

**Camden County Board of Commissioners**  
**July 3, 2023; 7:00 PM**  
**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 July 3, 2023 in the boardroom of the Camden Public Library in Camden, North Carolina.

**CALL TO ORDER**

The meeting was called to order by Chair Tiffney White at 7:00 PM. Also Present: Vice Chair Ross Munro, Commissioners Randy Krainiak, Sissy Aydtlett and Troy Leary. Administration Staff Present: County Manager Erin Burke, Clerk to the Board Karen Davis.

**INVOCATION & PLEDGE OF ALLEGIANCE**

Vice Chair Ross Munro gave the invocation and the Board led in the Pledge of Allegiance.

**ITEM 1. CONSIDERATION OF AGENDA**

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Commissioner Leary requested that the agenda be amended to discuss reopening the *Swap and Shop* areas at the convenience sites – added as item 11.A.

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

<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 Aydtlett

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

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

**ITEM 3. PRESENTATIONS**

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A. Employee Recognition

- Austin Brown, County Extension Director, was recognized for his recent promotion to Extension Agent for the NC Cooperative Extension Office.
- Tara Ferguson with the Dismal Swamp Welcome Center was recognized for completion of her second year with the Southeastern Tourism Society (STS) Marketing College at Mercer University in Macon, Georgia. The STS Marketing College is a three-year program and upon completion, students receive Travel Marketing Professional Certification.

**ITEM 4. PUBLIC COMMENTS**

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None.

**ITEM 5. NEW BUSINESS**

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A. Tax Report – Lisa Anderson

**MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE  
CAMDEN COUNTY BOARD OF COMMISSIONERS**

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

<b><u>YEAR</u></b>	<b><u>REAL PROPERTY</u></b>	<b><u>PERSONAL PROPERTY</u></b>
2022	201,588.60	44,458.60
2021	95,940.91	8,131.92
2020	42,898.61	3,390.01
2019	24,524.36	1,819.43
2018	18,355.74	1,080.65
2017	11,434.96	1,289.46
2016	6,922.54	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	422,076.41
TOTAL PERSONAL PROPERTY UNCOLLECTED	67,421.30
TEN YEAR PERCENTAGE COLLECTION RATE	99.46%
COLLECTION FOR 2023 vs. 2022	44,470.22 vs. 120,779.24

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2022	97.49%
2021	98.92%
2020	99.42%

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS**

ENDING May 2023  
**BY TAX ADMINISTRATOR**

<u>58</u>	NUMBER DELINQUENCY NOTICES SENT
<u>32</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>5</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>4</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>67</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	STONEBRAR COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8943-01-17-4388.0000	11,143.88	2	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	03-8971-00-23-2259.0000	9,306.61	2	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	02-8934-01-18-8072.0000	7,103.79	2	ARNOLD AND THORNLEY, 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 MCWILLIAN 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 B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8943-02-75-4196.0000	5,728.00	2	GENE W TRENY	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	LAELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8916-00-39-5170.0000	5,319.70	2	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	03-8909-00-24-8236.0000	5,213.35	2	EDWARD LANE MOORE	SHILOH	503 SAILBOAT RD
R	03-8909-00-23-4988.0000	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	02-8954-00-43-8538.0000	4,941.32	2	BILLY ROSS FEREBEE	CAMDEN	237 PALMER RD
R	03-8961-00-68-3593.0000	4,381.87	2	PAULINE JETTE	SHILOH	169 RAYMONS CREEK RD
R	02-8934-04-72-0416.0000	4,155.76	2	ABODE OF CAMDEN INC.	CAMDEN	238 COUNTRY CLUB RD
R	03-8972-00-44-8500.0000	4,137.94	2	DAVID G. REIFEL	SHILOH	343 HWY S
R	03-8961-00-38-7383.0000	4,010.86	1	BELCROSS PROPERTIES, LLC	SHILOH	160 BAYBREEZE DR
R	02-8935-04-63-0820.0000	3,990.30	2	CAROLYN MCDANIEL	CAMDEN	197 158 US E
R	02-8934-03-31-9750.0000	3,690.92	1	KARL L ADCOCK	CAMDEN	195 COUNTRY CLUB RD
R	03-8990-00-17-3935.0000	3,352.06	2	BRENDA MOORE	SHILOH	100 CATALAN DR
R	02-8937-00-50-2005.0000	3,345.97	1	DWAYNE HARRIS	CAMDEN	197 HERMAN ARNOLD RD
R	03-8999-00-45-2682.0000	3,307.86	2	ROBERT AND JANETTE TEMPLETON	SHILOH	125 ONE MILL RD
R	03-8889-00-48-7259.0000	3,297.82	2	LINTON RIDDICK	SHILOH	127 SAILBOAT RD
R	01-7090-00-64-6040.0000	3,295.22	1	MAINSTAY CONSTRUCTION, INC	SOUTH MILLS	129 LILLY RD
R	01-7090-00-92-5561.0000	3,244.45	2	AARON DARNELL CHAMBLEE ET AL	SOUTH MILLS	GENERALS WAY
R	02-8936-00-23-4750.0000	3,233.58	2		CAMDEN	LAMBS RD

