



CAMDENCOUNTY

new energy. new vision.

**BOARD
OF
COMMISSIONERS**

April 21, 2014

7:00 PM - Regular Meeting

**Historic Courtroom
Courthouse Complex**

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

Please turn Cell Phone ringers off during the meeting.

Agenda

**Camden County Board of Commissioners Regular Meeting
April 21, 2014
7:00 P.M. - Regular Meeting
Historic Courtroom, Courthouse Complex
Camden, North Carolina**

7:00 P.M. Call to Order & Welcome - Chairman Garry Meiggs

Invocation & Pledge of Allegiance – Commissioner Sandra Duckwall

ITEM 1. Public Comments

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

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

ITEM 3 Presentations

A. Keith Letchworth, Statewide Community Resource Database (Pg 1-4)
 NC 2-1-1

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

None.

ITEM 5. Public Hearings

A. Ordinance No. 2014-03-01; Proposed Amendments to Chapter 151 (Pg 5-10)
 (Unified Development Ordinance) of the Camden County Code
 of Ordinances

ITEM 6. New Business (For discussion and possible action)

A. One Mill Park Update & Engineering Contract (Pg 11-24)

B. Fiscal Year 2014-2015 Camden County Youth Services (Pg 25-58)
 Grant Application

C. Monthly Tax Report, Lisa Anderson, Tax Administrator (Pg 59-68)

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

- A. Draft Minutes – April 7, 2014 (Pg 69-90)
- B. Budget Amendments – 2013-14-BA025 through BA026 (Pg 91-94)
- C. Tax Refunds, Pickups, & Releases (Pg 95-98)
- D. Tax Authorization to Collect (January & June Renewals) (Pg 99-102)
- E. Personnel Policy Article 1 Section 8 Definitions (Pg 103-108)
- F. Resolution 2014-04-02, Resolution Authorizing Removal of Certain Public Record Books kept by the Register of Deeds for the Purpose of Repair, Restoration, and Rebinding (Pg 109-112)
- G. Budget Amendments, Camden County Board of Education (Pg 113-122)

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

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

ITEM 10. Information, Reports & Minutes From Other Agencies (Pg 123-136)

- A. Advertising Notice of April 21, 2014 Meeting (Pg 125)
- B. Camden County General Ledger Balance Sheet, April 7, 2014 (Pg 127)
- C. Register of Deeds Account Balance Report, March 2014 (Pg 129-130)
- D. Land Transfer Tax Collections Report, March 2014 (Pg 131)
- E. Sales Tax Collection Report (Pg 133)
- F. Safety Committee Minutes, March 26, 2014 (Pg 135)

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

ITEM 12. Adjourn

**This Board Packet Contains
Strategically Placed Blank Pages
In Order To Keep Packet Sections Together &
To Facilitate Duplex Printing**

Odd Number Pages Numbered on Right

Even Number Pages Numbered on Left

To Ensure Page Numbers

Will Be In Right Margin

When Duplex Printing

This Packet

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

Item Number: 3. A.

Meeting Date: April 21, 2014

Attachments:

Submitted By: Keith Letchworth
Community Resource Database Coordinator
East Carolina Behavioral Health

ITEM TITLE: Presentation – Statewide Community
Resource Database, NC 2-1-1

MOTION MADE BY:

G. Meiggs _____

M. McLain _____

S. Duckwall _____

R. Krainiak _____

C. Riggs _____

NO MOTION _____

VOTE:

G. Meiggs _____

M. McLain _____

S. Duckwall _____

R. Krainiak _____

C. Riggs _____

ABSENT _____

RECUSED _____

SUMMARY:

RECOMMENDATION:



Empowering Change. Building Hope.

East Carolina Behavioral Health (ECBH) is a Local Management Entity/Managed Care Organization serving 19 counties in eastern NC: Beaufort, Bertie, Camden, Chowan, Craven, Currituck, Dare, Gates, Hertford, Hyde, Jones, Martin, Northampton, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell and Washington.

As a part of its initiative, “Investing in Eastern North Carolina,” ECBH is contracting with United Way of North Carolina to bring NC 2-1-1 to 17 of the 19 counties in its service area (Dare and Pitt Counties already have NC 2-1-1 available).

NC 2-1-1 is a statewide database of community services and resources available to the citizens of North Carolina. Maintained by United Way of North Carolina, this database can be accessed via the internet (www.nc211.org) or by calling 2-1-1 where available. Through the efforts of ECBH, the phone line 2-1-1 became available to the citizens of Camden County on December 31, 2013. The official 2-1-1 kick-off for Camden County was held on Thursday, February 13, 2014.

ECBH is undertaking this initiative to enhance the quality of life of citizens with mental health concerns, substance use issues and intellectual and developmental disabilities and their families. People with these conditions frequently rely on community services. These individuals are often isolated in the community. Many also live on fixed incomes because of their challenges and need the support of community services and resources such as transportation, public housing, public health, and faith based services. Standards and requirements of ECBH’s contracts and accrediting body require that ECBH makes available all the information on community resources that someone with a mental health, substance use or developmental disability condition might need. The 2-1-1 call line will give easy access to information about community services. It is a single-source number that can provide information without the person having to go from one service to another until he/she finds the most appropriate resource. Having access to a database of community services can enhance a provider or a care coordinator’s ability to connect those individuals to the community services they need.

At the same time, the information in this database is available to all citizens of Camden County. ECBH is pleased that all people of Camden County can be served through this initiative.

ECBH staff has updated the information in NC 2-1-1 and is now entering information that is currently not available in the database. That effort will be completed by the end of June 2014.

For more information on NC 2-1-1, go to <http://www.nc211.org/index.php/faq> or contact:

Keith Letchworth, M.Ed.
 Community Resource Database Coordinator
 East Carolina Behavioral Health
 1708 E. Arlington Blvd.
 Greenville, NC 27858
 Office: 1-866-998-2597
 Fax: 252-215-6881/2
 E-mail: kletchworth@ecbhime.org
 Web: www.ecbhime.org
 Access to Care: 1-877-685-2415

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 5. A.

Meeting Date: April 21, 2014

Attachments:

Submitted By: Planning Department

ITEM TITLE: Public Hearing: Ordinance No. 2014-03-01; Proposed Amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code of Ordinances

MOTION MADE BY:	
G. Meiggs	_____
M. McLain	_____
S. Duckwall	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
G. Meiggs	_____
M. McLain	_____
S. Duckwall	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

Proposed amendments address modification to the maximum height (Article 151.065) of a building being at 35 feet. With the possibility of some commercial structures exceeding the 35 feet, staff has requested that this may be waived and set as a condition through the application and approval of a Special Use Permit. Requested input from both fire Chief's and have input from South Camden's fire Chief and has no problem with proposed language.

Second amendment came out of a meeting with all members of the 4 Water Shed Advisory District requiring subdivisions provide a 30 foot drainage/maintenance easements along all lead ditches that carry water from upstream through the development.

Planning Board met on March 19, 2014 and after discussion with staff recommended approval on a 6-0 vote.

RECOMMENDATION:

Hold public hearing and possible consideration.

Ordinance No. 2014-03-01

**An Ordinance
Amending the Camden County
Code of Ordinances**

Camden County, North Carolina

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

Article I: Purpose

The purpose of this Ordinance is to amend Chapter 151 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 15, 1997, and subsequently amended and as otherwise incorporated into the Camden County Code.

Article II. Construction

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

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

CHAPTER 151: UNIFIED DEVELOPMENT

§ 151.065 HEIGHT LIMITATIONS.

(A) No building or structure may exceed a height of 35 feet, as measured from the lowest adjacent grade to the highest eave. *This requirement may be waived and set as a condition through application and approval of a Special Use Permit if the proposed building has a fire suppression system that would provide fire protection for the building allowing for the safe exit of all occupants of the building.* Any applicant for a structure (such as a wireless telecommunications facility) with a height of 50 feet or more shall obtain written documentation from the manager of any airport which regularly handles commercial or military air traffic and is located within 15 miles of the proposed site that the structure will not interfere with air traffic or otherwise pose a risk to air traffic. The applicant may appeal to the Board of Adjustment if the manager of the airport does not provide the applicant with a statement as required by this section, and the Board may grant the permit if it makes written findings of fact that all other requirements under this chapter are met and if the proposed structure will not interfere or otherwise pose a risk to air traffic.

48 **§ 151.232 DESIGN STANDARDS AND CRITERIA.**

49

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

51

52 (E) *Utility and drainage easements.* Each subdivision ~~must~~ *shall* provide 10-foot easements
53 for utilities and drainage, including but not limited to water and sewer mains along rear and side
54 lot lines and 15 feet along front lines for service to all lots within the subdivision. *There shall be*
55 *a 30 foot drainage/maintenance easement on all lead ditches that carry water from upstream*
56 *through the development to the outfall.* Additional easements may be required due to topography
57 or other physical features. Where a development concept is approved which requires zero lot
58 line development, alternative easement locations may be considered.

59

60 **§ 151.400 DRAINAGE.**

61

62 (A) *Stormwater drainage.* Each residential/non-residential subdivision or commercial site
63 plan shall provide adequate storm drainage certified by a North Carolina registered engineer or a
64 North Carolina Licensed Surveyor, (with proven experience in stormwater drainage) for all areas
65 in the subdivision. A combination of storage and controlled release of stormwater run-off is
66 required. The release rate of stormwater from all developments shall not exceed the ten-year
67 stormwater run-off from the area in its natural state (post-development vs. pre-development). All
68 free-flowing storm drainage systems shall be designed to accommodate the run-off generated by
69 a ten-year design storm or North Carolina Department of Transportation (NCDOT) standards if
70 more restrictive. The following information must be provided:

71

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

73

74 (2) All culvert inverts (including driveway culverts);

75

76 (3) Direction of flows;

77

78 (4) Downstream analysis (cross-sections) of drainage way to outlet (creek, stream,
79 river and the like);

80

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

84

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

87

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

90

91 (8) Along all existing drainage ways within proposed development areas, swales
92 (minimum 6:1 side slopes) are preferred over traditional ditches. Maintenance easements the
93 width of the swale shall be centered over the swale;

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

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

(10 11) Developer will be responsible for upgrading drainage system to outlet subject to obtaining permission from all property owners adjacent to the watercourse outlet.

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

Adopted by the Board of Commissioners for the County of Camden this day of , 2014.

County of Camden

Garry Meiggs, Chairman
Board of Commissioners

ATTEST:

~~Ashley Honaker~~ Amy Barnett
Clerk to the Board, Assistant

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

Item Number: 6. A.
Meeting Date: April 21, 2014
Attachments: 4 (11 Pages)
Submitted By: Dan Porter, Planning Director

ITEM TITLE: One Mill Park Update &
Engineering Contract

SUMMARY:

The One Mill Park project has completed the initial funding approvals and we hope to be able to execute contracts in July. The current status of grant funding is detailed on the next page.

MOTION MADE	
BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

RECOMMENDATION:

- 1) Brief presentation by staff
- 2) **Motion:** To approve contact with Quible & Associate for \$7,250 to prepare and submit the CMAM Major Permit.
- 3) **Motion:** To approve Memorandum of Agreement with the Wildlife Resources Commission

<u>Parks & Recreation Trust Fund</u>	\$290,240		
Executed July 1, 2013	Completion Date	June 30, 2016	
<u>CAMA Access Program</u>	\$139,671		
Executed April 8, 2014	Completion Date	October 7, 2015	
<u>Wildlife Resources Commission</u>	\$112,500		
Approved April 15, 2014	Completion Date	NA	

As of this date the county has 1) purchased the property; 2) obtained needed easements & encroachment agreements; 3) prepared & obtained approval of Stormwater, and Erosion & Control Plans; 4) demolished & cleared all existing structures; 5) obtained a revised project cost estimate; and 6) had an initial discussion of plans with CAMA regarding permitting.

Our next steps are :

- 1) Obtain a CAMA Major Permit – which requires considerable data gathering as outlined in the attached proposed contract with Quible & Associates, and review by multiple state agencies
- 2) Prepare construction plans for bulkhead, piers, boat ramp, boardwalk, and restroom –some of which WRC has agreed to provide standard plans for us to revise as needed.
- 3) Prepare one or more bid packages for construction work.
- 4) Advertise Notice to Bidders, select contractors, prepare and execute contracts.

The Wildlife funds cannot be spent until after July 1, 2014. Our plan is to accomplish all of the above and be ready to execute contracts in July.

The attached spreadsheet attempts to consolidate cost estimates and all funding sources by each project element. You will note that Quible & Associates provided some cost estimates on key elements, several of which were overlooked in the initial estimate. The result is a cost increase from \$580,480 to \$665,077.

The spreadsheet also shows theoretically the local cash match needed will be reduced from \$290,400 to \$84,267. Realistically the local cash contribution will be higher. While we can shift some of the PARTF funds out of water related elements to other line items, we cannot shift savings from CAMA and WRC to non-water related elements. Thus the maximum benefits from the latter 2 sources may not be achieved. We will not know where and how many dollars to shift until we get firm bids on all the elements.

Project Costs
One Mill Park Access Grant Budget - April 2013

11

Project Elements	Total Cost	ACCESSS	Local Cash	PARTF
Building & Renovation Costs				
Demolition	\$ 11,500		\$ 5,750	\$ 5,750
Playground Equipment & Installation	\$ 65,000		\$ 32,500	\$ 32,500
Picnic Shelter	\$ 35,000		\$ 17,500	\$ 17,500
Poured in Place Rubber Safety surface	\$ 45,000		\$ 22,500	\$ 22,500
Site Amenities	\$ 10,000		\$ 5,000	\$ 5,000
Picnic shelters	\$ 42,480		\$ 21,240	\$ 21,240
Replace Boat Ramp	\$ 8,500	\$ 7,650	\$ (3,400)	\$ 4,250
New Pier/Canoe Launch	\$ 8,000	\$ 7,200	\$ (3,200)	\$ 4,000
Replace Existing Pier	\$ 8,000	\$ 7,200	\$ (3,200)	\$ 4,000
Replace bulkhead & rip rap	\$ 36,000	\$ 32,400	\$ (14,400)	\$ 18,000
Construct Parking	\$ 39,500	\$ 35,550	\$ (15,800)	\$ 19,750
Construct Boardwalk	\$ 20,000	\$ 18,000	\$ (8,000)	\$ 10,000
Construct Restrooms	\$ 15,000	\$ 13,500	\$ (6,000)	\$ 7,500
Install Fence	\$ 2,800	\$ 2,520	\$ (1,120)	\$ 1,400
Landscaping	\$ 6,000		\$ 3,000	\$ 3,000
Septic System repair/replacement	\$ 7,500		\$ 3,750	\$ 3,750
Stormwater BMP	\$ 10,000	\$ 9,000	\$ (4,000)	\$ 5,000
Sidewalk/trail 750 linear ft X 5 ft	\$ 15,000		\$ 7,500	\$ 7,500
Lighting	\$ 2,000		\$ 1,000	\$ 1,000
Total Hard Costs	\$ 387,280	\$ 133,020	\$ 60,620	\$ 193,640
Contingency	\$ 19,364	\$ 6,651	\$ 3,031	\$ 9,682
Value of Land to be purchased or donated				
Land Acquisition - (local match reduced by \$38,400 donation)	\$ 168,400		\$ 45,800	\$ 84,200
Planning & Incidental Land Acquisition costs				
Survey	\$ 400		\$ 200	\$ 200
perk test	\$ 60		\$ 30	\$ 30
Appraisal	\$ 275		\$ 138	\$ 138
Site Plan	\$ 800		\$ 400	\$ 400
Permit Fees	\$ 1,400		\$ 700	\$ 700
Stormwater Plan	\$ 2,500		\$ 1,250	\$ 1,250
Subtotal Planning	\$ 5,435		\$ 2,718	\$ 2,718
Total Project Cost	\$ 580,479			
Total Access Grant Assisstance Requested		\$ 139,671		
Total Local Cash Match			\$ 112,169	
Total PARTF Grant request				\$ 290,240
Value of Land to be purchased Below Appraised Value	\$ 38,400			\$ 580,479
		\$ 251,840		

Project Costs									Actual Expenses
One Mill Park Combined Budget									
Project Elements (specific units - sizes - numbers - l-	Projected Cost	Quible Est.	PARTF	ACCESSS	Donated	Wildlife	Local Cash		
Building & Renovation Costs									
Mobilization		\$ 5,000					\$ 5,000		
Site Earthwork & Grading(Note: see org. est for BMP)		\$ 33,054					\$ 33,054		
Cul-De-Sac		\$ 16,542					\$ 16,542		
Erosion Contral		\$ 11,626					\$ 11,626		
Demolition	\$ 11,500	\$ 11,500	\$ 5,750			\$ 11,500	\$ (5,750)		\$ 11,500.00
Playground Equipment & Installation	\$ 65,000	\$ 65,000	\$ 32,500				\$ 32,500		
Picnic Shelter	\$ 35,000	\$ 35,000	\$ 17,500				\$ 17,500		
Poured in Place Rubber Safety surface	\$ 45,000	\$ 45,000	\$ 22,500				\$ 22,500		
Site Amenities	\$ 10,000	\$ 10,000	\$ 5,000				\$ 5,000		
Picnic shelters	\$ 42,480	\$ 42,480	\$ 21,240				\$ 21,240		
Replace Boat Ramp	\$ 8,500	\$ 8,000	\$ 4,250	\$ 8,500		\$ 37,500	\$ (42,250)		
New Pier/Canoe Launch	\$ 8,000	\$ 8,000	\$ 4,000	\$ 8,000			\$ (12,000)		
Replace Existing Pier(Note: eng. & wrc group both)	\$ 8,000	\$ 17,780	\$ 4,000	\$ 8,000		\$ 15,000	\$ (9,220)		
Replace bulkhead & rip rap	\$ 36,000	\$ 45,960	\$ 18,000	\$ 36,000		\$ 15,000	\$ (23,040)		
Construct Parking	\$ 39,500	\$ 29,261	\$ 19,750	\$ 32,171		\$ 33,750	\$ (56,410)		
Construct Boardwalk	\$ 20,000	\$ 18,000	\$ 10,000	\$ 20,000			\$ (12,000)		
Construct Restrooms	\$ 15,000	\$ 15,000	\$ 7,500	\$ 15,000			\$ (7,500)		
Install Fence	\$ 2,800	\$ 2,800	\$ 1,400				\$ 1,400		
Landscaping	\$ 6,000	\$ 6,000	\$ 3,000				\$ 3,000		
Septic System repair/replacement	\$ 7,500	\$ 5,000	\$ 3,750				\$ 1,250		
Stormwater Infraststructure & BMP	\$ 12,000	\$ 9,740	\$ 5,000	\$ 12,000			\$ (7,260)		
Sidewalk/trail 750 linear ft X 5 ft	\$ 15,000	\$ 20,000	\$ 7,500				\$ 12,500		
Lighting	\$ 2,000	\$ 2,000	\$ 1,000				\$ 1,000		
Total Hard Costs	\$ 389,280	\$ 454,743	\$ 193,640	\$ 139,671	\$ -	\$ 112,750	\$ 8,682	\$ 8,682	
Contingency	\$ 19,464	\$ 19,364	\$ 9,682				\$ 9,682		\$ 11,500.00
Value of Land to be purchased or donated	\$ 168,400	\$ 168,400	\$ 84,200		38400		\$ 45,800		\$ 130,285.29
Planning & Incidental Land Acquisition costs (20 %)									
Survey	\$ 400	\$ 650	\$ 200				\$ 450		\$ 650.00
perk test	\$ 60	\$ 60	\$ 30				\$ 30		\$ 60.00
Appraisal	\$ 275	\$ 275	\$ 138				\$ 138		\$ 275.00
Site Plan	\$ 800	\$ 800	\$ 400				\$ 400		\$ 1,150.00
Permit Fees	\$ 1,400	\$ 1,035	\$ 700				\$ 335		\$ 635.00
Stormwater Plan & Engineering	\$ 2,500	\$ 19,150	\$ 1,250	\$ -			\$ 17,900		\$ 5,800.00
Legal		\$ 600					\$ 600		\$ 600.00
Recording							\$ -		
Subtotal Planning	\$ 5,435	\$ 22,570	\$ 2,718	\$ -	\$ -		\$ 19,853	\$ 19,853	\$ 9,170.00
Total Project Cost	\$ 582,579	\$ 665,077	\$ 290,240	\$ 139,671	\$ 38,400	\$ 112,750	\$ 84,017	\$ 84,017	
Total PARTF Grant Approved			\$ 290,240						
Total Access Approved				\$ 139,671					
Total Wildlife Approved						\$ 112,500			

