



CAMDENCOUNTY
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**BOARD
OF
COMMISSIONERS**

February 1, 2016

7:00 PM - Regular Meeting

**Historic Courtroom
Courthouse Complex**

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

Special accommodations for the disabled who attend Public Meetings can be made by contacting the Clerk to the Board 24 hours in advance at 252-338-6363, Ext. 100.

Please turn Cell Phone ringers off during the meeting.

Agenda

**Camden County Board of Commissioners
February 1st, 2016
7:00 P.M. - Regular Meeting
Historic Courtroom, Courthouse Complex
Camden, North Carolina**

7:00 P.M. **Call to Order** - Chairman P. Michael McLain

Welcome

Invocation & Pledge of Allegiance – Commissioner Sandra Duckwall

ITEM 1. **Public Comments**

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman’s discretion due to scheduling and other issues.

ITEM 2. **Consideration of Agenda** (For discussion and possible action)

ITEM 3. **Presentations**

A. Kids First (Pg. 4)

ITEM 4. **Old Business** (For discussion and possible action)

A. CCP Lighting Existing Fields & Field Drainage Issues (Pg. 5-11)

ITEM 5. **New Business** (For discussion and possible action)

A. Resolution in Support of Requesting Improvements to the Raised Traffic Median Adjacent to 152 US HWY 158 West (Pg. 12-17)

ITEM 6. **Board Appointments** (For discussion and possible action)

A. Camden County CAC's (Pg. 18-19)

ITEM 7. **Consent Agenda** (All items listed below are routine and will be approved by one motion. Separate discussion of an item(s) will be held by request of a member of the Board.)

A. Draft Minutes - November 16, 2015 (Pg. 20-39)

- B. Budget Amendments – BA012 (Pg. 40-41)
- C. School Budget Amendments (Pg. 42-54)
- D. Tax Collection Report (Pg. 55-56)
- E. Tax Refunds, Pickups, & Releases (Pg. 57-58)
- F. Volunteer Forms (Pg. 59-60)
- G. Contract for the Purchase and Sale of Real Property (Pg. 61-68)
- H. Board Member Salaries (Pg. 69-71)
- I. Budget Amendments – BA013 (Pg. 72-73)
- J. Surplus Property – Sheriff (Pg. 74-77)

ITEM 8. Commissioner's Report (For discussion and possible action)

ITEM 9. County Manager's Report (For discussion and possible action)

Recess Commissioner's Meeting

SOUTH CAMDEN WATER & SEWER DISTRICT
BOARD OF DIRECTORS

- 1. Call to Order
- 2. Public Comments
- 3. Consideration of Agenda
- 4. New Business (For Discussion and Possible Approval)
 - A. Monthly Update of Public Works Items for the Month of January (Pg. 78-80)
- 5. Other Matters (For Discussion and possible action)
- 6. Adjourn

Reconvene Commissioner's Meeting

ITEM 10. Information, Reports & Minutes From Other Agencies (Pg. 81-85)

- A. Camden County Public Library January 2016 Statistics Report..... (Pg. 82-83)
- B. Resolution Supporting Prevention Partners statewide Wellness Initiative (Pg. 84)
- C. Resolution Supporting Connect Nc Bond Act (Pg. 85)

ITEM 11. Other Matters (For discussion and possible action)

ITEM 12. Adjourn

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

PRESENTATION

Item Number: 3.A
Meeting Date: 2/1/2016
Attachments: None
Submitted By: Clerk to the Board

ITEM TITLE: Kids First

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

Kate Ross from Kids First, Inc. in Elizabeth City, NC.

RECOMMENDATION:

No Action

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

OLD BUSINESS

Item Number: 4.A
Meeting Date: 2/1/2016
Submitted By: Tim White,
Parks & Recreation Director

ITEM TITLE: **CCP Lighting Existing Fields
& Field Drainage Issues**

Attachments: CCP Back Aerial (PDF)
Reference List (PDF)
Camden Athletic Complex Sports Lighting Materials Estimate (PDF)
Camden County Athletic Complex Sports Lighting Installation (PDF)

SUMMARY:

My department was asked to obtain a price for lighting existing fields at the Camden Community Park to help provide adequate field space for athletic programming. Attached is an aerial of the proposed fields to be illuminated and a quote to perform the work by Torrence GE Sports Lighting. Adjacent fields at the Community Park already have GE lights purchased for Torrence. New compatible GE products will allow us to save money by using existing panel boxes, wiring, hardware and poles currently installed at the park.

On a related subject, we also will need to address a couple areas at the Community Park that currently drain poorly. With the addition of lights these areas will now become more frequently used and needs to be fixed, to allow for maximum programming.

RECOMMENDATION:

Review and provide direction

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

Legend

Field 4

Field 5

Field 6

Open Space





**239 US 64 Highway - PO Box 1454 Rutherfordton NC 28139
Office (828) 287-7971 - Fax (828) 287-2668**

Date: February 1, 2016

Recent Sports Lighting Installation Projects Completed:

Runde Park Baseball Fields- City of Tega Cay, NC
Blacksburg High School Track Field
Gaffney High School Track Field
Brook Street Park –Belmont, NC
Carolina Sportsplex Soccer Complex
Hibriten High School Baseball Field
Appalachian State University State Farm Fields
BB+T Ballpark (Charlotte Knights Stadium-Downtown Charlotte)
Tryon International Equestrian Center
UNC Charlotte Football Stadium
UNC Asheville Baseball Stadium
UNC Asheville Soccer Stadium
UNC Greensboro Soccer Field
Gaston Day School Baseball Field
West Caldwell High School Baseball Field
Mountain Island Charter School Football Field
West Caldwell High School Baseball Field
Charlotte Latin School Baseball Field
Charlotte Catholic High School Football Field
West Mecklenburg HS Football Stadium
Olympic HS Football Stadium
Garinger HS Football Stadium
Christ School Football Field
Crooked Creek Park Baseball Complex
Clover Memorial Stadium
East Rutherford HS Football Stadium and Softball Field
RS Central HS Softball Field
Chase HS Softball Field
Fort Mill High School Football Field, Softball Field, Soccer Fields
City of Lenoir-Mulberry Recreation Center Baseball Fields

Torrence Sports Lighting, Inc.

14211 Grand Traverse Drive
Charlotte, NC 28278



Date	Quote #
2/1/2016	5579

Name / Address
Camden County Parks and Recreation Tim White, Recreation Director P.O Box 190 117 North 343 Camden, NC 27921

Rep	Project
MT	Camden Athletic Comp Practice and Bball

Qty	Description	Total
3	<p>Job Name: Camden County Athletic Complex Practice Field and Baseball Fields 4,5, and 6 Sports Lighting Materials Only; Labor provided in a separate quote 30 Foot-Candle Design Photometric lighting Design Numbers A012616TSL1 dated 01-26-16 PRACTICE FIELD 70' Mounting Height; 80' Overall Length Direct Embedded/Burial Steel Pole with 12 GE Powrspot Integral Ballast Sports Lighting Fixtures Including 1500 watt metal halide lamps. We will provide (2) six light angle iron crossarms per pole. Poles P5, P6, and P7</p>	0.00T
6	<p>BASEBALL FIELDS 4, 5, and 6 60' Mounting Height; 70' Overall Length Direct Embedded/Burial Steel Pole with 6 GE Powrspot Integral Ballast Sports Lighting Fixtures Including 1500 watt metal halide lamps. We will provide (1) six light angle iron crossarms per pole. Baseball Field Poles P1, P2, P3, P4, P5, and P6</p>	0.00T
2	<p>Aiming Diagram including submittal books</p> <p>We have included aiming assistance for the lights. We will flag the field and assist with the aiming. We will provide light test and light test results that same evening.</p> <p>Freight Included to Camden, NC</p>	0.00

Prices valid 60 Days from Quote Date

Terms: Net due 30 days from date of invoice

Phone #
704-587-6692

Fax #
704-587-3318

Total

Quote

Torrence Sports Lighting, Inc.

14211 Grand Traverse Drive
Charlotte, NC 28278



Date	Quote #
2/1/2016	5579

Name / Address
Camden County Parks and Recreation Tim White, Recreation Director P.O Box 190 117 North 343 Camden, NC 27921

Rep	Project
MT	Camden Athletic Comp Practice and Bball

Qty	Description	Total
	Poles are rated for Wind Load of 130 MPH for the Camden, NC area Coast Zone.	
	Lump Sum Sale For Camden Athletic Complex Practice Field	46,625.00T
	Lump Sum Sale For Camden Athletic Complex Fields 4, 5, and 6	44,653.00T
	Sales Tax Not Included	0.00

Prices valid 60 Days from Quote Date

Terms: Net due 30 days from date of invoice

Total	\$91,278.00
--------------	--------------------

Phone #
704-587-6692

Fax #
704-587-3318



**239 US 64 Highway - PO Box 1454 Rutherfordton NC 28139
Office (828) 287-7971 - Fax (828) 287-2668**

Date: February 1, 2016
Project Name: Camden Athletic Complex Practice Field and Baseball Fields 4, 5, 6
Jobsite Location: 125 Noblit Drive
Camden, NC 27921
Proposal: Camden County Parks and Recreation Department
Mr. Tim White, Director

From: Jason Camp, Vice President
Camp Electrical Company NC Electrical License Number: 6864-U

Contract price to install sports lighting package for Camden Athletic Complex Practice Field and Baseball Fields 5, 6, 7. Please note poles and lights and mounting crossarms price not included in this price and to be furnished by Torrence Sports Lighting, Inc.

Scope of Work for Lighting the Practice Field

-Unload and install (3) 70' Mounting Height Galvanized Steel Sports Lighting Poles and Galvanized Steel Crossarms. Sports Lighting Poles will be 70' Mounting Height and 80' Overall Length Steel Poles. Fixture Counts per Torrence Sports Lighting, Inc Design Number A012616TSL1 dated 01-26-16. Each pole to have (12) GE Powerspot Sports Lighting Fixtures to match the other sports lighting fixtures currently installed at this complex.

- We will re-aim the 6 existing fixtures on Pole P6 and Pole P7.
 - We will aim off new sports lighting fixtures per aiming diagrams provided by Torrence Sports Lighting.
 - Excavation of all pole base holes.
 - Excavation of rock is not included in price.
 - We will run all new conduit and wire for the three new poles over to the existing 225amp panel that was installed for this practice field back in 2008.
 - If rock is encountered we will notify all parties and work will stop until an agreement on cost is reached.
 - Install conduit with copper conductors to each pole using trenched ditches.
 - All ditches will be backfilled and tamped
 - Provide all equipment necessary to receive, assemble and erect new sports lighting poles.
 - Aim and test all new lighting.
 - Provide owner training once final inspections are complete.
- Cost: \$36,000.00

Scope of Work for Lighting the Baseball Fields 4, 5, and 6

-Unload and install (6) 60' Mounting Height Galvanized Steel Sports Lighting Poles and Galvanized Steel Crossarms. Sports Lighting Poles will be 60' Mounting Height and 70' Overall Length Steel Poles. Fixture Counts per Torrence Sports Lighting, Inc Design Number A012616TSL1 dated 01-26-16. There are (36) GE Powerspot Sports Lighting Fixtures to match the other sports lighting fixtures currently installed at this complex.

- We will aim off new sports lighting fixtures per aiming diagrams provided by Torrence Sports Lighting.
- Excavation of all pole base holes.
- Excavation of rock is not included in price.
- We will run all new conduit and wire to a new panel installed on a steel structure located within 30 feet of these fields.
- It will be the responsibility of the power company to bring power to new panel.

● Page 2

February 1, 2016

- If rock is encountered we will notify all parties and work will stop until an agreement on cost is reached.
 - Install conduit with copper conductors to each pole using trenched ditches.
 - All ditches will be backfilled and tamped
 - Provide all equipment necessary to receive, assemble and erect new sports lighting poles.
 - Aim and test all new lighting.
 - Provide owner training once final inspections are complete.
- Total Cost: \$76,500.00

Please note we have broken out the two jobs as separate quotes. If they cannot be completed at the same time the second project completed will cost more due to having to re-mobilize all equipment and men.

Adder Price Number One: If Camden County requires a set of electrical stamped drawings to pull the electrical permit please add \$3,500.00 to the total cost price.

Thank you for the opportunity to work with the Camden County on this project.

Jason Camp
Vice President

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

NEW BUSINESS

Item Number: 5.A
Meeting Date: 2/1/2016
Submitted By: Michael Renshaw,
 County Manager

ITEM TITLE: **Resolution in Support of
 Requesting Improvements to
 the Raised Traffic Median
 Adjacent to 152 US HWY 158 West**

Attachments: Draft Res 2016-02-01 (PDF)
 Malcolm Fearing Ltr November 10 2015 (PDF)
 Email (PDF)

SUMMARY:

Please review the attached draft resolution requesting that NCDOT investigate and remediate traffic concerns associated with the raised turn lane median across from Lambs Marina.

RECOMMENDATION:

Review and Approve

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

RESOLUTION No. 2016-02-01

Resolution in Support of Requesting Improvements to the Raised Traffic Median Adjacent to 152 US HWY 158 West

WHEREAS, the recently completed highway widening improvements along the US HWY 158 corridor have resulted in a larger number of vehicles traveling through Camden County along the US HWY 158 corridor and;

WHEREAS, both vehicular safety and adequate ingress and egress from local businesses along the US HWY 158 corridor are important and;

WHEREAS, there have been multiple complaints from both motorists as well as the business located at 152 US HWY 158 West that the existing raised center median is creating a safety hazard for motorist traveling east along US HWY 158, as it does not provide adequate distance for more than a single vehicle to safely enter the left turn lane and;

WHEREAS, the inadequate distance of this turn lane creates a safety hazard, in which the second vehicle within the center turn lane protrudes in to the eastbound traffic lanes thereby creating a bottle neck for oncoming motorists.

