



CAMDENCOUNTY

new energy. new vision.

**BOARD
OF
COMMISSIONERS**

**March 05, 2018
7:00 PM**

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
BOC - Regular Meeting
March 05, 2018
7:00 PM
Historic Courtroom, Courthouse Complex**

Welcome & Call to Order

ITEM 6:30 PM CLOSED SESSION

ITEM 7:00 PM RECONVENE BOC

Invocation & Pledge of Allegiance

Reverend William Sawyer

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 (For discussion and possible action)

1. Department of Social Services Update - Craig Patterson

Recess to South Camden Water & Sewer District Board of Directors Meeting

Reconvene Commissioners' Meeting

ITEM 4. New Business (For discussion and possible action)

- A. Sheriff's Vacancy
- B. Wastewater Treatment Plant - Manager Bowman

- C. Approval of Contract for Property Purchase & Sale
- D. Tax Report - Lisa Anderson
- E. Fire Truck Financing - Stephanie Humphries
- F. Camden County Photo Contest - Commissioner Munro

ITEM 5. Board Appointments (For discussion and possible action)

- 1. Tourism Development Authority - Appointment
- 2. Watershed Advisory Committee - Board Reappointments
- 3. Appoint Alternates - Jail Commission & Albemarle Commission

ITEM 6. Consent Agenda

- A. BOC Minutes - February 5, 2018
- B. FY 17-18 Budget Amendments
- C. Tax Collection Report - January 2018
- D. Pickups, Releases & Refunds
- E. Refunds Over \$100.00
- F. Set Public Hearing UDO 2018-02-02 Rezoning Application Camden County

ITEM 7. Information, Reports & Minutes From Other Agencies

- A. Camden County Public Library - January 2018
- B. Register of Deeds Report
- C. FY 17-18 Sales Tax & YTD Reports
- D. Community Advisory Committee - Quarterly Report

ITEM 8. County Manager's Report

ITEM 9. Commissioners' Reports

ITEM 10. Other Matters (For discussion and possible action)

ITEM 11. Adjourn



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.1

Meeting Date: March 05, 2018

Submitted By: Craig Patterson, Social Services Director
Social Services
Prepared by: Karen Davis

Item Title Department of Social Services Update - Craig Patterson

Attachments:

Summary:

Craig Patterson will present a department update.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 4.A
Meeting Date: March 05, 2018
Submitted By: Karen Davis, Clerk to the Board
Board of Commissioners
Prepared by: Karen Davis

Item Title **Sheriff's Department - Appointment**

Attachments:

Summary:

The Board of Commissioners will discuss the vacancy created by the retirement of Sheriff Tony Perry.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 4.B

Meeting Date: March 05, 2018

Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Stephanie Humphries

Item Title **Wastewater Treatment Plant**

Attachments: Hatchell Bid (PDF)
CWTP Agreement between Owner and Contractor (DOC)
WWTP Project Ordinance 17-18 (DOCX)

Summary: Bids have been received for construction of the wastewater treatment plant. The winning bid needs to be approved by Commissioners to proceed to awarding the contract. If Commissioners elect to award the WTP construction contract, a public hearing will need to be set for the issuance of debt. In order to move forward within the EDA grant timeline, staff is asking that the Board approve funding for the project from General Fund until Financing can be approved through the Local Government Commission.

Recommendation:

- 1. Approved Wastewater Treatment Plant Project Ordinance to include appropriating General Fund Balance Contribution and refunding of contribution with proceeds of Installment Financing.**
- 2. Approve awarding the contract to the successful bidder.**
- 3. Set Public Hearing for April 2, 2018 for Installment Financing of Treatment Plant as required by statutes.**

DOCUMENT 00 41 43

BID FORM

PROJECT: Courthouse Area Park Wastewater Treatment Plant – Camden County

ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to: Camden County
Stephanie Humphries, Interim County Manager
P. O. Box 109
330 East Highway 158
Camden, NC 27921

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER’S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged:

Table with 2 columns: Addendum No. and Addendum Date. Rows contain handwritten entries: 1, 12-22-2017; 2, 1-9-2018; 3, 1-11-2018; 4, 1-23-2018.

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

DW Bidder's Initials

- C. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has carefully studied all of the following if applicable: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities) that have been identified in SC-4.02 as containing reliable "technical data," and (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in SC-4.06 as containing reliable "technical data."
- E. Bidder has considered the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and (3) Bidder's safety precautions and programs.
- F. Based on the information and observations referred to in Paragraph 3.01.E above, Bidder does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

ARTICLE 4 – BIDDER'S CERTIFICATION

4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;

 Bidder's Initials

- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
 1. “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;
 2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
 4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 5 – BASIS OF BID


5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

BASE BID: Lump sum price for all work required by Contract Documents (NOT including unit prices.)

\$ 3,772,770 dollars 00 cents

UNIT PRICES

Item Number	Description	Qty	Unit	Unit Price	Extended Price
100	Highway 343 Sewer Force Main	1	LS	\$ 274,752 ⁰⁴	\$ 274,752 ⁰⁴
101	Additional Sewer Force Main Vertical Offset - 4"	1	Ea	\$ 5,442 ⁵¹	\$ 5,442 ⁵¹
102	Additional Sewer Force Main Vertical Offset - 6"	1	Ea	\$ 5,665 ⁸⁰	\$ 5,665 ⁸⁰
103	Undercut and Backfill	2700	CY	\$ 28 ⁰⁰	\$ 77,220 ⁰⁰
104	Additional Pond Excavation - High Rate Infiltration Pond	450	CY	\$ 8 ⁸⁰	\$ 3,960 ⁰⁰

 Bidder's Initials

Attachment: Hatchell Bid (1951 : Wastewater Treatment Plant)

105	Additional Select Porous Pond Fill	450	CY	\$ 30 ⁸⁰	\$ 13,860 ⁰⁰
106	Modification to Courthouse Pump Station to Elevate Base Elbows	1	LS	\$ 13,200 ⁰⁰	\$ 13,200 ⁰⁰
107	Allowance No. 1 Equipment Allowance	1	LS	\$ 10,000.00	\$ 10,000.00
108	Allowance No. 2 Telemetry System	1	LS	\$ 20,000.00	\$ 20,000.00
109	Allowance No. 3 Inspection and Testing of High-Rate Infiltration Pond	1	LS	\$ 6,000.00	\$ 6,000.00
110	Allowance No. 4 Courthouse Pump Station Pump and Control Panel Upgrades	1	LS	\$ 30,000.00	\$ 30,000.00
Total Unit Prices					460,100³⁵ \$

Contractors Bid Amount: BASE BID + TOTAL UNIT PRICES

Sum in figures:

\$ 4,232,870 dollars 35 cents

Sum in words:

Four million, two hundred thirty-two thousand
eight hundred seventy dollars thirty-five cents

Unit Prices have been computed in accordance with Paragraph 11.03.B of the General Conditions. Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.


DEDUCTIVE ALTERNATE

Item #	Description	Quantity	Units	Unit Price	Extended Price
A1	Gravel Driveway with Concrete Apron and Handicap Accessible Parking	1	LS	(-20,000 ⁰⁰)	(-20,000 ⁰⁰)

ARTICLE 6 – TIME OF COMPLETION

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions on or before the dates or within the time frame indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

 Bidder's Initials

ARTICLE 7 – ATTACHMENTS TO THIS BID

7.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security in the form of a Bid Bond (EJCDC No. C-430) or Certified Check (circle type of security provided);
- B. Evidence of authority to do business in the state of the Project. Contractor must be a North Carolina General Contractor as referenced in the Bidding Documents to submit a bid.
- C. Contractor’s License No.: 34205
- D. In accordance with GS 143-128.2(c) bidder Shall identify on its bid the minority business that it will use on the project and the total dollar value of the bid that will be performed by the minority businesses and list the good faith efforts (Affidavit A) made to solicit participation. A Bidder that will perform all of the work with its own workforce may submit an Affidavit (B) to that effect in lieu of the Affidavit (A) required above.
 - 1. Identification of Minority Business Participation.
 - 2. Affidavit A, Listing of Good Faith Efforts, **OR** Affidavit B, Intent to Perform Contract with Own Workforce.
- E. In accordance with GS 64-269(a), Bidder shall submit the E-Verify Affidavit to document that the work authorization of their employees has been verified through E-Verify. The affidavit shall also document that the Bidder’s subcontractors comply with E-Verify.

ARTICLE 8 – DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

9.01 This Bid is submitted by:

If Bidder is:

An Individual

Name (typed or printed): N/A

By: _____
(Individual’s signature)

DA Bidder’s Initials

Doing business as: _____

A Partnership

Partnership Name: _____ N/A _____

By: _____
(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): _____

A Corporation

Corporation Name: Hatchell Concrete Inc (SEAL)

State of Incorporation: NC

Type (General Business, Professional, Service, Limited Liability): _____

By: _____
(Signature -- attach evidence of authority to sign)

Name (typed or printed): Derek Hatchell

Title: President
(CORPORATE SEAL)

Attest Sabrina Crane Asst. Secretary

Date of Qualification to do business in [State where Project is located] is 9/15/93. NC

A Joint Venture

Name of Joint Venture: _____ N/A _____

First Joint Venturer Name: _____ (SEAL)

By: _____
(Signature of first joint venture partner -- attach evidence of authority to sign)

DA Bidder's Initials

Name (typed or printed): _____

Title: _____

Second Joint Venturer Name: N/A (SEAL)

By: _____
(Signature of second joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

Bidder's Business Address Hatchell Concrete Inc

70 Box 2405 Manteo NC 27954

Phone No. 252-473-6074 Fax No. 252-473-6606

E-mail hei@hatchellconcrete.com

SUBMITTED on 1-15, 2018.

State Contractor License No. 34205.

Attachment: Hatchell Bid (1951 : Wastewater Treatment Plant)

Bidder's Initials

POWER OF ATTORNEY

RLI Insurance Company Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615
Phone: 800-645-2402

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That **RLI Insurance Company and/or Contractors Bonding and Insurance Company**, each an Illinois corporation, (separately and together, the "Company") do hereby make, constitute and appoint:

W.D. Morris, Jr., Frank W. Hafner, III, Sherri W. Hill, jointly or severally

in the City of Columbia, State of South Carolina its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed Twenty Five Million Dollar (\$25,000,000.00) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

RLI Insurance Company and/or Contractors Bonding and Insurance Company, as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and is now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the **RLI Insurance Company and/or Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Vice President with its corporate seal affixed this 9th day of November, 2017.



**RLI Insurance Company
Contractors Bonding and Insurance Company**

By: B. W. Davis
Barton W. Davis Vice President

State of Illinois }
County of Peoria } SS

CERTIFICATE

On this 9th day of November, 2017, before me, a Notary Public, personally appeared Barton W. Davis, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company and/or Contractors Bonding and Insurance Company** and acknowledged said instrument to be the voluntary act and deed of said corporation.

I, the undersigned officer of **RLI Insurance Company and/or Contractors Bonding and Insurance Company**, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company and/or Contractors Bonding and Insurance Company** this 15th day of January, 2018.

By: Gretchen L. Johnigk
Gretchen L. Johnigk Notary Public

**RLI Insurance Company
Contractors Bonding and Insurance Company**

By: Jean M. Stephenson
Jean M. Stephenson Corporate Secretary



Attachment: Hatchell Bid (1951 : Wastewater Treatment Plant)

Submit Affidavit B or C as it applies along with Affidavit A.

Affidavit B
GOOD FAITH EFFORT

North Carolina
Camden County

County of Dare

Affidavit of Hatchell Concrete Inc
(Name of Bidder)

I have made a good faith effort to comply under the following areas checked:
(A minimum of 50 points is required to have achieved a "Good Faith Effort")

(Y/N)

- (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed. **Value = 10 points.**
- (2) Making the construction plans, specifications and requirements available for review by prospective minority businesses or providing these documents to them at least 10 days before the bid or proposals are due. **Value = 10 points.**
- (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation. **Value = 15 points.**
- (4) Working with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses. **Value = 10 points.**
- (5) Attending any pre-bid meetings scheduled by the public owner. **Value = 10 points.**
- (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors. **Value = 20 points.**
- (7) Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of minority business based on lack of qualification should have the reasons documented writing. **Value = 15 points.**
- (8) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily is required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit. **Value = 25 points.**
- (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible. **Value = 20 points.**

Attachment: Hatchell Bid (1951 : Wastewater Treatment Plant)

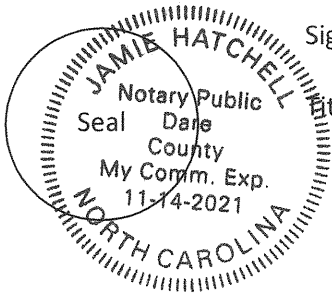
- 4 (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands. Value = 20 points.

In accordance with GS143-128.2(d) the undersigned will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon execution of a contract with the Owner. Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certified that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 1-15-2018 Name of Authorized Officer: Derek Hatchell

Signature: [Handwritten Signature]



Title: President

State of NC, County of Dare

Subscribed and sworn to before me this 15 day of January 2018

Notary Public Jamie Hatchell

My commission expires 11-14-2021

Attachment: Hatchell Bid (1951 : Wastewater Treatment Plant)

STATE OF NORTH CAROLINA
E-VERIFY AFFIDAVIT
COUNTY OF CAMDEN

NOW COMES Affiant, first being sworn, deposes and says as follows:

1. I Derek Hatchell have submitted a bid for contract or desire to enter into a contract with the **COUNTY OF CAMDEN**;

2. As part of my duties and responsibilities pursuant to said bid and/or contract, I attest that I am aware of and in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):

After hiring an employee to work in the United States I verify the work authorization of said employee through E-Verify and retain the record of the verification of work authorization while the employee is employed and for one year thereafter; or

I employ less than twenty-five (25) employees in the State of North Carolina.

3. As part of my duties and responsibilities pursuant to said bid and/or contract, I attest that to the best of my knowledge any subcontractors employed as a part of this bid and/or contract are in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):

After hiring an employee to work in the United States the subcontractor verifies the work authorization of said employee through E-Verify and retain the record of the verification of work authorization while the employee is employed and for one year thereafter; or

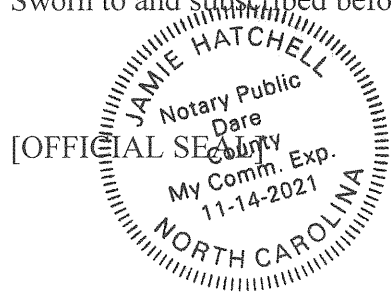
Employ less than twenty-five (25) employees in the State of North Carolina.

Specify subcontractor: Hatchell Concrete Inc

This the 15 day of January, 2018.

Affiant

Sworn to and subscribed before me, this the 15 day of January, 2018.



Jamie Hatchell, Notary Public
My Commission Expires: 11.14.2021


Attachment: Hatchell Bid (1951 : Wastewater Treatment Plant)

Name of Counterparty: Hatchell Concrete Inc
PO Box 2405 Manteo NC 27954

**IRAN DIVESTMENT ACT CERTIFICATION
REQUIRED BY N.C.G.S. 143C-6A-5(a)**

As of the date listed below, the entity listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the entity listed above to make the foregoing statement.

	
Signature	Date
<u>Derek Hatchell</u>	<u>1.15.18</u>
Printed Name	Title
	<u>President</u>

Attachment: Hatchell Bid (1951 : Wastewater Treatment Plant)

HATCHELL CONCRETE, INC.

P.O. Box 2405
1002 Driftwood Drive
Manteo, NC 27954

NC LICENSED CONTRACTOR
Commercial & Residential

Phone: (252) 473-6074
Fax: (252) 473-6606
Email: concrete_hatchell@earthlink.net

To whom it may concern,

Derek Hatchell, as President of Hatchell Concrete Inc, has authority to sign and execute all documents for the corporation. Please accept this sealed document as evidence of that authority.

Sincerely,



David Hatchell

Vice President



Jamie Hatchell

Secretary of Corporation

Attachment: Hatchell Bid (1951 : Wastewater Treatment Plant)

2-0330677

State of North Carolina
Department of the Secretary of State

FILED
9:00 AM

93 256 5064

ARTICLES OF INCORPORATION

SEP 13 1993

EFFECTIVE _____

RUFUS L. EDMISTEN

SECRETARY OF STATE

NORTH CAROLINA

Pursuant to §55-2-02 of the General Statutes of North Carolina, the undersigned does hereby submit these Articles of Incorporation for the purpose of forming a business corporation.

- The name of the corporation is: Hatchell Concrete, Inc.
- The number of shares the corporation is authorized to issue is: 100,000 at 1.00 value
These shares shall be: (check either a or b)
a. all of one class, designated as common stock; or
b. divided into classes or series within a class as provided in the attached schedule, with the information required by NCGS §55-6-01.
- The street address and county of the initial registered office of the corporation is:
Number and Street 129 Scuppernon Rd.
City, State, Zip Code Manteo, NC 27954 County Dare
- The mailing address if different from the street address of the initial registered office is:
PO Box 1983 Manteo, NC 27954
- The name of the initial registered agent is: Derek Hatchell
- Any other provisions which the corporation elects to include are attached.
- The name and address of each incorporator is as follows:
David + Jamie Hatchell
PO Box 1083
Manteo, NC 27954
Derek + Sharon Hatchell
PO Box 1983
Manteo, NC 27954
- These articles will be effective upon filing, unless a date and/or time is specified: _____

This the 13 day of September, 1993

Derek Hatchell
Signature

Derek Hatchell - President
Type or Print Name and Title

INCORPORATI

NOTES:

- Filing fee is \$100. This document and one exact or conformed copy of these articles must be filed with the Secretary of State. (Revised October 1991)

Attachment: Hatchell Bid (1951 : Wastewater Treatment Plant)



NORTH CAROLINA

Department of The Secretary of State

To all whom these presents shall come, Greetings:

I, Elaine F. Marshall, Secretary of State of the State of North Carolina, do hereby certify the following and hereto attached to be a true copy of

ARTICLES OF INCORPORATION

OF

HATCHELL CONCRETE, INC.

the original of which was filed in this office on the 13th day of September, 1993.

Attachment: Hatchell Bid (1951 : Wastewater Treatment Plant)



IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 24th day of March, 2010.

Elaine F. Marshall

Secretary of State

License Details

[Home \(/\)](#) / License Details

License Number	34205
Status	Valid
Renewal Date	2018-01-01
Name	Hatchell Concrete, Inc.
Address	P. O. Box 2405 Manteo, NC 27954-2405
County	Dare
Telephone	(252) 473-6074
Limitation	Unlimited
Classifications	Unclassified
Qualifiers	Hatchell, David Lynn Hatchell, David Nathaniel

Attachment: Hatchell Bid (1951 : Wastewater Treatment Plant)

5400 Creedmoor Road, Raleigh, NC 27612
 Post Office Box 17187, Raleigh, NC 27619
 P: 919 571-4183
 F: 919 571-4703

AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is by and between Camden County (“Owner”) and
Hatchell Concrete (“Contractor”).

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

The scope of work for this project will include the construction of a wastewater treatment plant designed to process 50,000 gallons per day including associated access road, water, sewer and storm drainage utilities, and construction of the plant operations building located off of Shortcut Road (Hwy 158 East) in Camden County, North Carolina.

ARTICLE 2 – THE PROJECT

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

Courthouse Area Wastewater Treatment Plant – Camden County

ARTICLE 3 – ENGINEER

3.01 The Project has been designed by Eastern Carolina Engineering, PC (Engineer) 154 US Highway 158 E, P.O. Box 128, Camden, North Carolina 27921, which is to act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Dates for Substantial Completion and Final Payment*

A. The Work will be substantially completed on or before April 26, 2019, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within

on or before May 31, 2019. An intermediate completion date of September 15, 2018 will apply to the Highway 343 Sewer Force main.

4.03 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$500.00 for each day that expires after the time specified in Paragraph 4.02 above for Substantial Completion until the Work is substantially complete. This applies to the intermediate completion date as well as the substantial completion date for the complete project. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner \$500.00 for each day that expires after the time specified in Paragraph 4.02 above for completion and readiness for final payment until the Work is completed and ready for final payment.

ARTICLE 5 – CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraphs 5.01.A, 5.01.B below:

- A. For all Work other than Unit Price Work, a lump sum of: \$ 3,772,770.00
- B. For all Unit Price Work, an amount equal to the sum of the established unit price for each separately identified item of Unit Price Work times the actual quantity of that item:

<u>UNIT PRICE WORK</u>						
Item No.	Description	Qty	Units	Unit Price	Extended Price	
100	Hwy 343 Sewer Force Main	1	LS	\$274,752.04	\$274,752.04	
101	Addtl SFM Vertical Offset - 4"	1	EA	\$5,442.51	\$5,442.51	
102	Addtl SFM Vertical Offset - 6"	1	EA	\$5,665.80	\$5,665.80	
103	Undercut and Backfill	2700	CY	\$28.60	\$77,220.00	
104	Additional Pond Excavation - High Rate Infiltration Pond	450	CY	\$8.80	\$3,960.00	
105	Additional Select Porous Pond Fill	450	CY	\$13,860.00	\$13,860.00	
106	Modification to Courthouse Pump Station to Elevate Base Elbows	1	LS	\$13,200.00	\$13,200.00	
107	Allowance No. 1 Equipment Allowance	1	LS	\$10,000.00	\$10,000.00	

Attachment: CWTP Agreement between Owner and Contractor (1951 : Wastewater Treatment Plant)

108	Allowance No. 2 Telemetry System	1	LS	\$20,000.00	\$20,000.00
109	Allowance No. 3 Inspection and Testing of High-Rate Infiltration Pond	1	LS	\$6,000.00	\$6,000.00
110	Allowance No. 4 Courthouse Pump Station Pump and Control Panel Upgrades	1	LS	\$30,000.00	\$30,000.00
Total of all Bid Prices (Unit Price Work)					<u>\$460,100.35</u>

The Bid prices for Unit Price Work set forth as of the Effective Date of the Agreement are based on estimated quantities. As provided in Paragraph 11.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer as provided in Paragraph 9.07 of the General Conditions.

DEDUCTIVE ALTERNATE

<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Units</u>	<u>Bid Unit Price</u>	<u>Bid Price</u>
A1	Gravel Driveway w/Concrete Apron and Handicap Accessible Parking	1	LS	-\$20,000.00	-\$20,000.00

C. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment each month during performance of the Work as provided in Paragraph 6.02.A.1 below. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the General Conditions.
 - a. 95 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
 - b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 14.07 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 14.07.

ARTICLE 7 – INTEREST

- 7.01 All moneys not paid when due as provided in Article 14 of the General Conditions shall bear interest at the rate of 0 percent per annum.

ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

- 8.01 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:
 - A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
 - B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.

- D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities), if any, that have been identified in Paragraph SC-4.02 of the Supplementary Conditions as containing reliable "technical data".
- E. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and (3) Contractor's safety precautions and programs.
- F. Based on the information and observations referred to in Paragraph 8.01.E above, Contractor does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 *Contents*

- A. The Contract Documents consist of the following:
1. This Agreement (pages 1 to 8, inclusive).
 2. Performance bond (pages to , inclusive).
 3. Payment bond (pages _____ to _____, inclusive).
 4. General Conditions (pages 1 to 62, inclusive).
 5. Supplementary General Conditions (pages 1 to 8, inclusive).

6. Specifications as listed in the table of contents of the Project Manual bearing the title “**Courthouse Area Wastewater Treatment Plant - Camden County**” dated December 4, 2017.
7. Drawings consisting of sheets T001 through C904 and B101 through B104 with each sheet bearing the following general title: “**Courthouse Area Wastewater Treatment Plant - Camden County**” December 4, 2017 by Eastern Carolina Engineering, PC.

Drawings consisting of sheets P-001 through P-201, M-001 through M-301, and E-001 through E-701 with each sheet bearing the following general title: “**Courthouse Area Wastewater Treatment Plant - Camden County**” November 2, 2017 by Coastal Engineering.

8. Addenda (numbers 1 to 3, inclusive).
9. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor’s Bid
 - b. Certification Regarding Lobbying – EDA Form CD512.
 - c. Documentation submitted by Contractor prior to Notice of Award (pages _____ to _____, inclusive).
10. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
 - d. Notice to Proceed (pages _____ to _____, inclusive).
 - e. Work Change Directives.
 - f. Change Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in Paragraph 3.04 of the General Conditions.

ARTICLE 10 – MISCELLANEOUS10.01 *Terms*

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 *Assignment of Contract*

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
1. “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. Counterparts have been delivered to Owner and Contractor. All portions of the Contract Documents have been signed or have been identified by Owner and Contractor or on their behalf.