Project Costs							
One Mill Park Combined Budget							
Project Elements (specific units - sizes - numbers - l)	Projected Cost	Quible Est.	PARTF	ACCESS	Donated	Wildlife	Local Cash
Total Local Cash Match		\$ 82,498					\$ 84,266
							\$ 84,017
							\$ 205,974
							Under BOC approved PARTF match \$290,240
							71%

14% Over Budget

\$ (27,903) Over FY 2014 budgeted local contribution \$112,169
-20%

Engineering Costs	
Stormwater - S&E Plans	\$ 5,800
CAMA Major Permit Application	\$ 7,250
Bulkhead/Piers/Boat Ramp/Boardwalk	\$ 3,500
Construction Bidding -Stormwater	\$ 2,600
Construction Admin & Inspection - Stormwater	
Construction Admin & Inspection - Improvements	
Total	\$ 19,150



Project Costs			
One Mill Park PARTF Budget			
January 2013			
Project Elements (specific units - sizes - numbers - lengths etc)	Unit	Unit cost	Total Cost
Building & Renovation Costs			
Demolition	1	\$ 11,500	\$ 11,500
Playground Equipment & Installation	1	\$ 65,000	\$ 65,000
Picnic Shelter	1	\$ 35,000	\$ 35,000
Poured in Place Rubber Safety surface	1	\$ 45,000	\$ 45,000
Site Amenities	1	\$ 10,000	\$ 10,000
Picnic shelters	4	\$ 10,620	\$ 42,480
Replace Boat Ramp	1	\$ 8,500	\$ 8,500
New Pider/Canoe Launch	1	\$ 8,000	\$ 8,000
Replace Pier	1	\$ 8,000	\$ 8,000
Replace bulkhead & rip rap	1	\$ 36,000	\$ 36,000
Construct Parking	1	\$ 39,500	\$ 39,500
Construct Boardwalk	1	\$ 20,000	\$ 20,000
Construct Restrooms	1	\$ 15,000	\$ 15,000
Install Fence	1	\$ 2,800	\$ 2,800
Landscaping	1	\$ 6,000	\$ 6,000
Septic System repair/replacement	1	\$ 7,500	\$ 7,500
Stormwater BMP	1	\$ 10,000	\$ 10,000
Sidewalk 750 linear ft X 5 ft	3750	\$ 4	\$ 15,000
Lighting	2	\$ 1,000	\$ 2,000
Total Hard Costs			\$ 387,280
Contingency	5%		\$ 19,364
Value of Land to be purchased or donated			
Land Acquisition - (local match reduced by \$38,400 donation)			\$ 168,400
Planning & Incidental Land Acquisition costs (20 %)			
Survey	1	\$ 400	\$ 400
perk test	1	\$ 60	\$ 60
Appraisal	1	\$ 275	\$ 275
Site Plan	1	\$ 800	\$ 800
Permit Fees	2	\$ 700	\$ 1,400
Stormwater Plan	1	\$ 2,500	\$ 2,500
Subtotal Planning			\$ 5,435
Total Project Cost			\$ 580,479
Total PARTF Grant request			\$ 290,240

DETAILED BREAKDOWN OF COST ASSUMPTIONS

Project Elements	Grant Assistance Requested	Local Cash	Local in-kind contribution	Total Cost
Building & Renovation Costs				
Replace Boat Ramp	\$ 7,650	\$ 850		\$ 8,500
New Pier/Canoe Launch	\$ 7,200	\$ 800		\$ 8,000
Replace Existing Pier	\$ 7,200	\$ 800		\$ 8,000
Replace bulkhead & rip rap	\$ 32,400	\$ 3,600		\$ 36,000
Construct Parking	\$ 35,550	\$ 3,950		\$ 39,500
Construct Boardwalk	\$ 18,000	\$ 2,000		\$ 20,000
Construct Restrooms	\$ 13,500	\$ 1,500		\$ 15,000
Install Fence	\$ 2,520	\$ 280		\$ 2,800
Stormwater BMP	\$ 9,000	\$ 1,000		\$ 10,000
Sub Total	\$ 133,020	\$ 14,780	\$ -	\$ 147,800
Contingency	\$ 6,651.00	\$ 739.00	\$ -	\$ 7,390
Total	\$ 139,671.00	\$ 15,519.00	\$ -	\$ 155,190

Additional Project Tasks NOT Included in this Proposal	Additional Project Cost
Building & Renovation Costs	
Demolition	\$ 11,500
Playground Equipment & Installation	\$ 65,000
Picnic Shelter	\$ 35,000
Poured in Place Rubber Safety surface	\$ 45,000
Site Amenities	\$ 10,000
Landscaping	\$ 6,000
Septic System repair/replacement	\$ 7,500
Sidewalk/trail 750 linear ft X 5 ft	\$ 15,000
Lighting	\$ 2,000
Total Hard Costs	\$ 197,000
Contingency	\$ 9,850
Value of Land to be purchased or donated	
Land Acquisition - (local match reduced by \$38,400 donation)	\$ 168,400
Planning & Incidental Land Acquisition costs (20 %)	
Survey	\$ 400
perk test	\$ 60
Appraisal	\$ 275
Site Plan	\$ 800
Permit Fees	\$ 1,400
Stormwater Plan	\$ 2,500
Subtotal Planning	\$ 5,435
Total Additional Project Cost	\$ 380,685

MEMORANDUM OF AGREEMENT

AGREEMENT TO REPAIR, IMPROVE, AND OPERATE A PUBLIC BOATING ACCESS FACILITY

This agreement is made and entered into this the 1th day of May, 2014, by and between the **NORTH CAROLINA WILDLIFE RESOURCES COMMISSION**, hereinafter referred to as the **COMMISSION**, and the **COUNTY OF CAMDEN**, hereinafter referred to as the **COUNTY**.

I. PURPOSE OF THE AGREEMENT

It is mutually agreed that the **COMMISSION** and the **COUNTY** will cooperate to provide free public boating access at the One Mill Park Boating Access Area facility located on One Mill Road, Camden County, NC with access to the Pasquotank River.

II. RESPONSIBILITIES

A. The **COMMISSION** agrees to:

1. Provide \$112,500.00 of funding towards the construction, design and permitting of the boating access portion of the project which includes launch lane, paved trailer parking area, ADA accessible routes and the maneuvering area.

B. The **COUNTY** agrees to:

1. Collaborate with the **COMMISSION** Division of Engineering Services and Lands Management section on the design of project area.
2. Provide routine maintenance in a serviceable condition on the site including regular mowing and litter removal.
3. Provide free public boating access including vehicle and trailer parking, open 24 hours a day 7 days a week with no closure of the site, except for repair and improvements or emergency situations.
2. Provide remaining funding necessary for completion of the boating access portion of the project which includes

launch lane, paved trailer parking area, ADA accessible routes and the maneuvering area.

3. Install signage at the site identifying the COMMISSION as a funding partner and also recognition of the COMMISSION's partnership in any COUNTY literature or publications for the site.

III. TERMINATION

It is mutually agreed that either party may terminate its involvement in this agreement by written notice to the other at least 120 days in advance of the date on which termination is to become effective. At said time of termination, the COUNTY will, at the COMMISSION'S request, remove all TOWN improvements to the site.

IV. TERM OF AGREEMENT

This agreement shall become effective upon full execution and shall continue in effect for a period equal to 10 years.

IN TESTIMONY WHEREOF, this Cooperative Agreement has been executed by the parties hereto, in duplicate originals, as of the date first above written.

CAMDEN COUNTY

COUNTY COMMISSION CHAIRMAN

ATTEST

COUNTY MANAGER

NORTH CAROLINA WILDLIFE RESOURCES
COMMISSION

Erik Christofferson, Chief
Division of Engineering and Lands Management

ATTEST

Mark Hamlett, Section Chief
Division of Engineering and Lands Management

Dan Porter

From: Derek Dail <ddail@quible.com>
Sent: Tuesday, April 15, 2014 7:56 AM
To: Dan Porter
Cc: Brian Rubino
Subject: Camden One Mill Park - Contract Administration

Dan,

I was looking through some old documents.

We originally quoted \$2,000.00 for contract administration for the stormwater, grading and site improvements.

That assumed an informal bidding process and included:

- Invitation to bid
- Contract development
- Construction Specifications
- Bid management
- Bid review, tabulation and recommendation of award

Let me know if you have any questions.

Thanks, Derek

Derek A. Dail, P.E.
Project Manager
Quible & Associates, P.C.
8 Juniper Trail
P.O. Drawer 870
Kitty Hawk, NC 27949
t 252.261.3300
f 252.261.1260
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Dan Porter

From: Derek Dail <ddail@quible.com>
Sent: Tuesday, April 15, 2014 8:29 AM
To: Dan Porter
Subject: RE: Camden One Mill Park - Contract Administration

Dan,

Contract administration proposal for the site improvements and the waterfront improvements is \$3,500.00.

Let me know if you need additional information.

Thanks, Derek

Derek A. Dail, P.E.
Project Manager
Quible & Associates, P.C.
8 Juniper Trail
P.O. Drawer 870
Kitty Hawk, NC 27949
t 252.261.3300
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From: Dan Porter [<mailto:dporter@camdencountync.gov>]
Sent: Tuesday, April 15, 2014 8:10 AM
To: Derek Dail
Subject: RE: Camden One Mill Park - Contract Administration

What about the other project elements to be built?

Dan B. Porter, Planning Director
Camden County
Camden, NC 27921
Ph: 252 338 1919 Ext. 263
Fax: 252 333 1603
Email: dporter@camdencountync.gov
dbp0124@hotmail.com

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Camden County Board of Commissioners SUMMARY SHEET

Item Number: 6. B.

New Business

Meeting Date: April 21, 2014

Attachments: 1 (Pages)

Submitted By: Tony Perry, Sheriff and C.J. Williams

**ITEM TITLE: Fiscal Year 2014-2015 Camden County
Youth Services Grant Application**

SUMMARY:

Camden Youth Services is a valued resource for youth and families in Camden County. Youth Services is a grant program through the NC Department of Juvenile Justice & Delinquency Prevention under the NC Department of Public Safety. Camden Youth Services is now supervised by the Camden Co. Sheriff Office. NCDJJDP provides funds to counties to offer educational and enrichment programs for at-risk and /or adjudicated youth. Counties are requested to provide a cash match to this annual grant. The grant and program is monitored by the Camden County Juvenile Crime Prevention Council, which is made up of representatives from various county, state and private agencies, organizations, and other volunteers. Programs operated under the Camden Youth Services are:

- C.R.O.W.N. (Children Reaching Our World Now) /B.E.A.R.S. (Being Educated and Responsible Students)
- Teen Court
- Camden Camp BLUE (Building Leaders and Urging Excellence)
- Community Service

RECOMMENDATION:

Camden County Youth Services is requesting approval of the fiscal year 2014-2015 Camden County Youth Services grant application. NCDJJDP is providing \$51,907 to be matched with a minimum 20% cash match, along with in-kind support. Camden Youth Services is requesting the county to match the grant with \$15,170 and provide \$12,215 in local in-kind support from Camden County, Camden Co. Sheriff's Office and Camden County Public Schools. The funds allocated by NCDJJDP are the same as last year. The total grant application is set for \$79,292, \$1,442.00 more due to in-kind match. A detailed description of the grant programs will be given at the County Commissioners meeting.

MOTION MADE BY:	
S. Duckwall	_____
G. Meiggs	_____
R. Krainiak	_____
C. Riggs	_____
M. McLain	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
R. Krainiak	_____
C. Riggs	_____
M. McLain	_____
ABSENT	_____
RECUSED	_____



North Carolina Department of Public Safety

JCPC Program - Program Application

SECTION I A		SPONSORING AGENCY AND PROGRAM INFORMATION	
FUNDING PERIOD:	FY 14-15	DPS/JCPC FUNDING # (cont only)	715-XXXX
COUNTY:	Camden	AREA:	Eastern Area
Multi-County:	No	Multi-Components	Yes
NAME OF PROGRAM:		Camden County Youth Services	

SPONSORING AGENCY:	Camden County		
SPONSORING AGENCY PHYSICAL ADDRESS:	330 East Hwy 158 Camden	NC	27921
SPONSORING AGENCY MAILING ADDRESS:	PO Box 190 Camden	NC	27921
TYPE:	Public	FEDERAL ID #	56-600282

COMPONENT ID #	NAME OF PROGRAM COMPONENT	PROGRAM TYPE	TOTAL COST OF EACH COMPONENT
8623	Community Service	Restitution/Community Service	\$ 1,520
8624	C.R.O.W.N. Kids & B.E.A.R.S.	Interpersonal Skill Building	\$ 45,520
8626	Teen Court	Teen Court	\$ 2,435
9667	Camp BLUE (Building Leaders and Urging Excellence)	Experiential Skill Building	\$ 29,817
Total cost of components:			\$ 79,292

Program Manager Name & Address (same person on signature page)

Name:	Michael Renshaw	Title:	Camden County Manager		
Mailing Address:	330 East Highway 158 PO Box 190	City:	Camden	Zip:	27921
Phone:	(252) 338-6363 Ext:102	Fax:	(252) 331-7831	E-mail:	mrenshaw@camdencountync.gov

Contact Person (if different from program manager)

Name:	Tony Perry	Title:	Sheriff		
Mailing Address:	117 North NC Highway 343 PO Box 57	City:	Camden	Zip:	27921
Phone:	(252) 338-5046 Ext:241	Fax:	(252) 335-4300	E-mail:	tperry@camdencountync.gov

Program Fiscal Officer (cannot be program manager)

Name:	Clarann Mansfield	Title:	Camden County Finance Officer		
Mailing Address:	330 East Highway 158 PO Box 190	City:	Camden	Zip:	27921
Phone:	(252) 338-6363 Ext:107	Fax:	(252) 331-7831	E-mail:	cmansfield@camdencountync.gov

SECTION I B	PROGRAM COMPONENT DESCRIPTION
COMPONENT ID #	COMPONENT INFORMATION
8623	NAME OF COMPONENT: Community Service BRIEF DESCRIPTION: Provides youth offenders with positive consequences to negative behavior based on court ordered requirements thus holding them accountable for their actions.

COMPONENT ID #	COMPONENT INFORMATION
8624	NAME OF COMPONENT: C.R.O.W.N. Kids & B.E.A.R.S. BRIEF DESCRIPTION: An interpersonal skill building component where youth increase life skill development, social skills, and have positive interactions with others during school hours, after school, and during school holiday/breaks.

COMPONENT ID #	COMPONENT INFORMATION
8626	NAME OF COMPONENT: Teen Court BRIEF DESCRIPTION: A structured component where first time, non-violent, misdemeanor offenders admitting guilt are given the option to plead their case before a jury of trained peers volunteers who then provide a constructive sentence. Upon successful completion, the referring agency is notified. Teen Court is a diversion resource for juvenile intake, district court, SROs and other local law enforcement.

COMPONENT ID #	COMPONENT INFORMATION
9667	NAME OF COMPONENT: Camp BLUE (Building Leaders and Urging Excellence BRIEF DESCRIPTION: A six week summer day camp program for youths providing hands-on educational activities, life skill development and social skill building lessons in a safe, supervised environment during the summer months during school vacation. Program will be based at the Middle School from 9 – 3 pm weekdays. Camp staff and local law enforcement and EMS volunteers will provide participants with opportunities for pro-social involvement and mentoring on the part of local public safety officials.

SECTION II		COMPONENT STATISTICAL INFORMATION			
Multi-Components Yes					
Component Service Statistics		PROGRAM COMPONENT INFORMATION - APPLICATION YEAR			
Component Name: Community Service				Component ID # 8623	
What is this component's maximum client capacity at any given time?				5	
Frequency of client contact per month:	2	Anticipated Average Length of Stay:	90	Days	
Total Component Cost:	\$1,520	+ by	Estimated # to be served during funding period:	5	
Estimated Average Cost Per Youth:			\$304		
Applies to continuation programs only.	Actual number of youth admitted last fiscal year:		0		
	0	number of admissions Juvenile Court referred	0% of total admissions		
	0	number of admissions Law Enforcement referred	0% of total admissions		

SECTION III	COMPONENT SUMMARY
NAME OF COMPONENT:	Community Service
<p>1. Statement of the Problem: <i>In concise terminology, describe how the program will address continuum need(s) in the county.</i></p> <p>Community service is a sentencing option utilized by the Juvenile Court to hold youth offenders accountable for their actions. This program will serve the juvenile offenders in Camden County so they will have local assignments to complete court ordered community service requirements, when ordered. The program may also serve diverted juveniles as referred.</p>	
<p>2. Target Population: <i>Describe the target population, including age, and the steps taken to insure that the target population is served.</i></p> <p>Camden County youth between the ages of 7-17 are eligible to participate in this program upon referral.</p>	
<p>3. Program Goal(s): <i>Provide a brief statement to describe the overall purpose of the program.</i></p> <p>To enable youth offenders to complete court ordered community service hours in the local area.</p>	
<p>4. Measurable Objective(s): <i>State in measurable terms (%) the intended effect of the program on specific undisciplined and/or delinquent behaviors. Example: anticipated reductions in court referrals, runaway behavior, disruptive behavior at school, anticipated improved school attendance and academic achievement. These objectives must include impact on participants.</i></p> <p>80% Participants will have no new complaints during program participation.</p> <p>95% Diverted participants will complete required restitution or community service hours by termination of contract or plan.</p> <p>80% Participants successfully / satisfactorily completing the program will have no new adjudications in the 12 months following completion.</p> <p>80% Participants successfully / satisfactorily completing the program will have no new complaints in the 12 months following completion.</p> <p>80% Participants will have no new adjudications during program participation.</p> <p>90% Participants will successfully or satisfactorily complete the program.</p> <p>95% Court-ordered participants will complete required restitution or community service hours by termination from court service.</p>	
<p>5. Elevated Risks and Needs: <i>Describe how you will address one or more of the Elevated Risk and Needs of adjudicated juveniles listed in the local JCPC Request for Proposal.</i></p> <p>Disruptive school behavior and associations with delinquent peers are often factors in increasingly delinquent behaviors. When a delinquent juvenile is ordered to complete community service they will be enrolling in a program that will give them avenues to prevent future delinquent behavior. These avenues include: holding them accountable for their delinquent acts, surrounding them with positive role models, and giving them access to opportunities within their community to have a positive, instead of a negative impact.</p>	

SECTION IV	COMPONENT NARRATIVE (attach for each component)
NAME OF COMPONENT:	Community Service
<p>1. Location: <i>List physical address(es) and describe where program services are delivered.</i></p>	<p>Camden Sheriff's Office, 117 N Hwy. 343, Camden, NC 27921</p>
<p>2. Operation: <i>Describe the daily/weekly schedule of program operation.</i></p>	<p>The Camden Youth Services Program Coordinator works Monday - Friday, 8 AM to 5 PM. Daily/weekly schedules will be determined on a case by case basis.</p>
<p>3. Staff Positions: <i>Describe paid or volunteer position qualifications, (certifications, degrees, work experience) and position(s) responsibilities relative to this component.</i></p>	<p>The position of the Camden Youth Services Program Coordinator (full-time) prefers Bachelor's degree in human sciences or a related field, and a minimal experience of working with juveniles and at-risk youth, or an equivalent combination of education and experience. A valid NC driver's license is required. The program coordinator is responsible for:</p> <ul style="list-style-type: none"> * Accepting referrals * Processing the referred youth (with parental permission) * Arranging community service work sites * Providing a work schedule * Follow up to ensure sentence completion * Submission and notification to the referral source upon completion of community service & termination of juvenile from program.
<p>4. Service Type SPEP: <i>Describe implementation to include:</i></p>	<p>Primary Service - Restitution / Community Service; Secondary Service - None</p>
<p>5. Admission Process: <i>Describe the specific referral, screening, admission process (including timeline), the staff responsible for making decisions about admissions and reasons why a referral may not be accepted.</i></p>	<p>The Program Coordinator will accept and review referrals from court counselors, S.R.O.s, mental health professionals and school staff. At admission, a visit will be arranged with the juvenile and their parent/guardians to explain program details, rules, and available work site options. A referral may not be accepted if the parent/guardians refuse to allow their child to participate at which the referral source will be notified immediately.</p>
<p>6. Termination Process: <i>Describe the termination process to include the staff responsible for making decisions and the criteria for a successful termination, satisfactory termination, unsuccessful completion and non-compliant termination.</i></p>	<p>Referral source(s), and parent/guardians will be notified by the Program Coordinator when the juvenile is terminated from the program.</p> <p>A successful termination will result when a juvenile has completed all necessary community service hours with no problems.</p> <p>A satisfactory termination will result when a juvenile has completed all necessary community service hours with a few</p>