NOW THEREFORE BE IT RESOLVED, that the Camden County Board of Commissioners does hereby request that the North Carolina Department of Transportation thoroughly investigate this matter by way of a highway safety study and alleviate the concern through reducing the existing length of the raised median and/or extending the left turn lane enough to permit three turning vehicles to safely and simultaneously enter the adjacent turn lane at 152 US HWY 158 West.

This the 1st day of February 2016.

P. Michael McLain, Chair
Camden County Board of Commissioners

ATTEST:

Angela L. Wooten
Clerk to the Board

Mike Renshaw

From: Mike Renshaw <mrenshaw@camdencountync.gov>
Sent: Tuesday, November 10, 2015 11:03 AM
To: 'Fearing, Malcolm K'
Cc: Mike McClain; Sandy Duckwall; Gary Meiggs; Clayton Riggs; 'Tom White'; 'Georgia and Larry Lamb'
Subject: Lambs Marina & Dockside Grille, Camden County, Traffic Safety Concern
Importance: High

Good Morning Mr. Fearing-

I hope this email finds you doing well. I have a vehicle safety concern that I wish to bring to your attention. The issue involves the current placement of the raised highway median in front of a prominent business in Camden County, Lambs Marina and Dockside Grille, located at 152 US HWY 158. The business owner, Mr. Larry Lamb, has brought to our attention the fact that the current placement and length of the raised median is creating a vehicle traffic safety hazard in front of the business.

As vehicles approach and enter the left turn lane (traveling eastbound after crossing railroad tracks) in preparation for entering the business, there is inadequate space to safely accommodate more than one vehicle waiting to turn. Second and subsequent vehicles (the business is *heavily* frequented by patrons) often are required to protrude into the eastbound fast lane of traffic which, we believe, is creating the potential for a serious accident. The lack of space and stacking of more than two vehicles in the turn lane also creates a situation in which business patrons often simply decide not to attempt entrance into the business due to their concerns about safety.

It is my understanding that a few years ago when the HWY 158 project was being designed, the original plans called for this raised median to be shorter in length. I understand that Mr. Lamb had requested that NCDOT carefully consider the length of the raised median in order to maximize traffic safety as well as increase the ease of access for his patrons. Evidently there was perhaps some change in the final design of the median prior to construction beginning. I also understand that Mr. Lamb has approached Division 1 staff during and after project construction requesting that the raised median be altered, however his concerns have not been addressed to date.

Mr. Fearing, we greatly appreciate all of your outstanding efforts here in Division 1. We certainly see the recent improvements to HWY 158 as being a major catalyst for enhancing economic development in Camden County and providing a safe traffic corridor for our residents and visitors. We respectfully request that your office investigate a possible remedy for the raised median safety concern in front of Lambs Marina and Dockside Grille. Should you have any questions or require any additional information, please do not hesitate to contact my office. Thanking you in advance for your consideration and action on this request.

Very kind regards,

Mike Renshaw
Camden County Manager
Office: (252) 338-6363 ext. 102
Cell: (252) 339-4737

Angela Wooten

Subject: FW: Feb. 1 Resolution (New Business)
Attachments: Malcolm Fearing Ltr November 10 2015.pdf

Commissioner McLain:

Board Member Malcolm Fearing asked that I investigate and respond to your concerns. I apologize for the delayed response.

The design for the U.S. 158 widening included the concrete median in question due to the proximity of the railroad crossing. This design was reviewed and approved by both the NCDOT Rail Division and Chesapeake and Albemarle Railroad. This type of design is typical of all new railroad crossings to discourage vehicles from driving around the crossing arms. In this location a secondary purpose of the median is to limit left turning vehicles from stacking onto the tracks or longer vehicles such as boat trailers from overhanging the track while waiting to turn.

While this design does limit access to the southern driveway, vehicles can still turn left into the business at the northern driveway. I understand there are currently concerns with traffic backing up into the through lane from the left turn lane at this driveway. However, removal or shortening of the concrete island could result in these vehicles backing up onto the railroad track. There were multiple conversations between NCDOT personnel and the owner during construction regarding this issue. The project design engineers were also consulted to determine if there were any opportunities to reduce the length of the island. While it's not an ideal situation, they indicated that the current design is appropriate and necessary.

Additionally, NCDOT purchased right of way from this property owner in order to construct the widening project. The owner was compensated for the property acquired and for damages to the remaining property due to the proximity of the roadway improvements and the encumbered ingress and egress.

While we certainly recognize there are impacts to this business as a result of the island, it is necessary for the safety of US 158 traffic due to the proximity of the railroad.

Should you have any questions or need additional information please do not hesitate to contact me.

Jerry D. Jennings, PE
Division Engineer

Sent from my iPad

On Dec 13, 2015, at 6:16 AM, Fearing, Malcolm K <mkfearing@ncdot.gov> wrote:

Sent from my iPad

Begin forwarded message:

From: Mike McLain <mmclain@camdencountync.gov>
Date: December 12, 2015 at 8:56:15 AM EST

To: "Fearing, Malcolm K" <mkfearing@ncdot.gov>
Subject: RE: US 158

I have not heard from jerry. We need to get with larry lamb

Michael McLain, CPA, DBA, CGFM

This communication is confidential and intended only for the addressee. If you are not the intended recipient, you may not copy, disclose, or distribute this message to anyone else; any such actions may be unlawful. If you have received this communication in error, please contact the sender of the message to inform him or her of the error.

Please consider the environment before printing

ANY STATEMENTS REGARDING TAX MATTERS HEREIN, INCLUDING ANY ATTACHMENTS, CANNOT be relied upon by any person to avoid tax penalties and are not intended to be used or referred to in any marketing or promotional materials. Michael McLain does not and will not impose any limitation on disclosure of the tax treatment or the tax structure of any transactions relating to this matter.

----- Original message -----

From: "Fearing, Malcolm K" <mkfearing@ncdot.gov>
Date: 12/05/2015 6:53 AM (GMT-05:00)
To: Mike McLain <mmclain@camdencountync.gov>
Subject: Re: US 158

I sent this request to jerry Jennings this morning if u don't hear for him mid week please cal me

Sent from my iPad

On Dec 4, 2015, at 8:23 PM, Mike McLain <mmclain@camdencountync.gov<mailto:mmclain@camdencountync.gov>>> wrote:

Malcolm can you do me a favor? Please take a look at US 158 in Camden, Lambs Convenience Store. The concrete medium they put in creates a dangerous traffic pattern. If there is more than one car making a left turn the second car backs up in the left lane.

DOT was suppose to make a bigger left turn lane into the store, but instead put in a bigger concrete medium.

Mike Renshaw sent you an email about it. I would appreciate your assistance in getting this issue resolved.

As always thank you for the job you do. My cell is 2526196299.

Michael McLain, CPA, DBA, CGFM

This communication is confidential and intended only for the addressee. If you are not the intended recipient, you may not copy, disclose, or distribute this message to anyone else; any such actions may be unlawful. If you have received this communication in error, please contact the sender of the message to inform him or her of the error.

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Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.

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

BOARD APPOINTMENTS

Item Number: 6.A
Meeting Date: 2/1/2016
Submitted By: Angela Wooten,
 Clerk to the Board

ITEM TITLE: CAMDEN COUNTY ADULT CARE HOME
 COMMUNITY ADVISORY COMMITTEE

Attachments: ADULT CARE HOME - CAC Membership (PDF)

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

The new Regional LTC Ombudsman, Albemarle Commission, Ms. Brandi Jordan contacted the Clerk to notify the board of Commissioners of the 2 vacancies on the Camden County CAC

RECOMMENDATION:

MOTION to contact candidate - (If the board has a recommended candidate)

or

MOTION to advertise the vacancies

**CAMDEN COUNTY ADULT CARE HOME
COMMUNITY ADVISORY COMMITTEE**

BY-LAWS

ARTICLE II

Members: State law defines the appointments, qualifications, and terms of office of the committee members as they are carried out by the Camden County Board of Commissioners.

**North Carolina General Statutes Chapter 131D-30 & 131D-32
Adult Care Home Community Advisory Committees**

§ 131D-31 Adult care home community advisory committees

(d) **Terms of Office.** - Each committee member shall serve an initial term of one year. Any person reappointed to a second or subsequent term in the same county shall serve a two- or three year term at the county commissioners' discretion to ensure staggered terms of office.

(e) **Vacancies.** - Any vacancy shall be filled by appointment of a person for a one-year term. If this vacancy is in a position filled by an appointee nominated by the chief administrators of adult care homes within the county, then the county commissioners shall fill the vacancy from persons nominated by a majority of the chief administrators. If the adult care home administrators fail to make a nomination by registered mail within 45 days after written notification has been sent to them requesting a nomination, this appointment may be made without nominations. If the county commissioners fail to fill a vacancy, the vacancy may be filled by the Assistant Secretary for Aging, Department of Health and Human Services no sooner than 45 days after the commissioners have been notified of the appointment or vacancy.

(g) **Minimum Qualifications for Appointment.** - Each member must be a resident of the county which the committee serves. No person or immediate family member of a person with a financial interest in a home served by the committee, or employee or governing board member of a home served by the committee, or immediate family member of a resident in a home served by the committee may be a member of that committee. Any county commissioner who is appointed to the committee shall be deemed to be serving on the committee in an ex officio capacity. Members of the committee shall serve without compensation, but may be reimbursed for actual expenses incurred by them in the performance of their duties. The names of the committee members and the date of expiration of their terms shall be filed with the Division of Aging, Department of Health and Human Services.

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

CONSENT AGENDA

Item Number: 7.A
Meeting Date: 2/1/2016
Submitted By: Angela Wooten,
 Clerk to the Board

ITEM TITLE: Draft Minutes

Attachments: 2015-11-16 BOC Minutes Draft (PDF)

SUMMARY:

Draft Minutes - November 16th, 2015

RECOMMENDATION:

Review and Approve

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

1 **Camden County Board of Commissioners**
2 **November 16, 2015**
3 **7:00 P.M. – Regular Session**
4 **Historic Courtroom, Courthouse Complex**
5 **Camden, North Carolina**

6
7 **MINUTES**
8

9 The regular meeting of the Camden County Board of Commissioners was held
10 on November 17, 2015 in the Historic Courtroom, Camden, North Carolina. The
11 following Commissioners were present:

12
13 Chairman Michael McLain
14 Commissioners Garry Meiggs and Tom White
15

16 Vice Chairwoman Sandra Duckwall and Commissioner Clayton Riggs absent
17

18 Also attending were County Manager Michael Renshaw, County Attorney John
19 Morrison and Clerk to the Board Angela. Present for purposes of making a
20 presentation(s) or providing supporting information for agenda items were the
21 following persons: Planning Director Dan Porter and Tax Administrator Lisa
22 Anderson
23

24 **CALL TO ORDER**
25

26 Chairman Michael McLain called to order the February 16th, 2015 meeting of the
27 Camden County Board of Commissioners at 5:58 PM. Chairman Michael McLain
28 called for a motion to enter closed session Pursuant to G.S. 143-318.11(a) (3) to
29 consult with Attorney to discuss matter relating to potential litigation and
30 current litigation Case Number: 215-cv-00021 - Camden County et al v.
31 Northeastern Community Development Corporation et al.
32

33
34 **CLOSED SESSION**
35

36 Commissioner Garry Meiggs made a motion to go into closed session at 6:05 PM.
37 The motion passed 3-0 with Chairman Michael McLain, Commissioners Garry
38 Meiggs and Tom White voting aye; no Commissioner voting no; Vice
39 Chairwoman Sandra Duckwall and Clayton Riggs absent; and no Commissioner
40 not voting.

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – November 16, 2015

41
42 Commissioner Clayton Riggs entered at 6:07 PM

43
44 Commissioner Garry Meiggs made a motion come out of closed session at 6:30
45 PM. The motion passed 4-0 with Chairman Michael McLain and Commissioners
46 Garry Meiggs, Tom White and Clayton Riggs voting aye; no Commissioner voting
47 no; Vice Chairwoman Sandra Duckwall absent; and no Commissioner not voting.
48

49
50 **REGULAR SESSION**

51
52 Chairman Michael McLain reconvened the November 16TH, 2015 meeting of the
53 Camden County Board of Commissioners at 7:01 PM. The following
54 Commissioners were present:

55
56 Chairman Michael McLain, Vice Chairwoman Sandra Duckwall
57 Commissioners Garry Meiggs, Tom White and Clayton Riggs

58
59 **INVOCATION & PLEDGE OF ALLEGIANCE**

60
61 Commissioner Clayton Riggs gave the invocation and led those present in the
62 Pledge of Allegiance.
63

64
65 **PUBLIC COMMENTS**

66
67 None
68

69
70 **CONSIDERATION OF THE AGENDA**

71
72 Chairman Michael McLain asked if there were any changes to the agenda. Not
73 hearing any changes, Chairman Michael McLain called for a motion.

74
75 Commissioner Garry Meiggs made a motion to approve the agenda as presented.
76 The motion passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall,
77 Commissioners Garry Meiggs, Clayton Riggs and Tom White voting aye; no
78 Commissioner voting no; no Commissioner absent; and no Commissioner not
79 voting.
80

81

82 **OLD BUSINESS**

83

84 ***Item 3.A - Personnel Policy Changes***

85

86 County Manager Mike Renshaw advised the board that staff revised the proposed
87 personnel policy changes as directed by the board during the November 2nd
88 Commissioners meeting.