## 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	THOMAS L. BROTHERS HEIRS	CAMDEN	158 US E
R	01-7989-00-01-1714.0000	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	03-8899-00-45-2682.0000	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	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-00-12-8596.0000	10	1,843.65	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	03-8943-04-93-8214.0000	10	1,862.04	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	01-7091-00-64-6569.0000	10	1,814.42	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	02-8926-00-13-6839.0000	10	1,407.85	BERNICE FUGH	CAMDEN	113 BOURBON ST
R	02-8936-00-24-7426.0000	10	948.81	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	01-7090-00-60-5052.0000	10	840.78	EWMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	806.07	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	01-7989-04-60-0938.0000	10	791.77	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	DENNIS CREAMY	CAMDEN	TVY NECK RD
R	03-8909-00-33-4725.0000	10	441.32	WILLIAMSBURG VACATION	SHILOH	SAILBOAT RD
R	03-8980-00-61-1968.0000	10	417.12	WILLIAM G. FATES	SHILOH	CAMDEN POINT RD
R	03-8909-00-53-4358.0000	10	406.96	PETER BUTSAVAGE	SHILOH	SAILBOAT RD
R	03-8999-00-45-2682.0000	10	367.55	OCTAVIA COPELAND HEIRS	SHILOH	HBISCUS RD
R	03-8962-00-55-5300.0000	10	310.71	JOHN F. SAWYER HEIRS	SHILOH	457 NECK RD
R	01-7090-00-95-5262.0000	10	307.16	RODNEY STEVEN SPIVEY &	SOUTH MILLS	401 SWAMP RD
R	03-8909-00-54-8280.0000	10	306.72	CARL TEUSCHER	SHILOH	SAILBOAT RD
R	03-8909-00-66-0120.0000	10	293.76	RANDELL CRIDER	SHILOH	218 BROAD CREEK RD
R			262.25		SHILOH	SAILBOAT RD

## 30 Largest Unpaid – Personal

Roll	Parcel Number	YrsDltg	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001089	1	33,009.80	EASTERN CAROLINA CONST, INC.	CAMDEN	150 A 158 HWY E
P	0002941	2	2,059.39	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0000295	4	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	310 158 HWY E
P	0001709	6	947.26	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0003721	2	792.00	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFTON RD
P	0001721	2	693.51	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003192	1	583.73	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N
P	0001036	1	543.81	THEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	10	520.66	PAM BUNDY	SHILOH	105 AARON DR
P	0003537	1	469.87	NATHAN MARC SEBURA	CAMDEN	343 HWY N
P	0003513	1	449.27	JULIE FORPER	CAMDEN	431 158 US W
P	0003512	1	397.83	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR
P	0003507	2	386.53	PAUL DAVID RUSSELL	SOUTH MILLS	114 OTTERS PL
P	0000297	1	368.21	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003017	1	337.95	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0003773	2	337.89	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0003715	1	314.76	CHARLES CHANNING ROTEN	SOUTH MILLS	302 34 HWY N
P	0003415	2	302.75	RICKY W JOHNSON	CAMDEN	224 NORTH RIVER RD
P	0000945	2	294.86	RAMONA P. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0003547	2	292.19	NICHOLAS W. STOTTS	CAMDEN	431 158 US W
P	0002902	2	281.09	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0003208	2	271.52	LOUIS RUGGERI	CAMDEN	113 PALMER RD
P	0001545	2	270.35	PATRICK WAYNE BAUM	CAMDEN	390 CAMDEN CSWY
P	0003075	2	262.38	MICHAEL & MITCHELLE STONE	CAMDEN	186 B BUSHELL RD
P	0001104	1	258.76	JOHN PETER LEARY	SOUTH MILLS	107 RIDGE ROAD
P	0003478	1	253.59	JOSEPH VINCENT CARDYN	SHILOH	971 343 HWY N
P	0002525	1	251.35	COSBY BAKER	SHILOH	260 ONE MILL RD
P	0000772	2	232.65	JASON RYAN MCCALLISTER	SOUTH MILLS	114 BINGHAM RD
P	0002643	1	231.93	JEFFREY CLATTON COLLIER	SOUTH MILLS	102 COUNTRY MEADOWS DR
P	0003662	2	231.58		CAMDEN	152 158 US W

## 30 Oldest Unpaid - Real

Roll	Parcel Number	YrsDltg	Unpaid Amount	Taxpayer Name	City	Property Address
P	00010722	10	520.66	PAM BUNDY	SHILOH	105 AARON DR
P	0001709	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 KESTER 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 AUSMAN	SHILOH	204 POND RD
P	0001512	5	213.49	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USW 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 MORAMAD	SHILOH	100 BROAD CREEK RD
P	0003378	4	108.36	JAMES KELLEY WIGFIELD	CAMDEN	441 158 US E
P	0001721	3	693.31	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003192	3	583.73	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N