SECTION IV	COMPONENT NARRATIVE (attach for each component)
NAME OF COMPONENT:	Community Service
<p>problems and/or negative comments from work site supervisors.</p> <p>An unsuccessful termination will result when a juvenile fails to complete all necessary community service hours during time allowed.</p> <p>A non-compliant termination will result when a juvenile and/or parent/guardian refuses to participate in the program as specified during the initial admission visit.</p> <p><i>How is the referring agency involved with the termination process?</i></p> <p>The referring agency will be notified of all successful and satisfactory terminations after the fact.</p> <p>The referring agency will be contacted before an unsuccessful or non-compliant termination is processed as a courtesy.</p>	
<p>7. Referring Agency Interaction: <i>Describe the interaction with juvenile court counselors and/or other referring agencies including how client progress will be communicated.</i></p> <p>Referring agencies will be taught how to complete the Camden Youth Services Referral Form during the September 2014 JCPC Meeting. The Program Coordinator will be available for all referral sources to call, email, or visit to answer questions or address concerns. Referrals may be mailed, e-mailed, faxed or delivered in person. Contact with the referral sources will be ongoing during the duration of the juvenile's involvement in the program.</p>	
<p>8. Intervention/Treatment: <i>Describe specifically what the component will do to redirect inappropriate youth behavior or how the component will address the identified needs of the youth and family. What interventions will typically be utilized in this component and how will parents/guardians be involved?</i></p> <p>The Community Service Program will provide participants with the opportunity to take responsibility for their actions and complete community service hours as well as allowing them to experience the connectedness to their community by actively participating in it. The Program Coordinator serves as a positive role model and will encourage participants to continue their civic involvement through C.R.O.W.N. Kids upon the completion of their sentence in order to maintain the focus of positive energy and to surround the youth with positive peer pressure.</p>	
<p>9. Best Practice Model: <i>Describe what model or evidence-supported/best practice the program is based upon.</i></p> <p>Community service has been proven as an effective juvenile justice program made slightly more effective by adding behavior management elements in contracts. A work liability contract is utilized with this program to identify work obligations and expectations of proper behavior.</p>	

SECTION II		COMPONENT STATISTICAL INFORMATION			
Multi-Components Yes					
Component Service Statistics		PROGRAM COMPONENT INFORMATION - APPLICATION YEAR			
Component Name: C.R.O.W.N. Kids & B.E.A.R.S.				Component ID # 8624	
What is this component's maximum client capacity at any given time?				20	
Frequency of client contact per month:	4	Anticipated Average Length of Stay:	150	Days	
Total Component Cost:	\$45,520	÷ by	Estimated # to be served during funding period:	20	
Estimated Average Cost Per Youth:			\$2,276		
Applies to continuation programs only.	Actual number of youth admitted last fiscal year:		29		
	5	number of admissions Juvenile Court referred	17.24% of total admissions		
	5	number of admissions Law Enforcement referred	17.24% of total admissions		

SECTION III	COMPONENT SUMMARY
NAME OF COMPONENT:	C.R.O.W.N. Kids & B.E.A.R.S.
<p>1. Statement of the Problem: <i>In concise terminology, describe how the program will address continuum need(s) in the county.</i></p> <p>In 2014-15, Camden County court involved juveniles demonstrated the following risk factors; alcohol and substance abuse, domestic discord, negative peer groups and school behavior problems. The interpersonal skills component provides opportunities for social competency through group skills sessions, community service projects, and enrichment activities designed to lessen the impact of risk factors and increase protective factors thereby building resiliency among referred juveniles.</p>	
<p>2. Target Population: <i>Describe the target population, including age, and the steps taken to insure that the target population is served.</i></p> <p>Youth ages 9 -17, who are currently enrolled in Camden County Public Schools are eligible for service. This program will serve youth considered at-risk, by behavior or home environment, as referred by School Resource Officers (SRO's), school administration and teachers, parents/guardians, juvenile court counselors, and/or other youth serving community agencies.</p>	
<p>3. Program Goal(s): <i>Provide a brief statement to describe the overall purpose of the program.</i></p> <p>For youth in grades 4th - 12th, this program will teach problem solving, conflict resolution, interpersonal/social skills, as well as other identified life skills during and after school hours, school vacation and some holidays, while monitoring participant behavior at home, at school, and within the community. Youth will participate in weekly, age-appropriate workshops/community service/meeting times as established by the Program Coordinator and school/site administrator. The Program Coordinator will also establish an "in-school schedule" to be more available to youth participants dealing with school and personal issues and complaints. Participants will increase school attendance, improve their GPA and improve overall school behavior as a result of these programs.</p>	
<p>4. Measurable Objective(s): <i>State in measurable terms (%) the intended effect of the program on specific undisciplined and/or delinquent behaviors. Example: anticipated reductions in court referrals, runaway behavior, disruptive behavior at school, anticipated improved school attendance and academic achievement. These objectives must include impact on participants.</i></p> <p>85% Participants will successfully or satisfactorily complete services as measured by performance against individual service plan.</p> <p>70% Participants successfully/satisfactorily completing the program will have no new adjudications in the 12 months following completion.</p> <p>85% Participants completing the program will demonstrate improvement in targeted skills as specified in the individual service plan by termination.</p> <p>85% Participants will have no new complaints during program participation.</p> <p>70% Participants will have no new adjudications during program participation.</p> <p>85% Participants completing the program will demonstrate a reduction in problem behaviors for which they were referred by termination.</p> <p>85% Participants successfully/satisfactorily completing the program will have no new complaints in the 12 months following completion.</p>	

SECTION III	COMPONENT SUMMARY
NAME OF COMPONENT:	C.R.O.W.N. Kids & B.E.A.R.S.
<p>5. Elevated Risks and Needs: <i>Describe how you will address one or more of the Elevated Risk and Needs of adjudicated juveniles listed in the local JCPC Request for Proposal.</i></p> <p>These two programs will provide the necessary protective factors of positive peer modeling, accountability/social competence and school connectedness by creating an environment of positive peer pressure, teaching interpersonal/social skills building and providing opportunities for academic enrichment, all while working in conjunction with each participant's parent/guardian(s) and school administrators.</p>	

SECTION IV	COMPONENT NARRATIVE (attach for each component)
NAME OF COMPONENT:	C.R.O.W.N. Kids & B.E.A.R.S.
<p>1. Location: <i>List physical address(es) and describe where program services are delivered.</i></p> <p>Camden County Public Schools</p> <ul style="list-style-type: none"> * Grandy Primary School - 175 NC Highway 343 North, Camden, NC 27921 * Camden Intermediate School - 123 Noblitt Road, Camden, NC 27921 * Camden Middle School - 248 Scotland Road, Camden, NC 27921 * Camden County High School - 103 US Highway 158 East, Camden, NC 27921 * CamTech High School - 103A US Highway 158 East, Camden, NC 27921 <p>Camden County Sheriff's Office, 117 North NC Highway 343, Camden, NC 27921</p> <p>Camden Camp B.L.U.E- 248 Scotland Road, Camden, NC 27921</p>	
<p>2. Operation: <i>Describe the daily/weekly schedule of program operation.</i></p> <p>The Camden Youth Services Program Coordinator will create a monthly program schedule for each group of students (GPS, CIS, CMS, CCHS, & CTHS). B.E.A.R.S. & C.R.O.W.N. Kids programs will meet for a minimum of two (2) hours per week in age appropriate groups after school, typically with a 2 hour group meeting or workshop and and .5 hour lunch period. Hours may also be met by participating in a Community Service or a Fun Incentive Activity.</p>	
<p>3. Staff Positions: <i>Describe paid or volunteer position qualifications, (certifications, degrees, work experience) and position(s) responsibilities relative to this component.</i></p> <p>The position of the Camden Youth Services Program Coordinator (full-time) prefers a Bachelor's degree in human services, or related field, and minimal experience working with juveniles and at-risk youth, or equivalent combination of education and experience. A valid NC Driver's License is required. Unpaid adult volunteers must complete a NC Sheriff's standards Volunteer application and have a criminal background check administered prior to volunteering in any Camden Youth Services Program.</p>	
<p>4. Service Type SPEP: <i>Describe implementation to include:</i></p> <p>Primary Service - Social Skills Training; Secondary Service - None</p>	
<p>5. Admission Process: <i>Describe the specific referral, screening, admission process (including timeline), the staff responsible for making decisions about admissions and reasons why a referral may not be accepted.</i></p> <p>The Camden Youth Services Program Coordinator will accept and screen referrals from SRO's, law enforcement, court counselors, mental health professionals, school officials, faith community members, other youth serving agencies, and parents. The Program Coordinator will coordinate the admission process with the referred juvenile and his/her parent/ guardian(s) within 30 days of referral. All juveniles referred and willing to participate will be admitted to the program, unless their individual behavior is so severe they cannot be adequately served by this program.</p>	
<p>6. Termination Process: <i>Describe the termination process to include the staff responsible for making decisions and the criteria for a successful termination, satisfactory termination, unsuccessful completion and non-compliant termination.</i></p> <p>The Program Coordinator is responsible for making all termination decisions.</p>	

SECTION IV	COMPONENT NARRATIVE (attach for each component)
NAME OF COMPONENT:	C.R.O.W.N. Kids & B.E.A.R.S.
<p>A successful termination will result when a juvenile has demonstrated sufficient behavior/attitude modifications and are no longer demonstrating at-risk behaviors either at home, in school or in the community.</p> <p>Satisfactory terminations will result when a juvenile has either become involved in other after school activities (sports/club/job) that prohibit group participation, or is removed at the request of a parent/guardian.</p> <p>Unsuccessful completion will result when a juvenile enrolled in the program demonstrates no improvement in behavior or attitude at home, at school, or in the community.</p> <p>A non-compliant termination will result when a juvenile routinely fails to participate in offered programs & activities. <i>How is the referring agency involved with the termination process?</i> The referring agency, if any, will be notified of termination and a copy of the written termination summary will be provided.</p>	
<p>7. Referring Agency Interaction: <i>Describe the interaction with juvenile court counselors and/or other referring agencies including how client progress will be communicated.</i></p> <p>Referring agencies will be taught how to complete the Camden Youth Services Referral Form during the September 2014 JCPC Meeting. The Program Coordinator will be available for referral sources to call, email, or visit to answer questions or address the duration of the juvenile's involvement in the program.</p>	
<p>8. Intervention/Treatment: <i>Describe specifically what the component will do to redirect inappropriate youth behavior or how the component will address the identified needs of the youth and family. What interventions will typically be utilized in this component and how will parents/guardians be involved?</i></p> <p>This program is housed in the Camden County Sheriff's Office, under the supervision of the County Sheriff. Therefore, this program will have the ability to utilize the research-based information from law enforcement resources and other government resources. With the use of these resources, as well as others, the program will provide the participants with opportunities to strengthen life skill development through curriculum, citizenship, leadership and community service activities. Participants who learn and strengthen life skills and participate in a group environment will be able to work together as a team and redirect inappropriate behavior. The Program Coordinator will work with clients, their parent/guardian(s) and their school to identify any issue(s) that may need to be addressed for each individual.</p>	
<p>9. Best Practice Model: <i>Describe what model or evidence-supported/best practice the program is based upon.</i></p> <p>This program is based on the Edna McConnel Clark Foundation's "Mentoring Programs for Youth Development: A Synthesis," a study of youth mentoring programs. The study states that mentoring is one component of a comprehensive intervention. Warm and close friendships with caring adults, supervision and positive role models are the common resources and investments that mentoring intervention contributes to youth development. As stated above, all curriculum will be presented in an age-appropriate and hands-on learning style, delivered utilizing the experiential learning model.</p>	

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SECTION II		COMPONENT STATISTICAL INFORMATION			
Multi-Components Yes					
Component Service Statistics		PROGRAM COMPONENT INFORMATION - APPLICATION YEAR			
Component Name: Teen Court				Component ID # 8626	
What is this component's maximum client capacity at any given time?				5	
Frequency of client contact per month:	2		Anticipated Average Length of Stay:	90	Days
Total Component Cost:	\$2,435	+ by	Estimated # to be served during funding period:	4	
Estimated Average Cost Per Youth:			\$609		
Applies to continuation programs only.	Actual number of youth admitted last fiscal year:			5	
	3	number of admissions Juvenile Court referred		60% of total admissions	
	2	number of admissions Law Enforcement referred		40% of total admissions	

SECTION III	COMPONENT SUMMARY
NAME OF COMPONENT:	Teen Court
<p>1. Statement of the Problem: <i>In concise terminology, describe how the program will address continuum need(s) in the county.</i></p> <p>Although Camden County has had very few adjudicated youth in the past several years, there are many youth whose disruptive and anti-social behaviors need to be addressed. Teen Court is a diversionary alternative to juvenile intake, district court and law enforcement.</p>	
<p>2. Target Population: <i>Describe the target population, including age, and the steps taken to insure that the target population is served.</i></p> <p>Camden County youth between the ages of 11 - 17, attending school full-time, who commit a first-time, qualifying misdemeanor and admit guilt are eligible to participate in this program, by referral.</p>	
<p>3. Program Goal(s): <i>Provide a brief statement to describe the overall purpose of the program.</i></p> <p>This program will hold first-time juvenile offenders accountable for their actions through creative sentencing and positive peer pressure without permanently affecting their juvenile record.</p>	
<p>4. Measurable Objective(s): <i>State in measurable terms (%) the intended effect of the program on specific undisciplined and/or delinquent behaviors. Example: anticipated reductions in court referrals, runaway behavior, disruptive behavior at school, anticipated improved school attendance and academic achievement. These objectives must include impact on participants.</i></p> <p>80% Participants successfully/satisfactorily completing the program will have no new complaints in the 12 months following completion.</p> <p>80% Participants will have no new adjudications during program participation.</p> <p>80% Participants will successfully or satisfactorily complete program requirements prior to termination.</p> <p>80% Participants will have no new complaints during program participation.</p> <p>80% Participants successfully/satisfactorily completing the program will have no new adjudications in the 12 months following completion.</p>	
<p>5. Elevated Risks and Needs: <i>Describe how you will address one or more of the Elevated Risk and Needs of adjudicated juveniles listed in the local JCPC Request for Proposal.</i></p> <p>Teen Court will address the risk factor of negative peer groups by requiring all defendants to be trained for and participate as members of the Teen Court Jury for future cases. Positive peer associations will be promoted by providing participants with the positive peer interactions with student volunteers (jurors, attorney, court officers, etc.). School behavior problems will be addressed by referring the defendant to the C.R.O.W.N. Kids program, upon completion of the Teen Court Sentence.</p>	

SECTION IV	COMPONENT NARRATIVE (attach for each component)
NAME OF COMPONENT:	Teen Court
<p>1. Location: <i>List physical address(es) and describe where program services are delivered.</i></p> <p>The Program Coordinator's Office is located at the Camden County Sheriff's Office at 117 North NC Highway 343, Camden, NC 27921. Teen Court trainings/meetings may be held at either Camden Middle School, 248 Scotland Road, Camden, NC 27921, Camden High School, 103 US Highway 158 East, Camden, NC 27921 or at the Camden County Courthouse Complex at 117 North NC Highway 343, Camden, NC 27921. Initial youth/parent visits will take place at the Camden County Sheriff's Office or if necessary at the youth's home by appointment.</p>	
<p>2. Operation: <i>Describe the daily/weekly schedule of program operation.</i></p> <p>The Program Coordinator works Monday - Friday, 8 AM to 5 PM. Program operation will be determined on a case by case basis.</p>	
<p>3. Staff Positions: <i>Describe paid or volunteer position qualifications, (certifications, degrees, work experience) and position(s) responsibilities relative to this component.</i></p> <p>The JCPC Program Coordinator (full-time) prefers a Bachelor's degree in human services, or related field and minimal experience working with juveniles and at-risk youth, or equivalent combination of education and experience. A valid NC Driver's License is required.</p> <p>The Program Coordinator is responsible for the following:</p> <ul style="list-style-type: none"> * Work in conjunction with SRO's at all County Schools * Recruit and trains all Teen Volunteers (jurors, attorneys, clerks, bailiffs) * Recruit adult volunteers to assist with component and teen court competition teams. * Accept/process referrals, case management, CTF Tracking and client follow-up * Reserve courtroom, schedule presiding judge, and prepare volunteers for court. 	
<p>4. Service Type SPEP: <i>Describe implementation to include:</i></p> <p>This program is a STRUCTURE ONLY.</p>	
<p>5. Admission Process: <i>Describe the specific referral, screening, admission process (including timeline), the staff responsible for making decisions about admissions and reasons why a referral may not be accepted.</i></p> <p>The Program Coordinator will accept and review referrals from Court Counselors, SRO's, and school officials. An admission visit will be arranged with the juvenile and their parent/guardian(s) to explain program details, rules and scheduling. A referral may not be accepted if the parent/guardian refuses to allow their child to participate upon which the referral source would be notified immediately.</p>	
<p>6. Termination Process: <i>Describe the termination process to include the staff responsible for making decisions and the criteria for a successful termination, satisfactory termination, unsuccessful completion and non-compliant termination.</i></p> <p>Referral sources and parent/guardian(s) will be notified by the Program Coordinator upon a participant's termination from the program.</p> <p>A successful or satisfactory termination will result when a juvenile has completed all Teen Court sentence</p>	

SECTION IV	COMPONENT NARRATIVE (attach for each component)
NAME OF COMPONENT:	Teen Court
<p>requirements with no or relatively few problems.</p> <p>An unsuccessful termination will result if a juvenile fails to complete all necessary sentence mandates during the time allowed.</p> <p>A non-compliant termination will result when a juvenile and/or parent/guardian(s) refuses to participate in the program, as specified during the initial admissions visit.</p> <p><i>How is the referring agency involved with the termination process?</i></p> <p>The referring agency will be notified of all successful and satisfactory terminations after the fact. The referring agency will be notified before an unsuccessful or non-compliant termination is processed, and advised that the juvenile will be turned over to the referral source for further action, as necessary.</p>	
<p>7. Referring Agency Interaction: <i>Describe the interaction with juvenile court counselors and/or other referring agencies including how client progress will be communicated.</i></p> <p>Referring agencies will be taught how to complete the Camden Youth Services Referral Form during the September 2014 meeting. The Program Coordinator will be available for all referral sources to call, email, or visit to answer questions or address concerns. Referrals may be mailed, e-mailed, faxed or delivered in person. Contact with referral sources will be on going throughout the duration of the youth's involvement in the program.</p>	
<p>8. Intervention/Treatment: <i>Describe specifically what the component will do to redirect inappropriate youth behavior or how the component will address the identified needs of the youth and family. What interventions will typically be utilized in this component and how will parents/guardians be involved?</i></p> <p>Teen Court will provide defendants the opportunity to accept responsibility for their actions and to give back to the community through the completion of their constructive sentences. Learning that you will be held accountable for your actions gives youth the skills to recognize their choices and evaluate their behaviors. Parent/guardian(s) must agree to participate and be responsible for transporting their child to court and all scheduled sentence obligations, including workshops and Community Service, as applicable.</p>	
<p>9. Best Practice Model: <i>Describe what model or evidence-supported/best practice the program is based upon.</i></p> <p>Teen Court is identified by the National Teen Court Association website as an effective diversion program from Juvenile Court. Since prior adjudications present the risk of future offending, a successful diversion to Teen Court may keep a juvenile from becoming adjudicated from the beginning.</p>	

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SECTION II		COMPONENT STATISTICAL INFORMATION			
Multi-Components Yes					
Component Service Statistics		PROGRAM COMPONENT INFORMATION - APPLICATION YEAR			
Component Name: Camp BLUE (Building Leaders and Urging Excellence)				Component ID # 9667	
What is this component's maximum client capacity at any given time?				30	
Frequency of client contact per month:	12	Anticipated Average Length of Stay:	42	Days	
Total Component Cost:	\$29,817	+ by	Estimated # to be served during funding period:	30	
Estimated Average Cost Per Youth:			\$994		
Applies to continuation programs only.	Actual number of youth admitted last fiscal year:		0		
	0	number of admissions Juvenile Court referred	0% of total admissions		
	0	number of admissions Law Enforcement referred	0% of total admissions		