This Agreement will be effective on _____ (which is the Effective Date of the Agreement).

OWNER:

Camden County _____

By: _____

Title: _____

Attest: _____

Title: _____

Address for giving notices:

Camden County _____

PO Box 190 _____

Camden, NC 27921 _____

CONTRACTOR

Hatchell Concrete _____

By: _____

Title: _____

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: _____

Title: _____

Address for giving notices:

License No.: _____

This instrument has been pre-audited in the manner required by the local government fiscal control act.

FINANCE OFFICER

Attachment: CWTP Agreement between Owner and Contractor (1951 : Wastewater Treatment Plant)

Ordinance No. #####
AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF
CAMDEN COUNTY, NORTH CAROLINA,
RELATING TO THE
Camden Core Wastewater Treatment Plant Project

BE IT ORDAINED by the Governing Board of Camden County, North Carolina that, pursuant to Section 13-2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1: The Capital Projects authorized by the Governing Board of Camden County in this ordinance is for the purpose of funding

- a.) A new Wastewater Treatment Plant

Section 2: The Governing Board of Camden County anticipates the time period for funding the project identified to be

- a.) The new treatment facility expects to be completed by 2019

Section 3: The Governing Board of Camden County anticipates that the funds needed

- a.) For costs related to a new Wastewater Treatment Plant will be approximately \$4,250,000

Section 4: Funding for the project, appropriated in the Water & Sewer and General Fund, will come from

- a.) Golden LEAF Grant \$200,000
- b.) Economic Development Administration \$1,375,495
- c.) Initial County Contributions \$2,674,505
- d.) Installment Financing \$2,674,505 with a reimbursement to repay County Contributions

Section 5: All prior actions of County officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Copies of this Ordinance shall be furnished to the Clerk of the Governing Board and the Finance Officer for their direction.

Adopted this the 5th day of March 2018.

ATTEST:

Chairman, Board of Commissioners

Clerk to Board of Commissioners

Attachment: WWTP Project Ordinance 17-18 (1951 : Wastewater Treatment Plant)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 4.C

Meeting Date: March 05, 2018

Submitted By: Karen Davis, Clerk to the Board
Board of Commissioners
Prepared by: Karen Davis

Item Title **Approval of Contract for Property Purchase**

Attachments: Contract_Pasquotank County (PDF)

Summary:

Approval of Contract for purchase and sale of Pasquotank County's interest in 2 tracts of property located in Camden County.

Recommendation:

Review contract and approve.

The Twiford Law Firm, P.C.

Attorneys At Law

John S. Morrison
 R. Mark Warren
 Courtney S. Hull
 Lauren Arizaga-Womble
 Megan Morgan
 Whitney A. Young

P.O. Box 669
 111 Currituck Commercial Drive
 Moyock, North Carolina 27958-0669
 Telephone (252) 435-2811
 Facsimile: (252) 435-9974

Elizabeth City Office
 203 North Road Street
 Elizabeth City, NC 27907-0099
 Telephone (252) 338-4151
 Telecopier (252) 338-8546

WEBSITE:
www.twifordlaw.com

February 21, 2018

Please Respond To:
Moyock

Kenneth Bowman
 Camden County Manager
 VIA EMAIL

RE: Property exchange between Pasquotank and Camden

Dear Ken:

You will find attached, my first efforts at a contract for purchase and sale between Pasquotank and Camden. I believe this incorporates the agreement between the parties. Please review the same carefully for any suggested amendments or additions.

I am also today sending this draft to Mike Cox, Pasquotank County Attorney, for his review as well. Please note the closing should occur on or before March 12th. I picked this date, with Pasquotank County's attorney, as it allows 1 week after the first board meeting in March. This Contract must be approved in open session and executed by either the chairman of the board or you with the further instruction that the Deed and any other closing documents must be signed by either the Manager or the Chairman. Thus, the Contract could be approved, announced in open session, pre-audited and the closing can take place in the succeeding days. Obviously, it will be necessary to present Pasquotank with a \$275,000.00 check at closing. Finally, you will note I have prepared a pre-audit certification for Stephanie's signature as well.

I will be drafting a Deed for Pasquotank to sign in the very near future and will forward a copy of that to you. However, for the interim, I am requesting your input on this document.

Warmest Personal Regards,



John S. Morrison

STATE OF NORTH CAROLINA
COUNTY OF CAMDEN

PURCHASE AND SALE AGREEMENT FOR REAL PROPERTY

This agreement is made this the ___ day of March, 2018, by and between Pasquotank County (hereinafter seller) and Camden County (hereinafter purchaser), both bodies politic and political subdivisions of the State of North Carolina.

RECITALS

1. The Parties herein, in common with Trillium Mental Health, are each owners of a 1/3 undivided interest in 2 tracts of property situate in Courthouse Township, Camden County, which are more particularly described hereinafter.
2. North Carolina General Statute 168-274 allows for the purchase and sale of real property between governmental units under such terms and conditions as the governing boards of the local governments in their discretion deem advisable.
3. The Boards of Commissioners for each party have previously approved this instrument in open session to enable Pasquotank to sell, and Camden to purchase under the terms and conditions hereinafter set forth.

NOW, FOR AND IN CONSIDERATION of \$1 and other good and valuable consideration the receipt of which is hereby acknowledged, it is agreed:

**Section 1
Purchase and Sale**

Seller shall sell and purchaser shall purchase 2 tracts of real property situate in Courthouse Township, Camden County, more particularly described as Tract 1 and Tract 2 on Exhibit A attached hereto. These properties have previously been known as the "Camden Medical Park" and the "NCDC Building".

**Section 2
Consideration**

For conveyance of its 1/3 undivided interest in both properties, from seller to purchaser, purchaser shall pay to seller the sum of \$275,000.00 due and payable at closing.

**Section 3
Warranty Deed**

Seller shall convey by Warranty Deed all its right title and interest including, common areas, in and to the subject properties to purchaser.

Section 4

Relief from Landscaping and Maintenance Agreements

Seller, as of date of closing, shall be relieved of any further obligations, including those recited in a written maintenance agreement among Pasquotank, Camden and Trillium.

Section 5

Condition of Improvements

Both Tracts of property contain improvements thereon in the form of buildings, driveways, parking areas, and road ways. Purchaser has carefully inspected the condition of these properties together with other improvements and accepts the same "as is".

Section 6

Closing

Closing, which shall consist of the exchange of consideration and Deed, shall take place on or before March 12, 2018.

Section 7

Taxation

As local governments, the parties are not subject to *ad valorem* or transfer taxes.

Section 8

Execution of Contract and Deed

This Contract and the contemplated Deed, may be executed by the Chairman of the Board of either Board of Commission or the County Manager of either party.

Section 9

Duplicate Originals

This document shall be executed in duplicate originals with each party retaining a fully executed instrument. Provided further, the document may be executed in counter parts and transmitted between the parties via facsimile or email.

Executed by Seller on the ____ day of March, 2018 and by purchaser of the ____ day of March, 2018.

Pasquotank County (Seller):

Likewise, Camden County (Purchaser):

By: _____ (seal)
Chairman of the Board

By: _____ (seal)
Chairman of the Board

Attest:

Attest:

By: _____ (seal)
Clerk to the Board

By: _____ (seal)
Clerk to the Board

PRE-AUDIT CERTIFICATION
CAMDEN

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

Stephanie Humphries
Camden County Finance Officer

Attachment: Contract_Pasquotank County (1967 : Approval of Contract for Property Purchase & Sale)

EXHIBIT ATRACT 1

BEGINNING AT AN EXISTING IRON PIPE SITUATED IN THE Western margin of the right-of-way of U.S. Highway 158, said POINT OF BEGINNING being located North 43 degrees 13 minutes 04 seconds East 757.0 feet from the intersection of the Western margin of the right-of-way of U.S. Highway 158 State Road #1240, and said POINT OF BEGINNING being the Northeast corner of property now or formerly owned by Watermark or Northeastern Education and Development Foundation, Inc.: running thence from said BEGINNING POINT North 73 degrees 43 minutes 11 seconds West 368.93 feet to an existing iron pipe marking the Northwest corner of property now or formerly owned by Watermark or North Eastern Community Development Corporation, Inc.: thence from said existing iron pipe in a general Southwesterly direction along the West line of the Watermark of Northeastern Education and Development Foundation, Inc. property South 14 degrees 09 minutes 11 seconds West 137.08 feet to an iron pipe marking the Northeast terminus of the sixty (60) foot right-of-way of State Road #1240; running thence from said iron pipe and continuing in a Northwesterly direction along the terminus of State Road 1240, which existing iron pipe is situated in the East line of property now or formerly owned by Mary Godwin Harris; running thence from said existing iron pipe in a general Northeasterly direction along the East line of property now or formerly owned by Mary Godwin Harris and property now or formerly owned by Geraldine Wright Harold North 14 degrees 09 minutes 11 seconds East 415.56 feet to an iron rod situated in the East line of the Harold property; running thence from said iron rod along the edge of a swamp and the East line of property now or formerly owned by the A.B. Combs Estate the following courses and distances; North 78 degrees 11 minutes 10 seconds East 61.9 feet; South 63 degrees 35 minutes 17 seconds East 100.9 feet; North 44 degrees 06 seconds East 57.4 feet; North 5 degrees 03 minutes 27 seconds East 13.6 feet; North 4.1 degrees 10 minutes 44 seconds West 82.0 feet; North 22 degrees 25 minutes 26 seconds West 62.8 feet; North 50 degrees 43 minutes 13 seconds East 80.0 feet; South 64 degrees 10 minutes East 122.3 feet; North 28 degrees 10 minutes 23 seconds East 76.3 feet; North 18 degrees 45 minutes 43 seconds West 94.1 feet; North 5 degrees 16 minutes 09 seconds East 58.5 feet; North 13 degrees 11 minutes 26 seconds East 55.0 feet; North 37 degrees 49 minutes 29 seconds East 102.7 feet; North 74 degrees 31 minutes 46 seconds East 101.2 feet; North 66 degrees 51 minutes 43 seconds East 86.3 feet to a point; thence cornering and continuing along a Southern line of property now or formerly owned by the A.B. Combs Estate the following courses and distances to the Western margin of the right-of-way of U.S. Highway 158: South 27 degrees 21 minutes East 129.7 feet; South 39 degrees 41 minutes 28 seconds East 166.8 feet; South 24 degrees 01 minutes East 74.41 feet; and South 77 degrees 23 minutes East 36.0 feet to a point situated in the Western margin of the right-of-way of U.S. Highway 158; running thence from said point in a general Southwesterly direction along the Western margin of the right-of-way of U.S. Highway 158 South 39 degrees 14 minutes 21 seconds West 244.23 feet to a point running thence from said point and

continuing in a Southwesterly direction along the Western margin of the right-of-way of U.S. Highway 158 South 43 degrees 13 minutes 04 seconds West 558.23 feet to the POINT AND PLACE OF BEGINNING, containing 9.74 acres.

TRACT 2

All that certain tract or parcel of land, together with any improvements located thereon, situated in Courthouse Township, Camden County, North Carolina, and being more particularly described as follows:

Beginning at an existing iron pin marking the northwest terminus of the sixty-foot right of way of State Road number 1240, and said existing iron pin and the BEGINNING POINT marking the northeast corner of property now or formerly known as the Godwin property (for reference see Deed Book 62, Page 659, Camden County Registry) and the southeast corner of property now or formerly known as the Harold Lot (for reference see Deed Book 88, Page 424, Camden County Registry); running thence from said existing iron pin and beginning point in a general northeasterly direction along an East line of the Harold property and property now or formerly owned by the Combs Estate North 14 degrees nine minutes eleven seconds East 415.56 feet to a point situated in a South line of property now or formerly owned by the Combs Estate; running thence from said point in a general northeasterly direction North 78 degrees 11 minutes 10 seconds East 61.90 feet to a point; running thence from said point in a general southeasterly direction along a south line of the Combs Estate property, South 63 degrees 35 minutes 17 seconds East 100.90 feet to a point; running thence from said point South 01 degrees 03 minutes 52 seconds East 83.21 feet to a point; running thence from said point South 31 degrees 27 minutes 23 seconds East 29.94 feet to a point; running thence from said point South 48 degrees 56 minutes 00 seconds East 84.14 feet to a point situated in an East line of property now or formerly owned by Watermark (for reference see Deed Book 89, Page 112, Camden County Registry); running thence from said point in a general southwesterly direction along an East line of the Watermark South 16 degrees 16 minutes 49 seconds West 141.42 feet to a point; running thence from said point in a general northwesterly direction along a North line of the Watermark property North 73 degrees 43 minutes 11 seconds West 198.33 feet to an existing iron pin marking a northwest corner of the Watermark property ; running thence from said existing iron pin in a general southwesterly direction along a West line of the Watermark property South 14 degrees 09 minutes 11 seconds West 137.08 feet to an existing iron pin marking the northeast terminus of the sixty-foot right of way State Road number 1240; running thence from said existing iron pin a general northwesterly direction along the northern terminus of the sixty-foot right of way of State Road number 1240 North 73 degrees 55 minutes 29 seconds West sixty feet to an existing iron pin marking the point and place of beginning containing 72,122.48 sq. feet or 1.66 acres. Same being a portion of the property conveyed to Albemarle Hospital et als by deed dated September 16, 1997, and recorded in Book 120, Page 372 Camden County Registry.

For a more particular description of lands herein described, reference is made to that certain plat entitled in part "Minor Subdivision for Northeast Community Development Corporation, Courthouse Township, Camden County, North Carolina," dated May 21, 2002, and prepared by Edward T. Hyman, Jr., Professional Land Surveyor which plat is recorded in Plat Cabinet 4, Slide 32-B, Camden County Registry.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 4.D
Meeting Date: March 05, 2018
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson

Item Title **January Monthly Report**

Attachments: 20180222145935785 (2).pdf(PDF)

Summary: January Monthly Report

Recommendation: Review and approve

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2017	382,542.03	10,200.67
2016	71,016.94	7,647.08
2015	27,041.34	1,338.94
2014	19,857.21	1,651.30
2013	11,528.67	5,654.41
2012	8,339.69	8,338.21
2011	5,981.89	6,747.41
2010	4,868.18	5,012.61
2009	4,017.55	4,678.37
2008	3,795.46	5,127.46

Attachment: 20180222145935785 (2).pdf (1958 : Tax Report - January)

TOTAL REAL PROPERTY TAX UNCOLLECTED	538,988.96
TOTAL PERSONAL PROPERTY UNCOLLECTED	56,396.46
TEN YEAR PERCENTAGE COLLECTION RATE	99.15%
COLLECTION FOR 2018 vs. 2017	424,480.42 vs. 1,680,022.16

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2017	94.43%
2016	98.82%
2015	99.57%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: 20180222145935785 (2).pdf (1958 : Tax Report - January)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS**ENDING** January **2018****BY TAX ADMINISTRATOR**

10 NUMBER DELINQUENCY NOTICES SENT

15 FOLLOWUP REQUESTS FOR PAYMENT SENT

0 NUMBER OF WAGE GARNISHMENTS ISSUED

9 NUMBER OF BANK GARNISHMENTS ISSUED

20 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR
TO DELINQUENT TAXPAYER

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF
TAX ADMINISTRATOR

0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO
COUNTY ATTORNEY

0 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR
COLLECTION (I.D. AND STATUS)

0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

2 NUMBER OF JUDGMENTS FILED

Attachment "A"
Real
1

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	9,438.94	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	5,505.31	10	SEAMARK INC.	SHILOH	HOLLY RD
R	02-8934-01-17-4778.0000	3,845.43	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	01-7998-01-08-6797.0000	3,404.52	2	EDWARD E. HARRIS JR.	SOUTH MILLS	343 HWY N
R	02-8945-00-41-2060.0000	3,144.40	1	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHHELL RD
R	02-8937-00-50-8036.0000	2,977.80	2	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	02-8934-01-18-6001.0000	2,727.46	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	02-8936-00-81-9147.0000	2,670.10	1	JUDITH TILLET	CAMDEN	190 RUN SWAMP RD
R	03-8899-00-06-0950.0000	2,607.04	1	NA NGUYEN	SHILOH	117 EDGEWATER DR
R	03-8961-00-68-3593.0000	2,459.40	1	SECRETARY OF VETERANS AFFAIRS	SHILOH	169 RAYMONS CREEK RD
R	02-8923-00-19-3774.0010	2,328.84	5	WILLIAM CONOVER	CAMDEN	158 US W
R	03-8899-00-16-2671.2425	2,239.96	1	SPRING LOTUS LLC	SHILOH	431 EDGEWATER DR
R	03-8965-00-44-7928.0000	2,195.74	1	WHALON & KATHLEEN MCCULLLEN	SHILOH	141 EDgewater DR
R	03-8943-04-93-8214.0000	2,189.23	10	L. P. JORDAN HEIRS	SHILOH	404 SANDY HOOK RD
R	01-7080-00-62-1977.0000	2,062.78	7	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	108 CAMDEN AVE
R	02-8935-02-66-7093.0000	2,029.22	2	B. F. ETHERIDGE HEIRS	CAMDEN	117 OTTERS PL
R	01-7988-00-91-0179.0001	1,995.64	9	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	158 US E
R	03-8952-00-95-8737.0000	1,927.12	2	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-78-4680.0000	1,892.10	2	BERTHA MARLENE GARRETT	SOUTH MILLS	379 OLD SWAMP RD
R	03-8962-00-05-0472.0000	1,799.11	2	FRANK MCWILLIAN HEIRS	SHILOH	172 NECK RD
R	01-7999-00-32-3510.0000	1,777.65	2	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	03-8953-03-12-6266.0000	1,735.71	1	R. VERNON BRAY, JR.	SHILOH	120 LAUREN LN
R	01-7999-00-12-8596.0000	1,714.51	2	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	03-8971-00-54-7373.0000	1,698.78	2	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	01-7080-00-53-1141.0000	1,570.31	1	KENNETH J ROSA SR	SOUTH MILLS	188 KEETER BARN RD
R	01-7090-00-64-6040.0000	1,561.52	1	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	03-8962-00-04-9097.0000	1,534.55	6	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	01-7999-00-46-1105.0000	1,511.51	1	LINDA EASON COLSON	SOUTH MILLS	176 PUDDING RIDGE RD
R	01-7989-04-51-8515.0000	1,498.18	2	WILLIAM LUCIAN ELKINS	SOUTH MILLS	205 MAIN ST
R	02-8934-01-29-4617.0000	1,456.65	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W

Delinquencies Top-30 Unpaid

02/01/18 13:13:15

Attachment "B"
Road

Roll	Parcel Number	YrsDltg	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	9,438.94	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	5,505.31	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8943-04-93-8214.0000	10	2,189.23	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	10	1,995.64	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8952-00-95-8737.0000	10	1,927.12	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,777.65	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7989-00-12-8596.0000	10	1,714.51	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	10	1,088.28	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8962-00-50-0273.0000	10	1,872.12	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7090-00-60-5052.0000	10	750.68	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	10	599.63	MARLE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	569.75	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7998-00-57-2800.1000	10	427.45	TINA RENEE LEARY	SOUTH MILLS	111 LINTON RD
R	01-7090-00-95-5262.0000	10	241.60	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-8980-00-61-1968.0000	10	218.33	WILLIAMSBUG VACATION	SHILOH	CAMDEN POINT RD
R	03-8809-00-45-1097.0000	10	203.83	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	160.06	ELIZABETH LONG	SHILOH	HIBISCUS
R	01-7989-00-17-2462.0000	10	143.59	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7989-04-60-1568.0000	9	977.64	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	02-8945-00-41-2060.0000	8	3,144.40	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	01-7080-00-62-1977.0000	8	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8809-00-24-6322.0000	8	477.36	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	01-7998-01-08-6797.0000	8	3,404.52	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8980-00-84-0931.0000	7	156.62	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-8962-00-04-9097.0000	6	1,534.55	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	6	1,649.95	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	6	443.96	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-70-7529.0000	6	434.79	MARY SNOWDEN	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	6	369.29	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8962-00-60-7648.0000	6	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD

02/01/18 13:13:16

Delinquencies Top-30 Oldest

Attachment "A"
Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001623	3,885.70	1	ATLANTIC COASTAL CLEARING	CAMDEN	
P	0001709	1,734.90	8	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0000738	837.43	6	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	827.33	9	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001046	776.11	9	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	622.29	9	PAM BUNDY	SHILOH	105 AARON DR
P	0002185	483.28	5	KAREN BUNDY	CAMDEN	431 158 US W
P	0001230	411.11	1	DIRECT TV, LLC	CAMDEN	
P	0002194	407.91	5	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001476	306.68	2	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001694	288.99	1	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0002565	277.38	5	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001693	261.90	1	DUANE EDWARD DUNIVAN	SOUTH MILLS	115 WAYLAND CT
P	0001106	258.76	8	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001681	254.46	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0001952	238.91	5	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0002886	222.38	6	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001104	214.79	1	GEORGE LINWOOD POWELL	CAMDEN	177 SANDHILLS RD
P	0000295	204.06	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000905	200.35	1	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000248	194.51	2	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001010	189.68	10	ROBERT H. OWENS	CAMDEN	363 # 15
P	0001673	177.05	4	RAYBURN BURGESS	SHILOH	116 EDGEWATER DR
P	0001722	140.55	8	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001638	139.94	6	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001250	137.82	2	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN
P	0000385	121.17	2	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0001540	120.95	1	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0000316	115.56	9	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P			8	JAMES P. JONES	CAMDEN	142 SANDHILLS RD

02/01/18 13:13:32

Delinquencies Top-30 Unpaid

Attachment "B"
Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0000738	10	837.43	LESLIE ETHERIDGE JR	CAMDEN	133 EDGEWATER DR
P	0001046	10	776.11	THIEN VAN NGUYEN	SHILOH	105 AARON DR
P	0001072	10	622.29	PAM BUNDY	SHILOH	617 MAIN ST
P	0001106	10	258.76	JAMI ELIZABETH VANHORN	SOUTH MILLS	363 # 15
P	0000248	10	194.51	ROBERT H. OWENS	CAMDEN	MIC MAC TRAIL
P	0001538	9	827.33	JEFFREY EDWIN DAVIS	HERTFORD	CAMDEN CAUSEWAY
P	0001540	9	120.95	DAVID LUKE	ELIZABETH CITY	158 HWY
P	0001709	8	1,734.90	JOHN MATTHEW CARTER	CAMDEN	158 HWY W
P	0001693	8	177.05	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	8	115.56	THOMAS PHILLIP WINSLOW	CAMDEN	142 SANDHILLS RD
P	0000316	7	483.28	JAMES P. JONES	CAMDEN	431 158 US W
P	0001827	7	222.38	KAREN BUNDY	CAMDEN	177 SANDHILLS RD
P	0002886	6	140.55	GEORGE LINWOOD POWELL	CAMDEN	LINTON ROAD
P	0001722	6	411.11	JANET LEARY	SOUTH MILLS	101 ROBIN CT W
P	0001230	5	288.99	JAMES NYE	SOUTH MILLS	150 158 HWY W
P	0001694	5	254.46	THOMAS B. THOMAS HEIRS	CAMDEN	158 HWY W
P	0001681	5	238.91	STEVE WILLIAMS	CAMDEN	319 PONDEROSA RD
P	0001952	5	407.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	849 SANDY HOOK RD S
P	0002194	4	189.68	MORGAN ROBERSON	SHILOH	EDGEWATER DR
P	0001010	4	200.35	RAYBURN BURGESS	SHILOH	111 AARON DR
P	0000905	2	139.94	KEVIN & STACY ANDERSON	SOUTH MILLS	612 MAIN
P	0001638	2	137.82	ERIC JASON WOODARD	SOUTH MILLS	108 BINGHAM RD
P	0001250	2	3,885.70	MICHELE LEE TAYLOR-DUKE	CAMDEN	CAMDEN CAUSEWAY
P	0001623	1	3,448.60	ATLANTIC COASTAL CLEARING	CAMDEN	115 WAYLAND CT
P	0002185	1	306.68	DIRECT TV, LLC	CAMDEN	107 RIDGE ROAD
P	0001476	1	277.38	MIKE TAYLOR	ELIZABETH CITY	330 158 HWY E
P	0002565	1	214.79	DUANE EDWARD DUNIVAN	SOUTH MILLS	116 GARRINGTON ISLAND
P	0001104	1	204.06	MICHAEL & MICHELLE STONE	CAMDEN	
P	0000295	1	121.17	HENDERSON AUDIOMETRICS, INC.	CAMDEN	
P	0000385	1		MARK SANDERS OVERMAN	SHAWBORO	

02/01/18 13:13:33

Delinquencies Top-30 Oldest



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 4.E

Meeting Date: March 05, 2018

Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Stephanie Humphries

Item Title **South Camden VFD Fire Truck Financing**

Attachments: SCVFD financing resolution fire truck 2-2018
(DOCX)

Summary: During the month that the Fire Truck was being built by the manufacturer, the interest rates have increased. Due to the almost 1 percent increase, the Finance Office requested new quotes from multiple banks for installment financing. Xenith Bank has the best rates and have agreed to provide an equal interest rate on deposited funds. Xenith Bank bought out the Elizabeth City branch of Gateway Bank and is an approved bank by the state Local Government Commission.

