMCUR ETAL	CAMDEN	112 158 US W
R	03-8943-02-75-4196.0000	5,728.00	2	SHERRILL M PRICE JR	SHILOH	115 COOKS LANDING RD
R	01-7989-00-01-1714.0000	5,589.67	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8945-00-41-2060.0000	5,369.46	2	MICHELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8916-00-33-5170.0000	5,319.70	2	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	03-9809-00-24-8236.0000	5,213.35	2	GENE W IRBY	SHILOH	503 SAILBOAT RD
R	03-9809-00-23-4988.0000	5,097.20	2	WANDA H WELLS	SHILOH	104 HIGH RD
R	03-8973-00-53-0748.0000	5,096.48	2	MORRIS L. KIGHT III	SHILOH	142 STANLEY LN
R	02-8934-01-43-8538.0000	4,941.32	2	BILLY ROSS FEREBEE	CAMDEN	237 PALMER DR
R	03-8961-00-68-3593.0000	4,381.87	2	EDWARD LANE MOORE	SHILOH	169 RAYMONS CREEK RD
R	02-8934-04-72-0416.0000	4,155.76	2	PAULINE JETTE	CAMDEN	238 COUNTRY CLUB RD
R	03-8972-00-44-8500.0000	4,137.94	2	REBEKAH MOORE	SHILOH	343 HWY S
R	03-8961-00-38-7383.0000	4,010.86	1	DAVID G. REIFEL	SHILOH	160 BAYBREEZE DR
R	02-8935-04-63-0820.0000	3,990.30	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	02-8934-03-31-9750.0000	3,690.92	1	CAROLYN MCDANIEL	CAMDEN	165 COUNTRY CLUB RD
R	03-8937-00-45-2682.0000	3,386.27	2	PANDRA MOORMAN	SHILOH	197 HERMAN ARNOLD RD
R	03-8990-00-17-3935.0000	3,352.06	2	KARL L ADCOCK	SHILOH	100 CATALAN DR
R	03-8971-00-54-7373.0000	3,307.86	2	DAYNE HARRIS	SHILOH	125 ONE MILL RD
R	03-8889-00-48-7259.0000	3,297.82	2	ROBERT AND JANETTE TEMPLETON	SHILOH	127 SAILBOAT RD
R	01-7090-00-92-5561.0000	3,295.22	2	LINTON RIDGICK	SOUTH MILLS	119 LILLY RD
R	01-7090-00-92-5561.0000	3,244.45	2	MAINSTAY CONSTRUCTION, INC	SOUTH MILLS	GENERALS WAY

## 30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDltg	Unpaid Amount	Taxpayer Name	City	Property Address
R	02-8935-02-66-7093.0000	10	6,782.56	B F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7093-00-01-1714.0000	10	5,589.67	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8965-00-37-4242.0000	10	3,077.96	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8962-00-04-9097.0000	10	2,988.80	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	01-7999-00-95-3587.0000	10	2,613.78	WALTER TURNER HEIRS	SOUTH MILLS	CAROLINA RD
R	03-8937-00-45-2682.0000	10	2,245.98	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	10	2,233.18	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	2,022.09	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7988-00-91-0179.0001	10	2,014.88	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7989-00-12-8596.0000	10	1,943.65	MOSES MITCHELL HEIRS	SOUTH MILLS	
R	03-8943-04-93-8214.0000	10	1,862.04	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7091-00-64-6569.0000	10	1,814.42	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	02-8926-00-13-6839.0000	10	1,407.85	NORTHEASTERN COMMUNITY	CAMDEN	123 TRAFONT RD
R	02-8935-01-07-0916.0000	10	1,202.28	ROSSETTA WESCHER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	02-8936-00-24-7426.0000	10	948.81	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7090-00-60-5052.0000	10	840.78	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	01-7989-04-60-1568.0000	10	806.07	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-90-0938.0000	10	791.77	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	01-7989-04-60-1954.0000	10	786.75	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7080-00-62-1977.0000	10	719.09	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8955-00-13-7846.0000	10	592.37	MARIE MERCER	CAMDEN	171 NECK RD
R	03-9809-00-33-4725.0000	10	441.32	DENNIS CREASY	SHILOH	SAILBOAT RD
R	03-8980-00-61-1968.0000	10	417.12	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-53-4358.0000	10	406.96	WILLIAM G. YATES	SHILOH	SAILBOAT RD
R	03-8962-00-55-5300.0000	10	367.75	REBEKAH MOORE	SHILOH	HIBISCUS RD
R	03-8962-00-55-5300.0000	10	310.71	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	01-7090-00-95-5262.0000	10	307.16	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-54-8280.0000	10	306.72	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD
R	03-8960-00-64-6040.0000	10	293.76	CARL TUSCHER	SHILOH	218 BROAD CREEK RD
R	03-9809-00-66-0120.0000	10	262.25	RANDELL CRIDER	SHILOH	SAILBOAT RD

## 30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDltg	Taxpayer Name	City	Property Address
P	0001089	33,009.80	1	EASTERN CAROLINA CONST, INC.	CAMDEN	150 A 158 HWY E
P	0002941	2,059.39	2	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0002295	1,126.07	4	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001709	947.26	6	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0003721	792.00	2	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFONT RD
P	0001721	693.51	2	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003192	583.73	1	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N
P	0001046	543.81	1	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	520.66	10	PAM BUNDY	SHILOH	105 AARON DR
P	0003537	469.87	1	NATHAN MARC SEBURA	CAMDEN	343 HWY N
P	0003017	449.27	1	JULIE PORTER	CAMDEN	421 158 US W
P	0003512	397.83	1	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR
P	0003907	386.53	2	PAUL DAVID RUSSELL	SOUTH MILLS	114 OTTERS PL
P	0000297	368.21	1	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003077	337.95	1	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0003773	337.89	2	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0003715	314.76	1	CHARLES CHANNING ROTEN	SOUTH MILLS	302 34 HWY N
P	0003415	302.75	2	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0000945	294.86	2	RAMONA F. FAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0003547	292.19	2	NICHOLAS W. STOTTS	CAMDEN	431 158 US W
P	0002902	281.09	2	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0003208	271.52	2	RICKY W JOHNSON	CAMDEN	113 PALMER RD
P	0001545	270.35	2	LOUIS RUGGERI	CAMDEN	390 CAMDEN CSWY
P	0003075	262.38	2	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0001104	258.76	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0003478	253.59	1	JOHN PETER LEARY	SOUTH MILLS	971 343 HWY N
P	0002525	251.32	2	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0000772	232.65	2	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002643	231.93	2	JASON RYAN MCCALLISTER	SOUTH MILLS	102 COUNTRY MEADOWS DR
P	0003662	231.58	2	JEFFREY CLAYTON COLLIER	CAMDEN	152 158 US W

## 30 Oldest Unpaid - Personal

Roll	Parcel Number	YrsDltg	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001072	10	520.66	PAM BUNDY	SHILOH	105 AARON DR
P	0001079	8	947.26	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	8	543.81	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	8	226.96	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	8	216.33	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001106	8	200.27	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001694	8	128.34	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000295	7	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000770	7	134.40	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002921	7	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000945	6	294.86	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002468	6	221.37	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002968	6	202.44	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0001150	6	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001689	6	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002902	5	281.09	STEPHANIE AUSEMAN	SHILOH	204 POND RD
P	0001512	5	213.49	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W
P	0002942	5	100.25	JAMES P. VASILOPOULOS	CAMDEN	346 343 HWY S
P	0003513	4	449.27	JULIE PORTER	CAMDEN	431 158 US W
P	0003415	4	302.75	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0003075	4	262.38	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0003414	4	199.71	EDWARD A. BILL	CAMDEN	152 158 US W
P	0003096	4	191.26	DANIEL ELWOOD BRIGHT	CAMDEN	109 JUNIPER DR
P	0002978	4	177.22	JONATHAN LEWIS FUGH	SOUTH MILLS	206 MAIN ST
P	0003035	4	173.24	ROBERT HENRY LEE	SHILOH	121 BEECH TREE DR
P	0003487	4	171.51	MICHAEL RONALD MAYO II	CAMDEN	146 BELCROSS RD
P	0003495	4	147.34	ALY MORRIS	SHILOH	100 BROAD CREEK RD
P	0002056	4	114.25	MICHAEL T. COPELAND	CAMDEN	106 DOGWOOD DR
P	0003378	4	108.36	JAMES KELLEY WIGFIELD	CAMDEN	441 158 US E
P	0001721	3	693.51	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD

## Motion to approve the tax report as presented.

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Tiffany White
<b>AYES:</b>	Tiffany White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydtlett

B. BusPatrol Automated School Bus Cameras – Britton Overton, Camden Public Schools Transportation Director

The National Transportation Safety Board recently called on states to combat school bus stop-arm violations by enacting laws enabling local jurisdictions to install automated enforcement cameras on stop-arms and to issue citations to violators caught on camera. Stop-arm cameras and automated stop-arm enforcement laws permit local law enforcement to leverage technology while enforcing school bus stopping laws. BusPatrol is a school bus safety program that employs the use of stop-arm safety technology.