SECTION III	COMPONENT SUMMARY
NAME OF COMPONENT:	Camp BLUE (Building Leaders and Urging Excellence)
<p>1. Statement of the Problem: <i>In concise terminology, describe how the program will address continuum need(s) in the county.</i></p> <p>There are children in Camden County that lack the social and interpersonal skills necessary to foster self-discipline and positive behaviors at home and in the community. These children are often left unattended during summer vacation from school and may lack necessary adult supervision. Camp BLUE will address the need for enrichment and skill building services in the summer months targeting juveniles with identified risk factors such as school behavior problems, academic failure or attendance issues, negative peer associations, and parental supervision challenges.</p>	
<p>2. Target Population: <i>Describe the target population, including age, and the steps taken to insure that the target population is served.</i></p> <p>Camden County youth ages 6 to 17 (youth must have completed kindergarten and not graduate high school) are eligible for service. Youth ages 6 to 12 will be campers and youth ages 13 to 17 will be teen leaders in training. Priority placement will be given to those who exhibit at-risk behaviors as described above and/or those referred to the program from juvenile court counselors, SROs, school staff, parents or other community agencies.</p>	
<p>3. Program Goal(s): <i>Provide a brief statement to describe the overall purpose of the program.</i></p> <p>Program participants will be provided with adult supervision and enrichment activities for six weeks during summer vacation from school. Participants will obtain life skills including communication skills, problem solving, impulse control and other vital social skills, have opportunities to participate in a Challenge-style day camp program where law enforcement, EMS and local first responders are regular volunteers to the program. Weekly and culminating enrichment activities will also reinforce skills obtained throughout the six week curriculum.</p>	
<p>4. Measurable Objective(s): <i>State in measurable terms (%) the intended effect of the program on specific undisciplined and/or delinquent behaviors. Example: anticipated reductions in court referrals, runaway behavior, disruptive behavior at school, anticipated improved school attendance and academic achievement. These objectives must include impact on participants.</i></p> <p>70% Participants successfully/satisfactorily completing the program will have no new adjudications in the 12 months following completion.</p> <p>70% Participants will successfully or satisfactorily complete services as measured by performance against individual service plan.</p> <p>70% Participants completing the program will demonstrate a reduction in problem behaviors for which they were referred by termination.</p> <p>70% Participants will have no new adjudications during program participation.</p> <p>70% Participants successfully/satisfactorily completing the program will have no new complaints in the 12 months following completion.</p> <p>70% Participants completing the program will demonstrate improvement in targeted skills as specified in the individual service plan by termination.</p> <p>70% Participants will have no new complaints during program participation.</p>	
<p>5. Elevated Risks and Needs: <i>Describe how you will address one or more of the Elevated Risk and Needs of</i></p>	

SECTION III	COMPONENT SUMMARY
NAME OF COMPONENT:	Camp BLUE (Building Leaders and Urging Excellence)
<p><i>adjudicated juveniles listed in the local JCPC Request for Proposal.</i></p> <p>Associations with delinquent peers will be addressed by providing participants with a safe, supervised environment to learn and interact with peers in a positive manner. Opportunities for interpersonal skill building and healthy relationship formation are the foundation of program activities. Positive peer relationships are fostered and social competence is improved through participation in skill building activities. Skills sessions will also target school behavior and academic failure and encourage school connectedness.</p>	

SECTION IV	COMPONENT NARRATIVE (attach for each component)
NAME OF COMPONENT:	Camp BLUE (Building Leaders and Urging Excellence)
<p>1. Location: <i>List physical address(es) and describe where program services are delivered.</i></p> <p>Camden Middle School, 248 Scotland Road, Camden, NC 27921 (gymnasium, cafeteria, trailers, outside playing fields). Other field trips may take place at various locations according to a published schedule, and resources available.</p>	
<p>2. Operation: <i>Describe the daily/weekly schedule of program operation.</i></p> <p>The Day Camp will operate Monday - Friday from 9 AM to 3 PM for six consecutive weeks beginning July 1, 2014 and ending on August 8, 2014. Camp BLUE will provide a daily schedule of skills sessions and enrichment activities that will build upon itself every week through completion. The curriculum for Camp BLUE may come from a number of varied sources, however, all curriculum will be delivered in a cognitive and experiential manner: 1) Staff teach a new skill; 2) Staff model the new skill; 3) Campers practice the new skill; and 4) Campers transfer the knowledge to practical situations within the camp setting, at home, school and within the community.</p>	
<p>3. Staff Positions: <i>Describe paid or volunteer position qualifications, (certifications, degrees, work experience) and position(s) responsibilities relative to this component.</i></p> <p>The position of Camden Youth Services Program Coordinator (full-time) prefers a Bachelor's degree in human services, or related field and minimal experience with juveniles and at-risk youth, or equivalent combination of education and experience.</p> <p>Staff positions: Day Camp will be administered by the Program Coordinator and up to 5 Camp Counselors, all of which must have a valid NC Driver's License and be certified in First Aid and CPR. Camp Counselors must be at least 18 years of age.</p> <p>The Program Coordinator will work to plan/coordinate all camp activities, hire/train counselors, enter and track all client information into NC Allies and ensure the safe implementation of all camp activities. They will interface regularly with parents to exchange information and provide status updates on participants. The 5 camp counselors will implement educational lessons daily, responsible for the care and supervision of the youth assigned to their group, act as a positive role model for youth, and adhere to the daily schedule as stated by the Program Coordinator.</p>	
<p>4. Service Type SPEP: <i>Describe implementation to include:</i></p> <p>Primary Service - Challenge Programs; Secondary Service - None</p>	
<p>5. Admission Process: <i>Describe the specific referral, screening, admission process (including timeline), the staff responsible for making decisions about admissions and reasons why a referral may not be accepted.</i></p> <p>The Camden Youth Services Program Coordinator will accept referrals for campers from Juvenile Court Counselors, SRO's, Mental Health professionals, school staff, other youth serving agencies and parents/guardians. Registration announcements are sent home through all Camden County Schools and to referral sources. Camper applications and enrollment forms are made available for pick-up at the Camden Sheriff's Office. Applications will not be accepted if the youth referred has been removed from this program in the past for inappropriate behavior or causing an unsafe atmosphere within the program.</p>	
<p>6. Termination Process: <i>Describe the termination process to include the staff responsible for making decisions and</i></p>	

SECTION IV	COMPONENT NARRATIVE (attach for each component)
NAME OF COMPONENT:	Camp BLUE (Building Leaders and Urging Excellence)
<p><i>the criteria for a successful termination, satisfactory termination, unsuccessful completion and non-compliant termination.</i></p> <p>The Program Coordinator will enter information on all participating youth into the Client Tracking on NC Allies upon admission and will terminate upon completion of the program. No individual termination notifications will be made for Day Camp participants unless they have been referred by Juvenile Court Counselors or Mental Health Professionals. <i>How is the referring agency involved with the termination process?</i></p> <p>The referring agency will be notified of all successful and satisfactory terminations after the fact. The referring agency will be contacted before an unsuccessful or non-compliant termination is processed, as a courtesy.</p>	
<p>7. Referring Agency Interaction: <i>Describe the interaction with juvenile court counselors and/or other referring agencies including how client progress will be communicated.</i></p> <p>Referring agencies will have an organizational meeting during the May 2014 JCPC meeting. The Program Coordinator will be available for all referral sources to call, email, or visit to answer any questions and to address concerns. Referrals may be mailed, e-mailed, faxed, or delivered in person. Contact with the referral sources, if applicable, will be on going during the duration of a youth's involvement in the program.</p>	
<p>8. Intervention/Treatment: <i>Describe specifically what the component will do to redirect inappropriate youth behavior or how the component will address the identified needs of the youth and family. What interventions will typically be utilized in this component and how will parents/guardians be involved?</i></p> <p>The program is housed in the Camden Sheriff's Office, under the supervision of the County Sheriff. Therefore, this program will have the ability to utilize the resources of law enforcement and other government agencies as volunteers and mentors to the program. All curriculum presented will be age-appropriate and delivered utilizing the experiential learning model which is a cognitive approach. With the use of these resources, as well as others, the program will provide participants with opportunities to strengthen life skill development through curriculum, citizenship, leadership and community service activities. Participants who learn and strengthen life skills and participate in a group environment will be able to work together as a team and re-direct inappropriate behavior. The Program Coordinator will work with clients, their parents/guardian(s), and their school to identify any issue(s) that may need to be addressed per individual.</p>	
<p>9. Best Practice Model: <i>Describe what model or evidence-supported/best practice the program is based upon.</i></p> <p>Camp BLUE is based on experiential learning theory which is a cognitive approach to skill internalization. In addition to teaching skills and practical knowledge to participants in a "teach-model-practice-transfer" learning environment, the local area in Camden and surrounding counties' will provide local services and recreational offerings. Other daily activities will include crafts that incorporate what we have learned and the provision of youth activities to take home and practice with their families each week will be standard in Camp BLUE.</p>	

SECTION V

Terms of Agreement

This section of the JCPC Program Application will ONLY be completed if approved for funding and will be included in the required JCPC Program Agreement document for completion.

This Agreement is entered into by and between Department of Public Safety, (*hereinafter referred to as the DPS*), and County, (*hereinafter referred to as the County*), the County's Juvenile Crime Prevention Council (*hereinafter referred to as the JCPC*) and (*hereinafter referred to as the Sponsoring Agency*).

The DPS, the County, the JCPC and the Sponsoring Agency do mutually agree as follows:

Term of Agreement

This Agreement shall become effective _____ and shall terminate _____.

Payment to Sponsoring Agency

All parties agree that services will be delivered as described in the approved JCPC Program Agreement and that JCPC funds will be disbursed in an amount not to exceed the amount \$_____ for the term of this agreement, unless amended by an approved JCPC Program Agreement Revision.

Availability of Funds:

All parties to this Agreement agree and understand that the payment of the sums specified in this JCPC Program Agreement budget is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the DPS.

Responsibilities of the Parties

DPS shall:

1. Disburse funds monthly to County Governments, for payment to the Sponsoring Agency, from the Juvenile Crime Prevention Council (JCPC) fund appropriation by the General Assembly;
2. Reserve the right to suspend payment to the County for any non-compliance by the Sponsoring Agency with any reporting requirements set forth in the JCPC Policy and Procedures;
3. Notify in writing the County and Sponsoring Agency immediately if payments are suspended and again once payments resume;
4. Pay only for work as described in the JCPC Program Agreement provided by the Sponsoring Agency and approved subcontractors;
5. Provide technical assistance, orientation and training to the Sponsoring Agency, the County and the JCPC;
6. Monitor Sponsoring Agency's JCPC funded program(s) in accordance with JCPC Policy 1.2; and
7. Notify parties entering into this Agreement of all due dates in a timely manner in order for reports to be submitted by the established due date.

The Sponsoring Agency shall:

1. Comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority;
2. Comply with all Federal and State laws relating to equal employment opportunity;
3. Keep as confidential and not divulge or make available to any individual or organization without the prior written approval of the DPS any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Sponsoring Agency under this Agreement;
4. Acknowledge that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this Agreement;
5. Comply with the Juvenile Crime Prevention Policy and Procedures established by the DPS and the North Carolina Administrative Procedures;
6. Secure local match as required, pursuant to N.C.G.S. §143B-801(a);143B-602;143B-851;143B-1104, for the approved JCPC funds;
7. Create and adopt individualized guidelines specific to the funded program, while also adhering to JCPC Policy and Procedures established by DPS for all JCPC funded programs and for the specific program type for which they receive funding;
8. Ensure that state funds received are spent in accordance with the approved JCPC Program Agreement and be accountable for the legal and appropriate expenditure of those state funds;
9. Maintain reports, records, and other information to properly document services rendered and outcomes; also maintain an ability to send and receive electronic communication;
10. Have the capacity to use DPS electronic, internet-based system for tracking clients served;
11. Use generally accepted accounting procedures that guarantee the integrity of the expenditure of JCPC funds, maintain reports, records, and other information to properly account for the expenditure of all State funds provided to the Sponsoring Agency;
12. Receive from the North Carolina Division of Revenue a refund of all sales and use taxes paid by them in the performance of the JCPC Program Agreement, pursuant to N.C.G.S. §105-164.14(c); and exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports;
13. Submit JCPC Program Agreement Revisions, Third Quarter Accounting, Final Accounting and annual detailed check ledgers to the JCPC. These reports must be in accordance with the submission process as outlined in the JCPC Policy and Procedures established by DPS and with the due dates established by DPS;
14. Make personnel, reports, records and other information available to DPS, the County, the JCPC, and/or the State Auditor for oversight, monitoring and evaluation purposes;
15. Submit any other information requested by the JCPC, County or DPS;
16. Be responsible for the performance of all subcontractors as described in the JCPC Program Agreement;
17. Indemnifies and holds harmless DPS, the State of North Carolina, the County and any of their officers, agents and employees, from any claims of third parties arising out of any act or omission of the Sponsoring Agency in connection with the performance of the JCPC Program Agreement;
18. Receive permission and budgetary approval from DPS prior to using the JCPC Program Agreement as a part of any news release or commercial advertising and acknowledge DPS funding in partnership with the County;
19. Comply with DPS trainings and requirements regarding the United States Department of Justice national standards to prevent, detect, and respond to prison rape under the Prison Rape Elimination Act (PREA);

Reference: 28 NCAC 02A.0106 (a), (c), (e); consistent with the N.C.G.S. §143C-6-23, and in compliance with DPS policy JCPC 1.1;

Sponsoring Agency Contractor(s)/Subcontractors

- Yes, subcontractors are included in the JCPC Program Agreement budget.
 No, subcontractors are not included in the JCPC Program Agreement budget.

If yes, the following only applies when subcontractors are providing services as described in the JCPC Program Agreement (listed in Line Item 190 of the budget).

20. Receive prior approval from DPS in the form of an unsigned contract being submitted with the JCPC Program Agreement if any of the services described in the JCPC Program Agreement are provided by a subcontractor; *NOTE: Contracts signed by all parties must be submitted once the JCPC Program Agreement receives signed approval from DPS. Sponsoring Agencies will be notified requesting this information.*

21. Hold any contractor or subcontractor to which the Sponsoring Agency provides State funds accountable for the legal and appropriate expenditure of State funds, and to all applicable laws and Juvenile Crime Prevention Council Policies and Procedures;

22. Ensure that all subcontractors provide all information necessary to comply with the standards set forth in the JCPC Program Agreement; and

23. Be deemed an independent contractor in the performance of services described in the JCPC Program Agreement and as such shall be wholly responsible for the services to be performed and for the supervision of its employees. The Sponsoring Agency represents that it has, or shall secure at its own expense, all personnel required in performing the services as described in the JCPC Program Agreement. Such employees shall not be employees of, or have any individual contractual relationship with, DPS;

The JCPC shall:

1. Ensure the Sponsoring Agency uses JCPC funds for only the purposes DPS has approved in JCPC Program Agreement or JCPC Program Agreement Revision(s);
2. Comply with the Juvenile Crime Prevention Policy and Procedures established by DPS and the North Carolina Administrative Code; N.C.G.S. §143B-801(a);143B-602;143B-851
3. Review and locally approve Program Agreement Revisions received from the Sponsoring Agency and submit to the County in a timely manner;
4. Review and locally approve Third Quarter Accounting forms and submit to the County in order to meet the due date established by DPS;
5. Submit any other information requested by the County or DPS; and
6. Monitor the Sponsoring Agency's currently funded JCPC program(s) in accordance with JCPC Policy 1.2;

Reference: 28 NCAC 02A.0202 and DPS/JCPC Policy JCPC 2-2.5; JCPC 1.

The County shall:

1. Ensure the Sponsoring Agency is appropriately licensed, and either a public agency or a 501 (c) 3 private non-

profit organization;

2. Use JCPC funds only for the purposes DPS has approved in program agreements or program agreement revisions;
3. Disburse JCPC funds monthly and oversee JCPC funds to the Sponsoring Agency in accordance with N.C.G.S. § 143B-801(a);143B-602;143B-1104;143B-851
4. Comply with the Juvenile Crime Prevention Policy and Procedures established by DPS and the North Carolina Administrative Procedures;
5. Review and locally approve Program Agreement Revisions received from the Sponsoring Agency for final approval from DPS; and
6. Review and locally approve Third Quarter and Final Accounting forms for the JCPC and all JCPC funded programs according to the procedures and due dates established by DPS.

Reference: 28 NCAC 02A .0103 - .0108; DPS/JCPC Policy JCPC 2-2.5; JCPC 1.2

Headings: The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

Choice of Law: The validity of this Program Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Program Agreement, are governed by the laws of North Carolina. The parties, by signing this Program Agreement, agree and submit, solely for matters concerning this Program Agreement, to the exclusive jurisdiction of the courts of North Carolina and agree, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Program Agreement and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in Program Agreement or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Assignment: No assignment of the Sponsoring Agency's obligations or the Sponsoring Agency's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, DPS may:

- (a) Forward the Sponsoring Agency's payment check(s) directly to any person or entity designated by the Program Manager, or
- (b) Include any person or entity designated by Sponsoring Agency as a joint payee on the Sponsoring Agency's payment check(s).

In no event shall such approval and action obligate DPS or County Government to anyone other than the Sponsoring Agency and the Sponsoring Agency shall remain responsible for fulfillment of all Program Agreement obligations.

Beneficiaries: Except as herein specifically provided otherwise, this Program Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Program Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to DPS, the County Government, and the Sponsoring Agency. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of DPS and County Government that any such person or entity, other than DPS or the County Government, or the Sponsoring Agency receiving services or benefits under this Program Agreement shall be deemed an incidental beneficiary only.

Property Rights

Intellectual Property - All deliverable items produced pursuant to this Program Agreement are the exclusive property of DPS. The Sponsoring Agency shall not assert a claim of copyright or other property interest in such deliverables.

Physical Property - the Sponsoring Agency agrees that it shall be responsible for the proper custody and care of any property purchased for or furnished to it for use in connection with the performance of this Program Agreement and will reimburse DPS for loss of, or damage to, such property. At the termination of this Program Agreement, the Sponsoring Agency, County Government, and JCPC shall follow the guidelines for disposition of property set forth in Administrative Code and JCPC policy.

Reference: 28 NCAC 02A.0110; DPS/JCPC Policy JCPC 2

Disbursements and Internal Controls

Reversion of Unexpended Funds

Any remaining unexpended JCPC funds DPS disbursed to the County for the Sponsoring Agency must be refunded/ reverted back to DPS at the close of fiscal year or upon termination of this Agreement.

Accountability for Funds

Audit Requirement - Local Government or Public Authority Requirements

Local Government or Public Authorities in accordance with N.C.G.S. §159-34 must have an audit performed in conformity with generally accepted auditing standards. The audit shall evaluate the performance of a unit of local government or public authority with regard to compliance with all applicable Federal and State agency regulations. This audit, combined with the audit of financial accounts, shall be deemed to be the single audit described by the "Federal Single Audit Act of 1984".

Audit Requirement – Non-Governmental Entities: An audit, when required by law, or requested by the County or DPS shall be performed in conformity with generally accepted auditing standards and audits of non-governmental entities, both for-profit and not-for-profit, and must meet the requirements of OMB Circular A-133. At a minimum, the required report shall include the financial statements prepared in accordance with generally accepted accounting principles, all disclosures in the public interest required by law, and the auditor's opinion and comments relating to financial statements. The audit report must be submitted to the State Auditor's office as required by law, to the County and DPS, and to other recipients as appropriate within nine (9) months after the end of your program's fiscal year.

Oversight

Access to Persons and Records: The State Auditor shall have access to persons and records as a result of all Program Agreements entered into by State agencies or political subdivisions in accordance with N.C.G.S. §147-64.7. Additionally, as the State funding authority, DPS shall have access to persons and records as a result of all Program Agreements entered into by State agencies or political subdivisions.

Record Retention: Records shall not be destroyed, purged or disposed of without the express written consent of DPS. State basic records retention policy requires all records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the Program Agreement is subject to Federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Program Agreement has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

No Overdue Tax Debt -Not for profit organizations ONLY will comply with this section. Form must be attached to the Program Agreement upon submission.