89

90 Commissioner Tom White made a motion to approve the amendments to Article
91 VI. Conditions of Employment & Article XI. Grievance Procedure and Adverse
92 Action Appeal of the personnel policy as presented. The motion passed 5-0 with
93 Chairman McLain, Vice Chair Sandra Duckwall, Commissioners Garry Meiggs,
94 Clayton Riggs and Tom White voting aye; no Commissioner voting no; no
95 Commissioner absent; and no Commissioner not voting.

96

97

98 **PUBLIC HEARINGS**

99

100 Commissioner Clayton Riggs made a motion to go into public hearing for Item
101 4.A - Ordinance No. 2015-10-01 – Proposed amendments to Chapter 151 (Unified
102 Development Ordinance) of the Camden County Code Ordinances. The motion
103 passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall, Commissioners
104 Garry Meiggs, Clayton Riggs and Tom White voting aye; no Commissioner
105 voting no; no Commissioner absent; and no Commissioner not voting.

106

107 ***Item 4.A - Public Hearing: Ordinance No. 2015-10-01 – Proposed amendments to***
108 ***Chapter 151 (Unified Development Ordinance) of the Camden County Code***
109 ***Ordinances***

110

111 Planning Director Dan Porter informs the board that Ordinance No. 2015-10-01
112 has two parts. One pertaining to Design Standards and the other adds
113 requirements of the newly adopted drainage manual.

114

115 **Design Standards**

116

117 • New state law prohibits the placement of Design Standards (Article
118 151.069) on single family dwellings and modular homes.

119 • Eliminates design standards related to modular homes and single family
120 homes. Such as:

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- 121 ○ Roof Pitch
- 122 ○ Porch size requirements
- 123 • The Mobile home design standards will remain
- 124

125 Mr. Porter asked if there were any questions to this section of the ordinance.
126 Hearing none, he proceeded to the second part of the ordinance.

127

128 Drainage

129

130 With the adoption of Camden’s Drainage Manual, some of the requirements
131 exceed those stated in the Unified Development Ordinance. The proposed
132 amendments address those requirements and clarify existing language in the
133 Unified Development Ordinance.

134

- 135 • Removes redundant language from Article 151.232, as it is repeated in
136 Article 151.400
- 137 • Line 196 – new language added
- 138 • Line 211 – allows one reasonable deviation
- 139 • Line 282 – refers planning to the manual
- 140 • Line 286 – 10ft. easement that extends 5ft. from the center line of the ditch
- 141 • Line 365 - refers planning to the manual

142

143 Public Comments

144

145 Christy Hall of South Mills came forward to ask “what happens when ponds do
146 not recover to the specifications?”

147

148 Mr. Porter advised that the responsibility falls on the engineer. Should they not
149 comply, the county would enforce fines per day.

150

151 Greg Stewart of South Mills asked if this item had any bearing on Item B.

152

153 Chairman McLain confirmed that they are separate public hearings.

154

155 Warren Riggs of Shiloh came forward with questions pertaining to property he
156 owns in South Mills

157

- 158 • Asked if anyone (on the board or staff of the county) has given permission
159 to anyone to enter his 20 acre property in South Mills adjacent to the
160 Green Meadows subdivision.

161

162 Chairman McLain advised Mr. Riggs that this is the time for Public Comments
163 pertaining to Ordinance No. 2015-10-01.

164

165 Commissioner Clayton Riggs would like to know how many levels are in the
166 review process.

167

168 Planning Director Dan Porter explains residential subdivisions of 5 lots or less
169 non-residential subdivision of more than 5 lots. If the engineer meets all
170 specifications of the code on the first review, than there is only one level of
171 review.

172

173 County Attorney John Morrison asked Planning Director Dan Porter to explain
174 “under seal”.

175

176 Planning Director Dan Porter explains that documents under seal is a
177 certification to the county that the engineer is licensed and liable.

178

179 Chairman Michael McLain asked if there were any further comments from the
180 public regarding this issue. Hearing none, he called for a motion to close the
181 public hearing.

182

183 Commissioner Garry Meiggs made a motion to close the public hearing. The
184 motion passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall,
185 Commissioners Garry Meiggs, Clayton Riggs and Tom White voting aye; no
186 Commissioner voting no; no Commissioner absent; and no Commissioner not
187 voting.

188

189

190 ***Item 4.B - Public Hearing – Special Use Permit Preliminary Plat Green Meadows***
191 ***– 9 lot Major Subdivision (UDO 2013-08-04)***

192

193 County Attorney John Morrison states that the developer wishes to be heard on a
194 continuance of the Public Hearing.

195

196 Keith Nowell 987 Swamp Road developer of Green Meadows

197

- The Open Space Area questions have been rectified

198

- New plans were submitted to NCDOT

199

- Received new request from NCDOT for more changes just last week

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- 200 • Changes have been made and submitted to NCDOT, although not enough time
201 for NCDOT to review

202 County Attorney John Morrison advises Chairman Michael McLain to ask if there
203 are any objections from the opponents

204
205 Attorney Ben Gallop states they have no objections, stating his clients would like
206 to receive the changes in enough time to make a complete review.

207 Attorney John Morrison states that the Public Hearing needs to be advertised for
208 the new meeting date.

209
210
211 Commissioner Garry Meiggs made a motion to grant the developer and the
212 opponents of the green meadows subdivision a continuance and set the new
213 public hearing date for January 4th, 2016. The motion passed 5-0 with Chairman
214 McLain, Vice Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton
215 Riggs and Tom White voting aye; no Commissioner voting no; no Commissioner
216 absent; and no Commissioner not voting.

217
218 Chairman Michael McLain called Mr. Warren Riggs to come forward to state his
219 comments pertaining to Special Use Permit Preliminary Plat Green Meadows.

220
221 Warren Riggs of Shiloh came to the podium to ask if the board authorized anyone
222 to cross his 42 acre property, adjacent to the proposed Green Meadows
223 subdivision

- 224 • Mr. Riggs expresses his frustration as this is the 3rd public hearing he has
225 attended, now continued, making a fourth hearing.

227
228 **NEW BUSINESS**

229
230 ***Item 5.A - Monthly Tax Report – October***

231
232 ***Tax Administrator Lisa Anderson gave the Monthly Tax Report for October 2015.***

233

MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS		
OUTSTANDING TAX DELINQUENCIES BY YEAR		

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YEAR	REAL PROPERTY	PERSONAL PROPERTY
2014	144,265.84	7,084.53
2013	52,704.32	9,612.14
2012	26,952.16	12,720.13
2011	14,457.88	9,982.88
2010	11,790.51	6,416.37
2009	6,798.07	6,061.83
2008	6,133.35	6,209.90
2007	5,998.24	9,328.97
2006	1,996.46	14,433.63
2005	1,690.71	26,367.38
TOTAL REAL PROPERTY TAX UNCOLLECTED		272,787.54
TOTAL PERSONAL PROPERTY UNCOLLECTED		108,217.76
TEN YEAR PERCENTAGE COLLECTION RATE		99.43%
COLLECTION FOR 2015 VS. 2014		17,713.93 vs. 16,649.52
LAST 3 YEARS PERCENTAGE COLLECTION RATE		
	2014	97.77%
	2013	99.11%
	2012	99.45%

234

235

236

237 ***Item 5.B - Resolution No. 2015-11-01- Establishing a policy for approval and***
 238 ***opening of Closed Session minutes and general accounts***

239

240 *County Manager Mike Renshaw presents resolution No. 2015-11-01 that clarifies a*
 241 *policy for approval and opening of Closed Session minutes.*

242

243 *Attorney Morrison advised opening closed session minutes is a legal decision and*
 244 *he will advise the clerk if opening closed session minutes would frustrate the*
 245 *purpose of entering closed session.*

246

247 *Attorney John Morrison adds that the board would be notified after the annual*
 248 *review of any closed session minutes that he deems to no longer frustrate the*
 249 *purpose, before the clerk releases those minutes to the public.*

250

251

RESOLUTION No. 2015-11-01

252

253

RESOLUTION TO ESTABLISH POLICY FOR APPROVAL & OPENING OF CLOSED SESSION
MINUTES AND GENERAL ACCOUNTS

254

255

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256 **WHEREAS**, The North Carolina Open Meetings Statute, G.S. §143-318.11 allows public bodies to
257 meet in Closed Session for certain purposes; and

258
259 **WHEREAS**, North Carolina General Statute G.S. §143-318.10(e) provides that every public body
260 shall keep full and accurate minutes of all official meetings, including any Closed Sessions held
261 pursuant to G.S. §143-318.11; and

262
263 **WHEREAS**, G.S. §143-318.10(e) also provides that minutes or an account of a Closed Session
264 conducted by a public body in compliance with G.S. §143-318.11 may be withheld from public
265 inspection so long as public inspection would frustrate the purpose of a Closed Session and
266 requires that these documents be made public once it is determined that they no longer frustrate
267 the purpose of a Closed Session.

268
269 **NOW THEREFORE BE IT RESOLVED**, that the Camden County Board of Commissioners does
270 hereby establish the following policy for approval and opening of Closed Session minutes and
271 general accounts.

- 272
- 273 • The Board shall approve the Closed Session minutes and general account in Closed Session
274 "to prevent the disclosure of information that is made privileged or confidential by G.S. §143-
275 318.10(e)." Upon approval of Closed Session minutes and general account, said minutes and
276 general account are deemed to be sealed until otherwise opened pursuant to the terms of this
277 Resolution.
 - 278
 - 279 • The Board delegates to the County Attorney and the Clerk to the Board the responsibility to
280 review the Closed Session minutes and general accounts annually and to open the Closed
281 Session minutes and general accounts for which the purpose of the Closed Session would no
282 longer be frustrated by keeping them closed.
 - 283
 - 284 • The Board authorizes the County Attorney to sign and date the action to open any Closed
285 Session minutes or general account; and to sign and date the action upon determination that
286 any Closed Session minutes or general accounts should remain permanently sealed.
 - 287
 - 288 • The Board authorizes the Clerk to insert the opened Closed Session minutes and general
289 accounts into a separate "Opened Closed Session Minutes and General Accounts Book." The
290 Closed Session minutes and general accounts that the County Attorney determines should
291 remain permanently sealed shall be kept in a separate "Sealed Closed Session Minutes and
292 General Accounts Book."

293
294 **Vice Chairwoman Sandy Duckwall made a motion to approve Resolution No.**
295 **2015-11-01. The motion passed 5-0 with Chairman McLain, Vice Chair Sandra**
296 **Duckwall, Commissioners Garry Meiggs, Clayton Riggs and Tom White voting**
297 **aye; no Commissioner voting no; no Commissioner absent; and no Commissioner**
298 **not voting.**

299
300

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301 Commissioner Clayton Riggs made a motion to amend the agenda to add New
302 Business Item 5.C - Ordinance No. 2015-10-01 – Proposed amendments to Chapter
303 151 (Unified Development Ordinance) of the Camden County Code Ordinances.
304 The motion passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall,
305 Commissioners Garry Meiggs, Clayton Riggs and Tom White voting aye; no
306 Commissioner voting no; no Commissioner absent; and no Commissioner not
307 voting.

308
309

310 ***Item 5.C - Ordinance No. 2015-10-01 –Proposed amendments to Chapter 151***
311 ***(Unified Development Ordinance) of the Camden County Code Ordinance***

312
313
314
315
316

Ordinance No. 2015-10-01
An Ordinance Amending the Camden County Code of Ordinances
Camden County, North Carolina

317
318

BE IT ORDAINED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS as follows:

319
320

Article I: Purpose

321
322
323
324
325

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 December 15, 1997, and subsequently amended and as otherwise incorporated into the Camden County Code.

326
327

Article II. Construction

328
329
330
331
332

For purposes of this Ordinance, underlined words (underline) shall be considered as additions to existing Ordinance language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. New language of proposed ordinance shall be shown in italics (*italics*) and underlined.

333
334

Article III. Amend Chapter 151 as amended of the Camden County Code which shall read as follows:

335
336

CHAPTER 151: UNIFIED DEVELOPMENT

337
338

§ 151.069 DESIGN STANDARDS.

339
340

See §§ 151.380 through 151.387 of this chapter for further criteria for any development within a special flood hazard area.