North Carolina General Statute requires that a local ordinance be adopted before a Board of Education can consider moving forward with installation and operation of automated school bus safety cameras.

Mr. Overton noted that BusPatrol shoulders the financial risks involved in deploying a fully automated stop-arm program. According to BusPatrol, this includes the cost of procurement, installation and maintenance of stop-arm technology for entire school bus fleets. Motorists who commit stop-arm violations help fund the safety technology and program management expenses. Once costs are recovered, a revenue generation model exists for school districts, counties and cities to access new available funding. In the rare case that a partner issues no tickets, BusPatrol will even absorb these costs. The program requires one law enforcement officer designated to review and approve the stop-arm violations.

Camden Schools Transportation Director Britton Overton presented a request for the Board of Commissioners to adopt an Ordinance allowing the Board of Education to consider moving forward with installation and operation of automated school bus safety features. Mr. Britton came before the Board in May 2022 but the required Ordinance had not yet been presented to the Board for consideration due to concerns of the County Attorney in relation to the required involvement of the Sheriff's Office. Camden Sheriff Kevin Jones attended the meeting and indicated that he is in support of the adoption of the Ordinance.



Ordinance 2023-06-02

An Ordinance for the Civil Enforcement of North Carolina General Statute §20-217 by Means of  
An Automated School Bus Safety Camera Installed and Operated  
on Any School Bus within Camden County

GENERAL OFFENSES  
Failure to Yield to School Bus  
Notice of violation  
Penalties  
Appeals  
Criminal pleadings

## FAILURE TO YIELD TO SCHOOL BUS

## NOTICE OF VIOLATION.

(A) The notice of violation shall be given in the form of a citation and shall be received by the registered owner of the vehicle no more than 60 days after the date of the violation.

(B) The citation shall include all of the following:

- (1) The date and time of the violation, the location of the violation, the amount of the civil monetary penalty imposed, and the date by which the civil monetary penalty shall be paid or contested;
  - (2) An image taken from the recorded image showing the vehicle involved in the violation;
  - (3) A copy of the statement or electronically generated affirmation from a Camden County Sheriff's Office deputy or a law enforcement officer employed by a law enforcement agency with whom an agreement has been reached with the county pursuant to G.S. § 115C-242.1(c) stating that, based upon inspection of the recorded images, the owner's motor vehicle was operated in violation of this subchapter;
  - (4) Instructions explaining the manner in which, and the time within which, liability under the citation may be contested pursuant to § 132.03;
  - (5) A warning that failure to pay the civil monetary penalty or to contest liability in a timely manner shall waive any right to contest liability and shall result in a late penalty of \$100, in addition to the civil monetary penalty; and
  - (6) In citations issued to the registered owner of the vehicle, a warning that failure to pay the civil monetary penalty or to contest liability in a timely manner shall result in refusal by the Division of Motor Vehicles to register the motor vehicle, in addition to imposition of the civil monetary penalty and late penalty.
- (C) The citation shall be processed by officials or agents of the county and shall be served by any method permitted for service of process pursuant to G.S. § 1A-1, Rule 4 of the North

Carolina Rules of Civil Procedure, or by first-class mail to the address of the registered owner of the vehicle provided on the motor vehicle registration, or, as applicable, to the address of the person identified in an affidavit submitted by the registered owner of the vehicle.

(D) The registered owner of a vehicle shall be responsible for a violation unless the vehicle was, at the time of the violation, in the care, custody, or control of another person or unless the citation was not received by the registered owner within 60 days after the date of the violation. If the registered owner provides an affidavit that the vehicle was, at the time of the violation, in the care, custody, or control of another person or company, the identified person or company may be issued a citation complying with the requirements of division (B) above.

## PENALTIES.

(A) Violations of this subchapter shall be deemed a noncriminal violation for which a civil penalty shall be assessed and for which no points authorized by G.S. § 20-16(c) and no insurance points authorized by G.S. § 58-36-65 shall be assigned to the registered owner or driver of the vehicle.

(B) The amount of the civil penalty shall be the following:

- (1) First offense: \$400.
- (2) Second offense: \$750.
- (3) All subsequent offenses: \$1,000.

(C) If a citation is not contested pursuant to § 132.03(A), the civil penalty shall be paid by the citation recipient within 30 days after receipt of the citation. If the citation recipient fails either to pay the civil penalty or to request a hearing to contest the citation in accordance with § 132.03(A) within 30 days after receipt of the citation, the citation recipient shall have waived the right to contest responsibility for the violation and shall be subject to a late penalty of \$100 in addition to the civil penalty assessed under this section.

(D) If the citation is contested pursuant to § 132.03(A) and the decision is adverse to the person contesting the citation, the civil penalty shall be paid within 30 days after receipt of the adverse decision, unless the citation recipient appeals the adverse decision pursuant to § 132.03(D). If the adverse decision is appealed, and if the final decision on appeal is adverse to the citation recipient, then payment of the civil penalty is due within 30 days after the citation recipient receives notice of the final adverse decision on appeal.

(E) If the registered owner of a motor vehicle who receives a citation fails to pay the civil penalty when due, the North Carolina Division of Motor Vehicles shall refuse to register the motor vehicle for the owner in accordance with G.S. § 20-54(11). The county may establish procedures for providing notice to the Division of Motor Vehicles and for the collection of these penalties and may enforce the penalties by civil action in the nature of debt.

## APPEALS.

(A) A person wishing to contest a citation shall, within 30 days after receiving the citation, deliver to the officials or agents of the county a written request for a hearing accompanied by an affidavit stating the basis for contesting the citation, including, as applicable:

- (1) The name and address of the person other than the registered owner who had the care, custody, or control of the vehicle;

(2) A statement that the vehicle involved was stolen at the time of the violation, with a copy of any insurance report or police report supporting this statement;

(3) A statement that the citation was not received within 60 days after the date of the violation, and a statement of the date on which the citation was received; or

(4) A copy of a criminal pleading charging the person with a violation of G.S. § 20-217 arising out of the same facts as those for which the citation was issued.

(B) If the person to whom a citation is issued makes a timely request for a hearing under division (A) above, a summons shall be issued by any method permitted for service of process pursuant to G.S. § 1A-1, Rule 4 of the North Carolina Rules of Civil Procedure, directing the person to appear at a place and time specified in the summons in order to contest the citation at an administrative hearing.

(C) A non-judicial administrative hearing shall be conducted by an administrative appeals board established by the county for contested citations or penalties issued or assessed under this subchapter.

The decision on a contested citation shall be rendered in writing within five days after the hearing and shall be served upon the person contesting the citation by any method permitted for service of process pursuant to G.S. § 1A-1, Rule 4 of the North Carolina Rules of Civil Procedure. If the decision is adverse to the person contesting the citation, the decision shall contain instructions explaining the manner and the time within which the decision may be appealed pursuant to division (D) below.

(D) A person may appeal an adverse decision of the administrative appeals board to the Camden County, North Carolina District Court by filing a notice of appeal with the Camden County Clerk of Superior Court. Enforcement of an adverse decision shall be stayed pending the outcome of a timely appeal. Except as otherwise provided in this section, appeals shall be in accordance with the procedure set forth in Article 19 of Chapter 7A of the General Statutes applicable to appeals from the Magistrate to the District Court. For purposes of calculating the time within which any action must be taken to meet procedural requirements of the appeal, the date upon which the person contesting the citation is served with the adverse decision shall be deemed the date of entry of judgment.

## CRIMINAL PLEADINGS.

(A) In the event a person is charged in a criminal pleading with a violation of G.S. § 20-217, all of the following shall apply:

- (1) The charging law enforcement officer shall provide written notice containing the name and address of the person charged with a violation of G.S. § 20-217 and the date of violation to the Camden County Sheriff's Office or the law enforcement agency with whom the county has entered an agreement pursuant to G.S. § 115C-242.1(c) to affirm a violation of this subchapter;
- (2) After receiving notice that a person has been charged with a violation of G.S. § 20-217, the county or a private vendor contracted with under G.S. § 115C-242.1 to process the civil citations shall not issue a civil citation imposing a civil penalty against that person arising out of the same facts as those for which the person was charged in the criminal pleading; and
- (3) The county or a private vendor contracted with under G.S. § 115C-242.1 to process the civil citations shall issue a full refund of any civil penalty payment received from a person who was charged in a criminal pleading with a violation of G.S. § 20-217 if the civil penalty arose out

of the same facts as those for which that person was charged in the criminal pleading, together with interest at the legal rate as provided by G.S. § 24-1 from the date the penalty was paid until the date of the refund.