The Sponsoring Agency shall be responsible for the payment of all State, local, and Federal taxes. Consistent with N.C.G.S. § 143C-6-23 (c), not for profit organizations shall file with DPS and the County a written statement completed by that Sponsoring Agency 's board of directors or other governing body, stating that the Sponsoring Agency does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the Federal, State, or local level. This written statement, *Certification of No Overdue Tax Debts*, shall be completed by the Sponsoring Agency and attached to the Program Agreement upon submission.

Conflict of Interest –Not for profit organizations ONLY will comply with this section. Form must be attached to the Program Agreement upon submission.

Consistent with the N.C.G.S. §143C-6-23 (b), not for profit organizations shall file with DPS and the County a copy of that Sponsoring Agency's policy addressing conflicts of interest that may arise involving the Sponsoring Agency's management employees and the members of its board of directors or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Sponsoring Agency's employees or members of its board or other governing body, from the Sponsoring Agency's disbursing of State funds and shall include actions to be taken by the Sponsoring Agency or the individual, or both to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before the County or DPS may disburse any funds. The Sponsoring Agency shall also complete the DPS Conflict of Interest Policy Statement (*Form DPS 13 001*) and attach the statement and the Sponsoring Agency's policy addressing conflicts of interest to the JCPC Program Agreement upon submission.

Amendment: This Agreement may not be amended orally or by performance. Any amendment must be requested by the Sponsoring Agency through submission of a JCPC

Program Agreement Revision and executed by duly authorized representatives of DPS, the County Government, JCPC and Sponsoring Agency.

Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this Program Agreement violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Program Agreement shall remain in full force and effect.

Termination for Cause: If, through any cause, the Sponsoring Agency shall fail to fulfill its obligations under this Program Agreement in a timely and proper manner, DPS shall have the right to terminate this Program Agreement by giving written notice to the Sponsoring Agency and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Sponsoring Agency under this Program Agreement shall, at the option of DPS, become its property and the Sponsoring Agency shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Sponsoring Agency shall not be relieved of liability to DPS for damages sustained by DPS by virtue of the Sponsoring Agency's breach of this agreement, and DPS may withhold any payment due the Sponsoring Agency for the purpose of setoff until such time as the exact amount of damages due DPS from such breach can be determined. The filing of a petition for bankruptcy by the Sponsoring Agency shall be an act of default under this Program Agreement.

Termination without Cause: DPS, the County Government, or the Sponsoring Agency may terminate this Agreement at any time and without cause by giving at least thirty (30) days advance written notice to the other. If this Program Agreement is terminated by DPS as provided herein, the Sponsoring Agency shall be reimbursed on a pro rata basis for services satisfactorily provided to DPS under this Program Agreement prior to Program Agreement termination.

Waiver of Default: Waiver by DPS of any default or breach in compliance with the terms of this Program Agreement by the Sponsoring Agency shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Program Agreement unless stated to be such in writing, signed by an authorized representative of DPS, County Government, the JCPC and the Sponsoring Agency and attached to the Program Agreement.

Force Majeure: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Survival of Promises: All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Program Agreement expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

END OF SECTION V – Terms of Agreement

SECTION VI: BUDGET NARRATIVE			
Camden County Youth Services		Fiscal Year	FY 14-15
Item #	Justification	Expense	In Kind Expense
120	4 Day Camp Counselors (\$8.50/hour - pending experience x 40 hours x 6.5 weeks)	\$10,108	
120	Salaries - Full Time Program Coordinator	\$26,824	
180	Insurance (\$600/month/12 months)	\$7,968	
180	401(K) - Full Time Program Coordinator	\$1,342	
180	Workmen's Compensation (Full-Time Program Coordinator & Part-Time Camp Staff)	\$1,105	
180	Unemployment Insurance	\$308	
180	Retirement	\$1,897	
180	FICA/Medicare (Full-Time Program Coordinator & Part-Time Camp Staff)	\$2,770	
190	Program Administration - County Sheriff (10% salary)		\$5,855
190	Program Administration - County Finance Officer (5% salary)		\$3,000
210	Household and Office Space Cleaning @\$30/month		\$360
220	Food - Out of School Activities/Incentive Activities	\$1,400	
230	Educational Materials (Training)	\$600	
250	Vehicle Supplies (Gas and Maintenance)	\$2,500	
280	Utilities and Water	\$0	
310	Travel for Program Staff (\$0.55/mile)	\$1,500	
320	Communications - Phone & Postage	\$540	
370	Advertising in Local Paper	\$80	
390	Other Services - CROWN Kids/BEARS activities \$100/mo x 12 months	\$3,343	
390	Audit Expense prorated portion to the program	\$200	
390	Other Services - Teen Court	\$200	
390	Other Services - Camden Camp B.L.U.E (Building Leaders and Urging Excellence) activities	\$2,742	
390	Other Services - Community Service	\$400	
410	Classroom Space at Camden Middle School (\$10/square foot x 200 square foot)		\$2,000
410	Office Space (\$10/square foot x 100 square feet)		\$1,000
450	Insurance - Liability, Activity, Vehicle	\$1,250	
TOTAL		\$67,077	\$12,215

Job Title	Annual Expense Wages	Annual In Kind Wages
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Program Coordinator	\$26,824	
4 Day Camp Counselors	\$10,108	
TOTAL	\$36,932	

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SECTION VII**Program: Camden County Youth Services**

Fiscal Year: FY 14-15

Number of Months: 12

	Cash	In Kind	Total
I. Personnel Services	\$52,322	\$8,855	\$61,177
120 Salaries & Wages	\$36,932		\$36,932
180 Fringe Benefits	\$15,390		\$15,390
190 Professional Services*		\$8,855	\$8,855
*Contracts MUST be attached			
II. Supplies & Materials	\$4,500	\$360	\$4,860
210 Household & Cleaning		\$360	\$360
220 Food & Provisions	\$1,400		\$1,400
230 Education & Medical	\$600		\$600
240 Construction & Repair			\$0
250 Vehicle Supplies & Materials	\$2,500		\$2,500
260 Office Supplies and Materials			\$0
280 Heating & Utility Supplies	\$0		\$0
290 Other Supplies and Materials			\$0
III. Current Obligations & Services	\$9,005		\$9,005
310 Travel & Transportation	\$1,500		\$1,500
320 Communications	\$540		\$540
330 Utilities			\$0
340 Printing & Binding			\$0
350 Repairs & Maintenance			\$0
370 Advertising	\$80		\$80
380 Data Processing			\$0
390 Other Services	\$6,885		\$6,885
IV. Fixed Charges & Other Expenses	\$1,250	\$3,000	\$4,250
410 Rental or Real Property		\$3,000	\$3,000
430 Equipment Rental			\$0
440 Service and Maint. Contracts			\$0
450 Insurance & Bonding	\$1,250		\$1,250
490 Other Fixed Charges			\$0
V. Capital Outlay			\$0
[This Section Requires Cash Match]			
510 Office Furniture & Equipment			\$0
530 Educational Equipment			\$0
540 Motor Vehicle			\$0
550 Other Equipment			\$0
580 Buildings, Structure & Improv.			\$0
Total	\$67,077	\$12,215	\$79,292

SECTION VIII		SOURCES OF PROGRAM REVENUE (ALL SOURCES)	
FY 14-15 Camden County Funding ID: 715-XXXX			
Sponsoring Agency: Camden County Program: Camden County Youth Services			
\$51,907	DPS/JCPC Funds	* This is the amount of your request on your application	
20%	Local Match Rate	Is the Local Match Rate 10%, 20% or 30%?	
\$15,170	County Cash	Camden County	(Specify Source)
	Local Cash		(Specify Source)
	Local Cash		(Specify Source)
\$12,215	Local In-Kind	Camden Co/Coop. Extension	(Specify Source)
	Other		(Specify Source)
	Other		(Specify Source)
	Other		(Specify Source)
	Other		(Specify Source)
\$79,292	TOTAL	\$10,381	\$27,385
		Required Local Match	Match Provided

We, the undersigned, have reviewed this JCPC Program Application to be presented to the Juvenile Crime Prevention Council of this County in accordance with the procedures established by the local Juvenile Crime Prevention Council. Agencies seeking funding must be able to meet the applicable requirements of the North Carolina General Statutes, Administrative Code, and the Division of Adult Correction and Juvenile Justice.

We understand and acknowledge that the approval process is first with the Juvenile Crime Prevention Council, second with the County Board of Commissioners, and the final authority with the Department of Public Safety, Division of Adult Correction and Juvenile Justice.

All parties understand that the availability of funds is contingent upon the appropriation of those funds by the General Assembly of the State of North Carolina.

Chair, County Board of Commissioners or County Finance Director	Date
Chair, Juvenile Crime Prevention Council	Date
Michael Renshaw	4/1/14
Program Manager	Date

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

Item Number: 6. C.
New Business
Meeting Date: April 21, 2014
Attachments: 7
Submitted By: Tax Department
ITEM TITLE: March Monthly Reports

MOTION MADE	
BY:	
S. Duckwall	___
G. Meiggs	___
M. McLain	___
R. Krainiak	___
C. Riggs	___
NO MOTION	___
VOTE:	
S. Duckwall	___
G. Meiggs	___
M. McLain	___
R. Krainiak	___
C. Riggs	___
ABSENT	___
RECUSED	___

SUMMARY:
March Monthly Reports

RECOMMENDATION:

Review & 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>
2013	316,565.64	54,679.96
2012	87,436.28	18,126.92
2011	41,258.64	13,329.24
2010	27,339.42	6,775.87
2009	11,802.97	6,548.05
2008	8,832.11	6,679.61
2007	7,537.10	10,433.03
2006	2,472.55	14,558.88
2005	1,881.13	26,781.35
2004	1,100.17	12,169.27

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TOTAL REAL PROPERTY TAX UNCOLLECTED	506,226.01
TOTAL PERSONAL PROPERTY UNCOLLECTED	170,082.18
TEN YEAR PERCENTAGE COLLECTION RATE	99.00%
COLLECTION FOR 2014 vs. 2013	94,285.66vs.108,303.71

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2013	94.67%
2012	98.51%
2011	99.23%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING March 2014
BY TAX ADMINISTRATOR

- 244 NUMBER DELINQUENCY NOTICES SENT
- 88 FOLLOWUP REQUESTS FOR PAYMENT SENT
- 11 NUMBER OF WAGE GARNISHMENTS ISSUED
- 4 NUMBER OF BANK GARNISHMENTS ISSUED
- 26 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR
TO DELINQUENT TAXPAYER
- 0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
- 30 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF
TAX ADMINISTRATOR
- 1 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
- 0 NUMBER OF JUDGMENTS FILED

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Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7080-00-17-0129.0000	20,409.60	1	CAMDEN SQUARE ASSOCIATES	SOUTH MILLS	
R	03-8971-00-12-0477.0000	15,417.90	4	GILBERT WAYNE OVERTON &	SHILOH	187 THOMAS POINT RD
R	01-7979-00-61-7358.0000	11,017.82	3	POTOMAC TIMBER INVESTMENTS #17	SOUTH MILLS	HORSESHOE RD
R	02-8935-02-76-2934.0000	9,472.61	2	EFFIE PAULINE CREEKMORE	CAMDEN	258 158 US E
R	01-7989-00-01-1714.0000	8,446.62	7	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-17-4778.0000	6,878.63	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-45-2682.0000	6,858.43	7	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	6,304.37	10	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7081-00-20-6045.0000	5,513.29	1	BRIAN K. & DEBORAH A. MALCOLM	SOUTH MILLS	176 CULPEPPER RD
R	01-7998-01-08-8621.0000	5,361.33	1	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	02-8934-01-18-6001.0000	4,917.62	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	01-7989-00-12-0137.0000	4,714.74	7	BERTIE TAYLOR HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8944-00-31-2148.0000	4,647.18	1	CARL HARRINGTON	CAMDEN	150 SAND HILLS RD
R	02-8945-00-54-1099.0000	4,568.58	4	GERTIE LEE & JONOLA T ROUNTREE	CAMDEN	263 BELCROSS RD
R	03-8972-00-51-8423.0000	4,558.06	2	BRITTON OVERTON	SHILOH	103 WESLEY RD
R	02-8936-00-21-4428.0000	4,434.47	2	CAROLYN MCDANIEL	CAMDEN	SCOTLAND RD
R	03-8953-04-81-9832.0000	4,284.93	2	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	01-7989-03-30-8984.0000	4,135.02	5	WILLIE LAVERNE TURNER	SOUTH MILLS	102 HORSESHOE RD
R	02-8943-01-26-3088.0000	3,923.53	1	SEVEN FINANCIAL MANAGEMENT	CAMDEN	101 RIVER RD
R	02-8945-00-41-2060.0000	3,919.03	7	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	02-8935-02-76-5639.0000	3,558.84	1	SHEILA RIGGS EDWARDS	CAMDEN	255 158 US E
R	03-8962-00-55-2255.0000	3,513.15	3	VERNON L. & EDITH W. SYLVESTER	SHILOH	453 NECK RD
R	03-8972-00-56-9710.1000	3,443.65	7	JAMES D. FORBES II	SHILOH	127 ALDER BRANCH RD
R	02-8935-03-42-2055.0000	3,419.86	1	JOYCE G. MOORE	CAMDEN	144 GUMBERRY RD
R	03-9809-00-23-8838.0000	3,416.29	3	WILLIAM DAVID BYRUM	SHILOH	112 HIGH RD
R	02-8934-03-20-9727.0000	3,295.39	1	LAM VAN NGO & DUONG T. TRUONG	CAMDEN	158 CHANTILLY RD
R	03-8990-00-08-7291.0000	3,253.88	4	JAMES E RHODES	SHILOH	111 CATALAN DR
R	02-8936-00-00-8926.0000	3,176.48	6	ODELL TRAFTON	CAMDEN	215 SCOTLAND RD
R	02-8944-00-87-4715.0000	3,123.77	1	MARK M. BRIGMAN SR & LISA L.	CAMDEN	175 MCKINMEY RD
R	01-7080-00-62-1977.0000	3,069.01	7	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL

Attachment "A"

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	03-8899-00-45-2682.0000	10	6,858.43	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	10	6,304.37	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7989-00-12-0137.0000	10	4,714.74	BERTIE TAYLOR HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8943-04-93-8214.0000	10	2,109.43	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7090-00-60-5052.0000	10	1,008.86	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	10	635.72	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-9809-00-45-1097.0000	10	265.74	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	01-7090-00-95-5262.0000	10	244.80	JOHN F. SANWYER HEIRS	SOUTH MILL	OLD SWAMP RD
R	03-8980-00-61-1968.0000	10	191.29	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-17-2462.0000	10	128.04	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7998-01-08-8621.0000	9	5,361.33	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 NC N
R	01-7999-00-32-3510.0000	9	1,737.85	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	02-8936-00-24-7426.0000	9	570.31	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	02-8945-00-41-2060.0000	8	3,919.03	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	02-8936-00-00-8926.0000	8	3,176.48	ODELL TRAFTON	CAMDEN	215 SCOTLAND RD
R	01-7999-00-12-8596.0000	8	1,440.11	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	8	994.00	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8899-00-37-0046.0000	8	142.92	ELIZABETH LONG	SHILOH	HIBISCUS
R	01-7989-00-01-1714.0000	7	8,446.62	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8972-00-56-9710.1000	7	3,443.65	JAMES D. FORBES II	SHILOH	127 ALDER BRANCH RD
R	01-7080-00-62-1977.0000	7	3,069.01	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8934-04-71-8470.0000	7	2,399.92	JAMES MILTON JONES ETAL	CAMDEN	267 COUNTRY CLUB RD
R	01-7988-00-91-0179.0001	7	1,610.12	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	02-8935-01-19-4055.0000	7	1,042.59	ANDERSON CARTWRIGHT SR.	CAMDEN	271 SLEEPY HOLLOW RD
R	01-7988-00-14-1370.0000	7	729.69	ISAAC COSTON	SOUTH MILLS	NORTH SIDE RD
R	02-8935-03-40-3652.1000	7	684.74	HOWARD DAVENPORT	CAMDEN	117 GUMBERRY RD
R	03-8962-00-50-0273.0000	7	666.82	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7998-00-57-2800.1000	7	427.45	TINA RENEE LEARY	SOUTH MILLS	111 LINTON RD
R	01-7989-03-30-8984.0000	6	4,135.02	WILLIE LAVERNE TURNER	SOUTH MILLS	102 HORSESHOE RD
R	02-8934-03-20-7985.0000	6	2,801.11	RUTH ANN BURGESS ETAL	CAMDEN	CHANTILLY RD

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Delinquencies Top-30 Oldest

Attachment "B" 65

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Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0000640	2,795.06	1	AMERICAN TOWER CORP		
P	0001709	1,305.72	5	JOHN MATTHEW CARTE	CAMDEN	158 HWY
P	0000738	1,153.67	3	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001046	1,042.68	9	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	848.92	9	PAM BUNDY	SHILOH	105 AARON DR
P	0000659	769.47	3	RICKY'S WELDING, INC.	SHILOH	864 SANDY HOOK RD
P	0001538	743.15	6	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001739	655.07	3	COAST TO COAST POWDER COATING	CAMDEN	330 158 HWY E
P	0000956	602.20	9	HUNG PHI LE	SHILOH	103 EDGEWATER DR
P	0001546	578.67	3	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001883	518.36	3	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001827	483.28	2	KAREN BUNDY	CAMDEN	431 158 US W
P	0000352	443.65	8	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0000846	428.70	2	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001230	411.11	2	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001116	409.86	3	AL JORDAN	CAMDEN	390 158 HWY W
P	0000248	351.04	9	ROBERT H. OWENS	CAMDEN	363 # 15
P	0001905	340.08	3	AAR CORPORATION ETAL	SOUTH MILLS	211 FLYING TIGER RD
P	0001227	322.05	8	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0001695	292.68	2	GARY STEWART ELKINS	CAMDEN	150 158 HWY W
P	0000295	272.77	1	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000256	270.00	7	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
P	0001672	268.26	4	DAVE SILVA	CAMDEN	390 158 HWY
P	0001693	261.90	5	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0000543	256.03	3	TRACK 1 OF CAMDEN	CAMDEN	143 158 US W
P	0001952	238.91	2	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001107	236.19	7	HARRIS UNDERGROUND UTILITIES	CAMDEN	109 LAMB'S RD
P	0000421	227.73	3	CLARENCE MUNDEN	CAMDEN	
P	0000010	220.89	7	SPRINT NEXTEL CORPORATION	OVERLAND PARK	
P	0001220	219.05	9	KIMBERLY DIANE JOHNSON	SOUTH MILLS	172 KEETER BARN RD

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Delinquencies Top-30 Unpaid

A Hashmont "A"

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0000738	10	1,153.67	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	848.92	PAM BUNDY	SHILOH	105 AARON DR
P	0000956	10	602.20	HUNG PHI LE	SHILOH	103 EDGEWATER DR
P	0000248	10	351.04	ROBERT H. OWENS	CAMDEN	363 # 15
P	0000053	10	141.73	BOBBY W. CARSON	ELIZABETH CITY	1805 RIVERSHORE DRIVE
P	0000699	10	129.90	TRIEU M. VO	SHILOH	223 SAILBOAT RD
P	0001046	9	1,042.68	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001220	9	219.05	KIMBERLY DIANE JOHNSON	SOUTH MILLS	172 KEETER BARN RD
P	0000837	9	139.42	DUC MINH LE		
P	0000316	9	122.12	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0000352	8	443.65	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001227	8	322.05	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0001106	8	217.72	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000256	7	270.00	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
P	0001107	7	236.19	HARRIS UNDERGROUND UTILITIES	CAMDEN	109 LAMB'S RD
P	0000010	7	220.89	SPRINT NEXTEL CORPORATION	OVERLAND PARK	
P	0001538	6	743.15	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001673	6	211.59	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001545	6	160.66	LOUIS RUGGERI	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001540	6	120.95	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001709	5	1,305.72	JOHN MATTHEW CARTE	CAMDEN	158 HWY
P	0001672	5	268.26	DAVE SILVA	CAMDEN	158 HWY
P	0001693	5	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001827	4	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001250	4	185.18	MICHELE LEE TAYLOR	SOUTH MILLS	108 BINGHAM RD
P	0000659	3	769.47	RICKY'S WELDING, INC.	SHILOH	864 SANDY HOOK RD
P	0001739	3	655.07	COAST TO COAST POWDER COATING	CAMDEN	330 158 HWY E
P	0001546	3	578.67	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001883	3	518.36	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0000846	3	428.70	TOAN TRINH	SHILOH	229 SAILBOAT RD

03/31/14 16:05:37

Delinquencies Top-30 Oldest

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Attachment "B"
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Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 7. A.
Consent Agenda
Meeting Date: April 21, 2014
Attachments: 1
Submitted By: Amy Barnett
Assistant Clerk to the Board

ITEM TITLE: Draft Minutes, April 7, 2014

MOTION MADE BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

RECOMMENDATION:

For your review and possible approval

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**Camden County Board of Commissioners
Regular Meeting
April 7, 2014
7:00 P.M. - Regular Meeting
7:50 P.M. - Closed Session**

**Historic Courtroom, Courthouse Complex
Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on Monday April 7, 2014 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

Chairman Garry Meiggs, Vice Chairman Michael McLain
Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak

Also attending were County Manager Michael Renshaw, Clerk to the Board Ashley Honaker, and County Attorney John Morrison. Present for purposes of making a presentation(s) or providing supporting information for agenda items were the following persons: Dan Porter, Director of Planning; Lisa Anderson, Tax Administrator; Camden Co. Sheriff Tony Perry.