## Motion to approve the Tax Report as presented.

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

## B. Personnel Policy Updates – Erin Burke

<p><b>Section 25. Shared Leave – Voluntary Shared Leave</b></p> <p><b>A. Purpose</b></p> <p>There are occurrences brought about by serious and prolonged medical conditions that cause employees to exhaust all available leave and, therefore, be placed on leave without pay. Such employees forced to go on leave without pay could be without income during one of the most critical points in their lives. It is recognized that fellow employees may wish to voluntarily donate some of their accumulated sick or vacation leave so as to provide assistance to other Camden County employees. This program intends to provide an opportunity for employees to assist another affected by a medical condition that requires absence from work for a prolonged period of time, resulting in possible loss of income due to lack of accumulated leave.</p> <p><b>B. Policy</b></p> <p>In cases of a prolonged medical condition, an employee may apply or be nominated to become a recipient of leave transferred from the sick or vacation leave accounts of unrelated employees working for Camden County or from the sick or vacation account of an immediate family member who works for Camden County. For purposes of this program, medical condition means the medical condition of an employee or their spouse, parents, children, or other dependents, including step and in-law relationships that are likely to require an employee's absence from duty for a prolonged period, generally considered to be at least twenty (20) consecutive workdays. If an employee has had previous random absences for the same condition that has caused excessive absences, or if the employee has had a previous but different, prolonged medical condition within the last twelve months, the County may make an exception to the 20-day period.</p> <p><b>C. General Guidelines</b></p> <ol style="list-style-type: none"> <li>1) Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave must be donated on a one-to-one personal basis.</li> <li>2) This Policy does not apply to employees on worker's compensation leave.</li> <li>3) Individual leave records are confidential, and only individual employees may reveal their donation or receipt of leave. The employee donating leave must sign a release form and cannot receive remuneration for leave donated. All donations must be made on a voluntary basis. Solicitation on the part of Department Heads or supervisors is prohibited. No employee shall directly or indirectly intimidate, threaten or coerce any other employee for the purpose of interfering with any right an employee may have in donating, receiving, or using annual leave under this program. Such action by any employee will result in disciplinary action up to and including dismissal on the basis of personal conduct.</li> <li>4) The Privacy Act makes medical information confidential; therefore, prior to making the employee's status public for the purpose of receiving shared leave, the employee must sign a release to allow the status to be known.</li> <li>5) A committee composed of Human Resources, the Department Head of the recipient employee, and one other randomly selected Department Head will make the final decision</li> </ol> <p>Revised 6-15-2023</p>	<p>concerning eligibility to participate in the program. Participation in this program shall be based on the applicant's and donor's past compliance with leave rules.</p> <p><b>D. Eligibility Application</b></p> <ol style="list-style-type: none"> <li>1) Applicant must be a regular, full or part-time employee who has completed his/her applicable introductory period.</li> <li>2) At the time of the request, the applicant must have exhausted all sick, annual, and compensatory leave; all leave balances must be zero.</li> <li>3) Application should include name, social security number, department name, position title, and a doctor's statement describing the medical condition and estimated length of time needed to participate in the program.</li> <li>4) Applicant shall apply to the Department Head, who shall forward the application to Human Resources. After randomly selecting a third member for the review committee, the three-member committee will meet to review the merits of the request as well as the employee's past leave history and will make a decision concerning the applicant's eligibility to participate in the program. An employee may not file a grievance nor an employee appeal if his/her request to receive or to donate leave is denied.</li> </ol> <p><b>E. Recipient Guidelines</b></p> <ol style="list-style-type: none"> <li>1) Participation in this program is limited to 1,040 hours (prorated if part-time), either continuously or, if for the same condition, on a recurring basis. The County Manager may, however, grant employee continuation in the program, month by month, for a maximum of 2,080 hours if the employee would otherwise have been granted leave without pay.</li> <li>2) Subject to the maximum of 1,040 hours, the number of hours leave an employee can receive is limited to the projected recovery or treatment period. All donated leave will be credited to the recipient's sick leave account.</li> <li>3) At the expiration of the medical condition, any unused leave in the recipient's donated leave account shall be treated as follows: <ol style="list-style-type: none"> <li>a. The recipient's sick leave account balance shall be limited to a total of forty (40) hours.</li> <li>b. Any additional unused donated leave will be returned to the donor(s) on a pro-rata basis and credited to the leave account from which it was donated.</li> </ol> </li> <li>4) If a recipient separates due to resignation, death, or retirement from Camden County, his/her participation in the program will end. Donated leave shall be returned to the donor(s) on a pro-rata basis.</li> </ol> <p><b>F. Donor Guidelines</b></p> <ol style="list-style-type: none"> <li>1) A non-family member donor may contribute vacation or sick leave to another employee</li> </ol> <p>Revised 6-15-2023</p>
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<p>2) A family member who is a County employee may contribute vacation or sick leave to another immediate family member who is a County employee. Immediate family is defined as spouse, parents, children, brother, sister, grandparents and grandchildren, great-grandparents, and great-grandchildren. Also included are the step, half, and in-law relationships.</p> <p>3) The minimum amount to be donated is four (4) hours.</p> <p>4) An employee family member donating sick leave to a qualified family member under this program may donate up to a maximum of 1,040 hours but may not reduce their sick leave balance below forty (40) hours.</p> <p>5) The maximum amount of vacation leave allowed to be donated by one individual can be no more than the amount he/she could earn in one year; however, the amount donated may not reduce the donor's vacation leave balance below one-half of the amount he/she could earn in one year.</p> <p>6) All donations must be in writing and must be signed by the donating employee. The employee receiving the leave must be named, and the amount and type of leave donated must be specified.</p> <p>7) Once a donation is made, it cannot be retracted by the donor.</p> <p style="text-align: right;">Revised 6-15-2023</p>	<p><u>Breaks</u></p> <p><b>Breaks.</b> Department heads have the discretion to grant employees breaks where the duties and responsibilities of the job permit. Breaks may be up to two 15-minute periods, one in the morning and one in the afternoon, and shall not exceed a total of 30 minutes. Breaks may not be used to extend lunch breaks, leave or reduce work hours and cannot be combined into one 30-minute break. Employees must not leave the County premises during these break periods. Employees who smoke on break shall move off county property in order to comply with the County Smoking Ordinance. Abuse of the break policy may result in loss of the privilege. Supervisors shall inform employees of scheduled break periods.</p> <p>In accordance with Federal law, Camden County provides reasonable break time for an employee to express breast milk for their nursing child after the child's birth each time such employee has a need to express the milk. Contact Human Resources, who, with the assistance of the Department Head, will assign a private area in your department designated for this purpose.</p> <p><u>Personal Cell Phone</u></p> <p>Use at the discretion of the department head. Employees may communicate using their own personal devices as long as such use does not disrupt the workplace or interfere with the employee's job performance.</p> <p>Camden County encourages a reasonable standard that requires employees to restrict personal calls and texting during work time. Employees should use personal cell phones and other mobile devices only during scheduled breaks, lunch periods, and other designated non-work periods. Flexibility will be provided in circumstances demanding immediate attention, such as in emergency situations. Supervisors are expected to monitor the cell phone usage of their employees.</p> <p>It is expected that personal communications be kept to a minimum during work hours.</p> <p style="text-align: right;">June 8, 2023</p>
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**Motion to approve the Personnel Policy updates as presented.**