(B) The county shall provide each law enforcement agency within its jurisdiction with the name and address of the county official or other law enforcement official employed by a law enforcement agency with whom the county has entered an agreement pursuant to G.S. § 115C-242.1(c) to affirm a violation of this subchapter to whom written notice of persons charged with a violation of G.S. § 20-217 should be given pursuant to division (A) above.

Adopted this, the 5<sup>th</sup> day of June, 2023.

ATTEST:  
  
Tiffney White  
Camden County Board of Commissioners

ATTEST:  
  
Karen M. Davis  
Clerk to the Board of Commissioners



**Motion to approve the draft Ordinance 2023-06-02 allowing installation and operation of automated school bus safety cameras as well as the accompanying bylaws of the administrative appeals board for school bus stop arm violations.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Sissy Aydlett
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

## C. Debris Management Contract Extension – Erin Burke

<div style="text-align: center;"> <p><b>EMERGENCY MANAGEMENT</b> Pasquotank - Camden - Elizabeth City</p> <p>Brian Parnell, Coordinator      Josh Wyne, Asst. Coordinator</p> </div> <p>May 25, 2023</p> <p>To: Pasquotank County, Camden County, City of Elizabeth City</p> <p>From: Brian Parnell, EM Coordinator</p> <p>Reference: Debris Management Contract Extension with Phillips and Jordan Inc.</p> <p>Background: Debris management is a priority in the aftermath of a storm and ensures we are compliant with FEMA requirements for reimbursement. Debris management includes out and shove operations to get roadways passable by the citizens and responders, removal of debris from the side of roads, and delivering the debris to temporary debris sites. The capabilities of a proven company are invaluable to ensure our jurisdictions removing any potential dangers and health hazards created by a storm and most importantly, being able to seek reimbursement from the State or FEMA after the devastation of a storm.</p> <p>In 2019 after the RFP process, Phillips and Jordan Inc. was selected to be the company our jurisdictions would utilize for Debris Management after a storm. The contract was for a 3-year term with a clause for a 1 time 1-year renewal. Our agency was notified in April 2023 by Phillips and Jordan of a recommendation to implement the extension clause to ensure we were covered in the event of a storm this hurricane season. After review of the current contract, their extension request would only give us 5 months since the original contract expiration date was November 2022. After speaking with representatives of Phillips and Jordan, it was agreed upon to make an addendum to the extension through July 1, 2024. This extension would get our jurisdictions through the upcoming hurricane season and allow my department to develop and move forward with an RFP process.</p> <p>Recommendation: It is recommended to exercise the contract extension with an expiration of July 1, 2024. Pasquotank-Camden Emergency Management will begin the process of developing a new RFP and convene a team to discuss the steps moving forward with the debris management program. The goal is to have a new contract awarded and in place beginning June 1, 2024.</p> <p>Regards,</p> <p><i>Brian Parnell</i></p> <p>Brian Parnell, EM Coordinator</p> <p style="text-align: center;">200 E. Colonial Avenue   Elizabeth City, NC 27909   252.335.4444</p> <p style="text-align: center;">  pasqcamem               pasquotankcountync.org/jccem               pasqcamem       </p>	<div style="text-align: center;"> <p>PHILLIPS &amp; JORDAN, INC. 10142 Parkside Dr., Suite 500 Knoxville, TN 37923 Phone: (865) 393-3000 www.pandj.com</p> </div> <p style="text-align: right;">May 24, 2023</p> <p>Camden County, North Carolina Attn: County Manager 330 US 158 E. Camden, NC 27921</p> <p><b>Re: Disaster and Debris Removal Contract Modification</b></p> <p>Dear County Manager:</p> <p>Phillips and Jordan Inc. and Camden County, North Carolina ("County") entered into an agreement on November 26, 2019 ("Agreement"), wherein Phillips and Jordan Inc. duties were to perform debris management services for the County.</p> <p>Phillips and Jordan Inc., with the consent of County, wish to modify the Agreement to extend its terms through July 1, 2024 ("Modification"). This mutual amendment is proper pursuant to § 9.2 of the Camden County RFP, which has been incorporated as a part of the Agreement.</p> <p>All other terms and conditions of the Agreement not specifically enumerated herein shall remain unchanged and its attachments shall continue in full force and effect unless further amended by the Parties, or earlier terminated.</p> <p>Sincerely,</p> <p>Brian Smallwood Program Manager – Disaster Services PHILLIPS &amp; JORDAN, INC.</p> <p>In Witness Whereof, the parties hereto have made and executed this Modification as of the day and year first written above.</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>PHILLIPS AND JORDAN, INC.</p> <p>BY: <u><i>Morgan Pierce</i></u> Morgan Pierce (printed name)</p> <p>TITLE: <u>President, Power</u></p> <p>DATE: <u>5/24/2023</u></p> </td> <td style="width: 50%; vertical-align: top;"> <p>CAMDEN COUNTY, NC</p> <p>BY: <u><i>Erin Burke</i></u> Erin Burke (printed name)</p> <p>TITLE: <u>County Manager</u></p> <p>DATE: <u>Co 6/24</u></p> </td> </tr> </table> <p style="text-align: center;">Page 1 of 1 PRIORITY - SAFETY - QUANTITY - PRODUCTION</p>	<p>PHILLIPS AND JORDAN, INC.</p> <p>BY: <u><i>Morgan Pierce</i></u> Morgan Pierce (printed name)</p> <p>TITLE: <u>President, Power</u></p> <p>DATE: <u>5/24/2023</u></p>	<p>CAMDEN COUNTY, NC</p> <p>BY: <u><i>Erin Burke</i></u> Erin Burke (printed name)</p> <p>TITLE: <u>County Manager</u></p> <p>DATE: <u>Co 6/24</u></p>
<p>PHILLIPS AND JORDAN, INC.</p> <p>BY: <u><i>Morgan Pierce</i></u> Morgan Pierce (printed name)</p> <p>TITLE: <u>President, Power</u></p> <p>DATE: <u>5/24/2023</u></p>	<p>CAMDEN COUNTY, NC</p> <p>BY: <u><i>Erin Burke</i></u> Erin Burke (printed name)</p> <p>TITLE: <u>County Manager</u></p> <p>DATE: <u>Co 6/24</u></p>		

**Motion to approve the debris management contract extension with Phillips & Jordan, Inc. as presented.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Troy Leary
<b>AYES:</b>	Tiffany White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydtlett

## D. Resolution 2023-06-01: Salaries & Compensation for Various Boards and Commissions – Erin Burke

<div style="text-align: center;"> <p><b>Resolution No. 2023-06-01</b></p> <p><b>A RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS SALARIES AND COMPENSATION FOR VARIOUS BOARDS AND COMMISSIONS FISCAL YEAR 2023-2024</b></p> </div> <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 5<sup>th</sup> day of June 2023 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, 2023 and ending June 30, 2024,</p> <table style="width: 100%;"> <tr> <td style="width: 20%;"><b>Section 1:</b></td> <td><b>BOARD OF COMMISSIONERS</b></td> </tr> <tr> <td>Chairman</td> <td>\$750.00 per month plus mileage.</td> </tr> <tr> <td>Vice-chairman/ Board Member</td> <td>\$725.00 per month plus mileage.</td> </tr> </table> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ol>	<b>Section 1:</b>	<b>BOARD OF COMMISSIONERS</b>	Chairman	\$750.00 per month plus mileage.	Vice-chairman/ Board Member	\$725.00 per month plus mileage.	<ol style="list-style-type: none"> <li>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 Commissioner's 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.)</li> <li>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.</li> <li>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).</li> <li>Board members are required to submit in writing a payment request in the form of an expense report (via internal form) to 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.</li> <li>Special meeting reimbursement requests that exceed seven (7) in a month will require Board approval.</li> </ol> <table style="width: 100%;"> <tr> <td style="width: 20%;"><b>Section 2:</b></td> <td><b>BOARD OF ELECTIONS</b></td> </tr> <tr> <td>Chairman</td> <td>Compensation - \$50 for meeting with Board. \$50 per day for Election Day, canvass day, and instruction day plus mileage.</td> </tr> <tr> <td>Board Members</td> <td>Compensation - \$40 per meeting with Board. \$40 per day on Election Day and canvass day plus mileage.</td> </tr> <tr> <td>Chief Judge</td> <td>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.</td> </tr> <tr> <td>Judges</td> <td>Compensation - \$20 for instruction day. Election Day at \$120.00 per day.</td> </tr> <tr> <td>Assistants</td> <td>Compensation - \$20 for instruction day. Election Day at \$100.00 per day.</td> </tr> <tr> <td><b>Section 3:</b></td> <td><b>PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS</b></td> </tr> <tr> <td></td> <td>Compensation - \$30.00 per meeting plus mileage.</td> </tr> </table>	<b>Section 2:</b>	<b>BOARD OF ELECTIONS</b>	Chairman	Compensation - \$50 for meeting with Board. \$50 per day for Election Day, canvass day, and instruction day plus mileage.	Board Members	Compensation - \$40 per meeting with Board. \$40 per day on Election Day and canvass day plus mileage.	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.	Judges	Compensation - \$20 for instruction day. Election Day at \$120.00 per day.	Assistants	Compensation - \$20 for instruction day. Election Day at \$100.00 per day.	<b>Section 3:</b>	<b>PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS</b>		Compensation - \$30.00 per meeting plus mileage.
<b>Section 1:</b>	<b>BOARD OF COMMISSIONERS</b>																						
Chairman	\$750.00 per month plus mileage.																						
Vice-chairman/ Board Member	\$725.00 per month plus mileage.																						
<b>Section 2:</b>	<b>BOARD OF ELECTIONS</b>																						
Chairman	Compensation - \$50 for meeting with Board. \$50 per day for Election Day, canvass day, and instruction day plus mileage.																						
Board Members	Compensation - \$40 per meeting with Board. \$40 per day on Election Day and canvass day plus mileage.																						
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.																						
Judges	Compensation - \$20 for instruction day. Election Day at \$120.00 per day.																						
Assistants	Compensation - \$20 for instruction day. Election Day at \$100.00 per day.																						
<b>Section 3:</b>	<b>PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS</b>																						
	Compensation - \$30.00 per meeting plus mileage.																						