341
342

343
344

(A) Except as otherwise provided herein, the following design standards shall apply to all ~~site built, modular and~~ mobile single-family and multi-family homes erected, constructed, installed, placed or otherwise located in the county, but shall not apply to commercial structures. *No certificate of occupancy may be issued until the Administrator determines that the applicable appearance criteria have been met:*

345
346

347
348

349
350

(B) ~~The following design standards shall apply to all modular and site built homes erected, constructed, installed, placed or otherwise located in the county, but shall not apply to commercial structures:~~

351

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- 352 ~~(1) The minimum vertical rise for a roof shall be 6 feet for each 12 feet of horizontal run.~~
353
354 ~~————(2) Not less than 50% of the entire roof area of the house shall have a minimum vertical rise of~~
355 ~~6 feet for each 12 feet of horizontal run.~~
356
357 ~~————(3) The calculation of the minimum roof area required to meet the 50% threshold shall not~~
358 ~~include the roof area covering a dormer window.~~
359
360 ~~————(4) The minimum vertical rise for a roof shall be 4 feet for each 12 feet of horizontal run over~~
361 ~~any style of dormer windows.~~
362
363 ~~————(5) The minimum vertical rise for a roof shall be 3 feet for each 12 feet of horizontal run over~~
364 ~~non heated space such as porches.~~
365
366 ~~(C) The following appearance standards shall apply to all modular homes erected, constructed,~~
367 ~~installed, placed or otherwise located in R-3 and GUD districts:~~
368
369 ~~————(1) No modular home may be constructed or installed that does not have at least a porch at the~~
370 ~~front entrance of the structure. Such porch shall have a minimum area of 54 square feet, and the calculation~~
371 ~~of such area shall not include any steps.~~
372
373 ~~————(2) The sides of all porches and steps shall be constructed with wood, masonry or concrete, but~~
374 ~~no metal.~~
375
376 ~~————(3) All porches shall have a roof attached to the modular home and shall extend over the entire~~
377 ~~porch.~~
378
379 ~~————(4) The curtain wall or foundation shall have a visible exterior of one of the following: true~~
380 ~~brick or natural stone.~~
381
382 ~~(D) The following appearance standards shall apply to all Class A, Class B and Class C mobile~~
383 ~~homes. No certificate of occupancy may be issued until the Administrator determines that the applicable~~
384 ~~appearance criteria have been met:~~
385
386 ~~(1) Class A mobile homes may be installed in R-1 and R-2 zoning districts with at least the~~
387 ~~following appearance standards:~~
388
389 ~~(a) The curtain wall or foundation shall have a visible exterior of one of the following:~~
390 ~~true brick or natural stone.~~
391
392 ~~(b) 1. The mobile home is to be installed not less than the same distance from the~~
393 ~~right-of-way as any principle structure on an adjacent property on the same side of the roadway.~~
394
395 ~~2. In those instances where an adjoining property has a principal structure located~~
396 ~~inside the required front setback area, and such principal structure is located within 150 feet of the~~
397 ~~proposed site for installation of the Class A mobile home, then the proposed Class A mobile home may be~~
398 ~~installed at a setback equal to the structure on the adjacent property or 25 feet from the right-of-way,~~
399 ~~whichever is greater.~~
400
401 ~~(c) There shall be a front porch to the mobile home having dimensions of not less than~~
402 ~~five feet wide and five feet deep. The rear or side porch shall have dimensions of not less than three feet~~
403 ~~wide and three feet deep. The front and sides of all porches and steps shall be constructed with wood,~~
404 ~~stone, masonry, concrete, or similar looking composite material.~~
405
406 ~~(2) Class B and Class C mobile homes may be installed in the R-1 zoning district and within~~
407 ~~approved mobile home parks subject to the following appearance standards:~~

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- 408
409 (a) The curtain wall shall be of all-weather material covering all exposed underpinning.
410
411 (b) 1. The mobile home is to be installed not less than the same distance from the
412 right-of-way as any principle structure on an adjacent property on the same side of the roadway.
413
414 2. In those instances where an adjoining property has a principal structure located
415 inside the required front setback area, and such principal structure is located within 150 feet of the
416 proposed site for installation of the Class B or C mobile home, then proposed Class B or C mobile home
417 may be installed at a setback equal to the structure on the adjacent property or 25 feet from the right-of-
418 way, whichever is greater.
419
420 (c) There shall be a porch at each entrance to the structure having dimensions of not less
421 than three feet wide and three feet deep. The front and sides of all porches and steps shall be constructed
422 with wood, stone, masonry, concrete, or similar looking composite material.
423
424 (3) Mobile homes that are installed as a change out to an existing mobile home must meet
425 these appearance standards.
426
427

428 **§ 151.232 DESIGN STANDARDS AND CRITERIA.**
429

430 All major subdivisions shall be designed to meet the following requirements:

431 (F) *Drainage.*
432
433

434 (1) Each subdivision shall provide adequate storm drainage for all areas in the subdivision as
435 described in Article 151.400 and the Camden County Stormwater Drainage Design Manual. A
436 combination of storage and controlled release of stormwater run off is required. The release rate of
437 stormwater from all developments shall not exceed the ten year stormwater run off from the area in its
438 natural state (post development vs. pre development). All free flowing storm drainage systems shall be
439 designed to accommodate the run off generated by a ten year design storm or State Department of
440 Transportation (NCDOT) standards if more restrictive and the system will be maintained by NCDOT if the
441 system is located within the NCDOT right of way. Plans must show, at minimum, the following
442 information:
443

- 444 ~~_____ (a) All culvert inverts, including driveway culverts;~~
445
446 ~~_____ (b) Direction of flow;~~
447
448 ~~_____ (c) Elevation data of drainways, ditches, swales and the like to outlet;~~
449
450 ~~_____ (d) Drainage calculations for drainway design within boundaries of proposed subdivision~~
451 ~~and off site, if appropriate; and~~
452
453 ~~_____ (e) Total pre development and post development run off in CFS (cubic foot per second)~~
454 ~~volume leaving development area.~~
455

456 ~~_____ (2) Plans must address maintenance of the drainage system and who will be the responsible~~
457 ~~party to ensure proper maintenance is performed on the drainage system. The plan will be reviewed and~~
458 ~~inspected by county planning and technical review staff.~~
459

460 (J) Lots.

461 (6) Lot Grading - Minimum desirable slope shall be not less than 1%, minimum acceptable slope
462 shall be not less than 0.5%. Construction plans shall provide sufficient grades, ridge lines and directional

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463 arrows to define the proposed drainage pattern of the entire lot. A minimum of seven proposed lot grades
 464 shall be provided; four at the corners; two at the side yard midpoints; and one grade located at the center
 465 of the lot (rear of typical structure location). Intermediate grades will be defined by linear interpolation of
 466 lot grades provided. Note Type A, B, or AB lot drainage for each lot. Overland flow onto adjacent offsite
 467 property is generally unacceptable. Commercial/Industrial subdivision plans shall provide lot grading to
 468 facilitate drainage until final development of individual parcels. Single Family Detached Lot Grading
 469 Policy:

471 (a) Construction plans for all new subdivisions will show proposed lot grades to the nearest
 472 0.1'.

473 (b) An engineer's or land surveyor's certification shall be submitted to the County prior to final
 474 plat approval certifying that lot grades are within 0.4' of proposed grades and a minimum positive slope of
 475 0.25% exists in the direction indicated in the approved plan. Certification may be waived in cases where
 476 approved drainage plans showing existing grades meet the criteria.

477 (c) Lots shall be graded to within 0.1' of the final grade prior to being certified for a Certificate of
 478 Elevation. A minimum grade of 0.5% must be provided on the lot. A certification is required from a Land
 479 Surveyor confirming this lot grading. See the County's "Certificate of Elevation Grade Adjacent to
 480 Structure and Finished Floor of Structure for Compliance with Final Plat."

481 (d) The as constructed elevations of culverts shall be deemed acceptable if the as constructed
 482 invert elevation is within 0.12' of the proposed grade, provided, however, that elevations resulting in a flat
 483 or adverse slope will be deemed unacceptable even if within the 0.12' tolerance.

485 **§ 151.233 REQUIRED MAJOR SUBDIVISION SUBMISSION DOCUMENTS AND**
 486 **INFORMATION.**
 487

	Sketch Plat	Preliminary Plat	Final Plat
Project; Plat Information:			
Drainage calculations in order to comply with state <u>and</u> <u>county</u> stormwater/ <u>drainage</u> regulations		X	

488
 489

490 **FLOODPLAIN MANAGEMENT**

491

492 **§ 151.384 GENERAL STANDARDS.**

493

494 (15) Excavation and filling in the floodplain areas, areas noted as AE in the FIRM maps, may be
 495 allowed at the approval of the Countyt. Cut and fill for new development in the floodplain will only be
 496 acceptable if the net volume available within the floodplain remains the same
 497 (<https://msc.fema.gov/portal/advanceSearch>). The volumes will be judged from one foot contour to the
 498 next. No credit will be provided for excavation below the normal water elevation of the creek or below the
 499 ground water table, whichever is higher. The engineer will provide the areas and volumes at one foot
 500 contour intervals for the existing conditions and demonstrate through volume calculations that the
 501 proposed condition equals or provides more storage volume for the development. The calculation and
 502 demonstration shall begin at the normal elevation, or invert elevation, and proceed by even one foot
 503 increments to the FIRM reported base flood elevation for the immediate area. The cut and fill within the
 504 floodplain area must take place within the general confines of the development or within 500' of the river
 505 station shown on the FEMA maps

506 (16) A parcel which lies within the AE Flood zone and is within a portion of a creek or river which
 507 has riverine hydraulic characteristics, may fill one time only up to five percent (5%) of the flood zone area
 508 within the parcel's boundary. This is a onetime only occurrence and supersedes Item 2 of this Division.

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509 This exception is provided to allow a reasonable engineering design of a property and a connection or
 510 roadway from one area to another. This exception should not be construed to include floodways and non-
 511 encroachment zones. Filling over five percent (5%) will require a balance of cut and fill as dictated by
 512 Item 2 of this Division.

513

514 **DRAINAGE, EROSION CONTROL AND STORMWATER MANAGEMENT**

515

516 **§ 151.400 DRAINAGE.** WHEREAS, the issue of storm water management is of substantial concern to
 517 the Camden County Commissioners and the people of Camden County; and whereas after thorough
 518 reflection and study, the Camden County Commissioners find the following facts:

519 - Given the topography of Camden County its citizens are challenged with storm water runoff
 520 management which can be a danger to health and property.

521

522 - Such topographical slopes as exists in Camden County which can be as modest as zero percent
 523 to two percent over vast areas including those portions of real property which are improved with
 524 residential and commercial structures.

525

526 - Such topography severely limits, if not completely prohibits, storm water runoff and natural
 527 drainage that might be found in other areas of the state.

528

529 - Further, such topography can expose the County and its citizens to standing water and flooding.

530

531 - The elevation of surface waters at drainage outfalls and the hydraulic grade lines within and
 532 outside of a residential or commercial development site are critical to designing storm water systems to
 533 accommodate the often substantial quantities of runoff that could result from hurricanes, tropical storms,
 534 nor'easters and sustained periods of intense rain all of which the County is subject to receive on a frequent
 535 basis.

536

537 - Rain water tends to be held on undeveloped or agricultural land, often standing in agricultural
 538 fields to a depth of several inches for lengthy periods of time which in turn attenuates the flow of water
 539 from agricultural fields thereby reducing agricultural runoff to a greatly lesser amount than what would be
 540 typically expected in other areas of the state.

541

542 - Development of the land, both residential and commercial will change the impervious/pervious
 543 nature and compaction character of the soil and further restrict natural attenuation.

544

545 Now, therefore, based upon the foregoing Findings of Fact, and in the exercise of its Police Powers
 546 granted by the North Carolina General Assembly, the Camden County Board of Commissioners for the
 547 Health, Safety, and Welfare of the public, now legislates the following standards for planning and
 548 construction of stormwater systems for both residential and non-residential developments within this
 549 County.

550

551

552 (A) Stormwater drainage. Each residential/non-residential subdivision or commercial site
 553 plan shall provide adequate storm drainage certified by a North Carolina registered engineer or a North
 554 Carolina Licensed Surveyor, (with proven experience in stormwater drainage) for all areas in the
 555 subdivision.

556

557 (B) Use of the Camden County Stormwater Drainage Manual is mandated by this
 558 ordinance. The methods outlined in the manual are not the only methods acceptable for use. Any
 559 deviations from these methods, however, must still meet or exceed the intended results and be reviewed and
 560 approved by the County.

561

562 (C) A combination of storage and controlled release of stormwater run-off is required.

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563 The release rate of stormwater from all developments shall not exceed the ten-year stormwater run-off from
564 the area in its natural state (post-development vs. pre-development). All free-flowing storm drainage
565 systems shall be designed to accommodate the run-off generated by a ten-year design storm or North
566 Carolina Department of Transportation (NCDOT) standards if more restrictive. Master drainage
567 stormwater studies for developments shall include and make a part of the analysis any previous subdivision
568 of the property which occurred within the five years of the proposed major development.

569
570 (1) Conveyance systems draining over 300 acres shall be designed for the 25 year

571 Storm.

572 (2) Stormwater systems that meet the following criteria will be considered sufficient to
573 accommodate the 10 year storm:

574
575 (a) Acceptable hydraulic grade lines for 10-year storm designs in open drainage

576 systems shall be no higher than 0.25 feet (3") below the edge of pavement.

577
578 (b) Acceptable hydraulic grade lines for 10-year storm designs in closed drainage

579 systems shall be no higher than 0.5 feet (6") below the flow line of the gutter pan

580
581 (c) Additionally, the maximum static elevation of the 100-year flood shall not inundate the
582 lowest centerline point of any proposed road by more than 0.75' (9 inches).

583
584 (D) The following information must be provided as prescribed in the Camden County
585 Stormwater Drainage Manual:

586
587 (1) Elevation survey of entire tract with topo lines at one-foot intervals;

588
589 (2) All culvert inverts (including driveway culverts);

590
591 (3) Direction of flows;

592
593 (4) Downstream analysis (cross-sections) of drainage way to outlet (creek, stream, river and
594 the like) and upstream analysis as stated in Camden's Storm Water Drainage Design Manual;

595
596 (5) Stormwater storage analysis (storing the differential between the outlet ditch capacity at
597 bank full and the 100-year storm event throughout the proposed development area) and show minimum lot
598 elevations;

599
600 (6) Drainage calculations for drainway design within boundaries of proposed subdivision and
601 off-site, if appropriate;

602
603 (7) Show total pre-development and post-development run-off in CFS (cubic feet per second)
604 volume leaving development area;

605
606 (8) Drainage studies shall demonstrate that the retention systems recover the percentage as
607 stated in the County's Storm Water Drainage Design Manual of their maximum 10 year storage within 72
608 hours from the beginning (hour 0) of a Type III storm.