Recommendation: **Approve the banking relationship and the financing for the Fire Truck through Xenith Bank by adopting the attached resolution.**

Resolution Approving Financing Terms

WHEREAS: Camden County (the "County") has previously determined to undertake a project for the financing of a fire truck, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The County hereby determines to finance the Project through Xenith Bank, in accordance with the proposal dated February 26, 2018. The amount financed shall not exceed \$575,000.00, the interest rate shall not exceed 2.2% and the financing term shall not exceed 4 years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the County are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by County officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The County shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The County hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The County intends that the adoption of this resolution will be a declaration of the County's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the Xenith Bank financing described above. The County intends that funds that have been advanced, or that may be advanced, from the County's general fund, or any other County fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. The County intends that the adoption of this resolution will be a declaration of the County's official intent to approve a banking relationship with Xenith Bank for this financing, and deposit accounts as needed as determined by the County Finance Officer in compliance with statutes.

7. All prior actions of County officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 2018.

By: _____

By: _____

Title: _____

Title: _____

SEAL

Attachment: SCVFD financing resolution fire truck 2-2018 (1962 : Fire Truck Financing)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 4.F

Meeting Date: March 05, 2018

Submitted By: Karen Davis, Clerk to the Board
Board of Commissioners
Prepared by: Karen Davis

Item Title Camden County Photo Contest - Commissioner Munro

Attachments:

Summary:

Requested by Commissioner Munro to be placed on the agenda for discussion and consideration.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 5.1

Meeting Date: March 05, 2018

Submitted By: Donna Stewart, Visitor Center Director
Dismal Swamp Welcome Center
Prepared by: Karen Davis

Item Title **Tourism Development Authority - Appointment**

Attachments: Donald Doughman_Volunteer Form (PDF)

Summary:

It is the request of staff to appoint Mr. Donald Doughman to the Tourism Development Authority Board.

Recommendation:

Approve 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 info@camdencountync.gov.

Name: Donald A. Doughman

Mailing Address: 850 Puddin Ridge Road

Township you live in: Business Address - Camden

Telephone (home): 757-561-1815 (business): 252-435-0082

Email address: ddoughman@academitraining.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: Director of Facilities at ACADEMI Training Center, Masters Degree in Project Management, Certified Project Management Professional, Bachelors Degree in Technical Management

Boards or Commissions upon which you are interested in serving: TDA 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. Thanks for your interest in Camden County Government

Signature:  Date: 2/10/2018

Boards and Commissions

- ABC Board
- Adult Care Home Community Advisory Committee
- Aging Advisory Board
- Albemarle Commission
- Albemarle Regional Health Board
- Albemarle Hospital Board
- Board of Adjustments
- Camden Economic Development Commission
- Coastal Resource Advisory Council
- Coastal Resource Commission
- COA Board of Trustees
- Social Services Advisory Board
- Dismal Swamp Park Advisory Committee
- Economic Improvement Council
- Fire District Commission (Shiloh/Courthouse)
- Fire District Commission (South Mills)
- Joyce Creek Watershed Commission
- Library Board
- Northeast Workforce Development Board
- Parks & Recreation Advisory Board
- Planning Board
- Senior Services Advisory Board
- Stormwater Management Advisory Committee (Shiloh, Courthouse, or South Mills)
- Senior Tar Heel Representative Delegate
- Tourism Development Authority



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 5.3

Meeting Date: March 05, 2018

Submitted By: Karen Davis, Clerk to the Board
Board of Commissioners
Prepared by: Karen Davis

Item Title **Appoint Alternates - Jail Commission & Albemarle
Commission**

Attachments:

Summary:

The Board of Commissioners will consider alternates to attend Jail Commission and Albemarle Commission meetings during Chairman Riggs' absence.

Recommendation:

Appoint alternates.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 6.A
Meeting Date: March 05, 2018

Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title **BOC Minutes - February 5, 2018**

Attachments: bocminutes_020518 (DOCX)

Summary:

Board of Commissioners Meeting Minutes - February 5, 2018

Recommendation:

Review and Approve

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

Camden County Board of Commissioners

February 5, 2018

Closed Session – 5:00 PM

Regular Meeting – 7:00 PM

Historic Courtroom, Courthouse Complex

Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on February 5, 2018 in the Historic Courtroom, Camden, North Carolina.

WELCOME & CALL TO ORDER

The meeting was called to order by Chairman Clayton Riggs at 5:00 PM. Additional Board Members Present: Vice Chairman Tom White, Commissioner Garry Meiggs, Commissioner Randy Krainiak. Commissioner Ross Munro was absent due to work obligations.

Staff Present for 5:00 PM Closed Session: Manager Ken Bowman, County Attorney John Morrison, Clerk to the Board Karen Davis.

Additional Staff Present for 6:00 PM Closed Session: Finance Officer Stephanie Humphries.

Additional Staff Present for 6:15 PM Closed Session: Public Works Director David Credle.

Motion to go into closed session Pursuant to NC G.S. §143-318.11 (a) (4) for the purpose of economic development prospect discussion; pursuant to NC G.S. §143-318.11 (a) (5) for the purpose of contract negotiations; pursuant to NC G.S. §143-318.11 (a) (9) to receive briefing by emergency service officials.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Vice Chairman
AYES:	Riggs, White, Krainiak, Meiggs
ABSENT:	Munro

Motion to come out of closed session.

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

CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018

40 Chairman Riggs reconvened the regular meeting of the Board of Commissioners at 7:15 PM.
 41 Additional Staff Present for Regular Meeting: Planning Director Dan Porter, Permit Officer
 42 Dave Parks, Public Works Director David Credle, Dismal Swamp Canal Welcome Center
 43 Director Donna Stewart, Economic Development Director Charlie Bauman.

44 **INVOCATION & PLEDGE OF ALLEGIANCE**

45 Pastor Kevin Buzzard gave the invocation. The Board of Commissioners led in the Pledge of
 46 Allegiance.

47

48 **ITEM 1. PUBLIC COMMENTS**

49

50 Rodney Meads of Whitehall Shores, Camden, addressed the Board with the following:

Each of you has received detailed written correspondence recently from me in reference to the upcoming vacancy for the Office of the Sheriff. This was done privately, however, I do feel the need to address and reiterate some of this information in this public setting tonight.

As you are well aware, Sheriff Perry will be stepping down to retire on March 1, 2018. As Chief Deputy of the Camden Sheriff's Office, I want you to know I am ready to step up and perform the duties of the Sheriff of Camden County in accordance with North Carolina General Statute 162-5; as it requires someone who shall possess the same qualifications. As Commissioners, you have the right to appoint someone to fill the remaining term of this office. I am seeking this appointment. I also realize this decision can't be taken lightly and a competent individual is a necessity. The responsibility for the safety of our citizens and community is astronomical. It takes much more than someone just wanting to be Sheriff to fill this position. This position requires knowledge, skill, ability and experience. These attributes should be a driving force in this selection process. I can assure you by appointing me to fulfill this term; I bring to the table these and much more and your decision will ensure a smooth transition for the office and the citizens of Camden County.

During my experience here with the Camden Sheriffs' Office since I took my 1st oath on December 30, 1999, I have personally worked in all of the areas of this office with the exception of Animal Control. I have well rounded actual hands on, in the trenches experience you can count on. I know what it takes to do the job, to manage the job, and to make sure it is done correctly. I know what is required by the State and Federal entities to stay in compliance with their mandates. I have worked through yearly audits by these outside agencies ensuring our Sheriffs' Office maintains compliance. I'm not going to bore you with 3 pages of completed Justice Academy classes and training, but I will let you know I have been awarded the Advanced Law Enforcement Certificate by the North Carolina Sheriffs' Education and Training Standards Commission which is the highest award given in North Carolina by the Commission. Even after earning and receiving this award, I continue to receive training in this ever changing profession.

Simply, I ask you to just do the right thing for our office and community and don't let the coincidence of this being an election year cloud your decision.

I sincerely appreciate your time and valued consideration in this most important issue.

51

52

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

53 **ITEM 2. CONSIDERATION OF AGENDA**

54

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

56	RESULT:	PASSED [UNANIMOUS]
57	MOVER:	Tom White, Vice Chairman
58	AYES:	Meiggs, Riggs, White, Krainiak
59	ABSENT:	Munro

60

61 **ITEM 3. PRESENTATIONS**

62

63 1. Dismal Swamp Welcome Center – Donna Stewart

64

65 Dismal Swamp Welcome Center Director Donna Stewart promoted two upcoming events: Black
66 History Month and Paddle for the Border 2018. The Dismal Swamp Canal was featured in the
67 National Park Service Network to Freedom brochure.

68

69 2. Eastern Shore Communications – Donald Imhoff

70

71 Economic Development Director Charlie Bauman introduced Donald Imhoff of Eastern Shore
72 Communications. Mr. Imhoff presented to the Board of Commissioners a request for Eastern
73 Shore Communications to conduct an internet feasibility study for Camden County. The cost for
74 the study is \$3,500.

75

76 **Motion to approve the internet feasibility study by Eastern Shore Communications.**

77	RESULT:	PASSED [UNANIMOUS]
78	MOVER:	Garry Meiggs, Commissioner
79	AYES:	Meiggs, Riggs, White, Krainiak
80	ABSENT:	Munro

81

82 3. FY2016-2017 Audit Presentation

83

84 Brian Scott with Thompson, Price, Scott & Adams presented an overview of the FY2016-2017
85 audit. The full report is available on file in the county finance office.

86

87 **South Camden Water & Sewer District Board of Directors Meeting**

88

89 Chairman Riggs recessed the Board of Commissioners to the South Camden Water & Sewer
90 District Board of Directors meeting.

91

92

93

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

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

95 **RESULT:** PASSED [UNANIMOUS]
 96 **MOVER:** Garry Meiggs, Commissioner
 97 **AYES:** Meiggs, Riggs, White, Krainiak
 98 **ABSENT:** Munro

99

Agenda

**Camden County Board of Commissioners
SCWSD - Regular Meeting
February 05, 2018
7:00 PM
Historic Courtroom, Courthouse Complex**

1. CALL TO ORDER

ITEM 2. PRESENTATIONS (For discussion and possible action)

ITEM 3. 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 4. CONSIDERATION OF THE AGENDA

ITEM 5. OLD BUSINESS (For discussion and possible action)

ITEM 6. NEW BUSINESS (For discussion and possible action)

A. Monthly Update

ITEM 7. CONSENT AGENDA

ITEM 8. INFORMATION

ITEM 9. OTHER

ITEM 10. ADJOURN

100
101

*South Camden Water & Sewer Board
Monthly Work Order Statistics Report
Period: December 2017*

	<i>Submitted Work Orders</i>	<i>Completed Work Orders</i>	<i>Percentage Completed</i>	<i>Status of Uncompleted Work Orders</i>
<i>Water/Distribution</i>	<i>82</i>	<i>82</i>	<i>100%</i>	<i>0</i>
<i>Sewer/Collection</i>	<i>2</i>	<i>2</i>	<i>100%</i>	<i>0</i>

Locates:

Water Line: 60

Sewer Line: 58

Water & Sewer, same ticket:5

Public Works Director Notes/Comments:

Ten work orders have been reviewed for accuracy.

102
103
104

Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

105 David Credle presented the monthly Work Order report.

106

107 Chairman Riggs requested Mr. Credle to include a report on capacity versus usage percentage on
108 a monthly or quarterly basis.

109

110 **Motion to approve the SCWSD monthly work report as presented.**

111	RESULT:	PASSED [UNANIMOUS]
112	MOVER:	Randy Krainiak, Commissioner
113	AYES:	Meiggs, Riggs, White, Krainiak
114	ABSENT:	Munro

115

116 **Motion to adjourn SCWSD Board of Directors meeting.**

117	RESULT:	PASSED [UNANIMOUS]
118	MOVER:	Tom White, Vice Chairman
119	AYES:	Meiggs, Riggs, White, Krainiak
120	ABSENT:	Munro

121

122 Chairman Riggs reconvened the meeting of the Camden County Board of Commissioners.

123

124 **ITEM 4. OLD BUSINESS**

125

126 A. UDO Revisions Update

127

128 Planning Director Dan Porter presented the following to the board and gave an update on the
129 UDO Revisions project.

130 Blue: Module I of the UDO; section currently being reviewed.

131 Orange: Module II of the UDO.

132 Green: Those that are scattered between the two modules; definitions, general statute
133 authorities; minor changes only.

134

135

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

ARTICLE 151.1 GENERAL PROVISIONS	1-1
ARTICLE 151.2 PROCEDURES	2-1
ARTICLE 151.3 ZONING DISTRICTS	3-1
ARTICLE 151.4 USE REGULATIONS	4-1
ARTICLE 151.5 DEVELOPMENT STANDARDS	5-1
ARTICLE 151.6 SUBDIVISION REQUIREMENTS	6-1
ARTICLE 151.7 ENVIRONMENTAL PROVISIONS	7-1
ARTICLE 151.8 NONCONFORMITIES	8-1
ARTICLE 151.9 ENFORCEMENT	9-1
ARTICLE 151.10 DEFINITIONS & MEASUREMENT	10-1
ARTICLE 151.11 AUTHORITIES	11-1
ARTICLE 151.12 HEADING 1	1

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- As a result of the UDO workshops, the second chapter on procedures is almost complete.
- One additional work session should give ample time to complete Module I.
- Mr. Porter will meet with consultant Chad Meadows and County Manager Ken Bowman on Tuesday, February 6th to prepare for the next work session.
- Still have the Development Standards, Subdivision Requirements and Environmental Provisions to go through as part of Module II.
- The goal is to have the revisions completed by no later than August 2018, which will require a meeting of the Board of Commissioners and an opportunity for public input.

Chairman Riggs raised a concern regarding the assignment of addresses.

Mr. Porter explained that the Planning Department assigns addresses in coordination with the Post Office and Tax Department. The code requires an address be assigned for every 125 feet of road.

Chairman Riggs questioned the timeframe of the UDO contract.

Mr. Porter stated that the timeframe for the contract was July or August 2015. It was proposed at the time to be an 18-month project. There have been delays on the county's side as well as on the side of the consultant.

Chairman Riggs expressed concern and frustration in regard to the delays of completing the UDO revisions.

Mr. Porter stated that as a result of the delays the consultant has offered discounts and additional work/travel time to compensate.

CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018

167 **ITEM 5. PUBLIC HEARING**

168
169 A. Ordinance 2017-11-01; Rezoning Application (UDO 2017-10-02)

170
171 **Motion to go into public hearing for Ordinance 2017-11-01; Rezoning Application (UDO**
172 **2017-10-02).**

173 **RESULT:** PASSED [UNANIMOUS]
174 **MOVER:** Garry Meiggs, Commissioner
175 **AYES:** Meiggs, Riggs, White, Krainiak
176 **ABSENT:** Munro

177
178 Zoning & Permit Officer Dave Parks presented the Staff Report to the Board of Commissioners:
179

STAFF REPORT

**UDO 2017-10-02
Zoning Map Amendment**

PROJECT INFORMATION

File Reference: UDO 2017-10-02
Project Name; N/A
PIN: 01-7081-00-81-4060

Applicant: Glen A. Carey, Jr.
Address: P.O. Box 211
South Mills, NC
Phone: (252) 333-8596
Email:

Agent for Applicant:
Address:
Phone:
Email:
Current Owner of Record: Glen A. Carey, Jr.

Meeting Dates:
12/20/2017 **Planning Board**

Application Received: 10/2/2017
By: David Parks, Permit Officer

Project Address/Location: Adjacent to 197
Sharon Church Road, South Mills

Application Fee paid: \$800 Check #18697

Completeness of Application: Application is
generally complete

**Documents received upon filing of application
or otherwise included:**

- A. Rezoning Application
- B. ARHS Perc Test.
- C. Deed
- D. GIS Aerial, existing zoning, Comprehensive
Plan future land use and CAMA Land Use
Plan Suitability Maps

REQUEST: Rezone approximately 25 acres from Basic Residential (R3-2) to Basic Residential (R3-1)

From: Basic Residential (R3-2)

To: Basic Residential (R3-1)

The R3 Districts are designed to provide for low density residential development in areas that are adjacent to those areas primarily devoted to agriculture. Subdivision in the R3-2 district requires a minimum of two acres per lot.

The R3 Districts are designed to provide for low density residential development in areas that are adjacent to those areas primarily devoted to agriculture. Subdivision in the R3-1 district requires a minimum of one acre per lot.

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**CAMDEN COUNTY BOARD OF COMMISSIONERS
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Vicinity Map:



183
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Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
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SITE DATA

Lot size: Approximately 25 acres
Flood Zone: Zone X
Zoning District(s): Basic Residential (R3-2)
Existing Land Uses: Agriculture/Residential

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Basic Residential (R3-2)	Basic Residential (R3-2)	Residential (R3-2) (R2)	Basic Residential (R3-2)
Use & size	Woodland	Farmland	Farmland/Housing	Woods/Farmland

Proposed Use(s):

The Uses will remain the same; just the density change is requested from two to one acre.

Description of property:

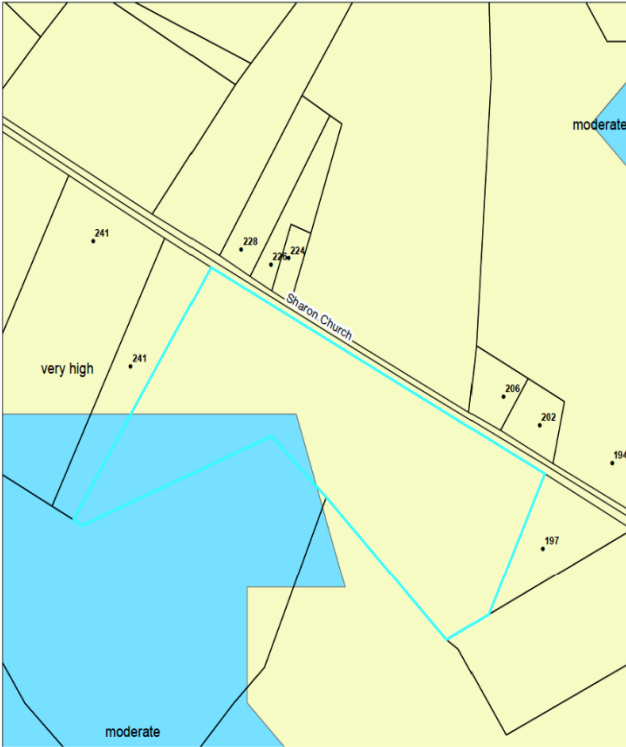
Property abuts Sharon Church Road. Property has been in farm use for quite some time plus there currently exists 3 dwellings on property.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Mill Run Ditch.
Distance & description of nearest outfall: Less than 1 mile.

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

CAMA Land Suitability:



186

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CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018

Comprehensive Plan Future Land Use Map\



**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

CAMA Future Land Use Map



**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

Zoning Map:



CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018

INFRASTRUCTURE & COMMUNITY FACILITIES

Water	Water lines are located adjacent to property along Sharon Church road.
Sewer	There are 3 dwellings on lot with septic systems.
Fire District	South Mills Fire District. Property located approximately 3 miles from Station on Keeter Barn Road.
Schools	Impact calculated at subdivision.
Traffic	Staff's opinion is traffic will not exceed road capacities.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent Inconsistent

The proposed zoning change is consistent with the CAMA Land Use Plan which was adopted by the Camden County Board of Commissioners on April 4, 2005 in that the Future Land Use Maps has area as Low Density Residential 1-2 acres or greater.

PLANS CONSISTENCY – cont.

2035 Comprehensive Plan

Consistent Inconsistent

Consistent with Comprehensive Plan (Adopted 2012) as Future Land Use Maps reflect land identified as Rural Residential 1 acre lots.

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

Property abuts Sharon Church Road.

Other Plans officially adopted by the Board of Commissioners

N/A

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No **Will the proposed zoning change enhance the public health, safety or welfare?**

Reasoning: The proposed zoning change will enhance the public health, safety, or welfare as the proposed change will allow for higher density residential development to support future commercial development providing a needed tax base for County residents.

Yes No **Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?**

N/A
Reasoning: The allowable uses in the R3 (Basic Residential) zoning will not change as the request is for higher density from two acres to one acre.

For proposals to re-zone to non-residential districts along major arterial roads:

Yes No **Is this an expansion of an adjacent zoning district of the same classification?** N/A

Reasoning:

Yes No **What extraordinary showing of public need or demand is met by this application?** N/A

Reasoning:

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**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

- Yes No **Will the request , as proposed cause serious noise, odors, light, activity, or unusual disturbances?**
Reasoning: All uses allowed in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.
- Yes No **Does the request impact any CAMA Areas of Environmental Concern?**
Reasoning: Property is outside any CAMA Areas of Environmental Concern.
- Yes No **Does the county need more land in the zoning class requested?**
Reasoning: Higher density development in areas identified in the Comprehensive and CAMA plans provides needed roof tops to support commercial development.
- Yes No **Is there other land in the county that would be more appropriate for the proposed uses?**
 N/A
Reasoning: Proposed uses will not change.
- Yes No **Will not exceed the county’s ability to provide public facilities:**
Schools – The higher density would have an impact on the high school as it is over capacity. Owner desires to create a four lot minor subdivision and preserve the rest in farmland.
Fire and Rescue – Minimal impact.
Law Enforcement – Minimal impact.
Parks & Recreation – Minimal impact
Traffic Circulation or Parking – N/A
Other County Facilities – No.
- Yes No **Is This A Small Scale “Spot” Rezoning Request Requiring Evaluation Of Community Benefits?**

If Yes (regarding small scale spot rezoning) – Applicants Reasoning:

	Personal Benefits/Impact	Community Benefits/Impact
With rezoning	Will allow owner to cut out a 4 lot minor subdivision of one acre lots.	Preservation of farmland and providing additional roof tops to support commercial development.
Without rezoning	Property owner will be wasting 4 acres of farm land under current zoning requiring two acre lot sizes.	No Change.

STAFF COMMENTARY:

The owner would like to do a 4 lot minor subdivision and preserve as much farm land as possible.

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193

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**CAMDEN COUNTY BOARD OF COMMISSIONERS
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At their December 20, 2017 meeting, Planning Board made the following recommendations:

Consistency Statement:

The requested Map Amendment is consistent with both the CAMA Land Use Plan and Comprehensive Plan as it allows for densities as low as one acre. Higher density provides more residential roof tops to support Commercial Development within designated areas of Camden County. Motion passed on a 7 to 0 vote.

Recommend approval of Ordinance No. 2017-10-01 and Rezoning Application 2017-10-02. Motion passed on a 7 to 0 vote.

194
195

196 Chairman Riggs opened the floor for public comment.

197

198 John Gordon of 168 Sharon Church Road addressed the board. Mr. Gordon expressed concern
199 of how stormwater drainage will be handled.