<b>Section 4:</b>	<b>SOCIAL SERVICES BOARD</b>
Chairman	Compensation - \$35.00 per meeting plus mileage.
Board Members	Compensation - \$30.00 per meeting plus mileage.
<b>Section 5:</b>	<b>AGING ADVISORY COUNCIL</b>
	Compensation - \$30.00 per meeting, plus mileage and meal if required.
<b>Section 6:</b>	<b>RECREATION BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 7:</b>	<b>JURY COMMISSION</b>
	Compensation - \$ 7.25 per hour for hours worked compiling jury list.
<b>Section 8:</b>	<b>ECONOMIC DEVELOPMENT BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 9:</b>	<b>SENIOR CENTER BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 10:</b>	<b>LIBRARY BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 11:</b>	<b>POTENTIALLY DANGEROUS DOG APPEALS BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 12:</b>	<b>AGRICULTURAL ADVISORY BOARD &amp; FIRE COMMISSIONS</b>
	No Compensation
<b>Section 13:</b>	<b>TRAVEL &amp; MILEAGE REIMBURSEMENT</b>
	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 5<sup>th</sup> day of June 2023.

ATTEST:

*Karen M. Davis*  
Karen M. Davis, NCCCC  
Clerk to the Board of Commissioners

*Tiffany White*  
Tiffany White, Chairperson  
Camden County Board of Commissioners



**Motion to adopt Resolution 2023-06-01 Salaries & Compensation for Various Boards and Commissions as presented.**

**RESULT:** PASSED [5-0]  
**MOVER:** Tiffany White  
**AYES:** Tiffany White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydtlett

**E. Proclamation: Coastal North Carolina Local Foods Week – Erin Burke**

**COASTAL NORTH CAROLINA LOCAL FOODS WEEK 2023**

*Proclamation*

**Whereas**, Coastal North Carolina Local Foods Week is being celebrated throughout the region June 11-17, 2023 in order to bring greater awareness of the nutritional, economic, and social benefits of local foods in North Carolina; and

**Whereas**, healthy eating is vital to building a healthy regional food system in Camden County and addressing obesity and related chronic illnesses can be strengthened through greater consumption of fruits, vegetables, whole grains, and other locally produced foods; and

**Whereas**, Camden County is home to community gardens, roadside markets, many food-related businesses, and numerous community organizations which address issues related to food production, nutrition, and food business development for Camden County residents; and

**Whereas**, agriculture and agribusiness contribute \$45 million dollars in total income each year in Camden County, providing a large share of the economic output in the county; and

**Whereas**, Camden County is supportive of numerous community initiatives to develop, expand, and strengthen a local food system which is accessible, resilient, environmentally compatible, and inclusive of all citizens; and

**Whereas**, consumers, farmers, and fishermen benefit from the expansion of a local food system which includes direct sales of food products from farmers and fishermen to consumers, development of value-added food products by local businesses in Camden County, and institutional purchases of locally-produced and caught foods directly from farmers and fishermen; and

**Whereas**, consumers can make a substantial positive impact on local, regional, and state economies by purchasing food from local farms, fishermen, and producers. Camden County encourages citizens to commit to purchasing local foods during the week of June 11-17.


**NOW, THEREFORE BE IT RESOLVED**, that the Camden County Board of Commissioners does hereby proclaim June 11-17 and hereafter the second full week of June, as Local Foods Week in Camden County, and urges citizens of our community to support local agriculture and purchase more high-quality, locally-produced foods, and learn about the benefits of agriculture and local foods in Camden County.

Proclaimed this the 5<sup>th</sup> day of June 2023.

ATTEST:

*Karen M. Davis*  
Karen M. Davis  
Clerk to the Board

*Tiffany White*  
Tiffany White, Chair  
Camden County Board of Commissioners



**NC COOPERATIVE EXTENSION**

**Motion to adopt the proclamation in recognition of Coastal North Carolina Foods Week as presented.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Sissy Aydlett
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

#### **ITEM 7. BOARD APPOINTMENTS**

- A. Tourism Development Authority – Reappointment of Michele Ward
- B. South Camden Fire Commission – Reappointment of Zenas Jennings

**Motion to approve the board appointments as presented.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Sissy Aydlett
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

#### **South Camden Water & Sewer District Board of Directors**

Chair White recessed 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.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

#### New Business

- A. Monthly Report – Chuck Jones

<b>South Camden Water &amp; Sewer Board</b> <b>Monthly Work Order Statistics Report</b> <b>Period: April 2023</b>				
	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	80	80	100%	0
Sewer/Collection	0	0	100%	0

New Services installed: 2

Locates:

- Water Line: 68
- Sewer Line: 2
- Water & Sewer, same ticket: 2
- Hydrant flow test: 3

Public Works Director Notes/Comments:

Ten work orders have been reviewed for accuracy.

Water treated at the water treatment plant in April: 15 392 856 gallons

Daily average water usage for April: 513 095 gallons

Current treatment capacity at the water treatment plant: 720 000

**2023 High Service Pump Flows**

Month	Monthly Total	Average Daily Use
January 2023	14,795,679	.477,280
February 2023	12,740,740	.455,026
March 2023	14,196,970	.457,967
April 2023	15,392,856	.513,095
May 2023		
June 2023		
July 2023		
August 2023		
September 2023		
October 2023		
November 2023		
December 2023		
Yearly Totals		

**2023 SMWA USAGE**

Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	146,000	114,000	127,500									
2	144,000	45,000	130,400									
3	166,000	153,334	146,000	142,400								
4	122,400	153,333	146,000	150,600								
5	141,000	153,333	146,000	118,800								
6	140,334	176,800	145,000	149,900								
7	140,333	178,200	133,000	160,967								
8	140,333	132,900	123,000	160,967								
9	142,000	118,000	131,000	160,967								
10	133,000	131,134	144,334	114,300								
11	128,000	131,133	144,333	123,500								
12	124,000	131,133	144,333	182,400								
13	143,000	81,100	127,600	172,800								
14	143,000	117,500	143,500	173,534								
15	143,000	124,800	124,600	173,533								
16	149,000	125,800	112,400	173,533								
17	124,800	143,967	148,600	46,300								
18	132,100	143,967	148,600	162,700								
19	137,200	143,966	148,600	163,300								
20	134,634	124,900	133,400	164,800								
21	134,633	133,700	146,800	171,400								
22	134,633	180,000	149,500	171,400								
23	139,400	104,450	117,500	171,400								
24	88,400	104,450	155,634	138,200								
25	165,000	104,450	155,633	222,200								
26	94,000	104,450	155,633	134,700								
27	150,800	137,100	134,500	143,000								
28	150,800	116,000	135,200	106,967								
29	150,800		123,800	106,966								
30	175,900		125,600	106,966								
31	69,800		123,000									

TOTAL	4,228,300	3,608,900	4,271,000	4,168,500								
Average	136,397	128,889	137,774	148,875								
Maximum	175,900	180,000	155,634	222,200								