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

## **ITEM 6. BOARD APPOINTMENTS**

### **A. NCACC Annual Conference Voting Delegate**

The 116<sup>th</sup> Business Session of the NCACC will take place during its Annual Conference scheduled for August 24<sup>th</sup>-August 26<sup>th</sup>. Each county will be entitled to one vote on items that come before the membership. In order to facilitate the voting process, each county is to designate one voting delegate (and also may appoint one alternate).

**Motion to appoint Vice Chair Ross Munro as the voting delegate for the NCACC Annual Conference.**

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

**Motion to appoint Chair Tiffany White as the alternate voting delegate for the NCACC Annual Conference.**

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

## **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

<p align="center"><i>South Camden Water &amp; Sewer Board</i></p> <p align="center"><i>Monthly Work Order Statistics Report</i></p> <p align="center"><i>Period: May 2023</i></p>				
	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	88	88	100%	0
Sewer/Collection	1	1	100%	0

New Services installed:

Locates:

    Water Line: 194

    Sewer Line: 3

    Water & Sewer, same ticket: 7

    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 May: 16 904 868 gallons

Daily average water usage for May: 545 318 gallons

Current treatment capacity at the water treatment plant: 720 000

<u><b>2023 High Service Pump Flows</b></u>		
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	16,904,868	.545,318
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		143,100							
2	144,000	45,000	130,400		136,800							
3	166,000	153,334	146,000	142,400	121,200							
4	122,400	153,333	146,000	150,600	130,000							
5	141,000	153,333	146,000	118,800	130,000							
6	140,334	176,800	145,000	149,900	130,000							
7	140,333	178,200	133,000	160,967	130,000							
8	140,333	132,900	123,000	160,967	156,300							
9	142,000	118,000	131,000	160,967	187,900							
10	133,000	131,134	144,334	114,300	163,400							
11	128,000	131,133	144,333	123,500	156,800							
12	124,000	131,133	144,333	182,400	187,934							
13	143,000	81,100	127,600	172,800	187,933							
14	143,000	117,500	143,500	173,534	187,933							
15	143,000	124,800	124,600	173,533	161,000							
16	149,000	125,800	112,400	173,533	146,500							
17	124,800	143,967	148,600	46,300	164,300							
18	132,100	143,967	148,600	162,700	129,900							
19	137,200	143,966	148,600	163,300	129,900							
20	134,634	124,900	133,400	164,800	129,900							
21	134,633	133,700	146,800	171,400	129,900							
22	134,633	180,000	149,500	171,400	173,000							
23	139,400	104,450	117,500	171,400	149,200							
24	88,400	104,450	155,634	138,200	177,000							
25	165,000	104,450	155,633	222,200	149,000							
26	94,000	104,450	155,633	134,700	143,467							
27	150,800	137,100	134,500	143,000	143,467							
28	150,800	116,000	135,200	106,967	143,466							
29	150,800		123,800	106,966	221,300							
30	175,900		125,600	106,966	136,600							
31	69,800		123,000									
TOTAL	4,228,300	3,608,900	4,271,000	4,168,500	4,577,200							
Average	136,397	128,889	137,774	148,875	152,573							
Maximum	175,900	180,000	155,634	222,200	221,300							