200

201 Mr. Parks explained that the plans have to meet drainage requirements before building permits
202 are approved.

203

204 **Motion to come out of public hearing.**

205	RESULT:	PASSED [UNANIMOUS]
206	MOVER:	Garry Meiggs, Commissioner
207	AYES:	Meiggs, Riggs, White, Krainiak
208	ABSENT:	Munro

209

210 **Motion to add Ordinance 2017-11-01 Rezoning Application to New Business as Item 6.D.**

211	RESULT:	PASSED [UNANIMOUS]
212	MOVER:	Tom White, Vice Chairman
213	AYES:	Meiggs, Riggs, White, Krainiak
214	ABSENT:	Munro

215

216 B. Ordinance 2017-12-01; Rezoning Application (UDO 2017-11-23)

217

218 **Motion to go into Public Hearing for Ordinance 2017-12-01; Rezoning Application (UDO**
219 **2017-11-23).**

220	RESULT:	PASSED [UNANIMOUS]
221	MOVER:	Garry Meiggs, Commissioner
222	AYES:	Meiggs, Riggs, White, Krainiak
223	ABSENT:	Munro

224

225 Mr. Parks presented the Staff Report to the Board of Commissioners.

226

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

STAFF REPORT

**UDO 2017-11-23
Zoning Map Amendment**

PROJECT INFORMATION

<p>File Reference: UDO 2017-11-23 Project Name: N/A PIN: 01-7989-00-02-5678</p> <p>Applicant: Jeffrey L & Amanda W. Thornley</p> <p style="padding-left: 40px;">Address: P.O. Box 175 South Mills, NC (919) 418-9904</p> <p style="padding-left: 40px;">Phone: Email:</p> <p>Agent for Applicant: Address: Phone: Email:</p> <p>Current Owner of Record: Applicant Meeting Dates:</p> <p>12/20/2017 Planning Board</p>	<p>Application Received: 11/20/17 By: David Parks, Permit Officer</p> <p>Application Fee paid: \$720 Check #1040</p> <p>Completeness of Application: Application is generally complete</p> <p>Documents received upon filing of application or otherwise included:</p> <p>A. Rezoning Application B. Deed C. Table of Permissible Uses comparison. D. GIS Aerial, existing zoning, Comprehensive Plan future land use and CAMA Land Use Plan Suitability Maps E. ARHS Perc Test</p>
---	--

REQUEST: Rezone approximately 17 acres from Highway Commercial (HC) to Basic Residential (R3-1) on property located adjacent to 165 & 195 Horseshoe Road.

Highway Commercial (HC)

To: Basic Residential (R3-1)

The Highway Commercial district is designed to provide for and encourage the proper grouping and development of roadside uses which will best accommodate the needs of the motoring public along US 17, US 158 and NC 343.

The R3 Districts are designed to provide for low density residential development in areas that are adjacent to those areas primarily devoted to agriculture. Subdivision in the R3-1 district requires a minimum of one acre per lot.

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

Vicinity Map: South Mills Township



228

SITE DATA

Lot size: Approximately 17 acres.
Flood Zone: AE (100 year flood)
Zoning District(s): Highway Commercial (HC)
Existing Land Uses: Farmland

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Basic Residential (R3-1)/GUD	Mixed Single Family Residential (R2)/Highway Commercial (HC)	Highway Commercial (HC)/Basic Residential (R3-1)	Mixed Single Family Residential (R2)
Use & size	Farmland/Some Housing	Woodland/Farmland	Farmland/House	House/Woodland

Proposed Use(s): Residential purposes.

Description of property: Property is adjacent to 165 & 195 Horseshoe Road.

ENVIRONMENTAL ASSESSMENT

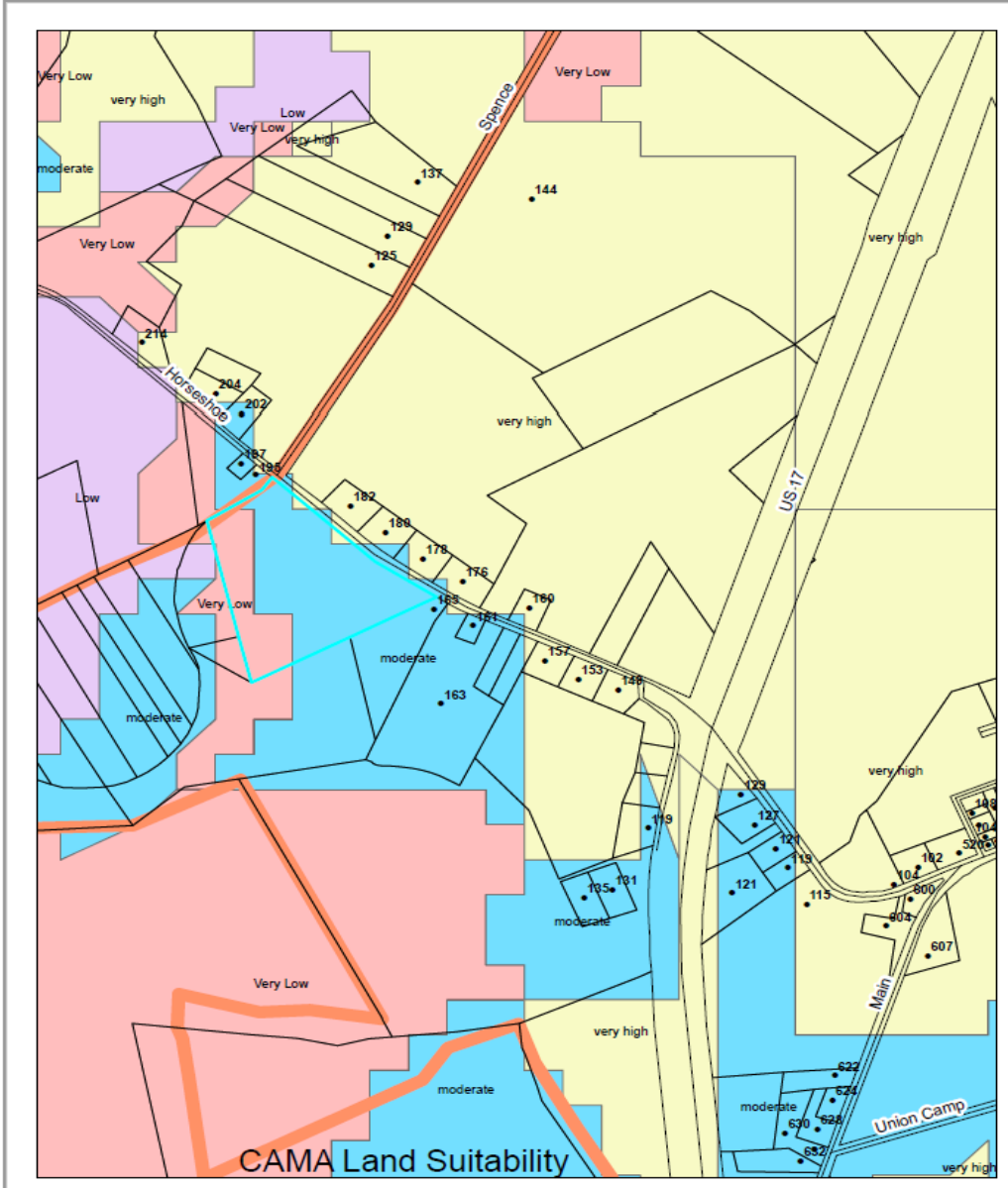
Streams, Creeks, Major Ditches: Upper Pasquotank.
Distance & description of nearest outfall: Less than 1 mile.

229

Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

CAMDEN COUNTY BOARD OF COMMISSIONERS
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CAMA Land Suitability:

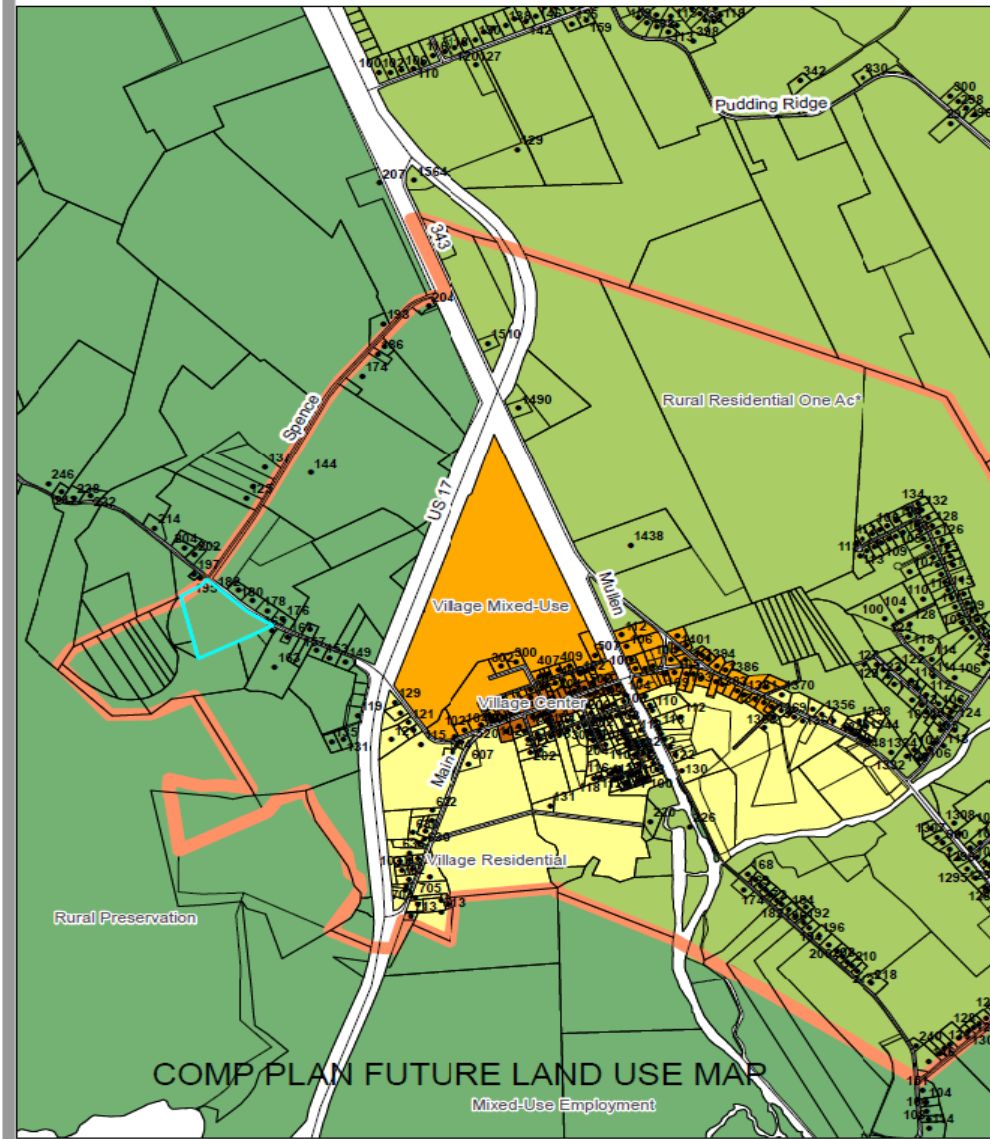


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Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

CAMDEN COUNTY BOARD OF COMMISSIONERS
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Comprehensive Plan Future Land Use Map

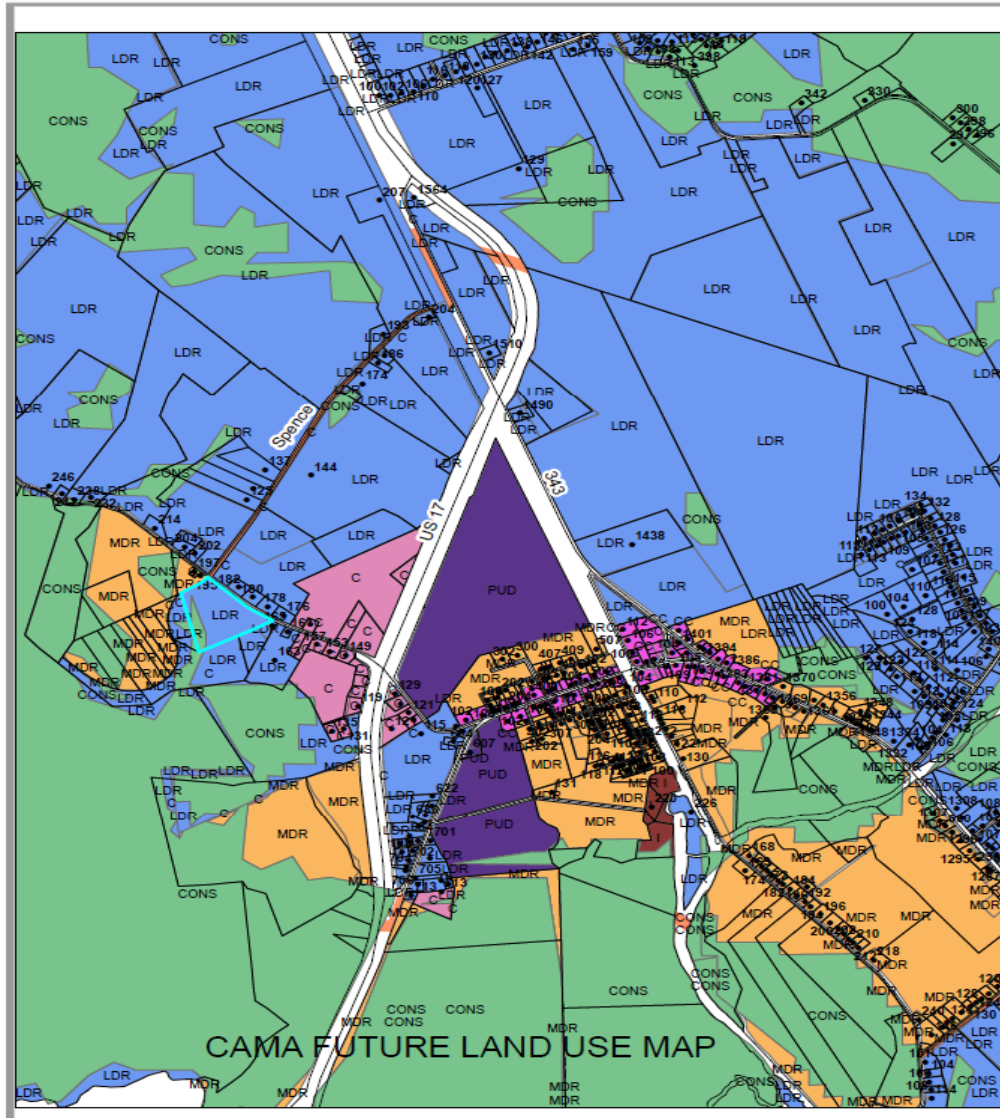


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Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

CAMDEN COUNTY BOARD OF COMMISSIONERS FEBRUARY 5, 2018

CAMA Future Land Use Map

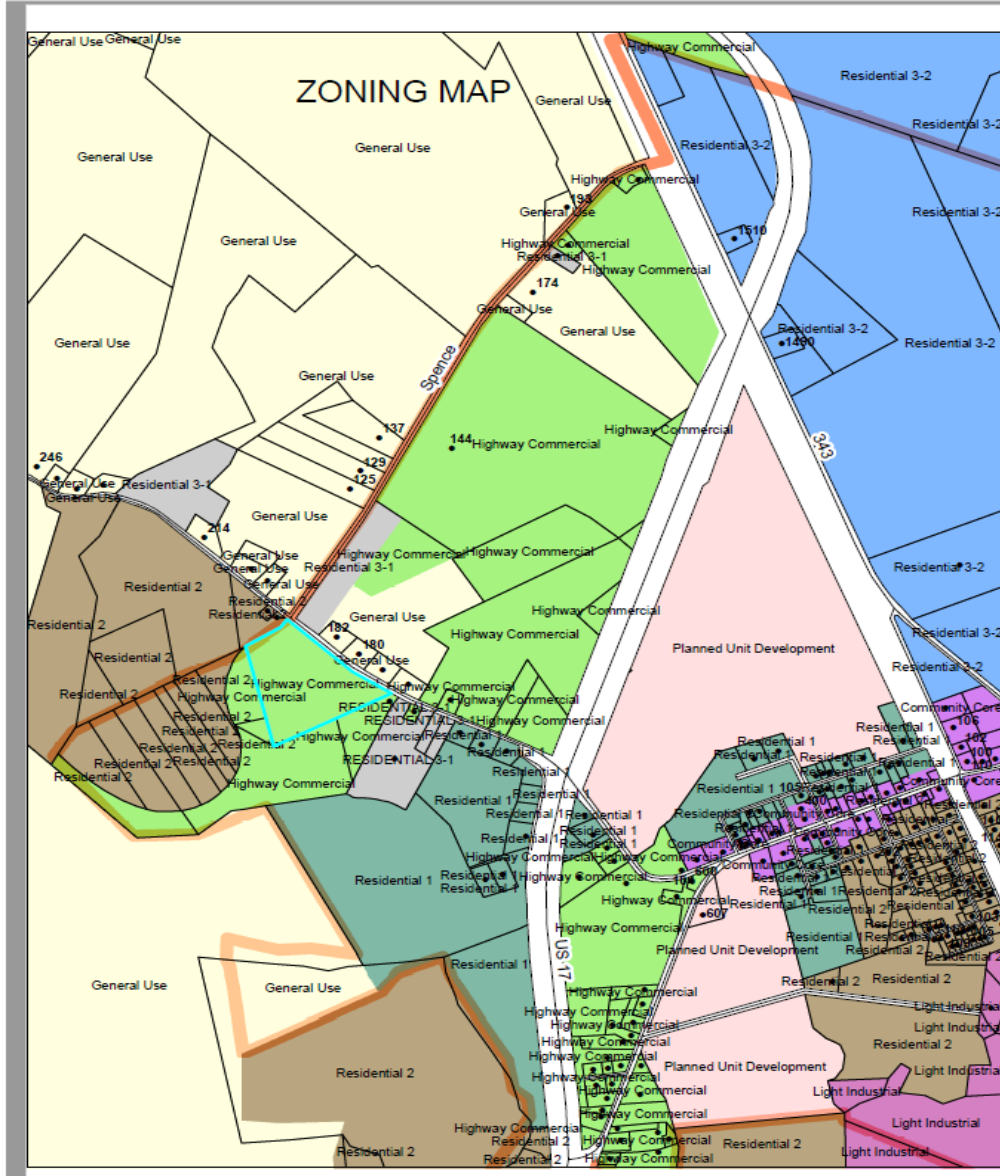


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Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

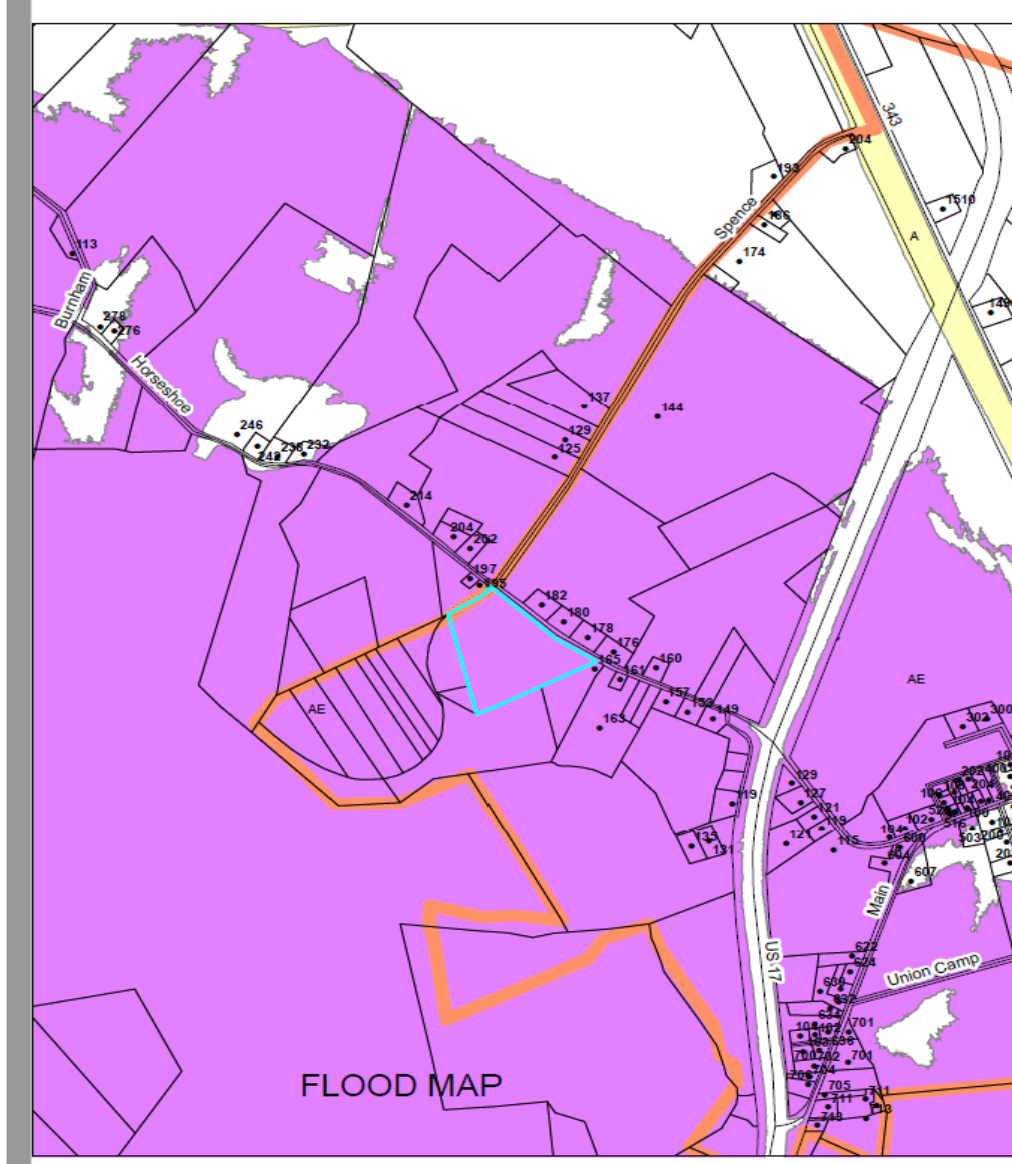
CAMDEN COUNTY BOARD OF COMMISSIONERS FEBRUARY 5, 2018

Zoning Map:



CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018

Floodplain Map



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**CAMDEN COUNTY BOARD OF COMMISSIONERS
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INFRASTRUCTURE & COMMUNITY FACILITIES

Water	Water lines are located adjacent to property along Horseshoe Road.
Sewer	No sewer available. Septic system will be utilized.
Fire District	South Mills Fire District. Property located approximately 1 mile from Station on Halstead St.
Schools	Impact calculated at subdivision/building permit.
Traffic	Staffs opinion is traffic will not exceed road capacities.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent Inconsistent

The proposed zoning change is consistent with the CAMA Land Use Plan which was adopted by the Camden County Board of Commissioners on April 4, 2005 in that the Future Land Use Maps has area as Low Density Residential 1-2 acres or greater. Requested zoning is defined as Low Density Residential.

PLANS CONSISTENCY – cont.

2035 Comprehensive Plan

Consistent Inconsistent

Inconsistent with Comprehensive Plan (Adopted 2012) as current Future Land Use Maps reflect land as Rural Preservation. Consistent as Comprehensive Plan calls for development to be focused in the Core Villages. Staff feels that an error was made on the Future Land Use map as property is located within South Mills Core Village. Future Land Use Maps will need to be changed to ensure compatibility between maps and the need to focus development within the Core Village areas as addressed in the Comprehensive Plan.

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

Property abuts Horseshoe Road.

Other Plans officially adopted by the Board of Commissioners

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

N/A

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No **Will the proposed zoning change enhance the public health, safety or welfare?**

Reasoning: The proposed zoning change will neither enhance nor hinder the public health, safety, or welfare. The infrastructure is there for residential development however sewer is unavailable (if needed) for commercial development.

Yes No **Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?**

Reasoning: Requested uses more appropriate than existing as property is ½ mile from U.S. 17 which distance is not within close proximity of U.S 17 to be appropriate for Highway Commercial uses. No sewer available at site to which most HC uses will need.

Yes No **For proposals to re-zone to non-residential districts along major arterial roads:**

Is this an expansion of an adjacent zoning district of the same classification? N/A

Yes No

Reasoning:

What extraordinary showing of public need or demand is met by this application? N/A

Reasoning:

Yes No **Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?**

Reasoning: All uses allowed in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.

Yes No **Does the request impact any CAMA Areas of Environmental Concern?**

Reasoning: Property is outside any CAMA Areas of Environmental Concern.

Yes No **Does the county need more land in the zoning class requested?**

Reasoning: Higher density development in areas identified in the CAMA Land Use and Comprehensive Plan provides needed roof tops to support commercial development.

Yes No **Is there other land in the county that would be more appropriate for the proposed uses?**

Reasoning: There are homes located adjacent to and near the property.

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**CAMDEN COUNTY BOARD OF COMMISSIONERS
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Yes No **Will not exceed the county’s ability to provide public facilities:**

Schools – The higher density would have an impact on the high school as it is over capacity.

Fire and Rescue – Minimal impact.

Law Enforcement – Minimal impact.

Parks & Recreation – Minimal impact

Traffic Circulation or Parking – N/A

Other County Facilities – No.