**SOUTH CAMDEN WATER & SEWER BOARD  
MONTHLY WATER STATISTICS REPORT**

Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water / Distribution	Sewer / Colle	Water Locates	Sewer Locates	Water / Sewer Locate	Hydrant Flow Test	New Svc Installed
2021										
Sept	120	100%	0%	119	1	77	15	0	0	3
Oct	95	100%	0%	93	0	64	15	2	0	0
Nov	72	100%	0%	72	0	37	0	2	0	2
Dec	86	100%	0%	85	1	43	8	7	0	0
2022										
Jan	90	100%	0%	89	1	96	6	6	0	0
Feb	108	100%	0%	108	0	73	5	4	0	0
March	90	100%	0%	89	1	64	7	6	0	1
April	82	100%	0%	81	1	74	13	4	0	5
May	95	100%	0%	94	1	58	11	2	0	1
June	127	100%	0%	126	1	87	8	4	0	2
July	121	100%	0%	120	1	73	13	11	0	1
August	129	100%	0%	128	1	39	6	5	3	1
Sept	96	100%	0%	95	1	82	10	4	8	0
Oct	84	100%	0%	84	0	110	8	7	5	1
Nov	76	100%	0%	76	0	76	5	8	6	2
Dec	86	100%	0%	86	0	73	1	4	5	0
2023										
Jan	87	100%	0%	87	0	106	12	6	0	0
Feb	73	100%	0%	72	1	59	7	17	0	3
March	74	100%	0%	74	0	92	1	2	5	4
April	80	100%	0%	80	0	68	2	2	0	2



SOUTH CAMDEN WATER & SEWER DISTRICT MONTHLY WATER REPORT													
month	active	work	locates	new	gallons	tap fees	total	gallons	sewer	sewer	gallons	sewer	sewer
	meters	orders		serv	sold		collected	sold	collected	cust	sold	collected	cust
					meters			meters	Core	Core	meters	S. Mills	S. Mills
					water			sewer			sewer		
								Core			S. Mills		
2021													
January	2,229	102	107	1	14,409,048	\$8,000.00	\$129,184.92	527,020	\$7,987.76	54	291,760	\$3,098.79	88
February	2,232	87	108	3	12,472,543	\$28,000.00	\$160,585.13	551,050	\$8,593.99	54	228,970	\$3,738.52	89
March	2,240	86	152	1	12,047,251	\$12,000.00	\$150,411.28	503,510	\$8,656.06	54	208,440	\$3,597.83	89
April	2,251	65	139	5	14,759,968	\$66,833.00	\$192,635.30	565,960	\$9,257.62	54	201,240	\$3,348.69	89
May	2,256	88	115	2	15,271,509	\$4,000.00	\$141,268.11	617,470	\$9,195.13	54	322,120	\$3,572.33	90
June	2,261	101	92	2	15,376,790	\$4,000.00	\$153,214.83	523,050	\$9,215.37	54	261,700	\$3,274.74	89
July	2,272	87	104	0	14,246,240	\$98,967.00	\$243,922.11	500,330	\$9,368.09	54	236,290	\$3,936.63	90
August	2,276	89	125	4	17,838,990	\$4,000.00	\$139,706.73	531,930	\$7,445.29	54	455,480	\$4,238.87	90
September	2,283	120	92	3	13,813,320	\$16,000.00	\$174,303.27	619,170	\$7,978.48	54	418,660	\$3,268.90	90
October	2,287	95	81	0	14,815,201	\$0.00	\$127,114.75	1,196,860	\$9,904.44	54	315,360	\$3,746.87	90
November	2,293	72	39	2	13,763,517	\$3,500.00	\$145,643.68	770,130	\$16,643.68	54	264,430	\$6,370.61	90
December	2,298	86	58	0	13,930,906	\$0.00	\$145,160.49	761,500	\$12,600.22	54	286,870	\$4,002.82	89
2022													
January	2,298	90	108	0	13,739,659	\$4,000.00	\$136,306.83	555,880	\$11,704.03	55	244,676	\$3,781.90	89
February	2,299	108	82	0	12,108,415	\$2,500.00	\$135,512.42	589,080	\$9,851.08	55	234,674	\$3,980.47	89
March	2,275	90	77	1	12,047,251	\$65,667.00	\$194,073.56	503,510	\$7,234.28	54	237,641	\$3,557.94	87
April	2,320	82	91	5	22,574,098	\$8,000.00	\$117,609.55	716,960	\$10,988.75	54	257,949	\$3,588.01	88
May	2,328	95	71	1	13,617,980	\$16,000.00	\$160,306.33	674,480	\$13,045.03	54	269,770	\$3,335.55	89
June	2,334	126	91	2	16,466,975	\$35,700.00	\$166,905.67	624,410	\$8,810.69	56	267,930	\$3,404.49	88
July	2,339	121	97	1	16,136,579	\$500.00	\$142,712.18	542,530	\$11,113.40	56	253,630	\$3,135.85	91
August	2,345	129	50	1	14,628,312	\$4,300.00	\$155,258.49	523,100	\$8,497.51	56	280,139	\$4,187.02	91
Sept	2,346	96	96	0	15,285,732	\$8,000.00	\$149,488.63	2,346	\$8,986.17	56	293,411	\$3,618.25	91
Oct	2,349	84	125	1	14,538,209	\$16,300.00	\$159,619.57	738,250	\$10,157.62	56	312,640	\$3,676.01	90
Nov	2,351	76	89	2	13,309,610	\$12,200.00	\$164,779.18	777,510	\$10,759.43	66	282,225	\$4,064.97	90
Dec	2,354	86	78	0	12,132,198	\$300.00	\$144,828.03	723,210	\$14,333.64	56	273,925	\$4,131.12	90
2023													
January	2,352	87	124	0	24,185,560	\$77,001.00	\$207,841.11	625,700	\$11,788.69	56	356,585	\$3,805.19	89
Feb	2,362	73	83	3	12,828,862	\$16,300.00	\$143,633.26	759,740	\$8,371.22	57	189,330	\$4,049.99	89
March	2,365	74	95	4	12,465,862	\$13,967.00	\$152,264.00	669,430	\$12,870.57	58	178,400	\$4,262.81	85
April	2,372	80	74	2	13,002,292	\$16,200.00	\$149,165.83	823,450	\$11,612.19	58	305,060	\$3,368.05	85

**Motion to approve the monthly report as presented.**

**RESULT:** PASSED [5-0]  
**MOVER:** Tiffney White  
**AYES:** Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydtlett

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

**RESULT:** PASSED [5-0]  
**MOVER:** Tiffney White  
**AYES:** Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydtlett

Chair White adjourned the South Camden Water & Sewer Board of Directors and reconvened the Board of Commissioners.

## **ITEM 8. CONSENT AGENDA**

### **A. BOC Meeting Minutes**

## B. Budget Amendments

2022-23-BA037  
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, 2023.

Section 1. To amend the General Fund as follows:

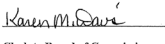
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses</b>			
104200-502000	Administration Salaries	\$183,491.43	
104300-502000	Elections Salaries	45,227.25	
104300-503000	Part-time Elections Salaries	23,177.77	
104400-502000	Finance Salaries	111,456.07	
104410-502000	Personnel Salaries	46,004.42	
104500-502000	Tax Salaries	217,305.95	
104800-502000	Register of Deeds Salaries	112,117.64	
104900-502000	Planning Salaries	169,689.50	
104930-502000	Inspections Salaries	82,767.84	
105000-502000	Maintenance Salaries	114,210.78	
105100-502000	Sheriff Salaries	966,065.21	
105100-503000	Part-time Sheriff Salaries	20,721.28	
105450-502000	Public Works Salaries	57,937.48	
105450-504004	Professional Services	\$2,150,173.62	

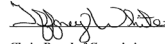
This Budget Amendment is made to appropriate salary funds that were used as Revenue Replacement for American Rescue Plan Act to the Public Works Department for the installation of a new well and to extend the Wastewater lines.


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 5<sup>th</sup> day of June, 2023.

 Clerk to Board of Commissioners

 Chair, Board of Commissioners



2022-23-BA038  
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, 2023.

Section 1. To amend the General Fund as follows:

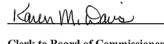
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses</b>			
104930-502000	Inspections Salaries		\$35,288.32
104930-574103	Capital Outlay – Vehicle	\$35,288.32	

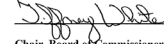
This Budget Amendment is made to appropriate salary funds from an open position to Capital Outlay to replace a wrecked vehicle in the Inspections Department.


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 5<sup>th</sup> day of June, 2023.

 Clerk to Board of Commissioners

 Chair, Board of Commissioners



2022-23-BA039  
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, 2023.