609
610 (9) Along all existing drainage ways within proposed development areas, swales (minimum 6:1
611 side slopes) are preferred over traditional ditches. Swales shall have a 10 foot easement that extends 5 feet
612 on each side of the centerline. Maintenance easements the width of the swale shall be centered over the
613 swale;

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614

615

(10) There shall be a 30-foot drainage/maintenance easement on all lead ditches that carry water from upstream through the development to the outfall;

616

617

618

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(11) If swales are not utilized, then all ditches and canals will require minimum of 30 feet of open space from the top of bank on one side or the other (maintenance area); and

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(12) Developer will be responsible for upgrading drainage system to outlet subject to obtaining permission from all property owners adjacent to the watercourse outlet (See Division 7, paragraph 12 of the Drainage Manual).

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(E) Plans must address maintenance of the drainage system and who will be the responsible party to ensure proper maintenance is performed on the drainage system. The plan will be reviewed and inspected by County Technical Staff members.

628

629

§ 151.401 DEVELOPMENTS MUST DRAIN PROPERLY.

630

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632

633

(A) All developments shall be provided with a drainage system that is adequate to prevent the undue retention of surface water on the development site. Surface water shall not be regarded as unduly retained if:

634

635

636

637

(1) The retention results from a technique, practice or device deliberately installed as part of an approved sedimentation or storm water runoff control plan; or

638

639

640

(2) The retention is not substantially different in location or degree than that experienced by the development site in its pre-development stage unless the retention presents a danger to health or safety.

641

642

(B) No surface water may be channeled or directed into a sanitary sewer.

643

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(C) Whenever practicable, the drainage system of a development shall coordinate with and connect to the drainage systems or drainage ways on surrounding properties or streets.

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(D) Use of drainage swales rather than curb and gutter and storm sewers in subdivisions is provided for in §§ 151.170 through 151.184. Private roads and access ways within unsubdivided developments shall utilize curb and gutter and storm drains to provide adequate drainage if the grade of the roads or access ways is too steep to provide drainage in another manner or if other sufficient reasons exist to require the construction.

651

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(E) Construction specifications for drainage swales, curbs and gutters and storm drains are contained in the County's Stormwater Drainage Manual.

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Adopted by the Board of Commissioners for the County of Camden this 16th day of November, 2015.

658

659

660

661

662

Commissioner Tom White made a motion to approve Ordinance No. 2015-10-01. The motion passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton Riggs and Tom White voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

663

664

665

CONSENT AGENDA

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – November 16, 2015

666
667 Commissioner Garry Meiggs made a motion to approve the consent agenda with
668 closed session minutes from Feb 18th, 2014 and May 5th, 2015. The motion passed
669 5-0 with Chairman McLain, Vice Chair Sandra Duckwall, Commissioners Garry
670 Meiggs, Clayton Riggs and Tom White voting aye; no Commissioner voting no;
671 no Commissioner absent; and no Commissioner not voting.
672

673

674 ***Consent Agenda***

675

675 ***Item 6.A - Draft Minutes***

676

677 2014-02-18 - BOC Closed Session Minutes

678 2015-05-05 - BOC Closed Session Minutes

679

680 ***Consent Agenda***

681

681 ***Item 6.B - Tax Collection Report***

Tax Collection Report					
October 2015					
Day	Amount	Amount	Name of Account	Deposits	Internet
1	17,647.47			17,647.47	
2	23,989.97		\$1.00-Short	23,989.97	
5	20,389.56	27,746.21	\$0.46 -Refund	48,135.77	
6	25,435.92		\$8.17-Refund	25,435.92	
7	143.94				143.94
	18,354.58			18,354.58	
8	22,918.64		\$21.62 -Refund	22,918.64	
9	11,375.20			11,375.20	
12	40,471.01			40,471.01	
13	10,521.47			10,521.47	
14	9,785.29			9,785.29	
15	374,721.63		\$702.09 -Refund	374,721.63	
16	10,977.02			10,977.02	
19	17,000.00			17,000.00!	
	25,255.89	4,469.55	\$17.21 -Refund	29,725.44	
20	16,771.02		\$3.25 -Refund	16,771.02	
21	61		\$0.92 -Refund		61.00
	2,852.06			2,852.06	
22	9,490.27		\$70.03 - Refund	9,490.27	
23	9,617.45			9,617.45	
26	26,626.15			26,626.15	
27	16,786.12			16,786.12	
28	7,763.62			7,763.62	
29	978.79		\$0.01 - Refund		978.79
	9,403.67			9,403.67	
30	160				160.00
	21,872.85		\$0.40 -Refund	21,872.85	

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – November 16, 2015

	2,782.20			2,782.20	
	\$754,152.79	\$32,215.76		\$785,024.82	\$1,343.73
	\$786,368.55			\$786,368.55	
	-\$824.16	Refund			
	\$0.00	Over			
	\$0.00				
	\$785,545.39				

682

683

Consent Agenda

684

Item 6.C - Tax Refunds, Pickups, & Releases

685

NAME	REASON	TYPE NO.
Albemarle Electric	\$198.80 Release - should be exempt	Pick/Up-18170 R-87350-15
Albemarle Electric	\$172.87 Refund - should be exempt	Pick/Up-18171 R-80237-15
Albemarle Electric	\$172.87 Refund - should be exempt	Pick/Up-18172 R-66318-13
Albemarle Electric	\$172.87 Refund - should be exempt	Pick/Up-18173 R-59480-12
Basile Joseph Malloy	\$140.88 Refund - Military exempt	Pick-Up-18177 28403477
J. C. Rountree Sr.	\$225.09 Adjustment- land use correction	Pick-Up-18156 R-88947-15

686

North Carolina Vehicle Tax System

NCVTS Pending Refund report

Name	Refund Type	Transaction	Description	Reason	Jurisdiction	Levy Type	Change	Interest	Total
Malloy, Basile	Adjustment > = \$100	37407546	Adjustment	Military	1843	Tax	(\$130.36)	(\$8.48)	(\$138.84)
					1	Tax	(\$1.92)	(\$0.12)	(\$2.04)
								Refund	(\$140.88)

687

688

Consent Agenda

689

Item 6.D - Volunteer Forms

690

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – November 16, 2015

Name: Anna Smith
 Township you live in: Camden
 Telephone (home): 252-340-0750 (business): _____
 Email address: anna.smith@gmail.com
 Are you a registered voter? Yes No
 Have you ever been convicted of a felony? Yes No
 Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: Master in Library Science from ECU
 Board or Commissions upon which you are interested in serving: Library Board
 As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thank for your interest in Camden County Government.
 Signature: Anna Smith Date: 10/22/15
 May 15 

691
692

693

694 **Commissioner's Report**

695

696 Commissioner Garry Meiggs mentioned the following items of interest:

- 697 • Attended justice and public safety steering committee meeting in Raleigh
 698 last week
 699 ○ Lack of mental health resources in North Carolina
 700

701 Chairman Michael McLain mentioned that Trillium authorized 4.8 million dollar

- 702 • Health Benefits for life
 703 • 20% pay increase to Leza Wainwright
 704 • Ms. Wainwright is now authorized to give her staff up to 25% pay increases
 705 without board approval
 706

707 **County Manager's Report**

708

709 County Manager Mike Renshaw had the following items to report:

- 710 • Big thank you to Jay Cuthrell and his carpentry class for renovating the
 711 museum display cases
 712 ○ The display cases look GREAT!!
 713 • The annual "Christmas Tree Lighting" will be December 4th at 5:30 PM
 714

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – November 16, 2015

715 Commissioner Garry Meiggs directed staff to send Mr. Cuthrell and his
716 carpentry class a thank you letter for the good work on the Museum Display
717 cases.

718

Information from Board and Staff

720

721 The following items were provided to the Board for their information, and a copy
722 of these items is maintained in the Clerk's office.

723

724 A. Register of Deeds Report – October

725 B. Youth Forum Sponsorship Letter

726 C. SPCA Meeting Minutes - October

727 D. NCDOT Newsletter – November 2015

728 E. ECSU ranks in top 20 for best value

729 F. 2016 Holiday Schedule – NC Administrative Office of the Courts

730 G. 2017 Holiday Schedule – NC Administrative Office of the Courts

Meeting Adjourned

732

733 At 7:50 PM, Chairman Michael McLain asked if there were any other matters to
734 come before the Board of Commissioners, hearing none, and by acclamation the
735 meeting was adjourned.

736

737

738

Chairman Michael McLain

739

Camden County Board of Commissioners

740

741 ATTEST:

742

743

744

745

Angela L. Wooten

746 Clerk to the Board

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

CONSENT AGENDA

Item Number: 7.B
Meeting Date: 2/1/2016
Submitted By: Stephanie Humphries,
 Finance Director

ITEM TITLE: **Budget Amendment**

Attachments: 15-16-BA012 (PDF)

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

No salary line items may be amended without board approval. Attached adjusts salary line item in Governing Board Department due to increase in number of Commissioners attending meetings and number of meetings attended over previous year.

RECOMMENDATION:

Review and Approve

2015-16-BA012
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, 2016.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses			
104100-501000	Board Members Salaries	\$9,300	
104100-504100	Attorney Fees		\$7,500
104100-505000	FICA		\$711
104100-512000	Printing		\$200
104100-526000	Advertising		\$700
104100-553000	Dues & Subscriptions	\$342	
104100-557000	Miscellaneous		\$1,453
104100-566000	Capital Outlay – Inv		\$500

This Budget Amendment is made to amend expenditure line items in Governing Body Department. No salary line items may be amended without board approval.

This will result in a decrease of \$0 in the Contingency of the General Fund.

Balance in Contingency \$22,500.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 1st day of February, 2016.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

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

CONSENT AGENDA

Item Number: 7.C
Meeting Date: 2/1/2016
Submitted By: Angela Wooten,
 Clerk to the Board

ITEM TITLE: **CCS Budget Amendments**

Attachments: School Budget amendments 1 (PDF)
 School Budget amendments 2 (PDF)
 School Budget amendments 3 (PDF)
 School Budget amendments 4 (PDF)

SUMMARY:

Attached are 4 Budget Amendments from the Administrative Office of Camden County Schools

RECOMMENDATION:

Review and Approve

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

Budget Amendment

Camden County Schools Administrative Unit

Child Nutrition Fund

The Camden County Board of Education at a meeting on the 14th day of January 2016 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

Code Number	Description of Code	Amount										
		Increase	Decrease									
7200	Child Nutrition Services		.00									
<p>Explanation: Reduce revenue and budget to more actual figures</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Appropriation in Current Budget</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">781,230.00</td> </tr> <tr> <td>Amount of Increase/(Decrease) of Above Amendment</td> <td></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>Total Appropriation in Current Amended Budget</td> <td></td> <td style="text-align: right;">781,230.00</td> </tr> </table>				Total Appropriation in Current Budget	\$	781,230.00	Amount of Increase/(Decrease) of Above Amendment		.00	Total Appropriation in Current Amended Budget		781,230.00
Total Appropriation in Current Budget	\$	781,230.00										
Amount of Increase/(Decrease) of Above Amendment		.00										
Total Appropriation in Current Amended Budget		781,230.00										

Passed by majority vote of the Board of Education of Camden County Schools on the 14th day of January 2016.



Chairman, Board of Education



Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____ 20__.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

BUDGET AMENDMENT
January 14, 2016

5. Child Nutrition Fund

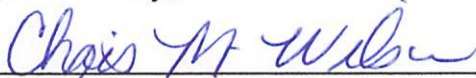
- A. We have reviewed our budget and find that we must transfer funds to cover budgeted line items including the legislative bonus that had to be paid in December 2015. We request your approval of the following amendment.

Child Nutrition

7200.035.180	2015-16 Bonus Pay	\$	+	7,995.00
7200.035.211	Emp Soc Sec Costs		-	2,995.00
7200.035.221	Emp Retirement Costs		-	2,500.00
7200.035.233	Emp Unemployment Costs		-	2,500.00
7200.035.411	Supplies & Materials		+	2,000.00
7200.035.418	Computer Software & Supplies		+	5,750.00
7200.035.451	Food Purchased		-	5,250.00
7200.035.453	Food Processing Supplies		-	2,500.00

Total – Child Nutrition				\$	+	.00
=====						

Passed by majority vote of the Board of Education of Camden County on the 14th day of January, 2016.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit


Capital Outlay Fund

The Camden County Board of Education at a meeting on the 14th day of January, 2016, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

Code Number	Description of Code	Amount	
		Increase	Decrease
65500	Category III Projects		102,709.33
Explanation:			
	Total Appropriation in Current Budget	\$	496,048.33
	Amount of Increase / (Decrease) of Above Amendment		- 102,709.33
	Total Appropriation in Current Amended Budget	\$	393,339.00

Passed by majority vote of the Board of Education of Camden County Schools on the 14TH day of January 2016 .



Chairman, Board of Education



Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____ 2 ____.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

BUDGET AMENDMENT
January 14, 2016

4. Capital Outlay Fund

- A. We have reviewed this area of the budget and find that we must transfer funds to cover expenses within the programs. We request your approval of the following amendment.

Category I Projects

9112.077.529	Painting & Floor Covering	\$ - 1,521.00
9113.077.529	Paving & Fencing	+ 5,070.00
9130.077.529	Canopy Addition	- 4,100.00
9135.077.311	Gym Floor Refinishing	- 1,123.00
9136.077.529	Playground Enlargement	+ <u>1674.00</u>

Total – Category I Projects	\$ + .00
	=====

- B. We must decrease our budget for the funds not received for the purchase of a yellow bus from an allotment from NCDPI that will not be sent due to the bus being paid in full. We request your approval of the following amendment.