SOUTH CAMDEN WATER & SEWER DISTRICT MONTHLY WATER REPORT														
month	active meters	work orders	locates	new serv	gallons sold	tap fees	total collected	gallons sold	sewer collected	sewer cust	gallons sold	sewer collected	sewer cust	sewer
					meters			meters	Core	Core	meters	S. Mills	S. Mills	
					water			sewer	Core		sewer	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	13,309,510	\$12,200.00	\$154,779.18	777,510	\$10,759.43	56	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	
May	2,375	89	204	2	13,361,244	\$14,467.00	\$158,428.61	606,290	\$11,070.58	60	217,790	\$2,669.83	85	



SOUTH CAMDEN WATER & SEWER BOARD MONTHLY WATER STATISTICS REPORT											
Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water / Distribution	Sewer / Collection	Water Locates	Sewer Locates	Water / Sewer Locate	Hydrant Flow Test	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	
May	89	100%	0%	88	1	204	3	7	0	2	

Mr. Jones added that the company contracted to provide meter reading services will no longer be providing that service. It will be necessary to hire a County part-time meter reader.

**Motion to approve the monthly report 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

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

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

**ITEM 7. CONSENT AGENDA**

- A. BOC Meeting Minutes – Incorporated herein by reference.
- May 16, 2023
  - June 5, 2023
  - June 12, 2023



## B. Budget Amendment

2023-24-BA001

**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, 2024.

Section 1. To amend the General Fund as follows:

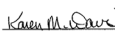
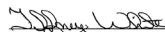

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
52330610-434902	CCU FUNDS	\$28,516.63	
52330610-434903	E & E GAP FUNDS	38,971.40	
<b>Expenses</b>			
526100-525200	CCU FUNDS	\$28,516.63	
526100-525300	E & E GAP FUNDS	38,971.40	

This Budget Amendment is made to appropriate funds that were received from the State to cover Medicaid Expansion and GAP payments that were allocated recently.

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 3<sup>rd</sup> day of July, 2023.

Clerk to Board of Commissioners      Chair, Board of Commissioners

## C. School Budget Amendments

Budget Amendment

Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 8<sup>th</sup> day of June, 2023 passed the following resolution.



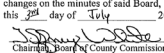


Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Services	2,602.00	
5200	Special Population Services	6,548.36	
5300	Alternative Programs/Services	2,165.00	
5800	School-Based Support Services	7,174.81	
6500	Operational Support Services	23,213.96	

Explanation:

Total Appropriation in Current Budget	\$ 18,731,065.56
Amount of Increase/Decrease of Above Amendment	+ 41,704.13
Total Appropriation in Current Amended Budget ....	\$ 18,772,769.69

Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of June, 2023.

Chair, Board of Education      Chair, Board of County Commissioners  
 Secretary, Board of Education      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 8<sup>th</sup> day of June, 2023 passed the following resolution.


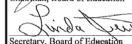
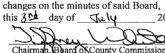


Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
5800	School-Based Support Services	900.00	
6500	Operational Support Services	17,928.00	

Explanation:

Total Appropriation in Current Budget	\$ 18,772,769.69
Amount of Increase/Decrease of Above Amendment	+ 18,828.00
Total Appropriation in Current Amended Budget ....	\$ 18,791,597.69

Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of June, 2023.

Chair, Board of Education      Chair, Board of County Commissioners  
 Secretary, Board of Education      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 8<sup>th</sup> day of June, 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		19,957.03
5200	Special Populations Services	42.56	
5300	Alternative Programs & Services		2,493.57
5400	School Leadership Services	1,500.00	
5500	Co-Curricular Services	8,709.48	
5800	School-Based Support Services	3,648.55	
6200	Special Population Support		90.03
6300	Alternative Programs		79.88
6500	Operational Support Services	2,605.08	
6600	Financial & Human Resources	5,155.92	
6800	System-Wide Pupil Support	5,000.00	
7100	Community Services		1,436.00
8100	Payments to Other Gov't Units		2,605.08
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 8<sup>th</sup> day of June, 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 8<sup>th</sup> day of July, 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 8<sup>th</sup> day of June 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		1,987.78
5200	Special Populations Services	420.56	
5300	Alternative Programs & Services	26,677.68	
5800	School-Based Support Services		25,333.19
6500	Operational Support Services		460.88
6600	Financial & Human Resources	448.07	
8100	Payments to Other Gov't Units	278.78	
Explanation: Revenues increased for carryover funds			
Total Appropriation in Current Budget		\$ 1,692,139.97	
Amount of Increase/Decrease of Above Amendment			+ 43.24
Total Appropriation in Current Amended Budget ....		\$ 1,692,183.21	

Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of July, 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 8<sup>th</sup> day of July, 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 8<sup>th</sup> day of June 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		
Explanation: Revenues increased for carryover funds			
Total Appropriation in Current Budget		\$ 1,692,183.21	
Amount of Increase/Decrease of Above Amendment			+ 0.00
Total Appropriation in Current Amended Budget ....		\$ 1,692,183.21	

Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of July, 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 8<sup>th</sup> day of July, 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 8<sup>th</sup> day of June, 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
9100	Category I Projects	4,428.92	
9200	Category II Projects	11,488.55	
6500	Category III Projects	48,808.00	
Explanation:			
Total Appropriation in Current Budget		\$ 814,690.08	
Amount of Increase / (Decrease) of Above Amendment			+ 64,725.47
Total Appropriation in Current Amended Budget ....		\$ 879,415.55	

Passed by majority vote of the Board of Education of Camden County Schools on the 8<sup>th</sup> day of June, 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 8<sup>th</sup> day of July, 2023.

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





## F. Vehicle Refunds Over \$100

REFUNDS OVER \$100.00																		
North Carolina Vehicle Tax System																		
NCVTS Pending Refund report																		
Refunds Over \$100.00 May, 23																		
Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Refund Type	Refund Amt	File Number	Status	Transaction ID	Refund Description	Refund Reason	Create Date	Authorization Date	Tax	Levy	Change	Interest	Total
BAYNOR, EDWARD LEE	BAYNOR, EDWARD LEE		205 MAIN ST # B	SOUTH MILLS, NC 27676	Pioration	0053947066	RC28839	AUTHORIZED	185749992	Refund Generated due to pioration on BT #0053947066-0021	Tag Surrender	05/12/2023	5/17/2023 11:49:40 AM	1843	Tax	(\$102.83)	\$0.00	(\$102.83)
JARVIS, CHRISTOPHER WILLIAM	JARVIS, CHRISTOPHER WILLIAM		639 N SANDY HOOK RD	SHAWBORD, NC 27873	Pioration	0069707923	TL52429	AUTHORIZED	185586068	Refund Generated due to pioration on BT #0069707923-0022	Tag Surrender	05/09/2023	5/10/2023 9:24:53 AM	1843	Tax	(\$128.30)	\$0.00	(\$128.30)
														3	Tax	(\$1.48)	\$0.00	(\$1.48)
																		\$129.76

Submitted by Lisa S. Anderson Date 6-22-23  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by Tiffney White Date 7-3-23  
 Tiffney White, Chair Camden County Board of Commissioners

## G. Set Public Hearing – Text Amendment to the Camden County Code of Ordinances

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET	
<b>Meeting Date:</b>	July 3, 2023
<b>Attachments:</b>	Text Amendments
<b>Submitted By:</b>	Planning Department
<b>Item Title:</b>	Set Public Hearing - Text Amendment to the Camden County Code of Ordinances
<b>Summary:</b>	<p>The attached Ordinance 2023-08-01 proposes a text change to the Camden County Unified Development Ordinance. The proposed language change is necessary for clarification of the requirements.</p> <p>The Text amendment will amend the Camden County Code of Ordinances Chapter 151 for the following Articles:</p> <p>Article 3 Zoning Districts: 3.5.2 Working Lands District and 3.5.3 Rural Residential District Dimensional Requirements</p> <p>Article 6 Subdivision Requirements: 6.5.2 Conservation Subdivision Applicability</p> <p>Article 7 Environmental Provisions: 7.5.2 Open Space Set-Aside Applicability</p> <p>Article 5 Development Standards: 5.1.2 Commercial Design Standards</p> <p>The Planning Board voted unanimously to recommend approval.</p> <p><b>Recommendation:</b></p> <p>Motion to set Public Hearing for August 7, 2023</p>

Ordinance No. 2023-08-01 UDO No. 2023-04-032 Amending the Camden County Code of Ordinances Camden County, North Carolina											
BE IT ORDAINED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS as follows:											
<b>Article I: Purpose</b>											
The purpose of this Ordinance is to amend Chapter 151 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on January 1, 1998, and subsequently revised February 4, 2019 and subsequently amended, and as otherwise incorporated into the Camden County Code.											
<b>Article II: Construction</b>											
For purposes of this Ordinance, undefined words (underlined) shall be considered as additions to existing Ordinance language and strikethrough words ( <del>amended</del> ) shall be considered deletions to existing language. New language of proposed ordinance shall be shown in <u>italics</u> , underlined, and highlighted <u>orange</u> .											
<b>Article III:</b>											
Amending Camden County Code of Ordinances, Chapter 151 specifically:											
Article 3 Zoning Districts: 3.5.2 Working Lands District and 3.5.3 Rural Residential District Dimensional Requirements											
Article 6 Subdivision Requirements: 6.5.2 Conservation Subdivision Applicability											
Article 7 Environmental Provisions: 7.5.2 Open Space Set-Aside Applicability											
Article 5 Development Standards: 5.1.2 Commercial Design Standards											
<b>3.5.2.WORKING LANDS (WL) DISTRICT</b>											
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B. Dimensional Requirements											
#	STANDARD TYPE	REQUIREMENTS FOR TRADITIONAL DEVELOPMENT	REQUIREMENTS FOR CONSERVATION SUBDIVISIONS [1]								
A	Minimum Development Size (acres)	N/A	10								