Section 1. To amend the General Fund as follows:

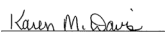
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10330612-432510	Participation Fees	\$5,000	
<b>Expenses</b>			
106120-559100	Participation Expenses	\$5,000	

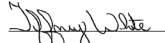
This Budget Amendment is made to appropriate additional monies received from participation fees to participation expenses.


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 5<sup>th</sup> day of June, 2023.

 Clerk to Board of Commissioners

 Chair, Board of Commissioners



2022-23-BA040  
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, 2023.

Section 1. To amend the General Fund as follows:


ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses</b>			
104940-502000	Economic Development Salaries	\$6,000	
106120-503000	Part-time P & R Salaries	\$6,000	


This Budget Amendment is to appropriate some monies from Economic Development Salaries to Parks & Recreation Part-time Salaries to cover additional tournaments.


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 5<sup>th</sup> day of June, 2023.

 Clerk to Board of Commissioners

 Chair, Board of Commissioners



## C. School Budget Amendments

Budget Amendment  
Camden County Schools Administrative Unit  
Federal Grant Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April 2023 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
5200	Special Population Services	201.97	
8100	Payments to Other Gov't Units	4.98	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	\$ 1,691,933.02
Amount of Increase/Decrease of Above Amendment	+ 206.95
Total Appropriation in Current Amended Budget ....	\$ 1,692,139.97

Passed by majority vote of the Board of Education of Camden County on the 27<sup>th</sup> day of April, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
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 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Capital Outlay Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April, 2023, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
9120	Category I Projects		
9200	Category II Projects	25,000.00	

Explanation:

Total Appropriation in Current Budget	\$ 789,690.08
Amount of Increase / (Decrease) of Above Amendment	+ 25,000.00
Total Appropriation in Current Amended Budget ....	\$ 814,690.08

Passed by majority vote of the Board of Education of Camden County on the 27<sup>th</sup> day of April, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
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 in the minutes of said Board, this 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Child Nutrition Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April 2023 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
7200	Child Nutrition Services		

Explanation:

Total Appropriation in Current Budget	\$ 804,456.00
Amount of Increase/(Decrease) of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	804,456.00

Passed by majority vote of the Board of Education of Camden County Schools on the 27<sup>th</sup> day of April 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
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 in the minutes of said Board, this 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April, 2023 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	7,000.00	
6800	System-Wide Pupil Support		7,000.00

Explanation:

Total Appropriation in Current Budget	\$ 264,717.00
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	\$ 264,717.00

Passed by majority vote of the Board of Education of Camden County on the 27<sup>th</sup> day of April 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
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 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Federal Grant Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April 2023 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase      Decrease	
5200	Special Population Services	12,548.69	
8100	Payments to Other Gov't Units	951.31	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	\$ 1,678,433.02
Amount of Increase/Decrease of Above Amendment	+ 13,500.00
Total Appropriation in Current Amended Budget ....	\$ 1,691,933.02

Passed by majority vote of the Board of Education of Camden County on the 27<sup>th</sup> day of April, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
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 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Federal Grant Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April 2023 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase      Decrease	
5200	Special Population Services	14,212.26	
5300	Alternative Programs & Svcs.		11,197.49
5800	School-Based Support Services	37.00	
6100	Support & Development Svcs.		.89
6500	Operational Support Services	2,250.44	
8100	Payments to Other Gov't Units		122.59

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	\$ 1,673,254.29
Amount of Increase/Decrease of Above Amendment	+ 5,178.73
Total Appropriation in Current Amended Budget ....	\$ 1,678,433.02

Passed by majority vote of the Board of Education of Camden County on the 27<sup>th</sup> day of April, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
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 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April, 2023 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase      Decrease	
5100	Regular Instructional Services	20,000.00	
6500	Operational Support Services	102,050.00	
6600	Financial & Human Resources	25,000.00	
6800	System-Wide Pupil Support	10,000.00	
6900	Policy, Leadership and Public		157,050.00

Explanation:

Total Appropriation in Current Budget	\$ 3,332,865.00
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	\$ 3,332,865.00

Passed by majority vote of the Board of Education of Camden County on the 27<sup>th</sup> day of April, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
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 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
State Public School Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April, 2023 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase      Decrease	
5100	Regular Instructional Services	2,437.00	
5200	Special Population Services		5,276.00
5300	Alternative Programs & Services	19,277.50	
5400	School Leadership Services	1,949.37	
6500	Operational Support Services	46,932.88	
6600	Financial & Human Resources	809.86	
6700	Accountability Services	3,807.17	

Explanation:

Total Appropriation in Current Budget	\$ 18,513,088.00
Amount of Increase/Decrease of Above Amendment	+ 69,937.78
Total Appropriation in Current Amended Budget ....	\$ 18,583,025.78

Passed by majority vote of the Board of Education of Camden County on the 27<sup>th</sup> day of April, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
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 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of May, 2023 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Services		10,742.64
5200	Special Populations Services		3,172.00
5300	Alternative Programs & Services		2,377.00
5800	School-Based Support Services		5,675.00
6100	Support & Development Svcs		1,431.00
6300	Alternative Programs		3,635.00
6500	Operational Support Services	74,125.00	
6600	Financial & Human Resources	182.00	
6700	Accountability Services		660.00
6900	Policy, Leadership and Public		40,700.00
7100	Community Services		5,914.36

Explanation:

Total Appropriation in Current Budget	\$ 3,332,865.00
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	\$ 3,332,865.00

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of May, 2023.

*[Signature]*  
Chairman, Board of Education  
*[Signature]*  
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 5<sup>th</sup> day of June, 2023.

*[Signature]*  
Chairman, Board of County Commissioners  
*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
State Public School Fund

The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of May, 2023 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Services	12,444.00	
5400	School Leadership Services	3,381.78	
6400	Technology Support Services	10.00	
6500	Operational Support Services	132,204.00	

Explanation:

Total Appropriation in Current Budget	\$ 18,583,025.78
Amount of Increase/Decrease of Above Amendment	+ 148,039.78
Total Appropriation in Current Amended Budget ....	\$ 18,731,065.56

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of May, 2023.

*[Signature]*  
Chairman, Board of Education  
*[Signature]*  
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 5<sup>th</sup> day of June, 2023.

*[Signature]*  
Chairman, Board of County Commissioners  
*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of May, 2023 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		5,200.00
5300	Alternative Programs & Services	2,500.00	
6100	Support & Development Svcs		3,450.00
6400	Technology Support Services		4,350.00
6500	Operational Support Services	10,500.00	

Explanation:

Total Appropriation in Current Budget	\$ 264,717.00
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	\$ 264,717.00

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of May, 2023.

*[Signature]*  
Chairman, Board of Education  
*[Signature]*  
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 5<sup>th</sup> day of June, 2023.

*[Signature]*  
Chairman, Board of County Commissioners  
*[Signature]*  
Clerk, Board of County Commissioners



## D. Pickups, Releases &amp; Refunds

NAME	REASON	NO.
Bonita Heath	Code Enforcement - Pick-up	Pick-up/22725
	\$3,000.00	R-156489-2022
Norman L. Phelps, Jr.	Code Enforcement - Release	Pick-up/22717
	\$3,000.00	R-154683-2022
Christopher William Jarvis	Turned in Plates - Refund	Pick-up/22726
	\$129.78	69707923
Craig S. Carey	Deferred Taxes - Pick-up	Pick-up/22731
	\$3,716.24	R-123941-2020
		R-131317-2021
		R-153442-2022
Edward Lee Baynor	Turned in Plates - Refund	Pick-up/22733
	\$104.01	53974066
Bonita Heath	Code Enforcement - Release	Pick-up/22734
	\$3,000.00	R-156489-2022
Emily Forbes Crain	Code Enforcement - Pick-up	Pick-up/22743
	\$275.00	R-155997-2022

## E. Tax Refunds Over \$100

ACS Tax System 5/24/23 9:56:09	REFUNDS OVER \$100.00 Refunds to be Issued by Finance Office	CAMDEN COUNTY	Page 1
Refund\$ 125.60	Remit To: CHRISTINA WHITMORE 119 STILES LN SOUTH MILLS NC 27976	Reference: 2022 R 01-7999-00-88-1906.0000 OVERPAYMENT R155445/2022	Drawer/Transaction Info: 20230428 69 273312
125.60 Total Refunds			***
Submitted by <u>Lisa S. Anderson</u> Date <u>5-23-23</u> Lisa S. Anderson, Tax Administrator Camden County			
Approved by <u>Tiffney White</u> Date <u>6-6-23</u> Tiffney White, Chair Camden County Board of Commissioners			