Regular Session, 7:00 P.M.

Chairman Garry Meiggs called to order the regular session of the April 7, 2014 meeting of the Camden County Board of Commissioners at 7:00 PM.

Invocation and Pledge of Allegiance

Chairman Garry Meiggs gave the invocation and led those present in the Pledge of Allegiance.

Public Comments - None

Consideration of Agenda

Chairman Garry Meiggs asked if there were any changes to the agenda. County Manager Michael Renshaw had the following amendments to the agenda:

- Add Closed Session as agenda item 9.A. pursuant to G.S. 143-318.11(a)(3) Consultation with Attorney and G.S. 143-318.11(a)(6) Personnel.
- Remove agenda item 5.D. from the consent agenda as more work is needed regarding the language of that item.

Motion Made: "Approve Agenda as amended"

Made By: Vice Chairman Michael McLain

The motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

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Old Business

Old Business

Item 3. A. NCHFA Rehabilitation Contract Awards

Dan Porter came before the Board of Commissioners and presented the following information:

- Recall that many months ago Camden County was approved for the Single Family Dwelling Rehabilitation Program sponsored by the NC Housing Finance Authority
- 3 recipients have been chosen for the NCHFA Rehabilitation Program
- An advertisement for bids was placed, and bid packages were distributed to interested parties, including the scope of the work to be done
- After receiving bids, the recommendation is as follows:
 - o Award 3 contracts to Riddick Homes:
 - 300 Japonica Drive, Bid amount: \$44,969
 - 100 Pine Street, Bid amount: \$43,125
 - 126 Pine Ridge Road, Bid amount: \$44,933

Vice Chairman Michael McLain asked Mr. Porter to describe the grant for public record purposes.

Mr. Porter added the following information:

- The grant is actually a loan that is a non-interest non-paying deferred loan, given to the recipient; that is reduced by \$3,000 each year until the total amount of the loan is paid.
- If the property is sold prior to the total amount of the loan being paid, the loan transfers to the new owner
- This is a SFR-12 Program
- Deadline to complete the contract is June 30, 2014
- Each project must be rehabilitated to a high level of energy efficiency so as to extend the life of the dwelling so it lasts at least 25 to 30 years beyond completion of the project
- The grant is limited in contractual monetary amount to \$45,000

Vice Chairman Michael McLain asked what the frequency of this grant is. Mr. Porter replied that this grant has been available approximately every 3 years in the past, but with state budgets, it's future availability is uncertain.

Chairman Garry Meiggs asked if there were any further questions or comments. Hearing none, he called for a motion.

Motion Made: "Award the contract [for NCHFA Rehabilitation Program] to Riddick Homes for the 3 properties listed"

Motion Made By: Commissioner Sandra Duckwall

The motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

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New Business

New Business

Item 4. A. Economic Development Incentive Program

County Manager Michael Renshaw described this agenda item:

- Purpose of this policy is to place Camden County in a more competitive position with regard to new development, industrial development, as well as existing businesses and expansion efforts
- This policy seeks to increase and diversify the local tax base, offer improved employment opportunities to residents, promote economic growth and welfare throughout the county
- Professor Tyler Mulligan of the UNC School of Government was consulted and he offered examples of policies from other county governments upon which to draw from
- This policy was drafted with the help of County Attorney John Morrison
- Under the program, companies may qualify for, but are not guaranteed a financial incentive award
- The Board of Commissioners has complete discretion in determining which eligible projects would warrant the financial incentive award
- This policy creates the framework for businesses who are interested in relocation or expansion into Camden County
- This policy provides companies a framework for knowing what incentives and awards might be offered
- On 3-11-14, staff presented the proposed program to the Economic Development Commission (CEDC) for review and comment
 - A few comments were received
 - The CEDC approved the program
 - The program was forwarded to County Attorney John Morrison and Ms. Lauren Arizota to be reviewed for consistency with the laws and statutes

Vice Chairman Michael McLain noted that Pasquotank, Currituck, and other surrounding counties have similar programs in place.

County Attorney John Morrison stated that this is a policy which is a framework for analyzing applicants. The county retains discretion in granting or not granting incentives. The policy helps to indicate the rational thought process and is a signal to the commercial business community that “We’re here and we’re open for business”.

Commissioner Clayton Riggs noted the system of checks and balances with this policy:

- If they (the applicant) doesn’t live up to their side of the contract, the county does not have to grant incentives
- Checks and balances make this policy more desirable

County Attorney John Morrison stated that the policy has a “point system” for granting incentives.

Chairman Garry Meiggs asked if there were any further questions or comments. Hearing none, he called for a motion.

Motion Made: “Approve the Economic Development Incentive Program as presented by staff”

Motion Made By: Commissioner Clayton Riggs

The motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

The Economic Incentive Program is hereby approved.

173 *New Business*

174 *Item 4. B. Eco-Park Landscape Proposal*

175
176 County Manager Michael Renshaw described this agenda item:

- 177 • May 9, 2014 is the Ribbon Cutting Ceremony for the Eco Industrial Park
- 178 • In preparation for the ribbon cutting ceremony, staff was directed to obtain quotes
- 179 for landscaping services for the main entrance boulevard off of US Hwy 17 into
- 180 the park
- 181 • 2 quotes were obtained:
 - 182 o The Plant Park, in the amount of \$9, 588.40
 - 183 o All Seasons Garden Shack & Evans Florist, in the amount of \$6,162.00
- 184 • On 3-12-14, the CEDC reviewed the 2 proposals and voted to approve funding for
- 185 the landscaping services from the CEDC's budget in an amount not to exceed
- 186 \$10,000.00
- 187 • Based on the 2 quotes received, staff recommends awarding the project to The
- 188 Plant Park located in Elizabeth City, as their proposal was more responsive and
- 189 included decorative elements that are desirable

190
191 Chairman Garry Meiggs asked if there were any questions or comments.

192
193 Vice Chairman Michael McLain asked if the landscaping would be complete prior to the

194 scheduled ribbon cutting ceremony.
195
196 County Manager Michael McLain affirmed that The Plant Park owners gave assurances

197 indicating that completion would be prior to the deadline, were they to be awarded the
198 contract.
199
200 Chairman Garry Meiggs asked if there were any further questions or comments. Hearing

201 none, he called for a motion.
202
203 Motion Made: "Approve the Eco-Park Landscape Proposal & award the contract

204 to The Plant Park as presented by staff"
205
206 Motion By: Vice Chairman Michael McLain

207
208 The motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain,
209 Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no

210 Commissioner voting no; no Commissioner absent; and no Commissioner not voting.
211
212 The Eco-Park Landscape Proposal is hereby approved, and contract awarded to The Plant

213 Park
214
215
216 *New Business*

217 *Item 4. C. Board of Elections & Museum Bid Award*

218
219 County Manager Michael Renshaw described this agenda item:

- 220 • On 11-4-13, proposals were prepared by Hyman & Robey and were presented to
- 221 the Board for the preliminary budgets and plans for site improvements
- 222 • On 2-20-14, the county advertised an informal bid solicitation for the project,
- 223 Board of Elections & Museum Renovation
- 224 • 5 firms picked up bid packets
- 225 • 4 firms submitted bids per the requirements of the bid
- 226 • On 3-21-14, the County Manager opened and reviewed the bids, then compiled a
- 227 bid tabulation sheet based on that review
- 228 • The lowest most responsive submitted lump sum bid was presented by AR
- 229 Chesson Construction Company Inc. in the amount of \$175,200
- 230 • Preliminary cost estimate prepared by Hyman and Robey back in November was
- 231 \$175,800, AR Chesson's bid came in under that budget estimate
- 232 • County Manager recommends awarding the Board of Elections & Museum
- 233 Renovation project to AR Chesson Construction Company Inc. in the amount of
- 234 \$175,200.
- 235

236 Chairman Garry Meiggs asked if there were any questions or comments.
237
238 Vice Chairman Michael McLain asked if the project would have any negative impacts on
239 the upcoming election's processes.
240
241 County Manager Michael Renshaw replied that the Director of Elections, Elaine Best, has
242 given the dates and time frames of the elections. Mr. Renshaw also indicated that he
243 would coordinate with the awarded contractor to meet the timelines and date
244 requirements of the Board of Elections so that they can get through the May primaries
245 without interruptions.
246
247 Chairman Garry Meiggs asked if there were any further questions or comments. Hearing
248 none, he called for a motion.
249
250 Motion Made: "Approve the Board of Elections & Museum Bid Award, & award
251 the contract to AR Chesson Construction Company Inc. as
252 recommended by the County Manager"
253
254 Motion By: Commissioner Sandra Duckwall
255
256 The motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain,
257 Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no
258 Commissioner voting no; no Commissioner absent; and no Commissioner not voting.
259
260 The Board of Elections & Museum Bid Award is hereby approved and contract is
261 awarded to AR Chesson Construction Company Inc.
262

New Business

*Item 4. D. Proposal for Construction Materials Testing Services, Board of Elections
& Historical Museum Renovation Project*

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268 County Manager Michael Renshaw described this agenda item:
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- This item is related to and in conjunction with the previous agenda item.
- On 3-25-13, the County Manager requested a proposal for professional services for "field engineering and construction materials testing" from GET Solutions Inc.
- After conferring with Hyman and Robey, obtaining bids for this type of work was recommended
- The County Building Inspector was consulted and he reminded the County Manager that since the design engineer had identified specific impression strengths for concrete, mortar, footings and fill compaction percentages for both the building and the parking lot area that it was probably in the county's best interest to have that geo-technical engineer work performed
- A proposal from GET Solutions was received, and details are in the board packet for this meeting
- Recommendation is to approve the proposal from GET Solutions in the amount of \$3,218.00
- It is in the county's best interest to have this work done on site during the construction phase of the project.

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287 Chairman Garry Meiggs asked if there were any questions or comments.
288
289 Commissioner Krainiak asked if this work was included in AR Chesson's bid packet.
290
291 County Manager Michael Renshaw replied that the scope of this work was not included
292 in the bid proposal [for the BOE & Museum Renovation project]. This work should be
293 done independently of the contract work and be held as a checks and balances to ensure
294 that the work is done properly.
295

296 Chairman Garry Meiggs asked if there were any further questions or comments. Hearing
 297 none, he called for a motion.
 298
 299 Motion: "Approve the contract with GET Solutions for materials testing services
 300 for the Board of Elections & Historical Museum Renovation Project"
 301
 302 Motion By: Vice Chairman Michael McLain
 303
 304 The motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain,
 305 Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no
 306 Commissioner voting no; no Commissioner absent; and no Commissioner not voting.
 307
 308 The Proposal for Construction Materials Testing Services for the Board of Elections &
 309 Historical Museum Renovation Project is hereby approved and contract is awarded to
 310 GET Solutions.
 311

New Business

Item 4. E. 2013 Advertisement of Tax Liens on Real Property

314 Lisa Anderson, Tax Administrator for Camden County, came before the board to ask that
 315 the Board set the advertising date for the 2013 Tax Liens on Real Property to April 25,
 316 2014. Information regarding the tax liens was included in the board packet for this
 317 meeting.
 318
 319 Chairman Garry Meiggs asked if there were any questions or comments. Hearing none,
 320 he called for a motion.
 321

322 Motion: "Set the advertising date for the 2013 Tax Liens on Real Property to April
 323 25, 2014 as recommended by the Tax Administrator"
 324

325 Motion By: Commissioner Clayton Riggs
 326

327 The motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain,
 328 Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no
 329 Commissioner voting no; no Commissioner absent; and no Commissioner not voting.
 330

331 The Advertising Date for the 2013 Tax Liens on Real Property is hereby set to April 25,
 332 2014.
 333

New Business

Item 4. F. Sheriff Employee Request

334 Sheriff Tony Perry came before the Board to request a new position classification be
 335 created. After handing out a proposed job description for a "Sheriff's Resource
 336 Specialist", he supplied the following information:
 337

- 338 • Requesting "Sheriff's Resource Specialist" position be created
- 339 • There is a fully funded vacant deputy position in the Sheriff's Office from which
 340 to pull funds for this proposed new position
- 341 • Not asking for any additional funding
- 342 • Need this position to:
 - 343 o Act as a purchasing agent
 - 344 o Maintain inventory of vehicles, computers, weapons, emergency
 345 equipment, and other items
 - 346 o Will be a fleet manager for the 30+ vehicles and trailers in use by the
 347 Sheriff's Office
 - 348 o In charge of routine maintenance including recalls, repairs, and
 349 would work with repair facilities to get the lowest costs for repairs
 - 350 o Maintain mobile laptops, including various updates to software
 - 351 o Utilize used equipment where ever possible to cut costs

352

- 358 ○ Maintain grants from the Governor's Crime Commission, Bureau of
- 359 Justice, and Governor's Highway Safety Program for compilation of
- 360 monthly, quarterly, and annual reports
- 361 ○ Apply for more grants as available
- 362 ○ Coordinator for the Governor's Highway Safety Program
- 363 ▪ Tracks all check points earned by the office to earn free equipment
- 364 for the Sheriff's Office
- 365 ○ Applies for grants for purchase of equipment for crime prevention, to
- 366 assist businesses in the county with prevention equipment such as
- 367 cameras, dvr's, etc.
- 368 ○ Promotes animal control and pet license and rabies clinics
- 369 ○ Promotes community watch program
- 370 ○ Project manager for various projects
- 371 ○ Manages licenses and permits processing
- 372 ○ Manages community service workers – finding chores for them to do
- 373 ○ Any other duties as assigned by the Sheriff
- 374 • Asking for the Board to approve creation of new position for the above duties

375
376 Chairman Garry Meiggs asked if there were any comments or questions.

377
378 Commissioner Duckwall asked for clarification regarding the vacant position this would
379 be created from.

380
381 Sheriff Perry affirmed that this position is a fully funded deputy position that became
382 vacant on 3-20-14 and that it is a supervisory position.

383
384 Commissioner Duckwall asked if the Sheriff is asking the Board to turn this into an
385 administrative position. Sheriff Perry stated that is what he is asking for.

386
387 Commissioner Duckwall asked if that would require Sheriff Perry to request a new full
388 time deputy position be added to next fiscal year's budget. Sheriff Perry replied that he
389 would be asking for a new deputy for next year.

390
391 Commissioner Duckwall indicated that in her opinion the existing vacant position should
392 remain as it is instead of being reclassified. Sheriff Perry replied that were he to request
393 an administrative position next year, he is not sure the Board would fund it. He reiterated
394 his need for this position as well as that of a new deputy.

395
396 Vice Chairman Michael McLain asked if the current administrative assistants could
397 perform the duties that the proposed position lists. Sheriff Perry replied that the 2
398 administrative positions currently have a full work load and do not have time to perform
399 the duties that the proposed position entails. Commissioner McLain noted that this would
400 not save the county any money because the Sheriff would be asking for another deputy
401 position next fiscal year.

402
403 Commissioner Clayton Riggs voiced the opinion that the vacant deputy position is a sure
404 thing as a deputy, that the Sheriff should take a chance asking for the administrative
405 position next fiscal year. The deputy position is already funded, and should be filled as a
406 deputy to ensure an adequate number of deputies and if funding is available next fiscal
407 year, then ask for the administrative position.

408
409 Chairman Garry Meiggs voiced the opinion that it would not be a good idea to make this
410 kind of change not knowing if there would be funds available next fiscal year for a new
411 deputy position.

412
413 Commissioner Riggs added that the deputy position is already funded, and once the
414 position is filled, what the person in that position does is up to the Sheriff.

415
416 Chairman Meiggs clarified that Sheriff Perry cannot fill the position the way he wants to
417 fill it without having it reclassified as far as the duties and job description go.

418

419 Commissioner Krainiak pointed out that Letter "O" of the request for new position
420 classification leave the duties "wide open". Letter "O" reads "And any other duties
421 deemed necessary by the Sheriff". Commissioner Krainiak asked if this position would
422 be a patrolman as well.

423
424 Sheriff Perry stated that this would be a non-certified administrative position, not a sworn
425 deputy position.

426
427 Chairman Meiggs asked if there were any further questions or comments.

428
429 County Manager Michael Renshaw added the following information:

- 430 • This would be a brand new position
- 431 • Current administrative support staff are busy with other tasks, data reports, etc.
- 432 • This job description was developed by Sheriff Perry and Human Resources
433 department
- 434 • This position is more about grant research, writing, and monitoring, also fleet
435 maintenance and ways to save money there
- 436 • Although the manager stated he would defer to the judgment of the Sheriff
437 regarding crime control and public safety, he stated that the increase in call
438 volume due to the increase in crime and other incidents requiring the attention of
439 law enforcement is a concern that may require additional deputies

440
441 Commissioner Duckwall restated her opinion that a deputy position is preferable over an
442 admin position in this situation.

443
444 Sheriff Perry reiterated his need for the position.

445
446 Commissioner Krainiak stated he would like information regarding call volumes. Also,
447 he asked if the work could be broken up and performed by various others in the office.

448
449 Sheriff Perry responded that is the way it is being done now, and the work is not getting
450 done properly. Sheriff Perry also added that call volume is over 12,000 calls per year
451 now, and that it has never decreased during his tenure as Sheriff.

452
453 Chairman Meiggs again asked if there were any further questions or comments. Hearing
454 none, he called for a motion.

455
456 Motion: "Deny the request"

457
458 Motion By: Commissioner Sandra Duckwall

459
460 The motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain,
461 Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no
462 Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

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464 The request for a proposed new position classification, Sheriff's Resource Specialist, is
465 hereby denied.

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Consent Agenda

Item 5. B. Tax Refunds, Pickups, & Releases

Name	Amount	Type	Reason	No.
Douglas Mark Gregory	\$100.68	Refund	Turned in Plates	16637
Louise Robert Aguirre	\$133.51	Refund	Military Exempt	16662
Donald Eric Bader	\$158.49	Refund	Overpayment	209649
William Lamar Bunton	\$113.88	Refund	Overpayment	210097
Carmen Albertson Walker	\$101.15	Refund	Tags Turned In	210554

Consent Agenda

Item 5. C. Tax Authorization to Collect (December 2013 Renewals)

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County (Dec. Ren.) Due 04/01/14 (OLD SYSTEM)

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
78.86	287.94	2.40	369.20

Witness my hand and official seal this 7th day of April, 2014.

Gary W. Maiggo

Chairman, Camden County Board of Commissioners

Attest:

Amy Barnett
Assistant 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.

Tax Administrator of Camden County

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Consent Agenda

Item 5. D. Job Description

Item Removed during consideration of agenda at request of County Manager Michael Renshaw.