Yes No **Is This A Small Scale “Spot” Rezoning Request Requiring Evaluation Of Community Benefits?**

If Yes (regarding small scale spot rezoning) – Applicants Reasoning:

	Personal Benefits/Impact	Community Benefits/Impact
With rezoning	Will allow owner to build their home on the land.	Add required roof tops to support current and future commercial development.
Without rezoning	Property owner will not be able to use the land in which they intended as single family homes are not permissible in HC Zones.	Due to distance/location from U.S. 17 and lack of sewer staff feels it would be some time before any Community Benefits.

STAFF COMMENTARY:

This is another area where the CAMA Plan, Comprehensive Plan and Zoning Maps are not consistent with each other. CAMA Plan has property identified as Low Density Residential, Comprehensive Plan Future Land Use Map has land at Rural Preservation and Zoning Map has property zoned Highway Commercial. There is no sewer available at this time and there are houses located at or near the property. With distance from U.S. 17 staff feels current zoning is inappropriate for property.

At their December 20, 2017 meeting Planning Board made the following recommendations:

1. Motion made to recommend approval to amend Comprehensive Plan Future Land Use Map for this property from Rural Preservation to Rural Residential. Motion passed on a 7 to 0 vote.
2. Consistency Statement: The requested rezoning is consistent with adopted CAMA Future Land Use Maps as property is identified as Low Density Residential not Commercial. Comprehensive Plan Future Land Use Maps for this parcel is being recommended to amend to reflect Rural Residential which will make the request consistent with FLU Maps. Residential development will provide support for Commercial Development in targeted areas within the Core Village of South Mills. Recommended Consistency Statement passed on a 7 to 0 vote.
3. Motion made to recommend approval of Ordinance 2017-12-01 and rezoning request UDO 2017-11-23 to rezone property from Highway Commercial (HC) to Basic Residential (R3-1). Motion passed on a 7 to 0 vote.

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Public Comments – None

Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

244 **Motion to come out of public hearing.**

245 **RESULT:** PASSED [UNANIMOUS]
246 **MOVER:** Tom White, Vice Chairman
247 **AYES:** Meiggs, Riggs, White, Krainiak
248 **ABSENT:** Munro

249
250 **Motion to add Ordinance 2017-12-01 to New Business as Item 6.E.**

251 **RESULT:** PASSED [UNANIMOUS]
252 **MOVER:** Tom White, Vice Chairman
253 **AYES:** Meiggs, Riggs, White, Krainiak
254 **ABSENT:** Munro

255
256 **ITEM 6. NEW BUSINESS**

257
258 A. Monthly Tax Report – December 2017
259

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2016	80,900.43	7,769.14
2015	30,607.08	1,342.70
2014	21,841.14	1,660.06
2013	13,077.34	5,654.41
2012	8,748.57	8,338.21
2011	5,981.89	6,747.41
2010	4,928.65	5,012.61
2009	4,017.55	4,678.37
2008	3,795.46	5,127.46
2007	3,847.39	6,607.83

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**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

261

TOTAL REAL PROPERTY TAX UNCOLLECTED	177,745.50
TOTAL PERSONAL PROPERTY UNCOLLECTED	52,938.20
TEN YEAR PERCENTAGE COLLECTION RATE	99.67%
COLLECTION FOR 2017 vs. 2016	9,571.47 vs. 13,141.77

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2016	98.68%
2015	99.52%
2014	99.66%

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EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING December 2017
BY TAX ADMINISTRATOR

<u>2</u>	NUMBER DELINQUENCY NOTICES SENT
<u>151</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>3</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>0</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>4</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>0</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>3</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<u>0</u>	NUMBER OF JUDGMENTS FILED

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Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

267 Attachment A – Real Property

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	9,438.94	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-17-4778.0000	6,998.12	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-45-2682.0000	5,505.31	10	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-6797.0000	3,404.52	2	EDWARD E. HARRIS JR.	CAMDEN	1295 343 HWY N
R	02-8945-00-41-2060.0000	3,144.40	1	LASELLE ETHERIDGE SR.	SOUTH MILLS	168 BUSHELL RD
R	02-8937-00-50-8036.0000	2,977.80	2	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	01-7998-01-08-8621.0000	2,808.19	4	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	02-8934-01-18-6001.0000	2,727.46	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	02-8936-00-81-9147.0000	2,670.10	1	JUDITH TILLET	CAMDEN	190 RUN SWAMP RD
R	03-8959-00-06-0950.0000	2,607.04	1	NA NGUYEN	SHILOH	117 EDGEWATER DR
R	03-8965-00-13-1023.0000	2,483.40	2	SHARON EVANS MUNDEN	SHILOH	556 TROTMAN RD
R	03-8961-00-68-3593.0000	2,459.40	1	SECRETARY OF VETERANS AFFAIRS	SHILOH	169 RAYMONS CREEK RD
R	03-8899-00-16-2671.2425	2,330.00	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8923-00-19-3774.0010	2,328.84	5	WILLIAM CONOVER	CAMDEN	431 158 US W
R	03-8965-00-44-7928.0000	2,195.74	1	WHALON & KATHLEEN MCCULLEN	SHILOH	404 SANDY HOOK RD
R	03-8943-04-93-8214.0000	2,189.23	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7080-00-62-1977.0000	2,062.78	7	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8935-02-66-7093.0000	2,029.22	2	B. P. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7988-00-91-0179.0001	1,995.64	9	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7989-03-30-8984.0000	1,992.70	2	WILLIE LAVERNE TURNER	SOUTH MILLS	102 HORSESHOE RD
R	03-8952-00-95-8737.0000	1,927.12	2	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-78-4680.0000	1,892.10	2	BERTHA MARLENE GARRETT	SOUTH MILLS	379 OLD SWAMP RD
R	03-8962-00-05-0472.0000	1,799.11	2	FRANK MC MILLIAN HEIRS	SHILOH	172 NECK RD
R	01-7989-00-32-2510.0000	1,777.65	2	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	03-8953-03-12-6266.0000	1,735.71	1	R. VERNON BRAY, JR.	SHILOH	120 LAUREN LN
R	01-7999-00-12-8596.0000	1,714.51	2	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	03-8971-00-54-7373.0000	1,698.78	2	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	01-7080-00-53-1141.0000	1,570.31	1	KENNETH J ROSA SR	SOUTH MILLS	188 KEETER BARN RD
R	01-7090-00-64-6040.0000	1,561.52	1	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	03-8962-00-04-9097.0000	1,534.55	6	Cecil BARNARD HEIRS	SHILOH	NECK RD

268 Attachment B – Real Property

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	9,438.94	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	5,505.31	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8943-04-93-8214.0000	10	2,189.23	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	10	1,995.64	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8952-00-95-8737.0000	10	1,927.12	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-2510.0000	10	1,777.65	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,714.51	MOSES MITCHELL HEIRS	SOUTH MILLS	120 LAUREN LN
R	01-7989-04-60-1954.0000	10	1,088.28	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8962-00-50-0273.0000	10	872.12	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7090-00-60-5052.0000	10	750.68	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	10	599.63	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8946-00-24-7426.0000	10	569.75	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7998-00-57-2800.1000	10	427.45	TINA RENEE LEARY	SOUTH MILLS	111 LINTON RD
R	01-7090-00-95-5262.0000	10	241.60	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-8980-00-61-1968.0000	10	218.33	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-45-1097.0000	10	203.83	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	160.06	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	143.59	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7989-04-60-1568.0000	9	977.64	EMMA BRITTE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	02-8945-00-41-2060.0000	8	3,144.40	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	01-7080-00-62-1977.0000	8	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-9809-00-24-6322.0000	8	477.36	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	01-7998-01-08-6797.0000	7	3,404.52	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8980-00-84-0931.0000	7	156.62	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-8962-00-04-9097.0000	6	1,534.55	Cecil BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	6	534.55	CARL TEUSCHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	6	443.96	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-70-7529.0000	6	434.79	MARY SNOWDEN	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	6	369.29	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8962-00-60-7648.0000	6	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD

271 Attachment A – Personal Property

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001623	3,885.70	1	ATLANTIC COASTAL CLEARING	CAMDEN	
P	0001709	1,734.90	8	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0000738	837.43	6	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	827.33	9	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001046	776.11	9	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	622.29	9	PAM BUNDY	SHILOH	105 AARON DR
P	0001927	483.28	10	KAREN BUNDY	CAMDEN	431 158 US W
P	0002185	448.60	1	DIRECT TV,LLC	CAMDEN	
P	0001230	411.11	5	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0002194	407.91	2	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001476	306.68	1	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001694	288.99	5	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0002565	277.38	1	DUANE EDWARD DUNIVAN	SOUTH MILLS	115 WAYLAND CT
P	0001693	261.90	8	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	258.76	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0001681	254.46	5	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001952	238.91	5	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0002886	222.38	6	GEORGE LINWOOD POWELL	CAMDEN	177 SANDHILLS RD
P	0001104	214.79	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000295	204.06	1	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000905	200.35	2	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0000248	194.51	10	ROBERT H. OWENS	CAMDEN	363 # 15
P	0001010	189.68	4	RAYBURN BURGESS	SHILOH	116 EDGEWATER DR
P	0001673	177.05	8	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001722	140.55	6	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001638	139.94	2	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0001250	137.82	2	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0000385	121.17	1	MARK SANDERS OVERMAN	SHAWORO	116 GARRINGTON ISLAND
P	0001540	120.95	9	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000316	115.56	8	JAMES P. JONES	CAMDEN	142 SANDHILLS RD

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Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

278 Attachment B – Personal Property
279

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0000738	10	837.43	LESLIE ETHERIDGE JR	CAMDEN	
P	0001046	10	776.11	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	10	622.29	PAM BUNDY	SHILOH	105 AARON DR
P	0001106	10	258.76	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000248	10	194.51	ROBERT H. OWENS	CAMDEN	363 # 15
P	0001538	9	827.33	JEFFREY EDWIN DAVIS	HERTFORD	NIC MAC TRAIL
P	0001540	9	120.95	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001709	8	1,734.90	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001693	8	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	8	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000316	8	115.56	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	7	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0002886	6	222.38	GEORGE LINWOOD POWELL	CAMDEN	177 SANDHILLS RD
P	0001722	6	140.55	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001230	5	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	5	288.99	THOMAS B.THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001681	5	254.46	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001952	5	238.91	SANDY BOTTON MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0002194	4	407.91	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001010	4	189.68	RAYBURN BURGESS	SHILOH	116 EDGEWATER DR
P	0000905	2	200.35	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001638	2	139.94	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0001250	2	137.82	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0001623	1	3,885.70	ATLANTIC COASTAL CLEARING	CAMDEN	
P	0002185	1	448.60	DIRECT TV, LLC	CAMDEN	
P	0001476	1	306.68	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0002565	1	277.38	DUANE EDWARD DUNIVAN	SOUTH MILLS	115 WAYLAND CT
P	0001104	1	214.79	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000295	1	204.06	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000385	1	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND

280
281 **Motion to approve tax report as presented.**

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Vice Chairman
AYES:	Meiggs, Riggs, White, Krainiak
ABSENT:	Munro

286
287 B. Resolution Opposing Sunday Hunting of Waterfowl
288

289 Commissioner Tom White presented the following resolution adopted by the Dare County Board
290 of Commissioners for consideration:

Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

**RESOLUTION
OPPOSING SUNDAY HUNTING OF WATERFOWL**

WHEREAS, the coastal areas of northeastern North Carolina are desirable for hunting of migratory waterfowl; and

WHEREAS, waterfowl hunting is a vital part of the life, heritage, and culture of the region and contributes to the State's economy, promotes tourism, and provides recreational opportunities; and

WHEREAS, House Bill 559 and Senate Bill 624 introduced in the North Carolina Legislature would empower the North Carolina Wildlife Resources Commission to adopt permanent rules regarding Sunday hunting of migratory birds; and

WHEREAS, the proposed legislation to allow Sunday waterfowl hunting would have serious adverse consequences on the coastal areas of northeastern North Carolina by significantly reducing the total number of hunting weeks and severely impacting North Carolina's waterfowl resource; and

WHEREAS, Sunday hunting for waterfowl is not comparable to Sunday hunting for other game species due to their migratory nature; and

WHEREAS, States that do not allow Sunday hunting receive Compensatory Days from the U.S. Fish and Wildlife Service to bring the State up to the same number of allowed hunting days; and

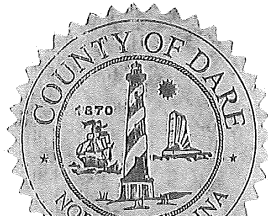
WHEREAS, if Sunday hunting were permitted, North Carolina would lose these important Compensatory Days thereby significantly reducing the total number of waterfowl hunting weeks and decreasing the time-frame of its waterfowl season; and

WHEREAS, Sunday hunting will intensify hunting impact in a reduced timeframe causing serious consequences on the resource by taking away a rest period that is vital to the migratory waterfowl that frequent North Carolina's coastal areas; and

WHEREAS, allowing Sunday hunting will severely reduce access to our waterfowl resource, cause economic harm to coastal counties, and jeopardize the future of waterfowl hunting in North Carolina.

NOW THEREFORE BE IT RESOLVED that the Dare County Board of Commissioners opposes any legislation that would allow Sunday hunting of migratory waterfowl in North Carolina.

Adopted this the 24th day of April, 2017.



Robert Woodard
Robert Woodard, Chairman

ATTEST: *Gary Lee Gross*
Gary Lee Gross, Clerk to the Board

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Motion to adopt the resolution opposing Sunday hunting of waterfowl.

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

Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

304 C. Camden County Photo Contest – Commissioner Munro

305

306 **Motion to table discussion of the photo contest until a future date when Commissioner**
307 **Munro will be present.**

308	RESULT:	PASSED [UNANIMOUS]
309	MOVER:	Garry Meiggs, Commissioner
310	AYES:	Meiggs, Riggs, White, Krainiak
311	ABSENT:	Munro

312

313 D. Ordinance 2017-11-01; Rezoning Application (UDO 2017-10-02)

314

315 **Motion that the requested map amendment is consistent with both the CAMA Land Use**
316 **Plan and Comprehensive Plan as it allows for densities as low as one acre. Higher density**
317 **provides more residential rooftops to support commercial development within designated**
318 **areas of Camden County.**

319	RESULT:	PASSED [UNANIMOUS]
320	MOVER:	Tom White, Vice Chairman
321	AYES:	Meiggs, Riggs, White, Krainiak
322	ABSENT:	Munro

323

324 **Motion to approve Ordinance 2017-11-01 and rezoning request (UDO 2017-10-02) to**
325 **rezone property to Basic Residential (R3-1).**

326	RESULT:	PASSED [UNANIMOUS]
327	MOVER:	Tom White, Vice Chairman
328	AYES:	Meiggs, Riggs, White, Krainiak
329	ABSENT:	Munro

330

331 E. Ordinance 2017-12-01; Rezoning Application (UDO 2017-11-23)

332

333 **Motion to amend the Comprehensive Plan Future Land Use Map for this property from**
334 **Rural Preservation to Rural Residential.**

335	RESULT:	PASSED [UNANIMOUS]
336	MOVER:	Garry Meiggs, Commissioner
337	AYES:	Meiggs, Riggs, White, Krainiak
338	ABSENT:	Munro

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**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

343 **Motion that the requested rezoning is consistent with adopted CAMA Land use Plan and**
344 **Comprehensive Plan as it allows for densities as low as one acre. Higher density provides**
345 **more residential rooftops to support commercial development within designated areas of**
346 **Camden County.**

347 **RESULT: PASSED [UNANIMOUS]**
348 **MOVER:** Tom White, Vice Chairman
349 **AYES:** Meiggs, Riggs, White, Krainiak
350 **ABSENT:** Munro

351
352 **Motion to approve Ordinance 2017-12-01 and rezoning request (UDO 2017-11-23) to**
353 **rezone property from Highway Commercial (HC) to Basic Residential (R3-1).**

354 **RESULT: PASSED [UNANIMOUS]**
355 **MOVER:** Garry Meiggs, Commissioner
356 **AYES:** Meiggs, Riggs, White, Krainiak
357 **ABSENT:** Munro

358
359 **ITEM 7. BOARD APPOINTMENTS**
360

- 361 1. Tourism Development Authority Board Reappointment
362

363 **Motion to reappoint Janet Inge to the Tourism Development Authority Board.**

364 **RESULT: PASSED [UNANIMOUS]**
365 **MOVER:** Garry Meiggs, Commissioner
366 **AYES:** Meiggs, Riggs, White, Krainiak
367 **ABSENT:** Munro

368
369 **ITEM 8. CONSENT AGENDA**
370

- 371 A. BOC/BOE Joint Meeting Minutes – December 4, 2017
372
373 B. BOC Minutes – January 8, 2018
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**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

384 C. FY18-19 Budget & CIP Calendar

**CAMDEN COUNTY FISCAL YEAR 2018-19
ANNUAL BUDGET & CIP CALENDAR**

DATE	PROCEDURE	ACTION BY
March 1	Budget Officer & Finance Officer meet to discuss this year's priorities	County Manager Finance Officer
March 9	Budget Workbooks Available for Department Heads and County Agencies to pickup	County Manager Finance Officer
March 16	All 2019-2023 Capital Improvement Plan (CIP) requests are due to County Manager's Office	Department Heads Bd. Of Education
March 21-28	Meet with Departments as requested by Department Heads or County Manager	County Manager Department Heads
April 2	2019-2023 CIP Work Session, 6:00 P.M.	County Manager Bd. of Commissioners
April 4	Budget & Finance Work Session, 2:00 P.M.	Budget & Finance Officer Bd. of Commissioners
April 6	All Final Budget Requests from County Departments due in County Manager's Office by 5:00 P.M. (G.S. 159-10)	Department Heads
April 6	Deadline to submit New Position Requests and Other Position Changes for FY18-19 to Personnel Officer	Department Heads
April 6	All Final Budget Requests from Fire Districts and Non-County Organizations due in County Manager's office by 5:00 P.M. (G.S. 159-10)	Fire Districts & Non-County Organizations
April 11	Estimated Tax Valuation Due	Tax Administrator
April 13	Revenue Estimates Due	Finance Officer
April 20	Camden County Board of Education's Final Proposed Budget due in County Manager's	School Board
April 25	Compile Budget Requests & deliver to County Manager	Finance Officer

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Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

**CAMDEN COUNTY FISCAL YEAR 2018-19
ANNUAL BUDGET & CIP CALENDAR**

DATE	PROCEDURE	ACTION BY
April 25-26	Review and Analyze Budget Requests	County Manager
April 27	Budget Meeting, 3:00 PM Manager's Office	County Manager Finance Officer
April 30	Review Budget Requests with Department Heads as requested by Budget Officer	County Manager Finance Officer
May 7	Set Public Hearing on Budget (G. S. 159-12(A)) & Public Hearing on CIP (Not statutorily required)	Clerk to Board
May 1-10	Compile Budget Document & Budget Message for presentation to Commissioners	County Manager Finance Officer
May 11	Budget & CIP Available to BOC/Public Advertise Budget & CIP available to Public	County Manager Clerk to Board
May 22	Budget Work Session (Courtroom, 6pm)	Board of County Commissioners
May 24	Budget Work Session (Courtroom, 2pm)	Board of County Commissioners
June 4	Public hearing(s) on FY 18-19 Budget (& CIP) (Courtroom, 7pm)	Board of County Commissioners
June 4	Consideration of Budget Ordinance (G.S. 159-13:A) & Consideration of CIP (Courtroom, 7pm)	Board of County Commissioners
June 11	Adoption of Budget Ordinance & Adoption of CIP if not approved June 4 (Courtroom, 7pm)	Board of County Commissioners
June 18	Special Meeting to adopt budget if needed	Board of County Commissioners
June 30	File Copies of Adopted Budget with County Finance Officer and Clerk (G.S. 159-13(d))	Budget Officer

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Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

405

E. Pickups, Releases & Refunds

<u>NAME</u>	<u>REASON</u>	<u>NO.</u>
A. B. Coleman	Pick-up, Roll Back Taxes \$525.89	Pick-up/20503 R-82849-14 R-89967-15 R-97125-16 R-104352-17
Michael Carey Riggs	Pick-up, Roll Back Taxes \$5,619.52	Pick-up/20506 R-86336-14 R-93468-15 R-100644-16 R-107884-17

406
407
408

F. DMV Monthly Report

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County April Renewals Due 5/15/18

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

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
19,785.15	18,512.23	10,242.33	48,539.71

Witness my hand and official seal this 6th day of February 2018

Clayton D. Riggs
Chairman, Camden County Board of Commissioners

Attest:

Karen Davis
Clerk to the Board of Commissioners of Camden County



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

Rita S. Anderson
Tax Administrator of Camden County

409
410
411

Attachment: bocminutes_020518 (1957 : BOC Minutes - February 5, 2018)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
FEBRUARY 5, 2018**

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

413	RESULT:	PASSED [UNANIMOUS]
414	MOVER:	Randy Krainiak, Commissioner
415	AYES:	Meiggs, Riggs, White, Krainiak
416	ABSENT:	Munro

417
418 **ITEM 9. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES**
419

420 The following items were provided to the commissioners for information purposes:

- 421 A. Camden County Public Library Statistics – December 2017
422 B. 17-18 Sales Tax & Finance Report
423

424 **ITEM 10. COUNTY MANAGER'S REPORT**
425

- 426 1. Mr. Bowman reported that he is completing the first round of one-on-one meetings with
427 each department head.
428 2. The annual meeting of the Elizabeth City Chamber of Commerce will be held February
429 8th at 6:00 PM at the K.E. White Center.
430 3. Three bids have been received for the new wastewater treatment facility and those bids
431 are currently being reviewed. A special meeting may be necessary prior to the March
432 meeting for discussion. Mr. Bowman and David Credle will be touring the treatment
433 facility in Currituck.
434 4. Mr. Bowman recognized Dr. Joe Ferrell, Superintendent, as being in attendance.
435
436

437 **ITEM 11. COMMISSIONERS' REPORTS**
438

- 439 • Chairman Riggs announced Mr. Bill Norton's resignation from the Tar Heel Senior
440 Legislature which has created a vacancy on this board.
441 • Commissioner Meiggs announced that he will be attending the NCACC State Executive
442 Board meeting on Wednesday, February 7, 2018.
443

444 There being no further business for discussion Chairman Riggs adjourned the meeting of the
445 Camden County Board of Commissioners at 8:37 PM.
446
447

448 _____
Clayton D. Riggs, Chairman
449 Camden County Board of Commissioners

450 ATTEST:

451 _____
452
453 Karen M. Davis
454 Clerk to the Board



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 6.B
Meeting Date: March 05, 2018

Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Stephanie Humphries

Item Title **FY 17-18 Budget Amendments**

Attachments: 17-18-BA016 CH AC & Admin Flag Pole (DOC)

Summary: BA016 Buildings & Grounds

Recommendation: Approval

2017-18-BA016
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, 2018.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses			
109990-500000	Contingency		\$11,150
105000-515000	Maintenance – Bldg	\$ 9,400	
105000-566000	Capital Outlay – Inventory	\$ 1,750	

This Budget Amendment is made to appropriate funds for Courthouse AC unit and Administration Building Flag Pole.

This will result in a \$11,150 change to the Contingency of the General Fund.

Balance in Contingency \$28,850.00

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 5th day of March, 2018.

Clerk to Board of Commissioners

Chairman, Board of Commissioners



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 6.C

Meeting Date: March 05, 2018

Submitted By: Lisa Anderson, Tax Administrator

Taxes

Prepared by: Karen Davis

Item Title **Tax Collection Report - January 2018**

Attachments: Tax Collection Report - January 2018 (PDF)

Summary:

Tax Collection Report - January 2018

Recommendation:

Review and approve.