## F. Tax Collection Reports

**Tax Collection Report**  
**MARCH 2023**

Day	Amount \$	Amount \$	Name of Account	Deposits \$	Simplifile #23	Interest \$
1	2,700.00			2,700.00		
2	9,239.78			9,239.78		
3	3,385.40		Over - \$ 88	3,385.40		
4	19,784.05		Refund - \$14.14	19,784.05		
7	1,102.91			1,102.91		
8	3,853.54		Refund - \$39.03	3,853.54		
9	4,389.83			4,389.83		
10	5,087.65			5,087.65		
13	1,177.30			1,177.30		
14	4,718.61			4,718.61		
15	877.88			877.88		
16	5,115.16			5,115.16		
17	6,753.97			6,753.97		
20	3,998.58			3,998.58		
21	10,051.12			10,051.12		
22	30,635.09			30,635.09		
23	3,397.32		Refund - \$5	3,397.32		
25	8,563.62			8,563.62		
26	16,881.12		Refund - \$0.15	16,881.12		
27	9,853.51		Refund - \$16.85	9,853.51		
28	23,137.63			23,137.63		
29	23,883.43			23,883.43		
30	793.25			793.25		
31	8,923.99			8,923.99		
32	12,017.56			12,017.56		
33	413.80			413.80		
34	15,364.27		Debt Setoff / Refund - \$44.00	15,364.27		
35	26,123.98		Refunds \$15.06	26,123.98		
36	500.00			500.00		
37	12,727.96			12,727.96		
38	3,349.84			3,349.84		
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
67						
68						
69						
70						
71						
72						
73						
74						
75						
76						
77						
78						
79						
80						
81						
82						
83						
84						
85						
86						
87						
88						
89						
90						
91						
92						
93						
94						
95						
96						
97						
98						
99						
100						
101						
102						
103						
104						
105						
106						
107						
108						
109						
110						
111						
112						
113						
114						
115						
116						
117						
118						
119						
120						
121						
122						
123						
124						
125						
126						
127						
128						
129						
130						
131						
132						
133						
134						
135						
136						
137						
138						
139						
140						
141						
142						
143						
144						
145						
146						
147						
148						
149						
150						
151						
152						
153						
154						
155						
156						
157						
158						
159						
160						
161						
162						
163						
164						
165						
166						
167						
168						
169						
170						
171						
172						
173						
174						
175						
176						
177						
178						
179						
180						
181						
182						
183						
184						
185						
186						
187						
188						
189						
190						
191						
192						
193						
194						
195						
196						
197						
198						
199						
200						
201						
202						
203						
204						
205						
206						
207						
208						
209						
210						
211						
212						
213						
214						
215						
216						
217						
218						
219						
220						
221						
222						
223						
224						
225						
226						
227						
228						
229						
230						
231						
232						
233						
234						
235						
236						
237						
238						
239						
240						
241						
242						
243						
244						
245						
246						
247						
248						
249						
250						
251						
252						
253						
254						
255						
256						
257						
258						
259						
260						
261						
262						
263						
264						
265						
266						
267						
268						
269						
270						
271						
272						
273						
274						
275						
276						
277						
278						
279						
280						
281						
282						
283						
284						
285						
286						
287						
288						
289						
290						
291						
292						
293						
294						
295						
296						
297						
298						
299						
300						
301						
302						
303						
304						
305						
306						
307						
308						
309						
310						
311						
312						
313						
314						
315						
316						
317						
318						
319						
320						
321						

## H. JCPC Certification Standards

<b>JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS</b>	
<p>G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle.</p> <p style="text-align: center;">2-Year Funding: FY 2023-2024 and FY 2024-2026</p>	
<b>Membership</b>	
A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners?	Yes
B. Are members appointed for two-year terms and are those terms staggered?	Yes
C. Is membership reflective of social-economic and racial diversity of the community?	Yes
D. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-842?	No
<p>If not, which positions are vacant and why?</p> <p>Chief Court Counselor- In the process of hiring a new Chief CC</p> <p>Juvenile Defense Attorney</p> <p>1 Person Under the Age of 21</p>	
<b>Organization</b>	
A. Does the JCPC have written Bylaws?	Yes
B. Bylaws are	Attached
C. Bylaws contain Conflict of Interest section per JCPC policy and procedure.	Yes
D. Does the JCPC have written policies and procedures for funding and review?	Yes
E. These policies and procedures	On file
F. Does the JCPC have officers and are they elected annually?	Yes
<b>Meetings</b>	
A. JCPC meetings are considered open and public notice of meetings is provided.	Yes
B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings?	Yes
C. Does the JCPC meet six (6) times a year at a minimum?	Yes
D. Are minutes taken at all official meetings?	Yes
E. Are minutes distributed prior to or during subsequent meetings?	Yes
<b>Planning</b>	
A. Does the JCPC conduct a biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process?	Yes
B. Is this Biennial Plan presented to the Board of County Commissioners and to DPS?	Yes
C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval?	Yes
<b>Public Awareness</b>	
A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members?	Yes
<p>IRFP, Distribution List, and Advertisement attached</p>	
B. Does the JCPC complete a biennial needs assessment and make that information available to agencies which serve children or their families, and to interested community members?	Yes
<b>No Overdue Tax Debt</b>	
A. As recipient of the county DPS/JCPC allocation, does the County certify that it has no overdue tax debts, as	Yes
<p><small>Form JCPC/OP 002 (a) Juvenile Crime Prevention Council Certification Agreement</small></p> <p><small>Form structure last revised August 2020</small></p> <p><small>NC Department of Public Safety</small></p>	

defined by N.C.G.S. §105-243.1, at the Federal, State, or local level?

Briefly outline the plan for correcting any areas of standards non-compliance.

The council will continue to seek persons to fill vacant positions.

Form JCPC/OP 002 (a) Juvenile Crime Prevention Council Certification Agreement

Form structure last revised August 2020

NC Department of Public Safety

<b>JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS</b>					
<p>Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.</p>					
Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Linda Carr	Board of Education	<input checked="" type="checkbox"/>	White	Female
2) Chief of Police or designee					
3) Local Sheriff or designee	Kevin Jones/ Danny Egan	Sheriff/SRO	<input checked="" type="checkbox"/>	White	Male
4) District Attorney or designee	Holley Metzger	Assistant DA	<input checked="" type="checkbox"/>	White	Female
5) Chief Court Counselor or designee					
6) Director, Local Management Entity/ Managed Care Organization (LME/MCO), or designee	Tavia James	System of Care Coordinator, Trillium	<input checked="" type="checkbox"/>	Black or African- American	Female
7) Director DSS or designee	Stephanie Wyche	Administrative Officer	<input checked="" type="checkbox"/>	Black or African- American	Female
8) County Manager or designee	Erin Burke	County Manager		White	Male
9) Substance Abuse Professional	Tonya Cooper	Uplift Comprehensive		Black or African- American	Female
10) Member of Faith Community					
11) County Commissioner	Randy Kramak	Commissioner		White	Male
12) A Person Under the Age of 21					
13) A Person Under the Age of 21, or a member of the public representing the interests of families of at risk juveniles	Marcia Berry	4-H Agent		White	Female
14) Juvenile Defense Attorney					
15) Chief District Judge or designee	Hon. Edgar Barnes	Chief District Court Judge	<input checked="" type="checkbox"/>	White	Male
16) Member of Business Community					
17) Local Health Director or designee	Molly Brown	Triple P Coordinator	<input checked="" type="checkbox"/>	White	Female
18) Rep. United Way/other non-profit	Frank Hampill	YMCA		White	Male
19) Representative/Parks and Rec	Tim White/Ben Carter	Director		White	Male
20) County Commissioner appointee	Alvin Shaw	Camden Schools		Black or African- American	Male
21) County Commissioner appointee	Eva Anderson	Court Counselor		Black or African- American	Female
22) County Commissioner appointee	Mike Reaves	Camden High Assistant Principal/ JCPC Chair		White	Male
23) County Commissioner appointee	Paul Pollock	Court Counselor		White	Male
24) County Commissioner appointee	Pete Aiken	Court Counselor		White	Male
25) County Commissioner appointee					
26) County Commissioner appointee					
<p><small>Form JCPC/OP 002 (a) Juvenile Crime Prevention Council Certification Agreement</small></p> <p><small>Form structure last revised August 2020</small></p> <p><small>NC Department of Public Safety</small></p>					



## I. JCPC Contractor Agreement

### Independent Contractor Agreement

This Agreement entered into this 8th day of May, 2023 by and between the Board of County Commissioners of Camden County ("Camden County"), and Randy Leary ("Contractor").

In consideration of their mutual promises made herein, and for other good and valuable consideration, the parties hereby agree as follows:

#### 1. Scope of Work.

(a) Camden County engages the Contractor to furnish the work described in the Schedule attached to this Agreement at the times specified in the Schedule, and the Contractor agrees to furnish the work at the times specified in the Schedule.