<b>B</b>	Maximum Residential Density (units/acre)	0.2	1
<b>C</b>	Minimum Lot Area (acres)	5	1
<b>D</b>	Minimum Lot Width (feet) [2] <b>60</b>	300	60
<b>E</b>	Maximum Lot Coverage (% of lot area) [3]	24	72
<b>F</b>	Minimum Open Space (% of development size) [4]	None	50
<b>G</b>	Minimum Front Setback (feet)	50	20
<b>H</b>	Minimum Corner Side Setback (feet)	50	20
<b>I</b>	Minimum Interior Side Setback (feet)	25	10
<b>J</b>	Minimum Rear Setback (feet)	25	15
<b>K</b>	Minimum Distance Between Buildings, Front-to-Back (feet) [5]	20	10
<b>L</b>	Minimum Distance Between Buildings, Side-to-Side (feet) [5]	15	5
<b>M</b>	Minimum Accessory Building Setback (feet)	10	3
<b>N</b>	Minimum Setback from Agricultural Activity (feet) [6]	50	50
<b>O</b>	Maximum Building Height (feet)	35 [7]	35

**NOTES:**

- (1) Residential developments of **three** five or more lots **are created** shall be configured as a conservation subdivision in accordance with the standards in Section 6.5, Conservation Subdivisions.
- (2) Lots on a cul-de-sac street shall maintain a minimum frontage of 35 feet and shall maintain 50 percent of the required minimum lot width at a point located 50 feet from the street right-of-way edge.
- (3) The maximum lot coverage may be increased with approval from NCDEQ and compliance with all applicable stormwater management requirements.
- (4) Applied to residential subdivisions and nonresidential developments.
- (5) Applied in cases where there are two or more principal buildings on the same lot.
- (6) Setback is applied from the perimeter of agricultural activity occurring on the same or an adjacent lot.
- (7) Minimum building height may be increased to 50 feet for agricultural or agriculture-related uses.
- RR Transferable Rights shall maintain a minimum lot width of 100 feet.**

**3.5.3. RURAL RESIDENTIAL (RR) DISTRICT**

RR Rural Residential	A. Purpose Statement		
	The Rural Residential (RR) district is established to accommodate low-density residential neighborhoods and supporting uses on other rural farms and agricultural areas in the rural portion of the County. The district is intended to accommodate residential development in ways that will not interfere with agricultural activity or negatively impact the rural character of the County. One of the primary tools for character protection is the requirement to configure residential subdivisions <b>three</b> of more than five lots <b>are created</b> as conservation subdivisions. The conservation subdivision approach seeks to minimize the visibility of new residential development from adjacent roadways through proper placement and screening. The district accommodates several differing agricultural uses and single-family detached homes. It also allows supporting uses like educational facilities, parks, public safety facilities, and utilities. District regulations encourage uses that interfere with the development of residential coverages or that are detrimental to the rural nature of the district.		
C. Dimensional Requirements			
#	STANDARD TYPE	REQUIREMENTS FOR TRADITIONAL DEVELOPMENT	REQUIREMENTS FOR CONSERVATION SUBDIVISIONS [1]
A	Minimum Development Size (acres)	N/A	10
B	Maximum Residential Density (units/acre)	0.5	1
C	Minimum Lot Area (acres)	2	1
D	Minimum Lot Width (feet) [2]	125	60
E	Maximum Lot Coverage (% of lot area) [3]	24	72
F	Minimum Open Space (% of development size) [4]	None	50
G	Minimum Front Setback (feet)	50	20
H	Minimum Corner Side Setback (feet)	50	20
I	Minimum Interior Side Setback (feet)	25	10
J	Minimum Rear Setback (feet)	25	15
K	Minimum Distance Between Buildings, Front-to-Back (feet) [5]	20	10
L	Minimum Distance Between Buildings, Side-to-Side (feet) [5]	15	5
M	Minimum Accessory Building Setback (feet)	10	3
N	Maximum Building Height (feet)	35 [6]	35

**NOTES:**

- (1) Residential developments of **three** five or more lots **are created** shall be configured as a conservation subdivision in accordance with the standards in Section 6.5, Conservation Subdivisions.
- (2) Lots on a cul-de-sac street shall maintain a minimum frontage of 35 feet and shall maintain 50 percent of the required minimum lot width at a point located 50 feet from the street right-of-way edge.
- (3) The maximum lot coverage may be increased with approval from NCDEQ and compliance with all applicable stormwater management requirements.
- (4) Applied to residential subdivisions and nonresidential developments.
- (5) Applied in cases where there are two or more principal buildings on the same lot.
- (6) Minimum building height may be increased to 50 feet for agricultural or agriculture-related uses.