Category III Projects

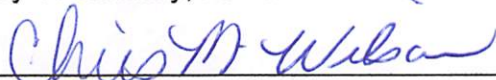
6550.120.551	Purchase of School Bus	\$ - <u>102709.33</u>
--------------	------------------------	-----------------------

Total – Category III Projects	\$ - 102,709.33
	=====


4.3400.120 Revenue – State Allocation Funds	\$ + 102,709.33
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Total – Revenue	\$ + 102,709.33
	=====

Passed by majority vote of the Board of Education of Camden County on the 14th day of January, 2016.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment

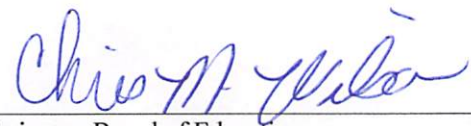

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 14th day of January, 2016 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	8,334.00	
5200	Special Instructional Programs		7,843.00
5300	Alternative Program & Services	7,843.00	
5800	School Based Support Services	8,550.00	
6400	Technology Support Services	160.00	
6500	Operational Support Services		16,700.00
6900	Policy, Leadership, Pub Relation	80.00	
Explanation:			
Total Appropriation in Current Budget		\$	917,496.00
Amount of Increase/Decrease of Above Amendment			424.00
Total Appropriation in Current Amended Budget		\$	917,920.00

<p>Passed by majority vote of the Board of Education of Camden County on the 14th day of January 2016.</p> <p></p> <p>_____ Chairman, Board of Education</p> <p></p> <p>_____ Secretary, Board of Education</p>	<p>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 ____ day of _____ 20____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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BUDGET AMENDMENT
January 14, 2016

8. Other Local Current Expense Fund

- A. We have received our final allotment from NC Arts Council and must increase our budget to reflect the receipt of these funds. We request your approval of the following amendment.**

NC Arts Council

5110.441.311 Contracted Services	\$	+	<u>424.00</u>
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Total – NC Arts Council	\$	+	424.00 =====
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3200.441 Revenue – NC Arts Council	\$	-	424.00 =====
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- B. We have reviewed this area of the budget and must transfer funds within the budgeted areas of this program. We request your approval of the following amendment.**

Children with Special Needs

5210.849.311 Contracted Services	\$	-	6,000.00
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5210.849.332 Travel		+	20.00
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5210.849.411 Instructional Supplies		-	863.00
-------------------------------------	--	---	--------

5210.849.418 Computer Software & Supplies		-	1,000.00
---	--	---	----------

5350.849.121 Salary – Teacher		-	7,000.00
-------------------------------	--	---	----------

5350.849.132 Salary – Extended School Year-Speech		+	6,073.00
---	--	---	----------

5350.849.198 Salary – Extended School Year Tchr		+	7,303.00
---	--	---	----------

5350.849.211 Emp Soc Sec Costs		+	492.00
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5350.849.221 Emp Retirement Costs		+	<u>975.00</u>
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Total – Children with Special Needs	\$	+	.00
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- C. We have reviewed this area of the budget and must transfer funds within the program area for salaries, benefits and computer related purchases. We request your approval of the following amendment.**

Computer Tech

5110.905.461 Pur of Non-Cap Comp Equipment	\$	+	910.00
--	----	---	--------

5110.905.462 Pur of Non-Cap Comp Hdwe		+	7,000.00
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5860.905.146 Salary – Computer Tech		+	7,560.00
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5860.905.211 Emp Soc Sec Costs		+	180.00
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5860.905.221 Emp Retirement Costs		+	361.00
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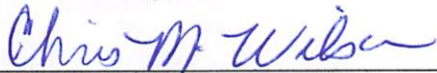
5860.905.231 Emp Hosp Ins Costs		+	449.00
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6400.905.312 Workshop Expenses		+	160.00
--------------------------------	--	---	--------

BUDGET AMENDMENT
Other Local Current Expense Fund
January 14, 2016, Page 2

6510.905.341	Telephone for Telecommunications	-	17,000.00
6550.905.461	Pur of Non-Cap Comp Equipment	+	300.00
6940.905.461	Pur of Non-Cap Comp Equipment	+	<u>80.00</u>
Total – Computer Tech		\$ +	.00

Passed by majority vote of the Board of
Education of Camden County on the 14th
day of January, 2016.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit


Local Current Expense Fund


The Camden County Board of Education at a meeting on the 14th day of January, 2016 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		29,230.00
5200	Special Instructional Programs	16,123.00	
5300	Alternative Program & Services		150.00
5400	School Leadership Services	400.00	
5800	Alternative Programs	2,275.00	
6100	Reg Curricular Prog Support		3,500.00
6300	Alternative Prog. Support Serv	150.00	
6500	Operational Support Services	3,356.00	
6600	Financial & Hum Resources	1,854.00	
6900	Policy, Ldrshp, & Pub Relations	639.00	
7100	Reg Community Services	3,177.00	
7200	Nutrition Services	4,996.00	
Explanation:			
Total Appropriation in Current Budget		\$	2,326,232.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	2,326,232.00

Passed by majority vote of the Board of Education of Camden County on the 14th day of January 2016.


Chris M. Wilson
Chairman, Board of Education


Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20 ____.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

BUDGET AMENDMENT
January 14, 2016

2. Local Current Expense Fund

- A. We have reviewed this program area and find that we must increase our budget to cover the amount that will need to be transferred to charter schools in the 2015-16 fiscal year.**

Charter School Funding

8100.036.717 Transfer to Charter Schools \$ + 4,996.00

Total – Charter School Funding \$ + 4,996.00

- B. We have reviewed this area of the budget and must transfer funds to cover of workshop participants, benefits, substitutes and move funds to cover the charter school funding. We request your approval of the following amendment.**

Classroom Support

5110.842.196 Workshop Participant \$ + 50.00

5110.842.221 Emp Retirement Costs + 192.00

5110.842.311 Contracted Services - 7,641.00

5110.842.413 Other Textbook Purchases + 1,083.00

5210.842.162 Substitute Pay + 600.00

5210.842.211 Emp Soc Sec Costs + 60.00

5810.842.162 Substitute Pay + 600.00

5810.842.211 Emp Soc Sec Costs + 60.00

Total – Classroom Support \$ - 4,996.00

- C. We have reviewed this area of the budget and must transfer funds within the budget to cover costs. We request your approval of the following amendment.**

At-Risk Programs

5330.847.332 Travel – Homebound Tutor \$ + 60.00

5330.847.418 Comp Software & Supplies - 210.00

6300.847.312 Workshop Expenses + 150.00

Total – At-Risk Programs \$ + .00

- D. We have reviewed this area of the budget and find that we must transfer funds to make a code correction for coaching supplements and cover employee insurance costs. We request your approval of the following amendment.**

Athletics

5500.850.181 Coaching Supplements \$ + 57,000.00

BUDGET AMENDMENT
Local Current Expense Fund
January 14, 2016, Page 2

5500.850.192	Supplement – Athletic Director	-	57,000.00
5500.850.221	Emp Retirement Costs	-	900.00
5500.850.231	Emp Hosp Ins Costs	+	<u>900.00</u>
Total – Athletics		\$ +	.00

- E. We have reviewed this area of the budget and find that we must transfer funds to cover costs within this program area. We request your approval of the following amendment.

Office of The Superintendent

6940.865.319	Other Professional/Tech Services	\$ +	7,000.00
6940.865.326	Cont Repair & Mtce – Equip	+	70.00
6940.865.361	Membership Dues & Fees	+	2,135.00
6940.865.372	Vehicle Liability Insurance	-	4,006.00
6940.865.375	Clerical Surety Bonds	-	2,123.00
6940.865.422	Repair Parts – County Vehicle	-	2,000.00
6940.865.423	Gas – County Vehicles	-	1,000.00
6940.865.424	Oil – County Vehicles	+	10.00
6940.865.425	Tires & Tubes	+	250.00
6940.865.459	Other Administrative Costs	-	1,000.00
6940.865.551	Sales Tax – County Vehicle Purchase	+	658.00
6940.865.552	License & Title – County Vehicle	+	<u>6.00</u>
Total – Office of The Superintendent		\$ +	.00

- F. We have reviewed this area of the budget and must transfer funds in to gove the costs of software data conversion. We request your approval of the following amendment.

Fiscal Services

6610.875.319	Other Professional/Tech Services	\$ +	<u>1,479.00</u>
Total – Fiscal Services		\$ +	1,479.00

- G. We have reviewed this area of the budget and must transfer funds within the budgeted areas to cover costs We request your approval of the following amendment.

Other Employee Benefits

5110.910.233	Emp Unemployment Costs	\$ +	3,500.00
6110.910.232	Emp Worker's Comp Ins Costs	+	15,517.00

BUDGET AMENDMENT

Local Current Expense Fund

January 14, 2016, Page 3

6110.910.233	Emp Unemployment Costs	-	19,017.00
6550.910.211	Emp Soc Sec Costs	+	40.00
6550.910.233	Emp Unemployment Costs	-	40.00
6940.910.233	Emp Unemployment Costs	-	1,855.00
6940.910.239	Heart/Storke/Vis/Disability – Employer	+	<u>1,855.00</u>
Total – Other Employee Benefits		\$ +	.00

H. We have reviewed this area of the budget and find that we must transfer funds to cover software conversion in Fiscal Services as well as the Legislative mandated Bonus Pay for local employees plus benefits. We request your approval of the following amendment.

Additional Pay

5110.911.180	Bonus Pay	\$ +	75.00
5110.911.181	Supplemental Pay	-	23,463.00
5110.911.188	Annual Leave Pay Off	-	200.00
5110.911.211	Emp Soc Sec Costs	-	1,500.00
5110.911.221	Emp Retirement Costs	-	1,208.00
5110.911.231	Emp Hosp Ins Costs	+	192.00
5210.911.180	Bonus Pay	+	2,625.00
5210.911.231	Emp Hosp Ins Costs	+	130.00
5240.911.181	Supplemental Pay	+	10,000.00
5240.911.211	Emp Soc Sec Costs	+	700.00
5240.911.221	Emp Retirement Costs	+	1,532.00
5240.911.231	Emp Hosp Ins Costs	+	476.00
5330.911.180	Bonus Pay	+	375.00
5330.911.181	Supplemental Pay	-	375.00
5400.911.181	Supplemental Pay	-	1,000.00
5400.911.231	Emp Hosp Ins Costs	+	1,000.00
5840.911.180	Bonus Pay	+	1,500.00
5840.911.211	Emp Soc Sec Costs	+	115.00
6540.911.180	Bonus Pay	+	188.00
6540.911.211	Emp Soc Sec Costs	+	15.00
6580.911.180	Bonus Pay	+	3,000.00
6580.911.211	Emp Soc Sec Costs	+	153.00
6620.911.180	Bonus Pay	+	375.00
6940.911.180	Bonus Pay	+	608.00
6940.911.211	Emp Soc Sec Costs	+	31.00
7100.911.180	Bonus Pay	+	3,000.00
7100.911.211	Emp Soc Sec Costs	+	<u>177.00</u>

BUDGET AMENDMENT
 Local Current Expense Fund
 January 14, 2016, Page 4

Total – Additional Pay \$ - 1,479.00


- I. We have reviewed this area of the budget and must transfer funds to cover workshop expenses within the program area. We request your approval of the following amendment.


Staff Development

5110.912.163	Substitute Pay	\$ +	160.00
5110.912.196	Workshop Participant	+	1,000.00
5110.912.211	Emp Soc Sec Costs	+	67.00
5110.912.221	Emp Retirement Costs	+	158.00
5110.912.311	Contracted Services	+	1,650.00
5110.912.312	Workshop Expenses	-	2,035.00
5110.912.361	Membership Dues & Fees	-	1,400.00
5400.912.312	Workshop Expenses	+	<u>400.00</u>

Total – Staff Development \$ + .00

Passed by majority vote of the Board of Education of Camden County on the 14th day of January, 2016.


 Chairman, Board of Education


 Secretary, Board of Education

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

CONSENT AGENDA

Item Number: 7.D
Meeting Date: 2/1/2016
Submitted By: Tax Department

ITEM TITLE: Tax Collection Report

Attachments: Tax Collection Report (PDF)

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

Tax Collection Report – December 2015

RECOMMENDATION:

Review and Approve

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

CONSENT AGENDA

Item Number: 7.E
Meeting Date: 2/1/2016
Submitted By: Tax Department

ITEM TITLE: **Pickups, Releases & Refunds**

Attachments: Pickups, Releases & Refunds (PDF)

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

Tax Pickups, Releases & Refunds

RECOMMENDATION:

Review and Approve

<u>NAME</u>	<u>REASON</u>	<u>TYPE NO.</u>
Melva T. Hardison	\$304.75 Value correction as per Bob (Revaluation)- for refund	Pick-Up - 18592 R - 90439-15
Jeremy L. Williams	\$268.82 Value correction as per Bob (Revaluation)- adjustment	Pick-Up - 18583 R-94095-15
Robert Anthony Swinski	\$206.82 Turned in plate - for refund	Pick-Up - 18582 29003900 (new bill)
Coast to Coast Powder Coating	\$994.39 Release, did not own equipments as of Jan. 2011	Pick-Up - 18538 P - 7533 -11

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

CONSENT AGENDA

Item Number: 7.F
Meeting Date: 2/1/2016
Submitted By: Angela Wooten,
 Clerk to the Board

ITEM TITLE: Volunteer Application CEDC

Attachments: CEDC Vol App - Jennings (PDF)

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

We have received the attached volunteer application for a vacancy on the CEDC.