Tax Collection Report JAN. 2018

Day	Amount	Amount	Name of Account	Deposits	Internet
2	35,639.56	26,234.44	\$1.00 - Refund	61,874.00	
	38,567.65	30,105.83			
	7,414.54		\$63.77 - Refund	76,088.02	
3	49,399.34	34,833.40		84,232.74	
4	5,064.04			5,064.04	
8	37,214.27			37,214.27	
	36,974.95	18,731.08	\$0.02 - Refund	55,706.03	
9	4,885.55			4,885.55	
10	19,169.89		\$14.28 - Refund	19,169.89	
11	7,855.74			7,855.74	
12	9,902.04			9,902.04	
16	27,408.88		\$155.09 - Refund		27,408.88
	5,976.60			5,976.60	
17	4,943.70			4,943.70	
18	2,409.97			2,409.97	
19	344.94			344.94	
22	8,286.43			8,286.43	
	2,209.95			2,209.95	
23	5,717.46		\$68.61 - Refund	5,717.46	
24	4,069.63			4,069.63	
25	6,742.93			6,742.93	
26	11,048.58			11,048.58	
29	5,222.80			5,222.80	
	10,445.90			10,445.90	
30	4,596.70			4,596.70	
31	8,949.80			8,949.80	
	5,680.86		\$5.08 - refund		5,680.86
	3,979.18			3,979.18	
			\$131.22- A. Workman- Overpayment		
			\$188.38 - CMH - Overpayment		
			\$115.00 - J. Lefrancois-check returned		
	\$370,121.88	\$109,904.75		\$446,936.89	\$33,089.74
	\$480,026.63			\$480,026.63	
			\$14.00 - Just info, check fees paid thru PSN		
	\$307.85		Refund		
	\$319.60		Over	Overpayment	
	\$0.00		Shortage		
	\$115.00		Adjustment	Returned check	
	\$479,923.38				

Attachment: Tax Collection Report - January 2018 (1947 : Tax Collection Report - January 2018)

Submitted by: *Aimee S. Anderson*

Date: 2-7-18

Approved by: _____

Date: _____

PSN	Refund	Over	Short	Adjustment
Check				
	1.00			
	63.77			
	0.02			
	14.28			
12.00	155.09			
	68.61			
2.00	5.08			
		131.22		
		188.38		
				115.00
\$14.00	\$307.85	\$319.60	\$0.00	\$115.00

Attachment: Tax Collection Report - January 2018 (1947 : Tax Collection Report - January 2018)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 6.D
Meeting Date: March 05, 2018
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Karen Davis

Item Title **Pickups, Releases & Refunds**

Attachments: Pickups, Releases & Refunds (PDF)

Summary:
Pickups, releases and refunds.
Recommendation:
Review and approve.

NAME	REASON	TYPE NO.
Glen Alan Carey	Pick-up, Roll Back Taxes \$224.89	Pick-up/20546 R-87656-15 R-94800-16
Bertha Marlene Garrett	Foreclosure Fee \$279.39	Pick-up/20543 R-102288-17
Judith Tillett	Foreclosure Fee \$473.75	Pick-up/20542 R-106062-17
Morris L. Kight, III	Foreclosure Fee \$228.50	Pick-up/20550 R-107306-17
Judith Tillett	Foreclosure Fee - Publication \$217.50	Pick-up/20551 R-98835-16
Jeffrey L. Thornley	Pick-Up - Roll back taxes \$3,640.43	Pick-up/20553 R-89297-15 R-96444-16 R-103667-17
Thomas Dewayne Tarrants	Turned in plates - Refund \$131.22	Pick-up/20554 39126351
Thomas Dewayne Tarrants	Turned in Plates - Refund \$126.34	Pick-up/20556 35699269
Anthony Pangelinan Manglona, Jr.	Turned in plates - Refund \$163.29	Pick-up/20565 40580286

Attachment: Pickups, Releases & Refunds (1964 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20546

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (✓) OTHER Rollback tax

YEAR 2015-2017 TOWNSHIP SM
NAME Glen Alan Carey (150)
ADDRESS 202 Sharon Church Rd.
South Mills, NC 27976
PIN # 01-7090-00-73-2313-0000

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					R87656
Real _____					R94800
Total _____	<u>199.96</u>	<u>2.88</u>	<u>22.05</u>	<u>224.89</u>	<u>R102011</u>

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

Lew Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS

Attachment: Pickups, Releases & Refunds (1964 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20543

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (X) OTHER FORECLOSURE FEE

YEAR 2017 TOWNSHIP COURTHOUSE

NAME BERTHA MARLENE GARRETT

ADDRESS 379 OLD SWAMP ROAD

SOUTH MILLS, NC 27976

PIN # 01-7999-00-78-4680-0000

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>FORECLOSURE INTEREST FEE</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____			<u>279.39</u>		<u>R 102281</u> <u>2017</u>

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

Kimberly D. Minton
TAX ADMINISTRATOR / SPECIALIST

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1964 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20542

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (X) OTHER FORECLOSURE FEE

YEAR 2017 TOWNSHIP COURTHOUSE

NAME JUDITH TILLET

ADDRESS 100 SELDEN STREET

ELIZABETH CITY, NC 27909

PIN # 02-8936-00-81-9147-0000

RELEASE

PROPERTY VALUE	COUNTY	FIRE	INTEREST	TOTAL	BILL #
Personal					
Real					
Total					

PICK UP

PROPERTY VALUE	COUNTY	FIRE	FORECLOSURE INTEREST FEE	TOTAL	BILL #
Personal					
Real					
Total			473.75		R 1060 2017

ADJUSTMENT/REFUND

PROPERTY VALUE	COUNTY	FIRE	INTEREST	TOTAL	BILL #
Personal					
Real					
Total					

Kimberly D. Milton
TAX ADMINISTRATOR / SPECIALIST

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1964 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20550

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (X) OTHER FORCLOSURE FEE (PUBLICATION)

YEAR 2017 TOWNSHIP SHILOH

NAME MORRIS L. KIGHT, III

ADDRESS 142 STANLEY LANE

SHILOH, NC 27974

PIN # 03-8973-00-53-0748-0000

RELEASE

PROPERTY VALUE	COUNTY	FIRE	INTEREST	TOTAL	BILL #
Personal					
Real					
Total					

PICK UP

PROPERTY VALUE	COUNTY	FIRE	INTEREST	TOTAL	BILL #
Personal					
Real					
Total			228.50		R 10730 2017

ADJUSTMENT/REFUND

PROPERTY VALUE	COUNTY	FIRE	INTEREST	TOTAL	BILL #
Personal					
Real					
Total					

Kimberly D. Minton
TAX ADMINISTRATOR/SPECIALIST

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1964 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20551

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (X) OTHER FORECLOSURE FEE (PUBLICATION)

YEAR 2016 TOWNSHIP COURTHOUSE

NAME JUDITH TILLET

ADDRESS 90 RODNEY D. WALTON

109 SELDEN STREET, ELIZABETH CITY, NC
PIN # 02-8936-00-81-9147-0000 27909

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____			<u>217.50</u>		<u>R 98835</u> <u>2016</u>

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

Kimberly D. Milton
TAX ADMINISTRATOR / TAX SPECIALIST

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1964 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20553

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (✓) OTHER Roll back tax

YEAR 2015-2017 TOWNSHIP SM
NAME Jeffrey L. Thornley (44323)
ADDRESS P.O. Box 175
South Mills, NC 27976
PIN # 01-7989-00-02-3678-0000

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					R 89297 /
Total _____	<u>3214.83</u>	<u>46.59</u>	<u>379.01</u>	<u>3640.43</u>	R 96444 / R 103667 /

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

Leri Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1964 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20554

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (✓) OTHER Turned in plate

YEAR 2017 TOWNSHIP SM
NAME Thomas Dewayne Tarrants (26094450)
ADDRESS 105 Robin Dr.
South Mills, NC 27976
PIN # 0039126351

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____		$174.96 \div 12 = 14.58$			
Real _____		$14.58 \times 3 = 43.74$			
Total _____				<u>131.22</u>	<u>3912635</u>

Levi Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1964 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20556

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING () OTHER Turned in plates

YEAR 2016 TOWNSHIP SM
NAME Thomas Dewayne Tarrants (23114236)
ADDRESS 105 Robin Dr.
South Mills, NC 27976
PIN # 0035699269

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____		$137.93 \div 12 = 11.494$			
Real _____		$11.494 \times 1 = 11.49$			
Total _____				<u>126.34</u>	<u>356992</u>

Jeri Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1964 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20565

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING () OTHER Turned in plate

YEAR 2017 TOWNSHIP SM

NAME Anthony Pangelinan Manglona Jr. (27412730)

ADDRESS 1383 Hwy 343 N
South Mills, NC 27976

PIN # 0040580286

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____		$186.62 \div 12 = 15.55$			
Real _____		$15.55 \times 2 = 31.10$			
		$31.10 \times 5\% = 1.56$			
Total _____		$31.10 + 1.56 = 32.66$		<u>163.29</u>	<u>4058022</u>

Devi Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1964 : Pickups, Releases & Refunds)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 6.E
Meeting Date: March 05, 2018

Submitted By: Terri Smith,
Taxes
Prepared by: Terri Smith

Item Title Refunds Over \$100.00

Attachments: 20180207101800784.pdf (PDF)

Summary: Refunds over \$100.00 for January, 2018

Recommendation: Review and Approve

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report



REFUNDS OVER \$100.00 JAN, 18

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change	
MATTHEWS, DATON SCOTT	MATTHEWS, DATON SCOTT		107 PINE RIDGE DR		SOUTH MILLS, NC 27976	Adjustment >= \$100	0040578543	DAR8865	AUTHORIZED	80191640	Refund Generated due to adjustment on Bill #0040578543-2017-2017-0000-00	Over Assessment	07/16/2018	1/18/2018 11:57:34 AM	1	Tax	(\$136.25)	\$0.00	(\$136.25)	
																	(\$1.92)	\$0.00	(\$1.92)	
																				Refund \$138.17

Submitted by Lisa S. Anderson Date 2-7-18
Lisa S. Anderson, Tax Administrator Camden County

Approved by Clayton D. Riggs Date _____
Clayton D. Riggs, Chairman Camden County Board of Commissioners



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 6.F
Meeting Date: March 05, 2018
Submitted By: Dave Parks, Permit Officer
 Planning & Zoning
 Prepared by: Amy Barnett

Item Title **Set Public Hearing UDO 2018-02-02 Rezoning Application
Camden County**

Attachments: 2018-02-01 - Ordinance Amending the Official Zoning
Map - Camden (PDF)
UDO 2018-02-02 Camden Rezoning Findings (PDF)

Summary:

County has requested to rezone approximately 260 acres from General Use District (GUD) to Light Industrial (I-1) on property located south of the County's Commerce Park of U.S. Highway 17 and McPherson Road. With new technology for treating wastewater reducing the amount of land needed, staff feels the highest and best use of the property is commercial or industrial due to its location and infrastructure available (water/sewer).

Planning Board met on February 21, 2018 and after discussion with Planning Staff relating to the requested zoning change being inconsistent with the CAMA Plan Future Land Use Maps. Based on the legislative mandate that zoning decisions be consistent with all adopted plans, the CAMA Plan will need to be amended first. The Planning Board made the following motions:

1. Motion made to recommend approval of amendment to CAMA Future Land Use Maps from Low Density Residential to Industrial.



2. Consistency Statement:

"The requested zoning amendment is consistent with both the County's Comprehensive Plan and CAMA Land Use Plan with the above amendment. With new technology in the treatment of wastewater and possible partnership with the development community the current and highest use of the property is commercial which will bring in a much-needed sales tax base for the residents of the County."

3. Motion to approve rezoning request (UDO 2018-02-02) to rezone property from General Use District (GUD) to Light Industrial (I-1).

Recommendation:

Set Public Hearing for April 2, 2018

Ordinance No. 2018-02-01

**An Ordinance
Amending the Camden County
Zoning Map
Camden County, North Carolina**

Article I: Purpose

The purpose of this Ordinance is to amend the Zoning Map of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 20, 1993, and subsequently amended.

Article II. Amendment to Zoning Map

The Official Zoning Map of Camden County, North Carolina, which was adopted on December 20, 1993, and subsequently amended, is hereby amended as follows:

The property currently shown in the Camden County Tax Assessor's Office as PIN 01-7071-00-67-6843 is hereby re-zoned from General Use District (GUD) to Light Industrial (I-1).

Article III. Penalty

1. Violations of the provision of this Ordinance or failure to comply with any of its Requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G. S. 14-4.
2. Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of Adjustment if the offender was sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.
3. This Ordinance may also be enforced by any appropriate equitable action.

- 4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
- 5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

Article IV. Severability

If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

Article V. Effective Date

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this day of 2018.

County of Camden

Clayton Riggs, Chairman
Camden County Board of Commissioners

ATTEST:

Karen Davis
Clerk to the Board

(SEAL)

STAFF REPORT

**UDO 2018-02-02
Zoning Map Amendment**

PROJECT INFORMATION

File Reference: UDO 2018-02-02
Project Name; N/A
PIN: 01-7071-00-67-6843

Applicant: Camden County

Address: 117 N. 343
Camden, NC
Phone: (252) 338-1919

Email:

Agent for Applicant:

Address:
Phone:
Email:

Current Owner of Record: Applicant

Meeting Dates:

2/21/2018

Planning Board

Application Received: 2/2/2018
By: David Parks, Permit Officer

Application Fee paid: N/A

Completeness of Application: Application is generally complete

Documents received upon filing of application or otherwise included:

- A. Rezoning Application
- B. GIS Aerial, existing zoning, Comprehensive Plan/CAMA Plan future land use maps, and CAMA Land Use Plan Suitability Maps
- C. Table of Permissible Use comparison.
- D. Highway 17 Corridor Plan

REQUEST: Rezone approximately 260 acres from General Use District (GUD) to Light Industrial (I-1) on property located at the intersections of U.S. 17 and McPherson Road.

From: General Use District (GUD)

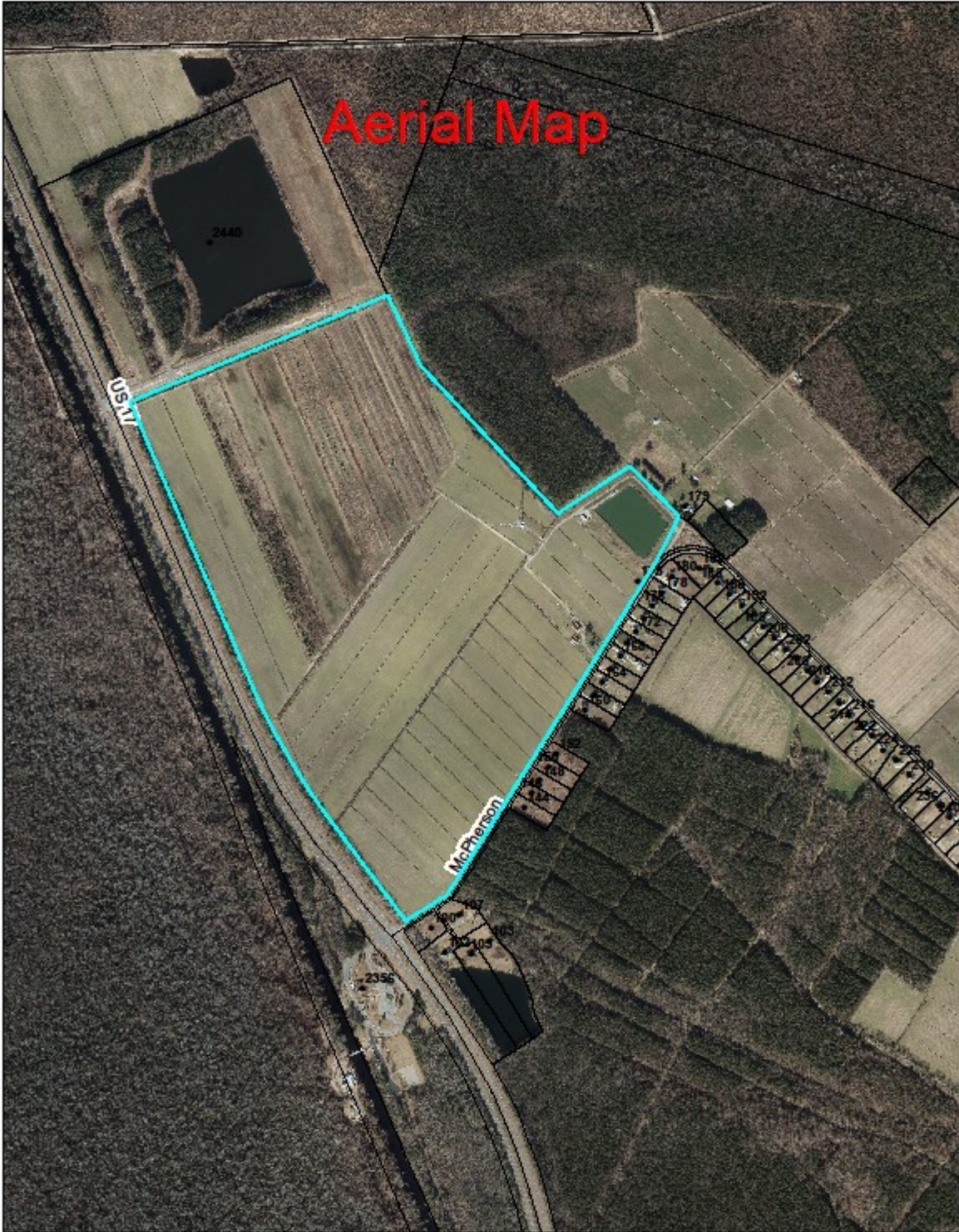
To: Light Industrial

The GUD, general use, district is established to allow opportunities for very low density residential development and bona fide farms, along with agricultural and related agricultural uses (e.g., timber, horticulture, silviculture and aquaculture.)

The I-1, light industrial, district is designed to provide space for industries, wholesaling and warehouse facilities and some related service establishments which can be operated in a relatively clean and quiet manner and which will not be obnoxious to adjacent residential or commercial districts.

PROJECT LOCATION:

Vicinity Map: South Mills Township



SITE DATA

Lot size: Approximately 260 acres.
Flood Zone: X
Zoning District(s): General Use District (GUD)
Existing Land Uses: Farmland/Sewer Plant Spray Field

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Planned Unit Development (PUD)	Basic Residential/Planned Unit Development (PUD)	Basic Residential (R3-2)	General Use District (GUD)
Use & size	Camden Commerce Park	Camden Plantation	Farmland	Dismal Swamp

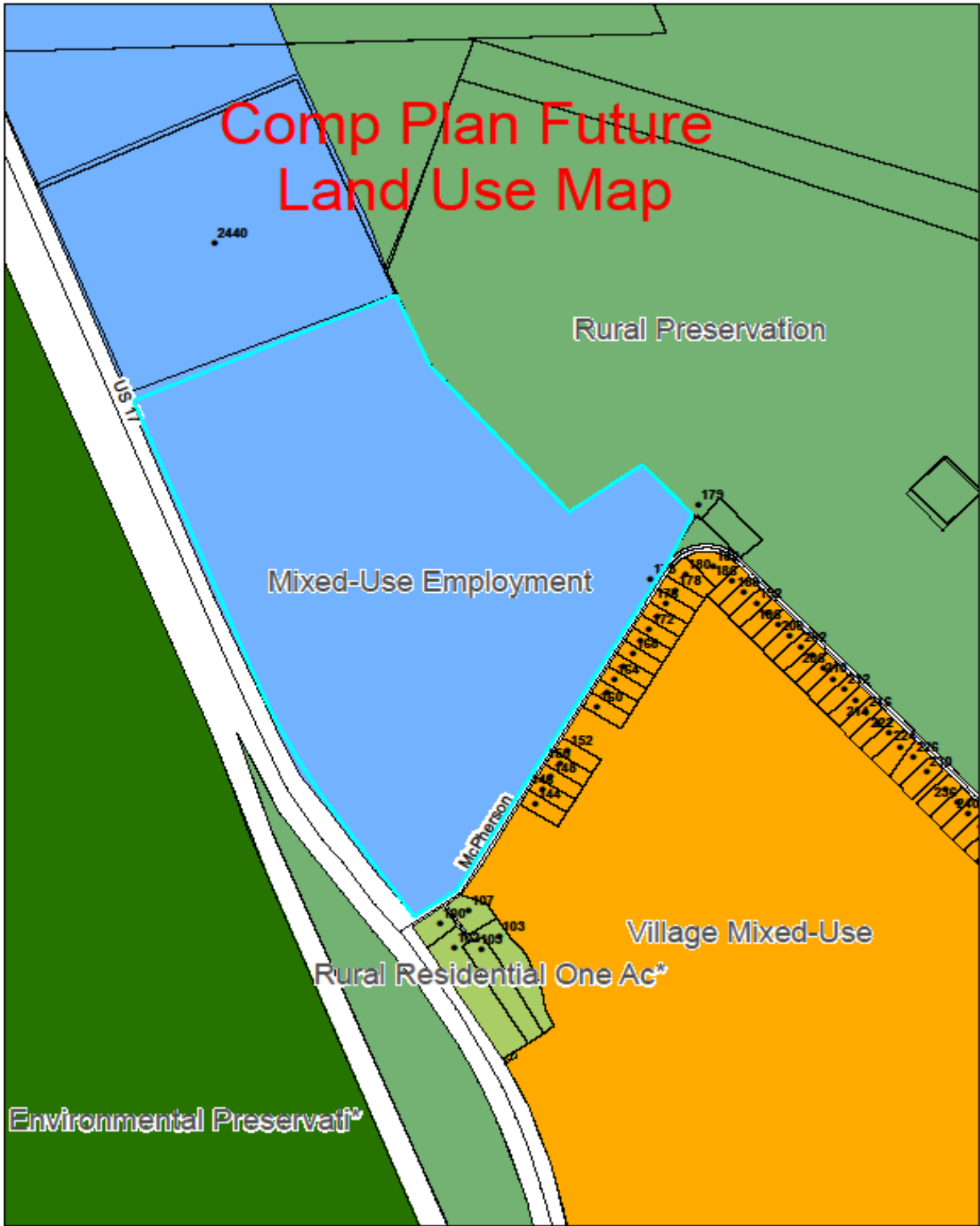
Proposed Use(s): Commercial Uses.

Description of property: Majority of property being farmed with the portion to the East being used as a Sewage Treatment Facility holding pond/spray field.

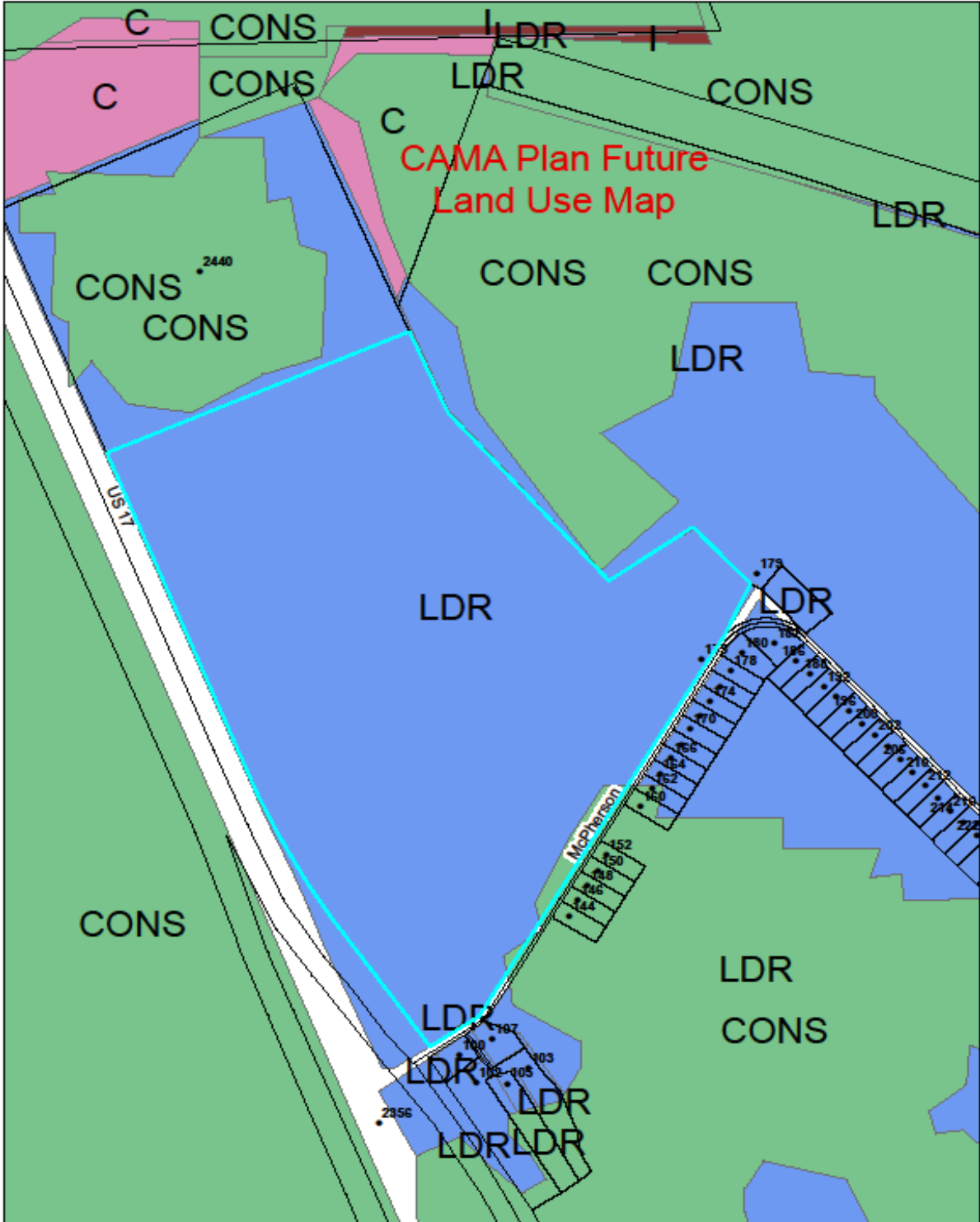
ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Property drains into the Dismal Swamp Canal.
Distance & description of nearest outfall: Less than 1 mile.