(b) Contractor acknowledges that by prior knowledge and examination, Contractor understands the nature of the work, the environment, and the difficulties that may be incident to performing the Services.

(c) Contractor warrants that all Services under this Agreement shall be performed and completed in a safe, good and skillful manner by fully trained, skilled, competent and experienced personnel utilizing adequate equipment in good working order at all times.

(d) Contractor shall not employ in any work for Camden County any employee who is a minor or whose employment violates any labor, employment or other applicable laws.

#### 2. Price and Payment.

Camden County agrees to pay the Contractor in accordance with the price and payment terms set forth in the Schedule attached to this Agreement, and the Contractor agrees to accept such amounts as full payment for its work and to sign such waivers of lien, affidavits and receipts as Camden County shall request in order to acknowledge payment.

#### 3. Independent Contractor Relationship.

The Contractor is and at all times shall conduct itself as an independent contractor, and Contractor is not and shall not be considered or hold itself out or act as an employee, servant, agent, partner, or party in a joint venture with Camden County. Camden County shall determine the means by which to accomplish the work specified by Camden County. Camden County is

not responsible for withholding, and shall not withhold, FICA or taxes of any kind from any, payments that it owes the Contractor. Neither the Contractor nor its employees shall be entitled to receive any benefits which employees of Camden County are entitled to receive and shall not be entitled to workers' compensation, unemployment compensation, medical insurance, life insurance, paid vacations, paid holidays, pension, profit sharing, or Social Security on account of their work for Camden County.

#### 4. Term.

This Agreement is effective as of the date signed by both parties and shall continue in effect for a period of time specified to complete the project that is the subject of this Agreement and not to exceed the next ensuing June 30<sup>th</sup>, or until cancelled by either party upon not less than thirty (30) days written notice to the other party.

#### 5. Miscellaneous.

(a) If any terms of this Agreement shall be declared invalid, illegal or unenforceable for any reason or in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof and this Agreement shall be construed as if such provision had never been contained herein.

(b) This agreement constitutes the entire agreement between the parties and supersedes any prior agreement between the parties.

(c) This Agreement may be amended only by a written instrument signed by both parties' contracting authority.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Board of County Commissioners of Camden County  
Board Chair

Contractor

By: Tiffany White  
Chairman

By: Randy Leary

This instrument has been prepared  
in the manner required by the  
Local Government Budget and Fiscal Control Act.

Stephanie B Jackson  
Signature of Finance Officer

### SCHEDULE TO INDEPENDENT CONTRACTOR AGREEMENT

#### A. SERVICES AND SCOPE OF WORK:

1. Description of Services, Materials and Other Items Supplied by Contractor:  
Camden County public schools teacher to serve as summer camp assistant. Will provide supervision to summer camp students and assist program coordinator as needed.

2. Geographic Areas:  
Camden County, North Carolina

#### B. PRICE OR RATES AND PAYMENT TERMS FOR SERVICES:

\$2000 for camps occurring during summer, 2023. Half to be paid in July with remainder paid upon successful completion of contract.

#### C. ADDITIONAL PROVISIONS:

Must be Camden County Schools teacher or employee of other educational institution with clean background check.

Motion to approve the Consent Agenda as presented.

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Sissy Aydlett
<b>AYES:</b>	Tiffany White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

## **ITEM 9. COUNTY MANAGER'S REPORT**

---

County Manager Erin Burke included the following in her report for the month of May 2023:

- Meetings
  - Ministers' Advisory Council
  - Emergency Operations Center Control Group Meeting
  - Tourism Development Authority
  - NC Department of Information Technology - Information Gathering Session ECSU
  - Camden County Public Schools Special Meeting for 2-Story High School Option
- Paddle for the Border
- Law Enforcement United Welcome Dinner & Deputy Montelle Williams Memorial
- Employee Cookout
- UNC School of Government Course - Working Together: Counties, School Boards, and Local Funding for Public Schools
- UNC School of Government Webinar – Recruitment and Retention
- NCACC Advocacy Days
- NCACC 100 Counties Prepared: Emergency Preparedness Training
- Budget preparation meetings with Finance Director
- Renovation meetings for Sheriff's Office, Tax & Water, Planning
- Planning 101 Community Workshop to be implemented soon.
- Funds Received from the ABC Board in the amount of \$100,011, over \$10,000 to the schools and \$7,000 to the Sheriff's Office.
- Hazard Mitigation Grant Fund Reimbursements Received – Over \$400,000.

## **ITEM 10. COMMISSIONERS' REPORTS**

---

Vice-Chair Munro inquired as to the timing of the relocation of the Tax and Planning staff.

County Manager Burke estimated that the Tax & Water Department could be relocated by the end of the summer. The IT work is in process, which has to be complete before the drywall work can be done. Planning may take longer as the second floor of the Administration Building will need to be complete before Planning can be relocated. The goal for Planning is the end of the year.

Commissioner Aydlott reported that she attended 16 events over the past month. She highlighted the Emergency Preparedness Class and commented that it was well worth the time to attend.

## **ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES**

---

For information only:

- A. Register of Deeds Report
- B. Library Report
- C. Fire Prevention Report

## **ITEM 12. OTHER MATTERS**

---

Commissioner Aydlott referenced the presentation by MB Kahn at the recent Board of Education meeting in regard to the new high school and the 2-story design option. It was her request that the Board consider moving forward with the project in the form of a vote, as well as setting a budget for the project.

Commissioner Krainiak expressed concern in regard to the quality of the soil and did not want to move forward without results of bore samples.

County Manager Burke stated that the response given at the special called meeting of the Board of Education confirmed that the two-story option could be built but the design team was not instructed to investigate any further

as far as what the structural costs would be. Mrs. Burke cautioned the Board on moving on anything until absolutely sure that it is the Board's plan to move forward. The Board of Education desires for the school to be constructed on the 343 site. She stated that if a lighthouse can be built on a pile of sand in the middle of the Atlantic Ocean, it may be possible to build a high school on clay, but the question will be the cost.

Commissioner Krainiak expressed additional concern that the cost to prepare the soil could be invested into a more suitable property.

Vice-Chair Munro inquired as to whether the bore samples had been done on the site for a 2-story building.

Board of Education Chair Dr. Jason Banks stated his understanding of the geotechnical report is that MB Kahn came back with an analysis of a 2-story building. Dr. Banks stated that soil borings have been completed for that site, which was paid for by the County. Kim Hamby of Timmons Group participated in the recent presentation at the Board of Education meeting and said nothing to the contrary in regard to the construction of a 2-story facility on the site. He is of the opinion that the construction and design team have that information already.

Commissioner Leary inquired as to the status of the practice fields as part of the updated design plan.

Dr. Banks explained that there are three potential sites for the practice field – one directly behind the school and then two more toward the wetlands in the back.

Commissioner Leary inquired as to an access road to the practice fields.

Dr. Banks does not believe the access road to be a major issue with the plan that was presented at the Board of Education meeting, as a gravel road will suffice for that purpose and in regard to what could be saved on the installation of power to the necessary location.

Commissioner Aydlett offered two motions: motion to move ahead with the high school project on the 343 site if acceptable with the engineer and motion to set a budget for the project.

The clerk clarified that the Board will need to consider each motion separately.

**Motion to move ahead with the construction of the new high school on the 343 site with the 2-story design as presented by MB Kahn.**

<b>RESULT:</b>	<b>PASSED [3-2]</b>
<b>MOVER:</b>	Sissy Aydlett
<b>AYES:</b>	Tiffany White, Ross Munro, Sissy Aydlett
<b>NOES:</b>	Randy Krainiak, Troy Leary

Commissioner Aydlett also offered a motion to set a budget for the high school project in order to move forward.

Vice-Chair Munro suggested an additional meeting be held to set the budget.

County Manager Burke stated that she can get firm numbers from MB Kahn and the Board can hold a special meeting to determine the budget.

Dr. Banks stated that he would not be opposed to a joint meeting between the Board of Education and Board of Commissioners to discuss the budget.

County Manager Burke was instructed by the Board to coordinate a joint meeting with the Board of Education.

In light of the planned joint meeting, Commissioner Aydlett withdrew her motion to set a budget for the new high school project.

**ITEM 13. ADJOURN**

---

There being no further matters for discussion Chair White adjourned the meeting at 8:29 PM.

**Board of Equalization & Review**

Chair White called to order the Board of Equalization & Review. There were no cases to come before the Board.

**Motion to recess the Board of Equalization & Review until July 3, 2023 at 7:00 PM or as soon thereafter as practical.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

Chair White recessed the Board of Equalization & Review until July 3, 2023 at 7:00 PM or as soon thereafter as practical.