RECOMMENDATION:

Review and Recommend Appointment



Application for Citizen Service -Volunteer Form

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 330 East HWY 158, and mail to: P.O. Box 190, Camden, North Carolina 27921 or e-mail mrenshaw@camdencountync.gov.

Name: JEFFREY B. JENNINGS

Mailing Address: 632 LAMBS Rd.

Township you live in: CAMDEN

Telephone (home): 252-338-3839 (business): 252-338-6401

Email address: j-b-jennings@hotmail.com

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission:

PAST COMMISSIONER

Boards or Commissions upon which you are interested in serving: CEDC

As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government

Signature:  Date: 1/20/16

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

CONSENT AGENDA

Item Number: 7.G
Meeting Date: 2/1/2016
Submitted By: Michael Renshaw,
 County Manager

ITEM TITLE: **Contract for the Purchase and
 Sale of Real Property**

Attachments: Williams Farms Purchase Contract (PDF)

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

The County Attorney, in collaboration with the County Manager and Seller’s agent, has developed the attached Contract for the Purchase and Sale of Real Property. The purchase of the listed Tract 1 and Tract 2 from William Farms of NC is necessary for the construction of the Courthouse Area Wastewater Treatment Plant in accordance with the approved 2016-2020 Capital Improvement Plan.

The County’s purchase of the listed Tract 1 and Tract 2 is contingent upon the performance of a Phase 1 Environmental Site Assessment to be completed at the County’s expense indicating that the site is not burdened by any environmental issues that would preclude the intended use by the County.

RECOMMENDATION:

The County Manager recommends that the Board of Commissioners approve the attached Contract and authorize the County Manager to execute same.

NORTH CAROLINA
CAMDEN COUNTY

CONTRACT FOR THE PURCHASE AND SALE
OF REAL PROPERTY

This Contract, made and entered into this the ____ day of _____, 2016 by and between Williams Farms of North Carolina, LLC, a North Carolina Limited Liability Company (hereinafter Seller) and Camden County, a body politic, and political subdivision of the State of North Carolina (hereinafter Purchaser).

RECITALS

1. Seller is the fee simple title owner of a certain tract of real estate situate in Courthouse Township, Camden County, North Carolina, consisting of 36.4 acres hereinafter designated as “Tract One” and a second adjacent tract leading from U.S. Highway 158 East to Tract One, which is hereinafter referred to as “Tract Two”. Both tracts are more particularly described in this Contract of Purchase and Sale by metes and bounds.

2. Sellers desire to sell said tracts and Purchaser desires to purchase the same.

3. The parties likewise desire to set forth in this contract the terms of their bargain.

NOW, THEREFORE, for and in consideration of one dollar and other good and valuable considerations, the receipt of which is hereby acknowledged, and

the mutual covenants hereinafter expressed, the parties do agree to purchase and sell the subject property on the following terms and conditions:

SECTION ONE

SUBJECT PROPERTY

The property being sold in two tracts is hereby identified pursuant to a survey prepared by Jason A. Mizelle, PLS, Registered Land Surveyor, under date of _____ as follows:

Tract One: (34.78 acre tract as described by metes and bounds)

Tract Two: (metes and bounds description of the roadway access easement consisting of .390 acres)

SECTION TWO

PURCHASE PRICE AND TERMS

On or before the expiration of ninety days subsequent to the execution of this Contract, Purchaser shall pay to Seller the sum of \$7,500.00 per acre in certified funds or a negotiable instrument satisfactory to Seller, the same being \$260,850 for Tract One and \$2,925 for Tract Two, or \$263,775.00 total.

SECTION THREE

OBLIGATIONS OF SELLER

Seller shall provide a Warranty Deed, in form satisfactory to Purchaser, conveying the subject properties to Purchaser free and clear of all encumbrances, excepting only *ad valorem* taxation, which shall be prorated as of the date of closing. The expense of deed preparation, and the payment of

revenue stamps and the Camden County land transfer tax, shall be paid by Seller.

Seller shall also provide to Purchaser documentation Seller is authorized to make this conveyance on the terms and conditions expressed herein and that any individual or individuals signing on behalf of Seller are authorized by Seller to do so.

Tract One above described contains multiple buildings which will be removed by Purchaser in order to make the subject property amenable to Purchaser's intended use of a waste water treatment plant facility. Seller shall pay to Purchaser a sum of up to \$20,000.00 for the removal of said buildings. This shall be accomplished by presentation of a bill to Seller by Purchaser itemizing its actual cost in removal of the buildings including any fees or costs associated with transporting building, materials and components to an appropriate solid waste disposal facility and payment of that amount within thirty days. In the event the total cost does not exceed \$20,000.00, Seller shall not be obligated to pay any excess over such cost. Purchaser shall have sole authority as to selection of contractors and disposal facilities.

SECTION FOUR

RESERVATION OF EASEMENT

It is understood between the parties Tract Two will serve as an access from U.S. Highway 158 to Tract One. Likewise, Tract Two may serve as an access to other adjacent property owned by Seller which may subsequently be developed. Accordingly, the conveyance of Tract Two at Seller's election, may

be subject to a reservation of an easement by Seller for egress and ingress access to his adjacent properties. Said easement may be perpetual and run with the land.

SECTION FIVE

ENVIRONMENTAL STUDY – CONTINGENCY

Promptly on execution of this contract Purchaser, at its sole expense, shall initiate environmental testing described within the industry as a “Phase One Environmental Impact Study”. Seller shall cooperate with Purchaser’s environmental experts, agents and employees in the conduct of this study by allowing access to the land and providing documentation requested, if Seller has access to the same.

This study shall be completed not later than March 11, 2016. In the event the study reveals, in Purchaser’s sole discretion, the subject real property is burdened by environmental issues so as to make the land, in its current condition, unsuitable for its intended use, a waste water treatment facility, Purchaser will be relieved of any and all obligations contained herein.

Purchaser shall upon request, furnish a copy of the report to Seller. At Seller’s election, Seller shall be given thirty days to cure the concerns of Purchaser.

Failure of Purchaser to complete the study and advise Seller of its intent to withdraw from this agreement by March 16, 2016 shall be a waiver of this contingency.

SECTION SIX

PURCHASER'S OBLIGATIONS

In addition to the aforementioned compensation and timely payment of the same, Purchaser shall furnish to Seller documentation the Camden County Board of Commissioners have approved this agreement and budgeted funds necessary to complete this transaction.

In the event Seller elects the easement previously discussed, Purchaser shall be responsible for maintaining the easement so as to make it an accessible non-exclusive pathway for use by Seller as an appurtenance to its adjacent property. Maintenance shall be at Purchaser's expense and shall be maintained in a manner as Purchaser in its sole discretion deems appropriate. Provided, however, such maintenance shall be adequate, safe and presentable in appearance to serve Seller's needs as previously explained. Nothing herein shall require Purchaser to maintain the pathway in excess of a 45-foot width or to pave the same. Taxation on "Tract Two" shall be solely Purchaser's responsibility.

SECTION SEVEN

MEMORANDUM OF CONTRACT

Executed simultaneously with this document is a Memorandum of Purchase and Sale which either party may record in the Public Registry of Camden County pending closing.

SECTION EIGHT

ATTORNEY'S FEES

Each party shall be responsible for their own attorney's fees in connection with the review, negotiation, title examination, document preparation and execution of this Agreement as well as the completion of its terms.

IN TESTIMONY WHEREOF, said parties have executed this Contract in duplicate originals, one of which is retained by each of the parties, the day and year first above written.

SELLER

**WILLIAMS FARMS OF
NORTH CAROLINA, LLC**

PURCHASER

COUNTY OF CAMDEN

By: _____

Managing Member

By:

Michael Renshaw
County Manager

This instrument has been pre-audited in the manner required by the Local Government Budget Fiscal Control Act.

By: _____
Finance Officer
Camden County, North Carolina

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

CONSENT AGENDA

Item Number: 7.H
Meeting Date: 2/1/2016
Submitted By: Stephanie Humphries,
 Finance Director

ITEM TITLE: Board Member Salaries

Attachments: Draft Res No. 2016-02-02 (PDF)

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

Update to the federal mileage reimbursement rate. Non-taxable Mileage reimbursement allowed at the Federal Mileage Reimbursement Rate. Rate in excess is subject to withholding and reported as wages. Change to schedule is to adjust the current rate to the new IRS rate for 2016. "Per diem or other fixed allowance. You may reimburse your employees by travel days, miles, or some other fixed allowance under the applicable revenue procedure. In these cases, your employee is considered to have accounted to you if your reimbursement doesn't exceed rates established by the Federal Government. The 2015 standard mileage rate for auto expenses was 57.5 cents per mile. The rate for 2016 is 54 cents per mile. The government per diem rates for meals and lodging in the continental United States can be found by visiting the U.S. General Services Administration website at www.GSA.gov and entering "per diem rates" in the search box. Other than the amount of these expenses, your employees' business expenses must be substantiated (for example, the business purpose of the travel or the number of business miles driven).

For information on substantiation methods, see Pub. 463. If the per diem or allowance paid exceeds the amounts substantiated, you must report the excess amount as wages. This excess amount is subject to income tax withholding and payment of social security, Medicare, and FUTA taxes. Show the amount equal to the substantiated amount (for example, the nontaxable portion) in box 12 of Form W-2 using code "L."

RECOMMENDATION:

Approve amended salary and compensation schedule.

RESOLUTION No. 2016-02-02**A RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS TO
AMEND SALARIES AND COMPENSATION FOR VARIOUS BOARDS AND
COMMISSIONS FOR FISCAL YEAR 2015-2016**

Whereas, the Camden County Board of Commissioners desires to provide reasonable compensation for service on various boards and commissions of the County;

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 1st day of February 2016 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 January 1, 2016 and ending June 30, 2016 (FY2015-2016),

Section 1: BOARD OF ELECTIONS

Chairman Meeting compensation \$50 for meeting with Board. \$50 per day for Election Day, canvass day, and instruction day plus mileage.

Board Members Meeting compensation \$40 per meeting with Board. \$40 per day on Election Day and canvass day plus mileage.

Chief Judge \$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 \$20 for instruction day. Election Day at \$120.00 per day.

Assistants Election Day at \$100.00 per day. \$20 for instruction day.

Section 2: BOARD OF COMMISSIONERS

Chairman \$550.00 per month plus mileage.

Vice-chairman/
Board Member \$525.00 per month plus mileage

Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four hours and out of the county (35 mile radius of the Courthouse). Special meetings and budget work sessions in addition to the two regularly scheduled Board of Commissioners meetings will be compensated \$75 and up to \$75 for attendance at other board meetings that they have been appointed to and not already compensated for by those boards.

Section 3: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS
\$30.00 per meeting plus mileage.

Section 4: SOCIAL SERVICES BOARD

Chairman \$35.00 per meeting plus mileage.

Board Members \$30.00 per meeting plus mileage.

Section 5: ALBEMARLE COMMISSION APPOINTMENT
\$30.00 per meeting plus mileage and meal if required.

Section 6: AGING ADVISORY COUNCIL
\$30.00 per meeting plus mileage and meal if required.

Section 7: RECREATION BOARD
\$30.00 per meeting plus mileage.

Section 8: JURY COMMISSION
\$ 7.25 per hour for hours worked compiling jury list.

Section 9: ECONOMIC DEVELOPMENT BOARD
\$30.00 per meeting plus mileage.

Section 10: SENIOR CENTER BOARD
\$30.00 per meeting. No travel

Section 11: LIBRARY BOARD (Added 9/3/13)
\$30.00 per meeting. No travel

Section 12: AGRICULTURAL ADVISORY BOARD (Added 9/3/13)
No Compensation

Section 13: MILEAGE REIMBURSEMENT
Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15.

This the 1st day of February 2016.

P. Michael McLain, Chair
Camden County Board of Commissioners

ATTEST:

Angela L. Wooten, Clerk to the Board
Camden County Board of Commissioners

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

CONSENT AGENDA

Item Number: 7.I
Meeting Date: 2/1/2016
Submitted By: Stephanie Humphries,
 Finance Director

ITEM TITLE: Budget Amendment

Attachments: 15-16-BA013 (PDF)

SUMMARY:

Budget Amendment for an increase in the original purchase price estimate for Camden Core Wastewater Treatment Plant.

RECOMMENDATION:

Review and Approve

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

2015-16-BA013
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, 2016.

Section 1. To amend the General Fund, Capital Projects Fund and SO Camden/Water Sewer District Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
307500-574202	County Contribution	\$88,775	
307500-574202	CWTP-Property Purchase	\$88,775	
106900-597200	Capital Projects	\$325,000	
10399400-439900	Fund Balance Appropriated	\$325,000	
716600-599900	Fund Reserves		\$88,775
716600-574202	CWTP-Property Purchase	\$88,775	

This Budget Amendment is made to amend expenditure line items for purchase of property for a Wastewater Treatment Plant.

This will result in a decrease of \$0 in the Contingency of the General Fund.