Comprehensive Plan Future Land Use Map

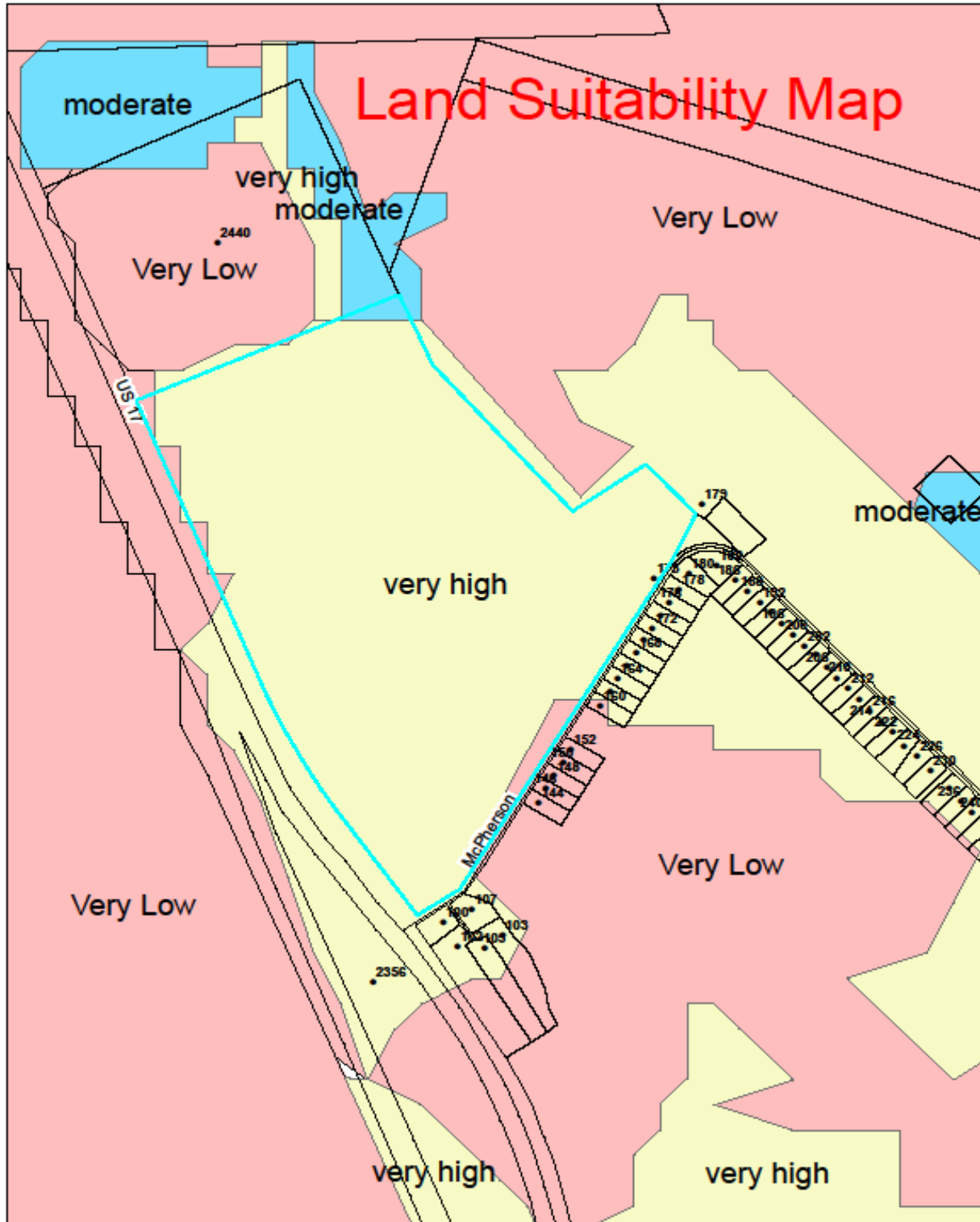


CAMA Future Land Use Map



Attachment: UDO 2018-02-02 Camden Rezoning Findings (1960 : Set Public Hearing UDO 2018-02-02 Rezoning Application Camden County)

CAMA Land Suitability Map:



Attachment: UDO 2018-02-02 Camden Rezoning Findings (1960 : Set Public Hearing UDO 2018-02-02 Rezoning Application Camden County)

INFRASTRUCTURE & COMMUNITY FACILITIES

Water	Water lines are located adjacent to property along U.S. 17 and McPherson Road.
Sewer	Sewer runs along U.S. 17.
Fire District	South Mills Fire District off Ketter Barn located approximately 3 miles from property.
Schools	Proposed uses in requested will not impact schools.
Traffic	Staffs opinion is traffic will not exceed road capacities.

PLANS CONSISTENCY**CAMA Land Use Plan Policies & Objectives:**Consistent Inconsistent

The proposed zoning change is inconsistent with the CAMA Land Use Plan as Future Land Use Maps has it designated as Low Density Residential. Plan will need to be amended.

PLANS CONSISTENCY – cont.**2035 Comprehensive Plan**Consistent Inconsistent

Consistent with Comprehensive Plan (Adopted 2012) as Future Land Use Maps reflect land as Mixed Use Employment. To have Mixed Use Employment, water and sewer is preferred which both are adjacent to this parcel.

PLANS CONSISTENCY – cont.**Comprehensive Transportation Plan**Consistent Inconsistent

Property abuts U.S. 17 and McPherson Road. Property also does not have direct access to U.S..

Other Plans officially adopted by the Board of Commissioners

N/A

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No **Will the proposed zoning change enhance the public health, safety or welfare?**

Reasoning: The proposed zoning change will enhance the public welfare as proposed zoning change will encourage commercial development along a major corridor providing a needed tax base and employment opportunities.

Yes No **Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?**

Reasoning: Requested uses are more appropriate due to the location of the property and infrastructure available (water & sewer). The eastern portion of the property serves as the County's Sewage Treatment Plant Spray Fields.

For proposals to re-zone to non-residential districts along major arterial roads:

Yes No **Is this an expansion of an adjacent zoning district of the same classification?**

Reasoning: The property abuts county owned Commercial Park directly to the north.

Yes No **What extraordinary showing of public need or demand is met by this application?**

Reasoning: The need for commercial development and employment opportunities.

Yes No

Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?

Reasoning: Some uses could cause some serious noise, odors, light activity, or unusual disturbances. Buffering will be addressed at permit issuance for the use which should mitigate some of the issues.

Yes No

Does the request impact any CAMA Areas of Environmental Concern?

Reasoning: Property is outside any CAMA Areas of Environmental Concern. Property located outside the 100 year floodplain.

Yes No

Does the county need more land in the zoning class requested?

Reasoning: In appropriate areas where location of property and infrastructure (water and sewer) is available. Property abuts U.S. 17 and there is water and sewer available to the site.

Yes No

Is there other land in the county that would be more appropriate for the proposed uses?

Reasoning: The property along U.S. 17 and future I87 corridor is one of the most appropriate and marketable properties in the County.

Yes No **Will not exceed the county’s ability to provide public facilities:**

Schools – N/A

Fire and Rescue – Level of impact would be determined upon the type and size of the business attracted to the site.

Law Enforcement – Minimal impact.

Parks & Recreation – No impact

Traffic Circulation or Parking – Depends on type and size of business.

Other County Facilities – No.

Yes No **Is This A Small Scale “Spot” Rezoning Request Requiring Evaluation Of Community Benefits?**

If Yes (regarding small scale spot rezoning) – Applicants Reasoning:

	Personal Benefits/Impact	Community Benefits/Impact
With rezoning		
Without rezoning		

STAFF COMMENTARY/RECOMMENDATION:

Staff recommends approval of the rezoning as the uses in the proposed zoning classification are more appropriate than that of the existing zoning classification.

The original intended use of this parcel was for utilization of the County’s Waste Water Treatment Facility to spray the affluent from the plant on trees. Technology back then required 1 acre of land to every 100 gallons of affluent. New technology and possible partnership with the development community has diminished the amount of land required for handling affluent. Staff feels that the current highest and best use of the property due to its location (abuts U.S. 17/future Interstate 87) and infrastructure (water/sewer) available is commercial.

At their February 21, 2018 meeting, Planning Board recommended approval of the rezoning from General Use District (GUD) to Light Industrial (I-1) with the approval of the amendment to the CAMA Land Use Plan – Future Land Use Maps from Low Density Residential to Commercial. Motion passed on a 6-0 vote.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 7.A
Meeting Date: March 05, 2018

Submitted By: Krystal Lancaster, Librarian
Library
Prepared by: Krystal Lancaster

Item Title **January 2018 Library Statistics**

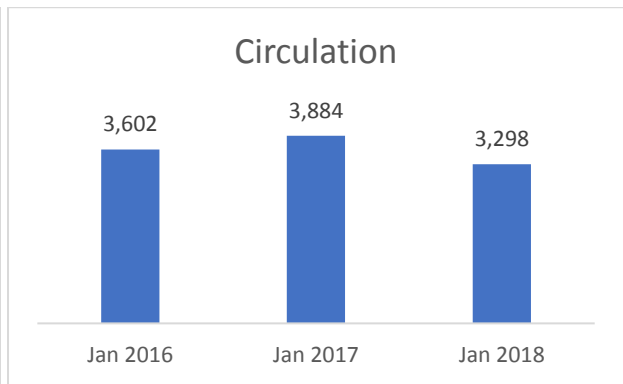
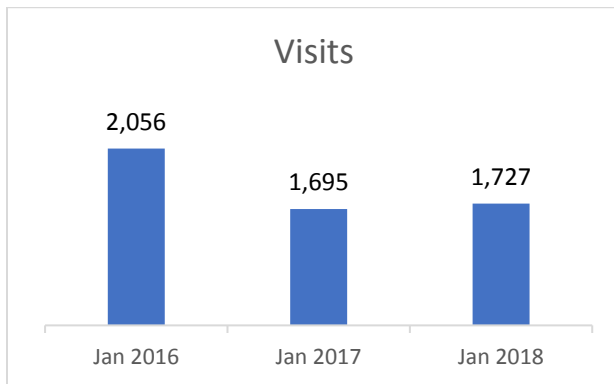
Attachments: 18_01 (PDF)

Summary:
Library Statistics Report - For Your Information

Camden County Public Library January 2018 Statistics

Visitor Count	1,727
Materials Check Outs & Renewals	3,298
Computer/ Wireless Use	713/360
Questions Answered	303
Juvenile Programs/Attendance	20/201
Teen Programs/Attendance	0/0
Adult Programs/Attendance	1/10
One-on-One Sessions/Attendance	1/2
Meeting Room Usage/Attendance	9/101
Days/Hours Open	26/234
# Items in Collection	16,145
Library Card Holders	3,139

Comparison by Year 2016-2018



Attachment: 18-01 (1945 : January 2018 Library Statistics)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 7.B
Meeting Date: March 05, 2018

Submitted By: Tammie Krauss, Register of Deeds
Register of Deeds
Prepared by: Karen Davis

Item Title **Register of Deeds Report**

Attachments: Register of Deeds - January 2018 (PDF)
Register of Deeds - January 2018 Daily Deposit (XLS)

Summary:
Register of Deeds Report - For Your Information

Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
Camden, NC

Date Range From Monday, January 01, 2018 to Wednesday, January 31, 2018

Name	Amount
NC Children's Trust Fund	\$20.00
NC Domestic Violence Fund	\$120.00
State Revenue Stamp	\$2,395.12
County Revenue Stamp	\$2,492.88
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$57.09
ROD Automation Fund	\$327.77
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$465.00
ROD General Fund	\$2,814.54
Total Distribution For Period	\$8,692.40
Cash Total	\$445.20
Check Total	\$8,247.20
Pay Account Total	\$0.00
ACH Total	\$0.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$8,692.40

Camden County Register of Deeds: Tammie Krauss
January 2018 Daily Deposit

DATE	NC CHILDREN TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
01/02/18	\$ 5.00	\$ 30.00			\$ 1.31	\$ 4.45	\$ 6.20	\$ 40.04	\$ 87.00
01/03/18	\$ -	\$ -			\$ 1.35	\$ 8.81		\$ 79.24	\$ 89.40
01/08/18	\$ -	\$ -			\$ 2.09	\$ 12.35	\$ 18.60	\$ 105.96	\$ 139.00
01/09/18	\$ -		\$ 53.90	\$ 56.10	\$ 2.56	\$ 15.45	\$ 18.60	\$ 133.79	\$ 280.40
01/10/18			\$ -	\$ -	\$ 3.38	\$ 18.96	\$ 37.20	\$ 165.46	\$ 225.00
01/11/18	\$ -	\$ -	\$ 44.10	\$ 45.90	\$ 2.43	\$ 14.00	\$ 24.80	\$ 120.77	\$ 252.00
01/12/18			\$ 328.30	\$ 341.70	\$ 2.86	\$ 17.34	\$ 24.80	\$ 145.80	\$ 860.80
01/16/18			\$ 280.28	\$ 291.72	\$ 4.48	\$ 26.66	\$ 43.40	\$ 224.46	\$ 871.00
01/17/18					\$ 1.92	\$ 12.40	\$ 12.40	\$ 101.28	\$ 128.00
01/18/18					\$ 1.61	\$ 8.66	\$ 18.60	\$ 77.93	\$ 106.80
01/19/18	\$ 5.00	\$ 30.00			\$ 1.34	\$ 4.73	\$ 6.20	\$ 42.53	\$ 89.80
01/22/18	\$ 5.00	\$ 30.00	\$ 122.50	\$ 127.50	\$ 6.93	\$ 36.23	\$ 68.20	\$ 315.64	\$ 712.00
01/23/18					\$ 1.95	\$ 12.87		\$ 115.18	\$ 130.00
01/24/18			\$ 294.00	\$ 306.00	\$ 2.74	\$ 16.58	\$ 24.80	\$ 138.88	\$ 783.00
01/25/18	\$ 5.00	\$ 30.00	\$ 419.44	\$ 436.56	\$ 3.85	\$ 20.37	\$ 18.60	\$ 178.18	\$ 1,112.00
01/26/18	\$ -	\$ -	\$ -	\$ -	\$ 2.85	\$ 17.27	\$ 24.80	\$ 145.08	\$ 190.00
01/29/18			\$ 484.12	\$ 503.88	\$ 7.86	\$ 47.89	\$ 68.20	\$ 400.05	\$ 1,512.00
01/30/18	\$ -	\$ -	\$ -	\$ -	\$ 2.13	\$ 12.02	\$ 24.80	\$ 103.05	\$ 142.00
01/31/18	\$ -	\$ -	\$ 368.48	\$ 383.52	\$ 3.45	\$ 20.73	\$ 24.80	\$ 181.22	\$ 982.20
									\$ -
									\$ -
									0.00
									0.00
									\$ -
TOTAL	\$ 20.00	\$ 120.00	\$ 2,395.12	\$ 2,492.88	\$ 57.09	\$ 327.77	\$ 465.00	\$ 2,814.54	\$ 8,692.40

Attachment: Register of Deeds - January 2018 Daily Deposit (1956 : Register of Deeds Report)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 7.C
Meeting Date: March 05, 2018

Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Stephanie Humphries

Item Title **FY 17-18 Sales Tax Report**

Attachments: Sales tax collections 17-18 (PDF)
1-31-2018 REVENUES (PDF)
1-31-2018 EXPENSES (PDF)

Summary: Sales Tax & YTD Revenue & Expense Reports

Recommendation: NA

SALES TAX REVENUE COLLECTION REPORT

FY 2017-2018 16-Feb-18

SALES TAX REVENUE - GENERAL FUND														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$48,097	\$47,949	\$40,973	\$50,466	\$47,978	\$30,725							\$266,187	\$615,000
Art. 40	\$30,157	\$24,837	\$22,186	\$25,829	\$23,761	\$19,611							\$146,381	\$295,000
Art. 42	\$16,138	\$15,463	\$13,531	\$16,241	\$14,720	\$11,620							\$87,714	\$182,000
Art. 44	\$15	\$0	\$0	\$0	\$0	\$0							\$15	\$0
Total	\$94,407	\$88,249	\$76,689	\$92,537	\$86,460	\$61,956	\$0	\$0	\$0	\$0	\$0	\$0	\$500,297	\$1,092,000
													Total Budgeted	\$1,092,000

SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 40	\$14,231	\$15,143	\$14,931	\$15,105	\$14,002	\$15,978							\$89,390	\$185,000
Art. 42	\$28,462	\$30,286	\$29,863	\$30,209	\$28,004	\$31,956							\$178,779	\$360,000
Total	\$42,693	\$45,429	\$44,794	\$45,314	\$42,006	\$47,934	\$0	\$0	\$0	\$0	\$0	\$0	\$268,169	\$545,000
													Total Budgeted	\$545,000

TOTAL	\$137,100	\$133,677	\$121,483	\$137,850	\$128,466	\$109,890	\$0	\$0	\$0	\$0	\$0	\$0	\$768,466	\$1,637,000
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SALES TAX REVENUE- SC/ED RESTRICTED														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
GS 105-524	\$36,110	\$36,110	\$36,111	\$36,111	\$36,111	\$36,118							\$216,672	\$400,000
													Total Budgeted	\$400,000
Grand	\$173,210	\$169,788	\$157,595	\$173,961	\$164,577	\$146,008	\$0	\$0	\$0	\$0	\$0	\$0	\$985,138	\$2,037,000
													48%	

FY 2016-2017

SALES TAX REVENUE - GENERAL FUND														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$44,906	\$29,261	\$44,167	\$43,630	\$42,588	\$45,332	\$56,533	\$47,413	\$38,641	\$53,773	\$50,384	\$44,466	\$541,095	\$590,000
Art. 40	\$21,885	\$18,599	\$23,046	\$22,644	\$21,924	\$23,487	\$28,119	\$9,857	\$20,596	\$31,511	\$25,410	\$22,446	\$269,524	\$275,000
Art. 42	\$10,593	\$11,516	\$14,125	\$14,030	\$13,752	\$14,383	\$17,207	\$12,101	\$12,802	\$21,032	\$15,841	\$13,637	\$171,020	\$145,000
Art. 44	\$0	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$5	\$0	\$3	\$0	\$9	\$0
Total	\$77,384	\$59,378	\$81,339	\$80,304	\$78,264	\$83,202	\$101,859	\$69,371	\$72,044	\$106,316	\$91,638	\$80,549	\$981,647	\$1,010,000
													Total Budgeted	\$1,010,000

SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 40	\$17,986	\$13,725	\$14,801	\$14,062	\$14,970	\$14,970	\$17,189	\$17,189	\$13,005	\$13,005	\$14,971	\$14,231	\$180,103	\$185,000
Art. 42	\$35,972	\$27,449	\$29,601	\$28,123	\$28,123	\$29,941	\$34,377	\$34,377	\$26,010	\$26,010	\$29,941	\$28,462	\$358,389	\$360,000
Total	\$53,958	\$41,174	\$44,402	\$42,185	\$43,094	\$44,911	\$51,566	\$51,566	\$39,016	\$39,016	\$44,912	\$42,693	\$538,491	\$545,000
													Total Budgeted	\$545,000

TOTAL	\$131,342	\$100,552	\$125,741	\$122,488	\$121,358	\$128,113	\$153,425	\$120,937	\$111,059	\$145,331	\$136,550	\$123,242	\$1,520,139	\$1,555,000
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SALES TAX REVENUE- SC/ED RESTRICTED														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
GS 105-524	\$33,652	\$33,652	\$33,652	\$33,652	\$33,652	\$33,642	\$33,642	\$33,642	\$33,642	\$33,642	\$33,642	\$33,642	\$403,752	\$400,000
													Total Budgeted	\$400,000
Grand	\$164,994	\$134,204	\$159,393	\$156,140	\$155,010	\$161,754	\$187,067	\$154,579	\$144,701	\$178,973	\$170,192	\$156,884	\$1,923,891	\$1,955,000

Attachment: Sales tax collections 17-18 (1950 : FY 17-18 Sales Tax & YTD Reports)



02/21/2018 11:34
shumphries

Camden County, NC LIVE
YEAR-TO-DATE BUDGET REPORT

P 1
glytddbud

FOR 2018 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<u>0010 GENERAL FUND</u>							
4000 REVENUES	-4,298,840	-4,238,122.37	-832,627.31	-58,022.38	.00	-3,405,495.06	19.6%
4300 ELECTIONS	0	.00	-6,780.25	.00	.00	6,780.25	100.0%
4400 FINANCE	-660	-660.00	.00	.00	.00	-660.00	.0%
4410 PERSONNEL DEPARTMENT	-2,350	-2,350.00	.00	.00	.00	-2,350.00	.0%
4500 TAX DEPARTMENT	-7,700,032	-7,706,032.00	-7,084,869.22	-498,990.06	.00	-621,162.78	91.9%
4800 REGISTER OF DEEDS	-138,000	-138,000.00	-90,693.78	-8,364.63	.00	-47,306.22	65.7%
4900 PLANNING DEPARTMENT	-44,150	-44,150.00	-59,003.30	-666.65	.00	14,853.30	133.6%
4930 INSPECTIONS DEPARMENT	-68,000	-128,000.00	-91,713.86	-8,526.66	.00	-36,286.14	71.7%
5100 SHERIFF	-97,300	-202,443.00	-173,874.29	-2,692.03	.00	-28,568.71	85.9%
5110 SCHOOL RESOURCE OFFICERS	-37,838	-37,838.00	-22,071.00	-3,153.00	.00	-15,767.00	58.3%
5150 COURT FACILITIES	-24,000	-24,000.00	-9,457.56	-1,427.65	.00	-14,542.44	39.4%
5460 FLEET VEHICLES	-14,500	-14,500.00	-1,800.85	.00	.00	-12,699.15	12.4%
5800 SOLID WASTE	-28,400	-28,400.00	-10,194.92	-284.34	.00	-18,205.08	35.9%
6050 EXTENSION	-1,150	-16,156.00	-3,755.20	.00	.00	-12,400.80	23.2%
6110 LIBRARY	-4,800	-4,800.00	-3,429.29	-667.22	.00	-1,370.71	71.4%
6120 RECREATION DEPARTMENT	-17,300	-22,300.00	-16,250.00	-400.00	.00	-6,050.00	72.9%
6200 DDJP	-51,907	-52,761.00	-31,136.00	-4,325.00	.00	-21,625.00	59.0%
6210 SENIOR CENTER	-17,028	-17,028.00	-6,501.28	-225.00	.00	-10,526.72	38.2%
6500 POST EMPLOYMENT BENEFITS	-22,368	-22,368.00	.00	.00	.00	-22,368.00	.0%
6700 SOIL & WATER CONSERVATION	-32,079	-32,079.00	-16,826.55	-3,600.00	.00	-15,252.45	52.5%
6900 SPECIAL APPROPRIATIONS	-37,581	-37,581.00	.00	.00	.00	-37,581.00	.0%
TOTAL GENERAL FUND	-12,638,283	-12,769,568.37	-8,460,984.66	-591,344.62	.00	-4,308,583.71	66.3%
<u>0012 CODE ENFORCEMENT REVOLVING</u>							
4900 PLANNING DEPARTMENT	-13,000	-13,000.00	-2,296.72	.00	.00	-10,703.28	17.7%
TOTAL CODE ENFORCEMENT REVOLVI	-13,000	-13,000.00	-2,296.72	.00	.00	-10,703.28	17.7%
<u>0013 R/D AUTO ENHANCEMENT FUND</u>							
4800 REGISTER OF DEEDS	-10,425	-10,425.00	-3,047.82	-327.77	.00	-7,377.18	29.2%
TOTAL R/D AUTO ENHANCEMENT FUN	-10,425	-10,425.00	-3,047.82	-327.77	.00	-7,377.18	29.2%
<u>0015 TOURISM DEV AUTHORITY</u>							