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Consent Agenda

Item 5. E. Resolution 2014-04-01: WWII Merchant Mariners Service Act

BOARD OF COMMISSIONERS

GARRY W. MEIGGS
Chairman

P. MICHAEL MCCLAIN
Vice Chairman

SANDRA J. DUCKWALL
CLAYTON D. RIGGS
RANDY KRANIYAK



MICHAEL RENSHAW
County Manager

ASHLEY HONAKER
Clerk to the Board

JOHN S. MORRISON
County Attorney

Resolution 2014-04-01

**A RESOLUTION OF THE NC CAMDEN COUNTY BOARD OF COMMISSIONERS
SUPPORTING HR 1288 "WWII MERCHANT MARINERS SERVICE ACT"**

WHEREAS, Public Laws 95-202 and 105-368 bestowed veterans status on US Merchant Marine Seamen of WWII, and

WHEREAS, between 250,000 to 280,000 merchant seamen served during WWII and yet only about 91,000 seamen have been recognized as veterans for their service, to date. Now, about 30,000 Coastwise Merchant seamen, who served gallantly, may be unable to gain recognition as veterans because of the required documentation having been destroyed or denied. Those denials, partly due to age, sex, or physical disability are now referred to as discrimination. Women were denied recognition from the very beginning of WWII, and

WHEREAS, the denial of these required documents came about through specific government orders and actions that may have resulted in female mariners, school children working during school breaks, and elderly handicapped seamen being unable to qualify as veterans, and

WHEREAS, the average age of the remaining seamen is above 90 years of age and the ranks of the WWII US veteran is shrinking at an average of 1000 per year causing time to be of the essence. There are less than 10,000 WWII merchant seamen (overall) remaining. Less than 400 coastwise seamen are alive that are associated with this bill. Time is of the essence, and

WHEREAS, the Camden County Board of Commissioners has supported resolutions, entitled "Alternative Methods of Recognition for Veteran Status for Merchant Marine Seamen of WWII" in previous congressional sessions to correct this inconceivable action, and

WHEREAS, that resolution, along with many others from various bi-partisan party factions, and petitions and letters from citizens and state officials that, collectively, represented all 100 counties of North Carolina, has resulted in the bill HR 1288 "WWII Merchant Mariners Service Act" that has been incorporated into HR 2189 which passed the house on a 404 to 1 vote, and

P. O. Box 190 • 117 North 343 • Camden, NC, 27921 • Phone (252) 338-1919 • Fax (252) 333-1603
www.camdencountync.gov

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(Resolution 2014-04-01 Page 1)

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WHEREAS, the Camden County Board of Commissioners therefore requests that immediate action be taken to correct this travesty and have these Coastwise Merchant seamen recognized for their service to our country, providing closure to a long standing obligation, and

NOW THEREFORE BE IT RESOLVED that the Camden County Board of Commissioners supports HR 1288 "WWII Merchant Mariners Service Act" and so orders that this Resolution be sent to Senator Richard Burr and Senator Kay Hagen for this matter to be placed into action before the US Senate in such form as a companion bill to HR 1288, with their full support, to ensure expedient passage, leading to law, before this all becomes history.

Adopted this 7th day of April, 2014


Garry Meiggs, Chairman
NC Camden County Board of Commissioners

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(Resolution 2014-04-01 Page 2)

Consent Agenda

Item 5. F. Declaration of Surplus – HP Plotter

HP Designjet 1050cPlus. Factory model C6074B. Serial Number SG44E13123. This plotter was located in the tax office and was relocated to the Planning Office. It is not being used as the Planning Office has a Scanner/Plotter Combination. Said HP Designjet 1050cPlus, Factory model C6074B, Serial Number SG44E13123 is surplus.

Consent Agenda

Item 5. G. National Day of Prayer Proclamation

NATIONAL DAY OF PRAYER

MAY 1, 2014

A PROCLAMATION

BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS
CAMDEN, NORTH CAROLINA

WHEREAS, National Days of Prayer have been part of our country's heritage since the first one was declared by the Continental Congress in 1775; and

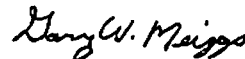
WHEREAS, leaders of our Nation have relied upon the power of prayer throughout American history; and

WHEREAS, May 5, 2011, marks the 60th consecutive observance of the National Day of Prayer, as mandated by both Houses of Congress and by our President in Public Law 100-307; and

WHEREAS, it is good that we acknowledge that we are all God's handiwork and that it is appropriate to call upon Him in prayer; and

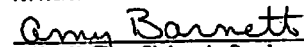
NOW, THEREFORE, the Camden County Board of Commissioners in Camden, North Carolina, does hereby proclaim May 2, 2013, as "NATIONAL DAY OF PRAYER" in Camden, North Carolina and urge our citizens to join together in their homes, places of work, and places of worship, to pray for the unity of the hearts of all mankind and to continue in prayer for our State and our Nation.

This the 7th day of April, 2014.



Garry Meiggs, Chairman
Camden County Board of Commissioners

ATTEST:


~~Ashley Holton~~ Clerk to the Board
Amy Barnett, Assistant Clerk
to the Board

(SEAL)



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Consent Agenda

Item 5. H. Set Public Hearing: Ordinance No. 2014-03-01: Proposed Amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code of Ordinances

Proposed amendments to address modification to the maximum height (Article 151.065) of a building being at 35 feet. With the possibility of some commercial structures exceeding the 35 feet, staff has requested that this may be waived and set as a condition through the application and approval of a special use permit. Requested input from both fire chief's and have input from South Camden's fire Chief and has no problem with proposed language.

Second amendment came out of a meeting with all members of the 4 Water Shed Advisory District requiring subdivisions provide a 30 foot drainage/maintenance easements along all lead ditches that carry water from upstream through the development.

Planning Board met on March 19, 2014 and after discussion with staff recommended approval on a 6-0 vote.

Recommendation is to set public hearing for April 21, 2014.

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Consent Agenda
Item 5. I. School Budget Amendments

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 13th day of March, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Curricular Services	17,950.97	
5200	Special Curricular Services		1,500.00
6100	Regular Support & Dev Services		18,855.00
6400	Technology Support Services		800.00
6900	Policy Ldrshp & Pub Rel Serv	800.00	
8200	Pymts to Other Govt Units	3,097.95	
Explanation:			
Total Appropriation in Current Budget			\$ 1,431,768.00
Amount of Increase/Decrease of Above Amendment			+693.92
Total Appropriation in Current Amended Budget			\$ 1,432,461.92

Passed by majority vote of the Board of Education of Camden County on the 13th day of March 2014.

[Signature]

Chairman, Board of Education

[Signature]

Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 7th day of APRIL 2014.

[Signature]

Chairman, Board of County Commissioners

[Signature]

Clerk, Board of County Commissioners

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BUDGET AMENDMENT
February 13, 2014

8. Other Local Current Expense Fund

- A. We have received our allotment for the USCG Jr. Leadership program and must increase the budget for the additional revenue received. We request your approval of the following amendment.

<u>USCG Jr. Leadership Program</u>		
5110.301.123	Salary – Teacher	\$ + <u>693.92</u>
Total – USCG Jr. Leadership Program		\$ + 693.92 =====

3590.301 -	Revenue – Jr. Leadership Program	\$ - 693.92 =====
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- B. We have reviewed this program area and find that we must transfer funds to match the grant budget areas as amended. We request your approval of the following.

<u>Carol M. White PEP Grant</u>		
5113.332.411	Instructional Supplies	\$ + 46,131.20
5113.332.418	Comp Software & Supplies	+ 3,500.00
5113.332.461	Pur of Non-Cap Equipment	+ 7,000.00
5113.332.541	Pur of Equipment	- 39,374.15
5213.332.311	Contracted Services	- 1,500.00
6113.332.151	Salary – Administrative Assistant	- 1,699.00
6113.332.152	Salary – Technical Specialist	- 5,491.00
6113.332.176	Salary – Program Manager	- 11,862.00
6113.332.184	Longevity Pay	+ 197.00
8200.332.392	Indirect Costs	+ <u>3,097.95</u>
Total – Carol M. White PEP Grant		\$ + .00

- C. We have reviewed this program area and find that we must transfer funds to meet the needs of our district buildings. We request your approval of the following amendment.

<u>Maintenance of Plant</u>		
6580.802.311... 50	Contracted Services	\$ + 25,000.00
6580.802.422... 50	Repair Parts, Materials	- <u>25,000.00</u>
Total – Maintenance of Plant		\$ + .00

- D. We have reviewed this program area and find that we must transfer funds within the program. We request your approval of the following.

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577


**Budget Amendment
Other Local Current Expense Fund
March 13, 2014, Page 2**

School Technology

6400.905.341 Telephone for Telecom	\$ -	800.00
6940.905.341 Telephone for Telecom	+	<u>800.00</u>

Total – School Technology	\$ +	.00
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Passed by majority vote of the Board of Education of Camden County on the 13th day of March, 2014.



Chairman, Board of Education



Secretary, Board of Education

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Budget Amendment

Camden County Schools Administrative Unit

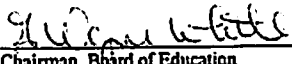
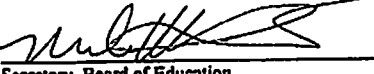


Local Current Expense Fund

The Camden County Board of Education at a meeting on the 13th day of March, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Curricular Services	181.00	
5400	School Bldg Support Services	1005.00	
5800	School Based Support Services	10.00	
6100	Regular Support & Dev Services		1,872.00
6500	Operation Support Services	70.00	
6900	Policy, Leadership & Pub Rel.	1,606.00	

Explanation:	
Total Appropriation in Current Budget	\$ 2,061,036.00
Amount of Increase/Decrease of Above Amendment	1,000.00
Total Appropriation in Current Amended Budget	\$ 2,066,036.00

Passed by majority vote of the Board of Education of Camden County on the 13 th day of March, 2014  Chairman, Board of Education  Secretary, Board of Education	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this <u>7th</u> day of <u>APRIL</u> 20 <u>14</u> .  Chairman, Board of County Commissioners  Clerk, Board of County Commissioners
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BUDGET AMENDMENT
March 13, 2014

2. Local Current Expense Fund

A. We have received funds for the Regional Principal of the Year program and must increase our budget to reflect the receipt of these funds. We request your approval of the following amendment.

<u>Office of the Principal</u>		
5400.870.459	Other Food Purchases	\$ + 1,000.00
Total – Office of the Principal		\$ + 1,000.00 =====
2.4490	Miscellaneous Operating Revenue	\$ - 1,000.00 =====

B. We have reviewed this area of the budget and find that we must transfer funds to cover employer paid benefits. We request your approval of the following amendment.

<u>Other Employee Benefits</u>		
5110.910.231	Emp Hosp Ins Costs	\$ + 61.00
5113.910.233	Emp Unempl Ins Costs	+ 100.00
5120.910.233	Emp Unempl Ins Costs	+ 20.00
5400.910.233	Emp Unempl Ins Costs	+ 5.00
5830.910.233	Emp Unempl Ins Costs	+ 10.00
6110.910.232	Emp Worker's Comp Ins Costs	- 1,872.00
6540.910.233	Emp Unempl Ins Costs	+ 20.00
6550.910.233	Emp Unempl Ins Costs	+ 50.00
6910.910.233	Emp Unempl Ins Costs	+ 200.00
6940.910.239	Hrt/Str/Vision – Emp Ins Costs	+ 1,406.00
Total – Other Employee Benefits		\$ + .00

Passed by majority vote of the Board of Education of Camden County on the 13th day of March 2014.

H. Wayne White
Chairman, Board of Education

[Signature]
Secretary, Board of Education

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589 *Consent Agenda*

590 *Item 5. J. Set Hearing Dates – 2014 Board of Equalization & Review*

591

592 Pursuant to G.S. 105-322(e), and in order to advertise, the hearing dates for the 2014
593 Board of Equalization and Review are recommended as follows: Convene on April 21,
594 2014 and Adjourn on June 2, 2014.
595

596

597 **Commissioner's Report(s)**

598

599 Vice Chairman Commissioner Michael McLain had the following to report:

600

• SPCA

601

○ The SPCA is in the process of letting the bid for the new SPCA building;
602 funding is in place so the new building should start construction fairly
603 soon.

604

○ There will be an open house function at some point in the future, date will
605 be shared when it becomes available

606

○ SPCA owns the building on Pitts Chapel Road, it needs re-modeling prior
607 to occupancy by animals and their care givers.

608

• Workforce Development Board

609

○ RFP's (requests for proposals) have been issued per state rules to see if
610 there are any bidders

611

○ It is an ongoing process regarding outstanding RFP's

612

○ Workforce Development Board provides employer services that give tax
613 credits and on-the-job training funds, in addition to funds for 50% funding
614 of new hires for those that meet the requirements

615

• Spoke briefly about the ARPO draft scores for all the highway projects that are
616 planned for this area
617

618

Commissioner Sandra Duckwall had the following to report:

619

• Library statistics – the visitor count for the month of March 2014 was over 1400
620 people

621

• May 1, 2014 is National day of prayer. There will be an observance at the
622 Courthouse on the front lawn.
623

624

Commissioner Randy Krainiak had the following to report:

625

• There will be a trip to Atlantic City sponsored by the Camden County Senior
626 Center. You do not have to be a senior to go. The trip is on June 22-24. Contact
627 Shana Trafton at the Senior Center for more information.
628

629

630 **County Manager's Report**

631

632 County Manager, Michael Renshaw had the following items to report:

633

• Friday, May 9, 2014 at 2:00 PM, the county is hosting a Ribbon Cutting
634 Ceremony at the Eco-Industrial Park. The public is invited to attend. About 200
635 guests and dignitaries have been invited; Thanks go out to the Elizabeth City
636 Chamber of Commerce for their help getting the invitations out. RSVP's are
637 already coming in.
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Information, Reports, & Minutes From Other Agencies

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

- A. March 2014 Library Statistics
- B. ARPO Draft Project Scores
- C. Sales Collection Report
- D. Land Transfer Tax Report
- E. Register of Deeds Account Balance Report
- F. NC Department of Insurance Training and Inspections

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Other Matters

- A. Closed Session: Pursuant to G.S. 143-318.11(a)(3) - Consultation with Attorney; & G.S. 143-318.11(a)(6) - Personnel

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Closed Session, 7:50 P.M. Pursuant to G.S. 143-318.11(a)(3) - Consultation with Attorney; & G.S. 143-318.11(a)(6) - Personnel

At 7:50 P.M., Commissioner Sandra Duckwall made a motion to go into closed session pursuant to G.S. 143-318.11(a)(3) - Consultation with Attorney and G.S. 143-318.11(a)(6) - Personnel matters. The motion passed 5-0 with Chairman Garry Meiggs, Vice-Chairman Michael McLain, Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

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The Commissioners entered Closed Session at 7:50 PM.

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By acclamation, the Commissioners came out of closed session at 8:15 P.M. and reconvened the regular session of the April 7, 2014 Board of Commissioners meeting.

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Actions Taken By the Board Arising out of Closed Session:

Commissioner Riggs made the following motion: "With the Boards' appreciation to Ms. Honaker, to relieve her from her position and any other obligations of her position effective immediately." The motion passed 5-0 with Chairman Garry Meiggs, Vice-Chairman Michael McLain, Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

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Meeting Adjourned

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At 8:20 P.M., Chairman Garry Meiggs asked if there were any other matters to come before the Board of Commissioners, hearing none, and by acclamation the meeting was adjourned.

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Chairman Garry Meiggs
Camden County Board of Commissioners

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ATTEST:

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Amy D. Barnett, Assistant Clerk to the Board
County of Camden, NC

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 7. B.
Consent Agenda
Meeting Date: April 21, 2014
Attachments: 2
Submitted By: Budget & Finance Officers

ITEM TITLE: Budget Amendment

MOTION MADE BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

2013-14-BA025 TDA – Museum
2013-14-BA026 LIEAP & Crisis Increased Allocation

RECOMMENDATION:

Approve budget amendments

92

2013-14-BA025

CAMDEN COUNTY BUDGET AMENDMENT

93

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, 2014.

Section 1. To amend the TDA Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
154200-597010	Museum	\$25,000.00	
Revenues:			
15399400-439900	Fund Balance Appropriated	\$25,000.00	

This will result in a decrease of \$0.00 in the Contingency of the General Fund.

Balance in Contingency \$56,247.00.

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 21st day of April, 2014.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

2013-14-BA026
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, 2014.

Section 1. To amend the Social Services Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE

Expenses:

528000-554321	LIEAP	\$1,536.00	
528000-520000	Crisis	\$ 234.00	

Revenues:

52330610-434848	LIEAP	\$1,536.00	
52330610-434819	Crisis	\$ 234.00	

Increased Allocation

This will result in a decrease of \$0.00 in the Contingency of the General Fund.

Balance in Contingency \$56,247.00.

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 21st day of April, 2014.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 7. C.
Consent Agenda
Meeting Date: April 21, 2014
Attachments: 2
Submitted By: Lisa Anderson
Tax Administrator

ITEM TITLE: Tax Pickups, Refunds, and Releases

MOTION MADE BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

RECOMMENDATION:

For your review and approval

96

<u>Name</u>	<u>Amount</u>	<u>Type.</u>
	<u>Reason</u>	<u>No.</u>
Douglas Mark Gregory	\$100.68 Turned kin plates	Refund/16637 V-72507-13
Louise Robert Aguirre	\$133.51 Military Exempt	Refund/16662 10392371-New
Michael R Davis	\$133.56 Military Exempt	Release/16668 V-72125-13

98



FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

Nº 16668

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (✓) OTHER Military Exempt

YEAR 2013 TOWNSHIP CH
NAME Michael R. Davis (44098)
ADDRESS 167 Mill Dam Rd.
Camden, NC 27921
PIN # V0045097

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
<u>DMV Personal 22260</u>					
Real _____					
Total _____	<u>131.33</u>	<u>2.23</u>		<u>133.56</u>	<u>472125</u>

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 _____					
Real _____					
Total _____					

Levi Smith
TAX ADMINISTRATOR / Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

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

Item Number: 7. D.
Consent Agenda
Meeting Date: April 21, 2014
Attachments: 2
Submitted By: Lisa Anderson
Tax Administrator

ITEM TITLE: Tax Authorization to Collect, for:
January 2014
June 2014

MOTION MADE BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

RECOMMENDATION:

For your review and approval

STATE OF NORTH CAROLINA**COUNTY OF CAMDEN**

TO: The Tax Administrator of Camden County (Jan. Ren.) Due 05/01/14 (OLD SYSTEM)

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
788.46	1,050.54	66.54	1,905.54

Witness my hand and official seal this _____ day of _____

Chairman, Camden County Board of Commissioners

Attest:

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.

Tax Administrator of Camden County

STATE OF NORTH CAROLINA**COUNTY OF CAMDEN**

TO: The Tax Administrator of Camden County (June Ren.) Due 07/15/14 (NEW SYSTEM)

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
14,542.27	16,129.26	9,461.70	40,133.23

Witness my hand and official seal this _____ day of _____

Chairman, Camden County Board of Commissioners

Attest:

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.

Tax Administrator of Camden County

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

Item Number: 7. E.
Consent Agenda
Meeting Date: April 21, 2014
Attachments: 1 (3 Pages)
Submitted By: Stephanie Jackson
HR Director

ITEM TITLE: Personnel Policy Article 1
Section 8 Definitions

MOTION MADE BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

RECOMMENDATION:

For your review and approval

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ARTICLE I. GENERAL PROVISIONS

Section 1. Purpose of the Policy

It is the purpose of this policy and the rules and regulations set forth to establish a fair and uniform system of personnel administration for all employees of the County under the supervision of the County Manager, elected officials, Elections Board, and Social Services Board. These aforementioned entities are the official appointing authorities covered by this personnel policy. State requirements will supersede these policies for positions subject to the State Personnel Act whenever there is a conflict. This policy is established under authority of G.S. 153A, Article 5 and G.S. 126 of the General Statutes of North Carolina.

Section 2. Merit Principles

All appointments and personnel actions shall be made on the basis of merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and salary grade. No applicant for County employment or employee shall be deprived of employment opportunities or otherwise be adversely affected as an employee because of an individual's race, color, religion, sex, national origin, political affiliation, qualified disability, or age.

Section 3. Responsibilities of the County Board of Commissioners

The County Board of Commissioners shall be responsible for establishing and approving human resources policies, the position classification and pay plan, and it may change the policies and benefits as necessary. The Board also shall make and confirm appointments when so specified by the general statutes.

Section 4. Responsibilities of the County Manager

The County Manager shall be responsible to the County Board of Commissioners for the administration and technical direction of the human resources program. The County Manager shall appoint, suspend, and remove County officers and employees except those elected by the people or whose appointment is otherwise provided for by law. The County Manager shall make appointments, dismissals and suspensions in accordance with the state statutes and other policies and procedures spelled out in other Articles in this Policy.