Balance in Contingency \$22,500.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 1st day of February, 2016.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

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

CONSENT AGENDA

Item Number: 7.J
Meeting Date: February 1, 2016
Submitted By: Sheriff

ITEM TITLE: Surplus Property

Attachments: Surplus 2006 Ford Crown.pdf

SUMMARY:

Request for surplus property

RECOMMENDATION:

Approve Request

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

Surplus Property Request

Requested by:

Sell **Dispose**

Department:

Item:

Disposal Method:

Suggested Value:

Reason for surplus:

Item Description

2006 Ford Crown Vic., White in color, miles 167,680, Vin # 2FAFP71W56X151482, V8 4Liter, automatic, Power Steering, Tilt Wheel, A/C, Power windows & Doors, Cruise Control, Dual Air Bags, AM/FM radio. Over all condition is fair, runs good, has paint chipping off.

Manager Approval

Disposal Method:

Value:

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

GovDeals Vehicle Inspection Form

Inventory ID _____	Asset Number _____	Fair Market Value: _____
Short Description: Year <u>2006</u> Make <u>Ford</u> Model <u>Crown</u>		
Please fill in or check Long Description:		
This vehicle: <input checked="" type="checkbox"/> Starts <input type="checkbox"/> Starts with a boost and <input type="checkbox"/> Runs <input type="checkbox"/> Does not run <input type="checkbox"/> For Parts Only		
Engine <u>4</u> L, V <u>8</u> <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Diesel Engine		
This vehicle was maintained every <u>5,000</u> <input type="checkbox"/> Days <input type="checkbox"/> Hours <input checked="" type="checkbox"/> Miles		
Condition: <input checked="" type="checkbox"/> Runs <input type="checkbox"/> Needs repair <input type="checkbox"/> is in unknown condition		
Repairs needed: _____		
Date Removed From Service: <u>1/4/16</u> Maintenance Records: <input checked="" type="checkbox"/> Available <input type="checkbox"/> Not Available		
Transmission		
Transmission: <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual ___ Speed Condition is: <input checked="" type="checkbox"/> Operable <input type="checkbox"/> Needs repair <input type="checkbox"/> Is Unknown		
Repairs Needed: _____		
Drivetrain: <input checked="" type="checkbox"/> 2 Wheel Drive <input type="checkbox"/> 4 Wheel Drive Condition: _____		
Interior: Color White <u>Gray</u> <input checked="" type="checkbox"/> Cloth <input type="checkbox"/> Vinyl <input type="checkbox"/> Leather		
Minor damage to: _____		
Major damage to: _____		
Radio: Brand <u>Factory</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> AM/FM <input type="checkbox"/> AM/FM Cassette <input type="checkbox"/> AM/FM CD		
<input checked="" type="checkbox"/> AC <input type="checkbox"/> No AC Condition: <input checked="" type="checkbox"/> Cold <input type="checkbox"/> Unknown Air Bags <input type="checkbox"/> drivers side <input checked="" type="checkbox"/> dual		
<input checked="" type="checkbox"/> Cruise Control <input checked="" type="checkbox"/> Tilt Steering <input type="checkbox"/> Remote Mirrors <input type="checkbox"/> Climate Control		
Power: <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Door Locks <input checked="" type="checkbox"/> Steering <input checked="" type="checkbox"/> Seats <u>Driver</u>		
Exterior: Color <u>White</u> Windows: <input checked="" type="checkbox"/> No cracked glass <input type="checkbox"/> cracked _____		
Minor <input checked="" type="checkbox"/> Dents <input checked="" type="checkbox"/> Scratches <input checked="" type="checkbox"/> Dings Tire Condition: <input type="checkbox"/> Low ___ <input type="checkbox"/> Flat ___ Hubcaps <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4		
Minor dents to: <u>paint chipping off</u>		
Major damage to: _____		
Decals: <input checked="" type="checkbox"/> None <input type="checkbox"/> Have been sprayed <input type="checkbox"/> Have been removed & <input type="checkbox"/> Impressions remain <input type="checkbox"/> No impressions		
Emergency equip: <input checked="" type="checkbox"/> None <input checked="" type="checkbox"/> Has been removed & <input type="checkbox"/> There are holes in the exterior <input type="checkbox"/> There are no holes		
Additional Equipment: Description _____		
Manufacturer _____ Model _____ Serial # _____		
Vehicle Info: VIN # <u>2FAFP71W56X151482</u> Mileage <u>167,680</u> Title Restriction <input type="checkbox"/> Y <input checked="" type="checkbox"/> N		
Location of Asset: _____		
For more information contact: _____		
Reminder: Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.		



**Camden County
South Camden Water & Sewer District**

AGENDA ITEM SUMMARY SHEET

NEW BUSINESS

Item Number: 4.A

Meeting Date: 2/1/2016

Attachments: 1 (1 Page)

**Submitted By: David Credle, Public Works
Manager**

ITEM TITLE: Monthly Water & Sewer Department Update

SUMMARY:

Monthly Water & Sewer Department update

RECOMMENDATION:

Approval

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

South Camden Water & Sewer Board
Monthly Work Order Statistics Report
Period: January 2016

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water Collection/Distribution	78	78	100%	0
Sewer	1	1	100%	0

Locates:

Water Line: 34

Sewer Line: 4

Water & Sewer, same ticket: 2

Public Works Director Notes/Comments:

1/3/16 Raw water main broke in the WTP, parts on hand, repaired same day.

1/5/16 Found bullet hole in Burnt Mills Tank. Contacted Southern Corrosion, drained tank, steel plate was welded inside and painted. Tank was disinfected and filled and a bact. test done. Tank placed back on line on 1/8/2016.

1/12/16 Water main for Camden Town Center passed pressure test and bact. testing and placed into service.

1/14/2016 New VFD installed at the WTP for Train 1 R/O.

1/20/2016 Courthouse generator failed, the main control board failed. A new board was ordered and installed on 1/25/2016. Generator is back in service.

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

Item Number: 10.A-C

INFORMATION

Meeting Date: February 1, 2016
Attachments: 3
Submitted By: Various Department Heads

ITEM TITLE: INFORMATION

MOTION MADE BY:	
M. McLain	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
M. McLain	
G. Meiggs	
S. Duckwall	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

- A. Camden County Public Library January 2016 Statistics Report
- B. Resolution Supporting Prevention Partners statewide Wellness Initiative
- C. Resolution Supporting Connect NC Bond Act

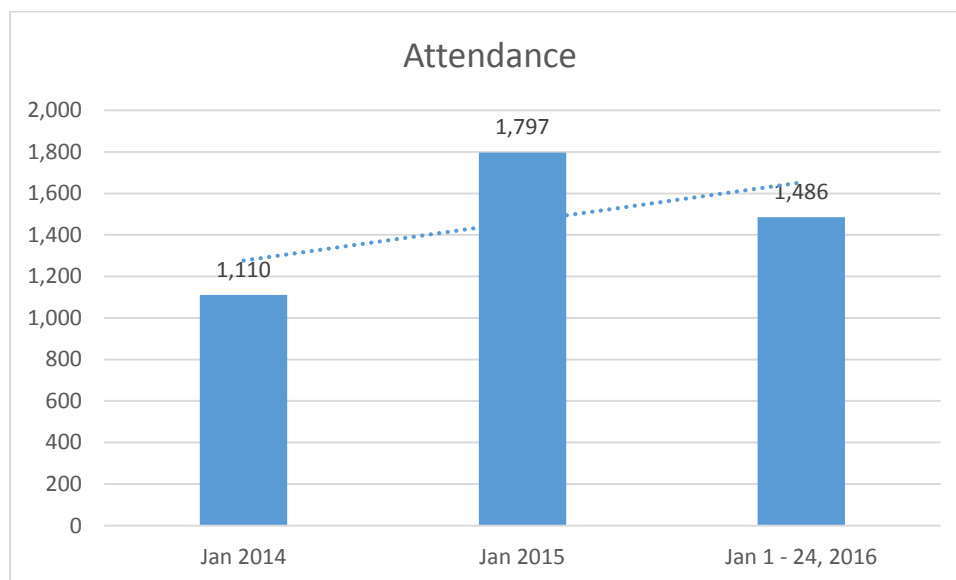
RECOMMENDATION:

Information only

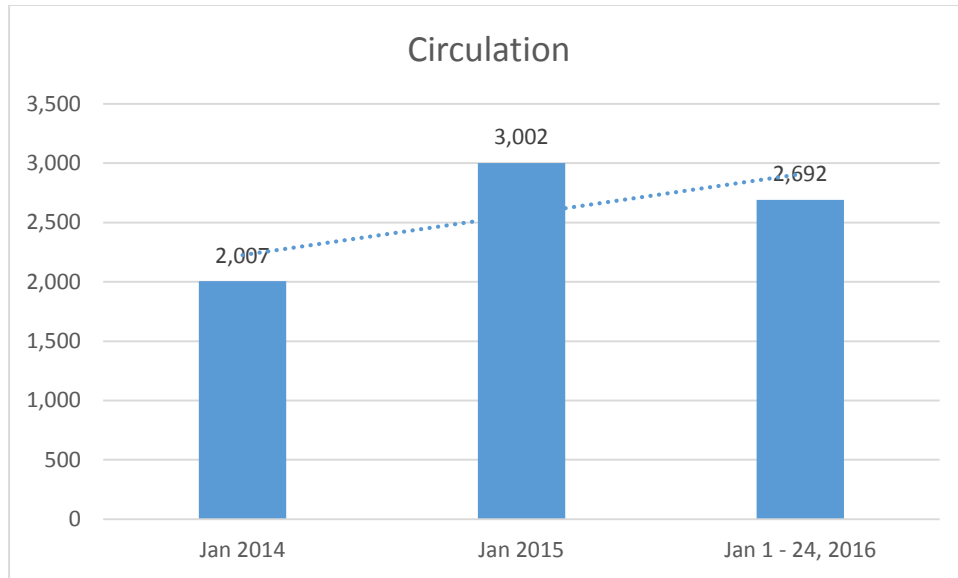
Camden County Public Library January 1- 24, 2016 Statistics

- **Visitor Count:** 1486
- **Days/Hours Open:** 22/178
- **# Items in Collection:** 12,653(Opening Day Collection # Items = 4,755)
- **Total Check Outs/Renewals:** 2,692
- **Library Card Holders:** 2,494
- **Computer/ Wireless Use:** 616/47
- **Juvenile Programs :** 9 programs /92 attendance
- **Adult Programs :** 2 programs / 13 attendance
- **Meeting Room:** 13 reservations / 257 attendance

*Please note that 2016 numbers are only for January 1-24 whereas 2014 and 2015 statistics take into account the month as a whole.



Daily attendance for January 1-24, compared by year (2014-2016).



Number of library materials checked out January 1-24, compared by year (2014-2016).



**RESOLUTION SUPPORTING PREVENTION PARTNERS
STATEWIDE WELLNESS INITIATIVE**

WHEREAS North Carolina counties strive to create a healthy workforce environment for county employees; and

WHEREAS North Carolina counties are responsible for providing public health services to citizens; and

WHEREAS Prevention Partners builds healthier communities through a suite of products that guide schools, workplaces, hospitals and clinics to address the leading causes of preventable disease, such as tobacco use, poor nutrition, physical inactivity and obesity; and

WHEREAS The Healthy Together NC campaign draws on a broad partnership crossing the public and private sectors to bring workplace health and wellness to hospitals, businesses, schools, government agencies, nonprofits, universities and more; and

WHEREAS Prevention Partners has set a goal to build healthy workplaces across sectors in at least 10 organizations in all 100 counties of North Carolina by the year 2025; and

WHEREAS improving the health of citizens will help counties by reducing costs for providing public health services; and

WHEREAS former NCACC President Kenneth Edge, of Cumberland County, initiated the Healthy Living Presidential Taskforce in an effort to bring greater awareness to healthy living and wellness activities; and

WHEREAS the NCACC has had a long history of promoting healthy living and wellness programs;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the North Carolina Association of County Commissioners that it does hereby express its support for the Healthy Together NC campaign; and

BE IT FURTHER RESOLVED that a copy of this resolution is sent to all 100 counties with encouragement for each county to become a healthy workplace.

ADOPTED, this 13th day of January, 2016 by the Board of Directors of the North Carolina Association of County Commissioners:

A handwritten signature in black ink, appearing to read "Glen T. Webb II". The signature is written in a cursive style with a horizontal line underneath.

Glen T. Webb II, President



RESOLUTION SUPPORTING CONNECT NC BOND ACT

WHEREAS North Carolina and its counties have a mutual desire to improve and enhance the quality of life for all of our state's citizens; and

WHEREAS the North Carolina Community College System is in need of new and renovated facilities to educate and prepare students and workers for the 21st century for the purpose of enhancing the economic attractiveness of the State; and

WHEREAS Clean water and sewer systems are essential to attract new and strengthen existing industry and to provide for the needs of the State and its growing population; and

WHEREAS having parks and public facilities accessible to children and veterans with disabilities is essential to improving the quality of life for our most vulnerable citizens; and

WHEREAS financing these costs through a bond is the most economical and affordable way to address these infrastructure needs; and

WHEREAS the Connect NC Bond Act will provide funding for many critical needs facing North Carolina that will improve and enhance the quality of life in our counties;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the North Carolina Association of County Commissioners that it does hereby express its support for the Connect NC Bond Act; and

BE IT FURTHER RESOLVED that a copy of this resolution is sent to all 100 counties with encouragement for each county to adopt a similar resolution; and

BE IT FURTHER RESOLVED that copies of this resolution are transmitted to the members of the General Assembly and to Governor Pat McCrory to let them know of our support for this issue.

ADOPTED, this 13th day of January, 2016 by the Board of Directors of the North Carolina Association of County Commissioners:

A handwritten signature in black ink, appearing to read "Glen T. Webb II". The signature is written in a cursive style with a horizontal line underneath.

Glen T. Webb II, President