**6.5 CONSERVATION SUBDIVISION****6.5.2 APPLICABILITY****A. Type of Development**

This conservation subdivision option shall be limited to development of single-family detached residential dwellings on individual lots in subdivisions **three** of more than five lots **are created**. The conservation subdivision option shall not be available for any other form of development or use type.

**B. Where Required**

Single-family detached residential subdivisions **three** of more than five lots **are created** in the WL and RR districts shall be configured as conservation subdivisions, in accordance with the standards in this section.

**C. Where Allowed**

Single-family detached residential subdivisions **three** of more than five lots **are created** in the SR and PZ districts may be developed as a conservation subdivision, in accordance with the standards in this section.

**7.5.2. APPLICABILITY****A. Generality**

- Unless exempted in accordance with Section 7.5.2.C, the standards in this section shall apply to all new development and redevelopment in the County.
- Redevelopment conducted after February 4, 2019 shall comply with the standards in this section, to the maximum extent practicable, and shall provide the same standards of open space setbacks.

**B. Conservation Subdivisions**

Open space setbacks associated with a conservation subdivision shall be subject to the standards in Section 6.5, Conservation Subdivisions, in addition to these standards. In the event of a conflict, the standards in Section 6.5, Conservation Subdivisions, shall control.

**C. Exemptions**

The following forms of development shall be exempted from the standards in this section:

- Development of an individual single-family dwelling (including manufactured homes) on lots platted prior to February 4, 2019.
- Minor** Subdivisions **established solely at or below lots** where all lots **are** intended for single-family detached residential dwellings; and
- Development located within the CP, LI, and H districts.

**5.1.2. COMMERCIAL DESIGN STANDARDS****D. Design Requirements****3. Building Material Standards****a. Allowable Materials**

- The predominant exterior building materials for nonresidential development shall be of high quality, and may include:

**A. Brick;****B. Rock, stone, or tinted and textured concrete masonry units;****C. Natural, decay-resistant, high-quality exterior wood siding, shingles, or clapboards;****D. Cementitious siding (sheet or plank);****E. High-quality, architectural metal (stainless steel, copper, brushed nickel, brass, but excluding corrugated metal siding), subject to approval by the Planning Board or the Board of Commissioners; and****F. Transparent glass windows and doors.**

- Suggested pitched roof materials include asphalt shingles, standing seam metal, slate, or similar materials.

- Artificial materials which closely resemble these materials shall also be allowed, but are subject to approval by the LDC-Adviser/Board of Commissioners or the Planning Board.

**Motion to approve the Consent Agenda as presented.**

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

## **ITEM 8. COUNTY MANAGER'S REPORT**

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County Manager Erin Burke included the following in her report:

- Meetings Attended:
  - Jail Board
  - Board of Commissioners / Board of Education Joint Meeting
  - Treasure Point Rural Education Center Kickoff Meeting
  - New Camden County High School Kickoff Meeting
  - Heritage Festival Canning Contest Meeting
- Librarian Interviews
- New School Superintendent Meet and Greet
- Lease Discussion with Success Academy
- Met with McAdams Engineers
- Spectrum Internet Virtual Meeting
- Virginia Tillett Community Center Meeting
- EMS Director Position Posting

## **ITEM 9. COMMISSIONERS' REPORTS**

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Chair White announced the Shred-It event to take place August 25<sup>th</sup>, 10 AM to 1 PM at the Camden Senior Center.

## **ITEM 10. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES**

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Provided for information only:

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

## **ITEM 11. OTHER MATTERS**

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- A. Swap and Shop Sites

Commissioner Leary stated that he had received numerous requests to reopen the Swap and Shop areas at the convenience sites.

Commissioner Krainiak spoke in favor of reopening the Swap and Shop areas as he prefers items that are still of use to not be discarded.

County Manager Burke explained that the Swap and Shop areas previously had to be cleaned out regularly at the convenience centers due to items discarded in the 'swap areas' that belonged in the trash bins. Adjacent counties have also closed convenience center swap areas due to similar issues. Community and online yard sales have become a more useful approach to discarding items of value and use.

Public Works Director Chuck Jones stated that the swap areas had been abused and items were regularly left that did not belong in the swap area. The cleanup of these require staff to mobilize tractors and other equipment necessary to take trash and other discarded bulk items out of the swap areas to be placed in the appropriate bins. The staff at the convenience sites are not County employees and cannot hold citizens accountable for what is placed in the bins.

**Motion to reopen the Swap and Shop areas of the convenience sites.**

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

The Clerk requested a poll of the Board:  
Chair White – no

Vice Chair Munro – no  
Commissioner Aydlett – no  
Commissioner Krainiak – aye  
Commissioner Leary – aye

**ITEM 12. ADJOURN**

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There being no further matters for discussion Chair White adjourned the meeting at 7:27 PM.

**BOARD OF EQUALIZATION AND REVIEW**

Chair White reconvened the Board of Equalization and Review.

There being no cases to come before the Board, Chair White adjourned the meeting.