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0015	TOURISM DEV AUTHORITY	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
4000	REVENUES	-44,210	-44,210.00	-13,053.36	-2,005.03	.00	-31,156.64	29.5%
	TOTAL TOURISM DEV AUTHORITY	-44,210	-44,210.00	-13,053.36	-2,005.03	.00	-31,156.64	29.5%
0023	WATER/SEWER UPGRADE							
7100	R/O PLANT OPERATIONS	-104,000	-110,000.00	-20,000.00	.00	.00	-90,000.00	18.2%
7200	WATER DISTRIBUTION	-43,500	-49,500.00	-26,910.00	-2,500.00	.00	-22,590.00	54.4%
7500	WASTE WATER OPERATIONS	0	-13,400.00	-7,400.00	.00	.00	-6,000.00	55.2%
	TOTAL WATER/SEWER UPGRADE	-147,500	-172,900.00	-54,310.00	-2,500.00	.00	-118,590.00	31.4%
0029	SEWER PROJECT							
4000	REVENUES	-1,103,450	-1,103,450.00	.00	.00	.00	-1,103,450.00	.0%
7600	CORE WASTE TREATMENT PROJ	-1,553,450	-1,553,450.00	.00	.00	.00	-1,553,450.00	.0%
	TOTAL SEWER PROJECT	-2,656,900	-2,656,900.00	.00	.00	.00	-2,656,900.00	.0%
0030	SO CAMDEN WATER/SEWER DIST							
7100	R/O PLANT OPERATIONS	-41,613	-41,613.00	.00	.00	.00	-41,613.00	.0%
7200	WATER DISTRIBUTION	-1,089,000	-1,089,000.00	-687,997.49	-97,107.57	.00	-401,002.51	63.2%
7500	WASTE WATER OPERATIONS	-231,233	-239,533.00	-80,981.31	-14,507.97	.00	-158,551.69	33.8%
	TOTAL SO CAMDEN WATER/SEWER DI	-1,361,846	-1,370,146.00	-768,978.80	-111,615.54	.00	-601,167.20	56.1%
0032	DISMAL SWAMP GIFT SHOP							
6000	DISMAL SWAMP VISITORS CENT	-36,000	-36,000.00	-16,140.47	-961.01	.00	-19,859.53	44.8%
	TOTAL DISMAL SWAMP GIFT SHOP	-36,000	-36,000.00	-16,140.47	-961.01	.00	-19,859.53	44.8%
0036	SOUTH MILLS WATERSHED							

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0036	SOUTH MILLS WATERSHED	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
4720	DRAINAGE & WATERSHED PROTE	-51,125	-57,125.00	-14,338.81	-429.60	.00	-42,786.19	25.1%
	TOTAL SOUTH MILLS WATERSHED	-51,125	-57,125.00	-14,338.81	-429.60	.00	-42,786.19	25.1%
0037	SAWYERS CREEK WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-20,050	-20,050.00	-18,610.80	-1,887.86	.00	-1,439.20	92.8%
	TOTAL SAWYERS CREEK WATERSHED	-20,050	-20,050.00	-18,610.80	-1,887.86	.00	-1,439.20	92.8%
0038	NORTH RIVER WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-18,050	-18,050.00	-16,490.11	-1,535.98	.00	-1,559.89	91.4%
	TOTAL NORTH RIVER WATERSHED	-18,050	-18,050.00	-16,490.11	-1,535.98	.00	-1,559.89	91.4%
0039	SHILOH WATERSHED							
4720	DRAINAGE & WATERSHED PROTE	-15,050	-15,050.00	-18,698.59	-1,206.66	.00	3,648.59	124.2%
	TOTAL SHILOH WATERSHED	-15,050	-15,050.00	-18,698.59	-1,206.66	.00	3,648.59	124.2%
0040	CH & S FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	-346,545	-346,545.00	-310,061.55	-24,543.05	.00	-36,483.45	89.5%
	TOTAL CH & S FIRE COMMISSION	-346,545	-346,545.00	-310,061.55	-24,543.05	.00	-36,483.45	89.5%
0041	SOUTH MILLS FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	-239,512	-239,512.00	-189,452.99	-10,130.75	.00	-50,059.01	79.1%
	TOTAL SOUTH MILLS FIRE COMMISS	-239,512	-239,512.00	-189,452.99	-10,130.75	.00	-50,059.01	79.1%
0050	SCHOOL FUND							

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0050	SCHOOL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
6900	SPECIAL APPROPRIATIONS	-11,411	-11,411.00	-7,387.58	-146.79	.00	-4,023.42	64.7%
	TOTAL SCHOOL FUND	-11,411	-11,411.00	-7,387.58	-146.79	.00	-4,023.42	64.7%
0051	DSS TRUST FUND							
8000	PUBLIC ASSISTANCE	-39,484	-68,284.00	-27,613.00	-3,317.00	.00	-40,671.00	40.4%
	TOTAL DSS TRUST FUND	-39,484	-68,284.00	-27,613.00	-3,317.00	.00	-40,671.00	40.4%
0052	SOCIAL SERVICES							
6100	DSS ADMINISTRATION	-1,358,365	-1,358,532.00	-502,958.62	-130,501.46	.00	-855,573.38	37.0%
	TOTAL SOCIAL SERVICES	-1,358,365	-1,358,532.00	-502,958.62	-130,501.46	.00	-855,573.38	37.0%
0053	JOYCE CREEK DRAINAGE PROJECT							
7210	PROJECT OPERATIONS	-44,680	-44,680.00	-31,665.74	-2,207.86	.00	-13,014.26	70.9%
	TOTAL JOYCE CREEK DRAINAGE PRO	-44,680	-44,680.00	-31,665.74	-2,207.86	.00	-13,014.26	70.9%
0055	ECONOMIC DEVELOPMENT PROJ FUND							
4940	ECONOMIC DEVELOPMENT COMM	-40,000	-40,000.00	.00	.00	.00	-40,000.00	.0%
	TOTAL ECONOMIC DEVELOPMENT PRO	-40,000	-40,000.00	.00	.00	.00	-40,000.00	.0%
0056	FEREBEE COURTHOUSE TRUST							
5000	BUILDINGS AND GROUNDS	-1,530	-1,530.00	-7.17	.00	.00	-1,522.83	.5%
	TOTAL FEREBEE COURTHOUSE TRUST	-1,530	-1,530.00	-7.17	.00	.00	-1,522.83	.5%
0060	DISMAL SWAMP VISITOR CENTER							

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0060	DISMAL SWAMP VISITOR CENTER	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
6000	DISMAL SWAMP VISITORS CENT	-166,000	-166,000.00	-107,142.75	-35,714.25	.00	-58,857.25	64.5%
	TOTAL DISMAL SWAMP VISITOR CEN	-166,000	-166,000.00	-107,142.75	-35,714.25	.00	-58,857.25	64.5%
0065	COMMUNITY PARK TRUST FUND							
6130	PARK OPERATIONS	-67,200	-70,700.00	.00	.00	.00	-70,700.00	.0%
	TOTAL COMMUNITY PARK TRUST FUN	-67,200	-70,700.00	.00	.00	.00	-70,700.00	.0%
0070	REVALUATION RESERVE FUND							
4000	REVENUES	-241,730	-241,730.00	.00	.00	.00	-241,730.00	.0%
	TOTAL REVALUATION RESERVE FUND	-241,730	-241,730.00	.00	.00	.00	-241,730.00	.0%
0071	UNRESTRICTED CAPITAL RESERVE							
6600	NON-DEPARTMENTAL	-1,250,300	-1,250,300.00	-266,505.76	-23,154.00	.00	-983,794.24	21.3%
	TOTAL UNRESTRICTED CAPITAL RES	-1,250,300	-1,250,300.00	-266,505.76	-23,154.00	.00	-983,794.24	21.3%
0075	SCHOOL CAPITAL RESERVE							
6820	DEBT SERVICE	-1,130,325	-1,130,325.00	-479,355.26	-78,117.35	.00	-650,969.74	42.4%
	TOTAL SCHOOL CAPITAL RESERVE	-1,130,325	-1,130,325.00	-479,355.26	-78,117.35	.00	-650,969.74	42.4%
	GRAND TOTAL	-21,949,521	-22,152,973.37	-11,309,100.56	-1,021,646.58	.00	-10,843,872.81	51.1%

** END OF REPORT - Generated by Stephanie Humphries **

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
4100 GOVERNING BODY	113,019	113,019.00	66,656.49	3,677.02	.00	46,362.51	59.0%
4200 ADMINISTRATION	202,362	202,362.00	94,355.19	14,402.66	1,485.19	106,521.62	47.4%
4300 ELECTIONS	120,546	120,546.00	62,870.07	6,981.80	1,431.40	56,244.53	53.3%
4400 FINANCE	211,642	211,642.00	164,496.57	19,129.24	.00	47,145.43	77.7%
4410 PERSONNEL DEPARTMENT	72,090	72,090.00	41,215.33	5,789.89	.00	30,874.67	57.2%
4500 TAX DEPARTMENT	420,926	426,926.00	244,086.08	36,513.29	.00	182,839.92	57.2%
4700 LEGALS	60,000	60,000.00	23,021.00	7,026.00	.00	36,979.00	38.4%
4800 REGISTER OF DEEDS	234,381	234,381.00	127,484.01	18,176.03	400.79	106,496.20	54.6%
4900 PLANNING DEPARTMENT	358,521	358,521.00	147,957.19	18,194.63	.00	210,563.81	41.3%
4930 INSPECTIONS DEPARMENT	142,392	142,392.00	81,300.87	26,112.57	1,103.00	59,988.13	57.9%
4940 ECONOMIC DEVELOPMENT COMM	119,677	119,677.00	55,570.01	6,696.84	.00	64,106.99	46.4%
5000 BUILDINGS AND GROUNDS	337,798	337,798.00	194,361.73	23,617.77	4,599.00	138,837.27	58.9%
5100 SHERIFF	1,707,377	1,808,477.00	1,059,664.28	170,653.39	7,750.12	741,062.60	59.0%
5110 SCHOOL RESOURCE OFFICERS	73,718	73,718.00	43,686.19	5,357.32	.00	30,031.81	59.3%
5140 JURY COMMISSION	95	95.00	70.26	70.26	.00	24.74	74.0%
5150 COURT FACILITIES	26,740	26,740.00	18,892.92	854.94	.00	7,847.08	70.7%
5450 PUBLIC WORKS ADMINISTRATIO	115,271	115,271.00	58,403.93	7,856.76	350.00	56,517.07	51.0%
5460 FLEET VEHICLES	14,504	14,504.00	1,671.78	-109.21	.00	12,832.22	11.5%
5500 TRAFFIC	3,060	3,060.00	433.56	2.49	409.00	2,217.44	27.5%
5800 SOLID WASTE	674,977	674,977.00	328,870.91	50,463.20	.00	346,106.09	48.7%
5900 PUBLIC HEALTH	130,290	130,290.00	90,471.56	18,968.85	.00	39,818.44	69.4%
6050 EXTENSION	131,116	146,122.00	71,064.61	10,480.33	1,851.43	73,205.96	49.9%
6060 CAMDEN COUNTY YOUTH COUNCI	1,850	1,850.00	.00	.00	.00	1,850.00	.0%
6110 LIBRARY	198,084	200,009.37	102,331.05	14,065.97	635.80	97,042.52	51.5%
6120 RECREATION DEPARTMENT	250,128	251,528.00	144,670.91	22,031.98	220.00	106,637.09	57.6%
6200 DDJP	62,288	63,142.00	37,697.70	3,790.06	.00	25,444.30	59.7%
6210 SENIOR CENTER	132,715	137,715.00	76,488.91	11,074.27	952.36	60,273.73	56.2%
6500 POST EMPLOYMENT BENEFITS	22,368	22,368.00	.00	.00	.00	22,368.00	.0%
6600 NON-DEPARTMENTAL	169,400	169,400.00	84,698.67	11,321.27	2,150.50	82,550.83	51.3%
6700 SOIL & WATER CONSERVATION	66,413	66,413.00	37,451.87	4,405.80	.00	28,961.13	56.4%
6810 CAPITAL OUTLAY	325,000	325,000.00	.00	.00	.00	325,000.00	.0%
6820 DEBT SERVICE	1,043,095	1,043,095.00	262,334.00	.00	.00	780,761.00	25.1%
6900 SPECIAL APPROPRIATIONS	5,056,440	5,056,440.00	2,699,589.43	504,877.69	.00	2,356,850.57	53.4%
9990 CONTINGENCY	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
TOTAL GENERAL FUND	12,638,283	12,769,568.37	6,421,867.08	1,022,483.11	23,338.59	6,324,362.70	50.5%

0012 CODE ENFORCEMENT REVOLVING

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0012	CODE ENFORCEMENT REVOLVING	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
4900	PLANNING DEPARTMENT	13,000	13,000.00	2,230.00	.00	4,600.00	6,170.00	52.5%
	TOTAL CODE ENFORCEMENT REVOLVI	13,000	13,000.00	2,230.00	.00	4,600.00	6,170.00	52.5%
0013	R/D AUTO ENHANCEMENT FUND							
4800	REGISTER OF DEEDS	10,425	10,425.00	10,425.00	.00	.00	.00	100.0%
	TOTAL R/D AUTO ENHANCEMENT FUN	10,425	10,425.00	10,425.00	.00	.00	.00	100.0%
0015	TOURISM DEV AUTHORITY							
4200	ADMINISTRATION	44,210	44,210.00	20,611.96	2,221.80	1,100.00	22,498.04	49.1%
	TOTAL TOURISM DEV AUTHORITY	44,210	44,210.00	20,611.96	2,221.80	1,100.00	22,498.04	49.1%
0023	WATER/SEWER UPGRADE							
7100	R/O PLANT OPERATIONS	104,000	110,000.00	103,846.05	103,846.05	.00	6,153.95	94.4%
7200	WATER DISTRIBUTION	43,500	49,500.00	22,921.70	.00	.00	26,578.30	46.3%
7500	WASTE WATER OPERATIONS	0	13,400.00	.00	.00	.00	13,400.00	.0%
	TOTAL WATER/SEWER UPGRADE	147,500	172,900.00	126,767.75	103,846.05	.00	46,132.25	73.3%
0029	SEWER PROJECT							
7600	CORE WASTE TREATMENT PROJ	2,656,900	2,656,900.00	30,321.50	2,131.50	.00	2,626,578.50	1.1%
	TOTAL SEWER PROJECT	2,656,900	2,656,900.00	30,321.50	2,131.50	.00	2,626,578.50	1.1%
0030	SO CAMDEN WATER/SEWER DIST							
6820	DEBT SERVICE	280,963	280,963.00	6,457.03	.00	.00	274,505.97	2.3%
7100	R/O PLANT OPERATIONS	413,805	413,805.00	244,835.79	27,802.09	9,920.04	159,049.17	61.6%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
7200 WATER DISTRIBUTION	435,845	435,845.00	266,681.92	25,838.53	5,100.00	164,063.08	62.4%
7500 WASTE WATER OPERATIONS	231,233	239,533.00	119,340.24	14,584.61	5,160.00	115,032.76	52.0%
TOTAL SO CAMDEN WATER/SEWER DI	1,361,846	1,370,146.00	637,314.98	68,225.23	20,180.04	712,650.98	48.0%
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0032 DISMAL SWAMP GIFT SHOP							
6000 DISMAL SWAMP VISITORS CENT	36,000	36,000.00	10,404.38	1,677.49	575.00	25,020.62	30.5%
TOTAL DISMAL SWAMP GIFT SHOP	36,000	36,000.00	10,404.38	1,677.49	575.00	25,020.62	30.5%
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0036 SOUTH MILLS WATERSHED							
4720 DRAINAGE & WATERSHED PROTE	51,125	57,125.00	7,000.00	.00	.00	50,125.00	12.3%
TOTAL SOUTH MILLS WATERSHED	51,125	57,125.00	7,000.00	.00	.00	50,125.00	12.3%
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0037 SAWYERS CREEK WATERSHED							
4720 DRAINAGE & WATERSHED PROTE	20,050	20,050.00	1,395.88	395.88	.00	18,654.12	7.0%
TOTAL SAWYERS CREEK WATERSHED	20,050	20,050.00	1,395.88	395.88	.00	18,654.12	7.0%
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0038 NORTH RIVER WATERSHED							
4720 DRAINAGE & WATERSHED PROTE	18,050	18,050.00	1,000.00	.00	.00	17,050.00	5.5%
TOTAL NORTH RIVER WATERSHED	18,050	18,050.00	1,000.00	.00	.00	17,050.00	5.5%
<hr/>							
0039 SHILOH WATERSHED							
4720 DRAINAGE & WATERSHED PROTE	15,050	15,050.00	1,353.55	353.55	.00	13,696.45	9.0%
TOTAL SHILOH WATERSHED	15,050	15,050.00	1,353.55	353.55	.00	13,696.45	9.0%
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0040 CH & S FIRE COMMISSION							

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0040	CH & S FIRE COMMISSION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5300	FIRE COMMISSION OPERATING	346,545	346,545.00	69,507.17	14,927.64	2,843.92	274,193.91	20.9%
	TOTAL CH & S FIRE COMMISSION	346,545	346,545.00	69,507.17	14,927.64	2,843.92	274,193.91	20.9%
0041	SOUTH MILLS FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	239,512	239,512.00	105,769.62	5,328.43	.00	133,742.38	44.2%
	TOTAL SOUTH MILLS FIRE COMMISS	239,512	239,512.00	105,769.62	5,328.43	.00	133,742.38	44.2%
0050	SCHOOL FUND							
6900	SPECIAL APPROPRIATIONS	11,411	11,411.00	.00	.00	.00	11,411.00	.0%
	TOTAL SCHOOL FUND	11,411	11,411.00	.00	.00	.00	11,411.00	.0%
0051	DSS TRUST FUND							
8000	PUBLIC ASSISTANCE	39,484	68,284.00	22,396.55	3,744.20	.00	45,887.45	32.8%
	TOTAL DSS TRUST FUND	39,484	68,284.00	22,396.55	3,744.20	.00	45,887.45	32.8%
0052	SOCIAL SERVICES							
6100	DSS ADMINISTRATION	1,020,211	1,020,211.00	547,628.57	75,270.91	3,501.00	469,081.43	54.0%
8000	PUBLIC ASSISTANCE	338,154	338,321.00	106,888.04	27,019.05	.00	231,432.96	31.6%
	TOTAL SOCIAL SERVICES	1,358,365	1,358,532.00	654,516.61	102,289.96	3,501.00	700,514.39	48.4%
0053	JOYCE CREEK DRAINAGE PROJECT							
7210	PROJECT OPERATIONS	44,680	44,680.00	6,738.00	960.60	.00	37,942.00	15.1%
	TOTAL JOYCE CREEK DRAINAGE PRO	44,680	44,680.00	6,738.00	960.60	.00	37,942.00	15.1%

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0055	ECONOMIC DEVELOPMENT PROJ FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0055 ECONOMIC DEVELOPMENT PROJ FUND								
4940	ECONOMIC DEVELOPMENT COMM	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
	TOTAL ECONOMIC DEVELOPMENT PRO	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
0056 FEREBEE COURTHOUSE TRUST								
5000	BUILDINGS AND GROUNDS	1,530	1,530.00	.00	.00	.00	1,530.00	.0%
	TOTAL FEREBEE COURTHOUSE TRUST	1,530	1,530.00	.00	.00	.00	1,530.00	.0%
0060 DISMAL SWAMP VISITOR CENTER								
6000	DISMAL SWAMP VISITORS CENT	166,000	166,000.00	96,058.30	11,590.76	.00	69,941.70	57.9%
	TOTAL DISMAL SWAMP VISITOR CEN	166,000	166,000.00	96,058.30	11,590.76	.00	69,941.70	57.9%
0065 COMMUNITY PARK TRUST FUND								
6130	PARK OPERATIONS	67,200	70,700.00	26,028.57	141.90	7,161.00	37,510.43	46.9%
	TOTAL COMMUNITY PARK TRUST FUN	67,200	70,700.00	26,028.57	141.90	7,161.00	37,510.43	46.9%
0070 REVALUATION RESERVE FUND								
4200	ADMINISTRATION	241,730	241,730.00	.00	.00	.00	241,730.00	.0%
	TOTAL REVALUATION RESERVE FUND	241,730	241,730.00	.00	.00	.00	241,730.00	.0%
0071 UNRESTRICTED CAPITAL RESERVE								

Attachment: 1-31-2018 EXPENSES (1950 : FY 17-18 Sales Tax & YTD Reports)



02/21/2018 11:31
shumphries

Camden County, NC LIVE
YEAR-TO-DATE BUDGET REPORT

P 6
glytddbud

FOR 2018 07

0071	UNRESTRICTED CAPITAL RESERVE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
6600	NON-DEPARTMENTAL	1,250,300	1,250,300.00	29,894.72	.00	.00	1,220,405.28	2.4%
	TOTAL UNRESTRICTED CAPITAL RES	1,250,300	1,250,300.00	29,894.72	.00	.00	1,220,405.28	2.4%
0075	SCHOOL CAPITAL RESERVE							
6820	DEBT SERVICE	1,130,325	1,130,325.00	.00	.00	.00	1,130,325.00	.0%
	TOTAL SCHOOL CAPITAL RESERVE	1,130,325	1,130,325.00	.00	.00	.00	1,130,325.00	.0%
	GRAND TOTAL	21,949,521	22,152,973.37	8,281,601.62	1,340,318.10	63,299.55	13,808,072.20	37.7%

** END OF REPORT - Generated by Stephanie Humphries **

Attachment: 1-31-2018 EXPENSES (1950 : FY 17-18 Sales Tax & YTD Reports)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 7.D
Meeting Date: March 05, 2018

Submitted By: Karen Davis, Clerk to the Board
Board of Commissioners
Prepared by: Karen Davis

Item Title **Community Advisory Committee - Quarterly Report**

Attachments: Community Advisory Committee - Visitation Report
(PDF)

Summary:
CAC Quarterly Report - For Your Information

**Community Advisory Committee
Quarterly/Annual Visitation Report**

7.D.a

County <i>Camden</i>	Facility Type - <input type="checkbox"/> Family Care Home <input checked="" type="checkbox"/> Adult Care Home <input type="checkbox"/> Nursing Home <input type="checkbox"/> Combination Home	Facility Name <i>Needham ACH</i>
Visit Date <i>11/27/17</i>	Time Spent in Facility / hr min	Arrival Time <i>3:00</i> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm
Name of Person Exit Interview was held with <i>Brenda White</i>		Interview was held <input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Phone <small>(Name & Title)</small>
<input type="checkbox"/> Admn. <input type="checkbox"/> SIC (Supervisor in Charge) <input type="checkbox"/> Other Staff Rep		Report Completed by: <i>Ruth White</i>
Committee Members Present: <i>Clarran Mansfield, Jasmine Wilson, Ruth White</i>		
Number of Residents who received personal visits from committee members: <i>10</i>		
Resident Rights Information is clearly visible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
The most recent survey was readily accessible. <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Required for Nursing Homes Only)</small>	Staffing information is posted. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Resident Profile		Comments & Other Observations
1. Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2. Did residents say they receive assistance with personal care activities, <i>Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 3. Did you see or hear residents being encouraged to participate in their care by staff members? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 4. Were residents interacting w/ staff, other residents & visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 5. Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 6. Did you observe restraints in use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 7. If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Resident Living Accommodations		Comments & Other Observations
8. Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 9. Did you notice unpleasant odors in commonly used areas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 10. Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 11. Did residents feel their living areas were too noisy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 12. Does the facility accommodate smokers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 12a. Where? <input type="checkbox"/> Outside only <input checked="" type="checkbox"/> Inside only <input type="checkbox"/> Both Inside & Outside. 13. Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14. Did staff answer call bells in a timely & courteous manner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14a. If no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Resident Services		Comments & Other Observations
15. Were residents asked their preferences or opinions about the activities planned for them at the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16. Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16a. Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17. Are residents asked their preferences about meal & snack choices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17a. Are they given a choice about where they prefer to dine? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 18. Do residents have privacy in making and receiving phone calls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 19. Is there evidence of community involvement from other civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 20. Does the facility have a Resident's Council? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Family Council? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Areas of Concern		Exit Summary
Are there resident issues or topics that need follow-up or review at a later time or during the next visit?		Discuss items from "Areas of Concern" Section as well as any changes observed during the visit.

Attachment: Community Advisory Committee - Visitation Report (1955 : Community Advisory Committee - Quarterly Report)

This Document is a PUBLIC RECORD. Do not identify any Resident(s) by name or inference on this form.
 Top Copy is for the Regional Ombudsman's Record, Bottom Copy is for the CAC's Records.