The County Manager shall:

- a) recommend rules and revisions to the personnel system to the County Board of Commissioners for consideration;
- b) make changes as necessary to maintain an up to date and accurate position classification plan;
- c) recommend necessary revisions to the pay plan;
- d) determine which employees shall be subject to the overtime provisions of FLSA;
- f) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- g) perform such other duties as may be assigned by the County Board of Commissioners not inconsistent with this Policy; and
- h) appoint an employee to the role of Human Resources Director or serve in that role for the County.

Section 5. Responsibilities of the Human Resources Director

The responsibilities of the Human Resources Director are to make recommendations to the County Manager on the following:

- a) recommend rules and revisions to the personnel system to the County Manager for consideration;
- b) recommend changes as necessary to maintain an up to date and accurate position classification plan;
- c) recommend necessary revisions to the pay plan;
- d) recommend which employees shall be subject to the overtime provisions of FLSA;
- e) maintain a roster of all persons in the County service
- f) establish and maintain a list of authorized positions in the County service at the beginning of each budget year which identifies each authorized position, class title of position, salary range, any changes in class title and status, position number and other such data as may be desirable or useful;
- g) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- h) develop and coordinate training and educational programs for County employees;
- i) investigate periodically the operation and effect of the personnel provisions of this policy; and
- j) perform such other duties as may be assigned by the County Manager not inconsistent with this Policy.

In the event there is no Human Resources Office, these duties will be assumed by the County Manager or his/her designee.

Section 6. Application of Policies, Plan, Rules, and Regulations

This personnel policy and all rules and regulations adopted pursuant thereto shall be binding on all County employees. The County Manager, County Attorney, elected officials, Clerk to the Board of Commissioners, Tax Administrator, appointed members of the County Board and advisory boards and commissions will be exempted except in sections where specifically included. An employee violating any of the provisions of this policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

Section 7. Departmental Rules and Regulations

Due to the particular personnel and operational requirements of the various departments of the County, each department is authorized to establish supplemental rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to the approval of the County Manager or designee, and shall not in any way conflict with the provisions of this Policy, but shall be considered as a supplement to this Chapter.

The Sheriff or Register of Deeds may utilize this Personnel Policy for use in his/her department at his/her discretion. If the Sheriff or Register of Deeds declines to utilize all or any part of this Personnel Policy for his/her department, then none of this Personnel Policy shall apply to that department and the County Commissioners shall not be bound by this Policy and shall not be required (except as required by the General Statutes) to provide any funding, assistance, staffing, or other resource to the Sheriff or Register of Deeds declining to abide by all or any part of this Personnel Policy.

Section 8. Definitions

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Adverse Action. An involuntary demotion, reduction in pay, suspension, reduction in force, or separation from employment.

Anniversary Date. The employee's most recent date of employment with the county service in a permanent position.

Appointing Authority. Any County board or official with the legal authority to make hiring decisions.

Classification. A title of a single or group of positions which are sufficiently similar to require the same set of knowledge, skills, abilities, education and experience qualifications.

Department. (Webster's 2003) A field of activity.

Full-time employee. An employee who is in a position for which an average work week equals at least 40 hours, and continuous employment of at least 12 months, is required by the County

Part-time employee. An employee who is in a position for which an average work week of at least 20 hours and less than 40 hours and continuous employment of at least 12 months is required by the County.

Part-time employee (non-benefit eligible). An employee who is in a position for which an average work week is 28 hours or less and employment is either seasonal, as needed or number of hours vary from week to week.

Permanent position. A position authorized for the budget year for a full twelve months and budgeted for twenty or more hours per week. All County positions are subject to budget review and approval each year by the Board of Commissioners and all employees' work and conduct must meet County standards. Therefore, reference to "permanent" positions or employment should not be construed as a contract or right to perpetual funding or employment.

Probationary employee. An employee appointed to a full or part-time regular position who has not yet successfully completed the designated probationary period of six months. Persons in trainee or work against appointments are a probationary employee for the full duration of their appointment in that status.

Regular employee. An employee appointed to a full or part-time position who has successfully completed the designated probationary period.

Temporary employee. An employee appointed to a position for which either the average work week required by the County over the course of a year is less than 20 hours, or continuous employment required by the County is less than 12 months.

Trainee. An employee status when an applicant is hired (or employee promoted) who does not meet all of the requirements for the position. During the duration of a trainee appointment, the employee is on probationary status.

Unit. (Webster 2003) A single person or group especially as a part of a whole.

Work Against Appointment. In departments whose employees are subject to the State Personnel Act, the appointing authority may appoint an employee in a work against situation. When qualified applicants are unavailable and there is no trainee provision for the classification of the vacancy, the appointing authority may appoint an employee below the level of the regular classification in a "work against" appointment. This appointment is for the purpose of allowing the employee to gain the qualifications needed for the full class through on the job experience. A work against appointment may not be made when applicants are available who meet the training and experience requirements for the full class in the position being recruited. During the duration of the work against appointment, the employee is on probationary status.

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

MOTION MADE BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
ABSENT	_____
RECUSED	_____

Item Number: 7. F.
Consent Agenda
Meeting Date: April 21, 2014
Attachments: 1
Submitted By: Peggy Kight
Register of Deeds

ITEM TITLE: Resolution 2014-04-02

**RESOLUTION AUTHORIZING REMOVAL
OF CERTAIN PUBLIC RECORD BOOKS
KEPT BY THE REGISTER OF DEEDS
FOR THE PURPOSE OF REPAIR,
RESTORATION AND REBINDING**

SUMMARY:

RECOMMENDATION:

For your review and approval

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RESOLUTION AUTHORIZING
REMOVAL OF CERTAIN PUBLIC RECORD BOOKS
KEPT BY THE REGISTER OF DEEDS FOR
THE PURPOSE OF REPAIR, RESTORATION
AND REBINDING

Resolution No 2014-04-02

WHEREAS, NC Gen Stat 132-7 provides that books of public records should be copied or repaired, renovated or rebound if mutilated, damaged or difficult to read and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding and

WHEREAS, Brown's River Records Preservation Services is under contract to provide repair, restoration and rebinding of these certain books of public records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR CAMDEN COUNTY, NORTH CAROLINA, that

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Brown's River Records Preservation Services for repair, restoration and rebinding the following books of public record:

Deed Book 33

Section 2. The books of public records listed in Section 1 of this resolution may remain in the care and custody of Brown's River Records Preservation Services for the length of time required to repair, restore or rebind them.

Section 3. This resolution is effective upon its adoption.

ADOPTED THE .

Garry Meiggs, Chairman
Board of Commissioners

Clerk to the Board

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

MOTION MADE BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
ABSENT	_____
RECUSED	_____

Item Number: 7. G.
Consent Agenda
Meeting Date: April 21, 2014
Attachments: 3 (7 Pages)
Submitted By: Camden County Board of Education

ITEM TITLE: Camden County Schools
 Budget Amendments

Capital Outlay Fund
 Other Local Current Expense Fund
 Local Current Expense Fund

SUMMARY:

RECOMMENDATION:

For your review and approval

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Budget Amendment

Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 10th day of April, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects		18,300.00
Explanation:			
	Total Appropriation in Current Budget	\$	429,414.00
	Amount of Increase / (Decrease) of Above Amendment		-18,300.00
	Total Appropriation in Current Amended Budget	\$	421,114.00

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 10th day of April 2014.</p> <p><i>G. Wayne White</i> _____ Chairman, Board of Education</p> <p><i>[Signature]</i> _____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____ 2____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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BUDGET AMENDMENT
April 10, 2014

4. Capital Outlay Fund

- A. We must decrease our budget to correct a budget code and transfer funds to meet the capital outlay requests approved at the beginning of the fiscal year. We request your approval.

Category I Projects

9107.077.541 Window Replacement \$ - 30,000.00

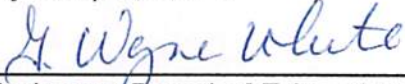
9117.077.541 Pur of Replacement A/C Units \$ + 11,700.00

Total – Category III Projects \$ - 18,300.00
=====


4.4910.997 Revenue – Fund Balance Approp - Reg. \$ + 18,300.00

Total – Revenue \$ + 18,300.00
=====

Passed by majority vote of the Board of Education of Camden County on the 10th day of April, 2014.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment



Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 10th day of April, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Curricular Services		1,670.00
5200	Speical Curricular Services	1,570.00	
5800	Guidance Support Services	100.00	
7100	Community Support Services	2,084.00	
8100	Pymts to Other Govt Units/Trans	1,013.95	
8200	Unbudgeted Funds		3,097.95
Explanation:			
	Total Appropriation in Current Budget		\$ 1,432,461.92
	Amount of Increase/Decrease of Above Amendment		+ .00
	Total Appropriation in Current Amended Budget		\$ 1,432,461.92

<p>Passed by majority vote of the Board of Education of Camden County on the 10th day of April 2014.</p> <p> _____ Chairman, Board of Education</p> <p> _____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20 ____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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BUDGET AMENDMENT
April 10, 2014

8. Other Local Current Expense Fund

- A. We have reviewed this area of the budget and must transfer funds to cover the cost of the program. We request your approval of the following amendment.**

After School Day Care

7100.701.178 Salary – Day Care Workers	\$ +	2,255.00
7100.701.184 Longevity Pay	-	87.00
7100.701.188 Annual Leave Payoff	-	400.00
7100.701.211 Emp Soc Sec Costs	+	171.00
7100.701.221 Emp Retirement Costs	-	301.00
7100.701.311 Contracted Services	-	300.00
7100.701.312 Workshop Expenses	-	150.00
7100.701.411 Supplies & Materials	-	500.00
7100.701.451 Purchase of Snacks	+	1,396.00
8100.701.392 Indirect Costs	-	<u>2,084.00</u>

Total – After School Day Care \$ + .00

- B. We have reviewed this program area and find that we must transfer funds to correct a coding error and cover expenses within the program. We request your approval of the following.**

Carol M. White PEP Grant

5113.332.311 Contracted Services	\$ -	1,500.00
5113.332.411 Supplies & Materials	-	17,300.00
5113.332.461 Pur of Non-Cap Equipment	+	14,400.00
5113.332.541 Pur of Equipment	+	2,900.00
5213.332.311 Contracted Services	+	1,500.00
8100.332.392 Indirect Costs	+	3,097.95
8200.332.392 Indirect Costs	-	<u>3,097.95</u>

Total – Carol M. White PEP Grant \$ + .00

- C. We have reviewed this program area and find that we must transfer funds to meet the needs of the program. We request your approval of the following amendment.**

Classroom Teacher

5110.841.163 Substitute Pay	\$ -	40.00
5110.841.199 Overtime Pay	+	40.00
5110.841.332 Travel Reimbursement	-	170.00
5210.841.332 Travel Reimbursement	+	70.00

Budget Amendment
Other Local Current Expense Fund
April 10, 2014, Page 2

5830.841.332	Travel Reimbursement		+	<u>100.00</u>
Total – Classroom Teacher		\$	+	.00

D. We have reviewed the Board of Education area of the budget and find that we must transfer funds to cover workshop expenses. We request your approval of the following amendment.

<u>Board of Education</u>				
6910.860.192	Salary – BOE members	\$	-	6,000.00
6910.860.312	Workshop Expenses		+	<u>6,000.00</u>
Total – Board of Education		\$	+	.00

Passed by majority vote of the Board of Education of Camden County on the 10th day of April, 2014.

G. Wayne White
Chairman, Board of Education

[Signature]
Secretary, Board of Education

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Budget Amendment

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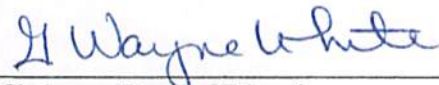
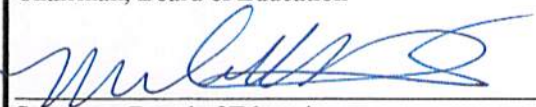
Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 10th day of April, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5300	Alternative Curricular Services	.00	
Explanation:			
	Total Appropriation in Current Budget	\$ 2,062,036.00	
	Amount of Increase/Decrease of Above Amendment		.00
	Total Appropriation in Current Amended Budget	\$ 2,062,036.00	

<p>Passed by majority vote of the Board of Education of Camden County on the 10th day of April, 2014</p> <p> _____ Chairman, Board of Education</p> <p> _____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20 ____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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BUDGET AMENDMENT
April 10, 2014

2. Local Current Expense Fund

A. We have reviewed this program area and find that we must transfer funds to cover the cost of supplies. We request your approval of the following amendment.

<u>At-Risk Programs</u>			
5330.847.418	Comp Software & Supplies	\$ -	40.00
5350.847.411	Instructional Supplies		<u>+ 40.00</u>
Total – At-Risk Programs		\$ +	0.00

Passed by majority vote of the Board of Education of Camden County on the 10th day of April 2014.



Chairman, Board of Education



Secretary, Board of Education

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

Item Number: 10 A - F.
Consent Agenda
Meeting Date: April 21, 2014
Attachments: 6
Submitted By: Various

ITEM TITLE: Information, Reports, & Minutes
From Other Agencies

MOTION MADE BY:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
NO MOTION	_____
VOTE:	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
C. Riggs	_____
R. Krainiak	_____
ABSENT	_____
RECUSED	_____

SUMMARY:

RECOMMENDATION:

For your review

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April 14, 2014

Dear respective agency:

Please post the below information as a public notice in your respective public notices section for upcoming public meetings. Please ensure that all relevant elements are included in the public notice per G.S. 143-318.12. Please post this notice each day up to and including the meeting date.

Thank you,

Amy Barnett, Assistant Clerk to the Board
Camden County Board of Commissioners



The Camden County NC Board of Commissioners will Meet as follows:

Meeting Date:

- April 21, 2014

Meeting Times:

- 7:00 PM (Open Session-Public Invited to attend Open Session)

Location:

- Historic Camden County Courthouse, Upstairs

Submitted via fax to:

- The Daily Advance Newspaper
- The Coast Newspaper
- East Carolina Radio Group
- John Morrison, County Attorney
- Camden County School System

On: 4-14-14
Copies of Transmission Reports on file.

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FUND: 0001 CENTRAL DEPOSITORY /

FUND: 0001 CENTRAL DEPOSITORY			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
01	101001	CENTRAL DEPOSITORY	582,151.37	13,278,253.22
01	101002	RESTRICTED SECURITY CASH	-13,046.61	9,778.71
01	101003	CD'S INVESTMENTS	.00	550,000.00
01	101006	NCCMT INVESTMENT GEN FUND	-224,975.70	17,343.11
01	101007	NCCMT SCHOOL RESERVE FUND	.02	2,609.72
01	101008	FEREBEE COURTHOUSE TRUST	.01	1,534.28
01	132900	UNDISTRIBUTED INTEREST	1.30	.00
TOTAL ASSETS			344,130.39	13,859,519.04
LIABILITIES				
01	201010	DUE GENERAL FUND	-427,041.16	-7,827,533.70
01	201012	DUE DEMOLITION FUND	-459.09	-61,276.41
01	201013	DUE R/D TECHNOLOGY FUND	-434.45	-12,613.80
01	201014	DUE SCATTERD HOUSING	.00	51,484.30
01	201015	DUE TOURISM DEVELOPMENT	-290.56	-115,263.40
01	201023	DUE WATER & SEWER IMPACT FEES	-2,666.15	-211,470.49
01	201028	DUE GREEN INDUSTRIAL PARK	.00	80,237.72
01	201029	DUE SEWER PROJECT	-42,965.00	1,217,872.78
01	201030	DUE SOUTH CAMDEN WATER/SEWER	-17,866.50	-654,128.14
01	201032	DUE DISMAL SWAMP GIFT SHOP	343.56	-73,836.96
01	201040	DUE CH & S FIRE COMMISSION	105,638.10	-504,082.60
01	201041	DUE SM FIRE COMMISSION	21,478.99	-367,366.62
01	201050	DUE SCHOOL FUND	-57.92	-37,645.02
01	201051	DUE DSS TRUST FUND	-140.24	-7,659.92
01	201052	DUE SOCIAL SERVICES	55,314.70	-210,044.24
01	201053	DUE JOYCE CREEK PROJECT	-1,065.78	-205,887.44
01	201055	DUE E/D PROJECT FUND	1,148.97	-62,512.65
01	201056	DUE FEREBEE TRUST FUND	-.01	-1,534.28
01	201060	DUE DISMAL SWAMP VISITORS CTR	11,213.96	-11,380.46
01	201065	DUE COMMUNITY PARK TRUST FUND	4,063.25	-62,060.17
01	201070	DUE REVALUATION RESERVE	15,324.56	-541,216.48
01	201071	DUE SPECIAL CAPITAL RESERVE	-35,583.82	-2,736,842.76
01	201075	DUE SCHOOL CAPITAL RESERVE	-30,085.80	-1,504,758.30
TOTAL LIABILITIES			-344,130.39	-13,859,519.04
TOTAL LIABILITIES + FUND BALANCE			-344,130.39	-13,859,519.04

** END OF REPORT - Generated by Sandra Jones **

Clarran C. Mansfield, Finance Officer
April 7, 2014

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Account Balance Report
From 3/1/2014 Through 3/31/2014

Account Number	Account Description	Cash/Check/Change	Charge	Other Pay Method	Total
0106	State Treasurer Fund	\$644.80	\$0.00	\$0.00	\$644.80
0107	Excise Stamps	\$6,692.00	\$0.00	\$0.00	\$6,692.00
0109	Retirement Fund	\$68.03	\$0.00	\$0.00	\$68.03
0110	Additional Index	\$0.00	\$0.00	\$0.00	\$0.00
0111	Automation Fund	\$423.59	\$0.00	\$0.00	\$423.59
8888	Credit On Account	\$0.00	\$0.00	\$0.00	\$0.00
0301	Copies	\$90.18	\$0.00	\$0.00	\$90.18
0302	Certified Copies	\$0.00	\$0.00	\$0.00	\$0.00
0303	Fax	\$0.00	\$0.00	\$0.00	\$0.00
0304	Laminations	\$0.00	\$0.00	\$0.00	\$0.00
	***** Account Group COPIES Total *****	\$90.18	\$0.00	\$0.00	\$90.18
0401	Notary Oaths	\$26.58	\$0.00	\$0.00	\$26.58
	***** Account Group MISCELLANEOUS Total *****	\$26.58	\$0.00	\$0.00	\$26.58
0101	Recording Fees	\$2,961.62	\$0.00	\$0.00	\$2,961.62
0102	Non Standard Fees	\$0.00	\$0.00	\$0.00	\$0.00
0103	Probate	\$0.00	\$0.00	\$0.00	\$0.00
0104	Cultural Resources	\$0.00	\$0.00	\$0.00	\$0.00
0105	Floodplain Mapping	\$0.00	\$0.00	\$0.00	\$0.00
0108	Uccs	\$0.00	\$0.00	\$0.00	\$0.00
	***** Account Group RECORDINGS Total *****	\$2,961.62	\$0.00	\$0.00	\$2,961.62
0201	County Marriages	\$88.64	\$0.00	\$0.00	\$88.64
0202	Domestic Violence Fund	\$120.00	\$0.00	\$0.00	\$120.00
0203	Childrens Trust Fund	\$20.00	\$0.00	\$0.00	\$20.00
0204	Vital Certificates	\$318.96	\$0.00	\$0.00	\$318.96
0205	Legitimations	\$0.00	\$0.00	\$0.00	\$0.00
	***** Account Group VITALS Total *****	\$547.60	\$0.00	\$0.00	\$547.60
	Final Totals :	\$11,454.40	\$0.00	\$0.00	\$11,454.40

Account Balance Report
 From 3/1/2014 Through 3/31/2014

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Account Number	Account Description	Cash/Check/Change	Charge	Other Pay Method	Total
----------------	---------------------	-------------------	--------	------------------	-------

Counts/Totals From 3/1/2014 Through 3/31/2014

Cash Total :	\$484.20 +
Check Total :	\$11,091.00 +
Other Pay Total:	\$0.00 +
Charge Total :	\$120.80 -
<hr/>	
Subtotal :	\$11,454.40
Charge Total :	\$0.00 +
<hr/>	
Grand Total :	\$11,454.40

Number of Cash Payments :	56
Number of Check Payments :	98
Number of Change Payments :	12
Number of Charge Payments :	0
Number of Other Payments :	0
<hr/>	
Number of Receipts :	148
Number of Voids :	2

Charge Information	
Open Item Information	
Number of Payments on Account :	0
Total Paid on Account :	\$0.00

LAND TRANSFER TAX COLLECTIONS			7-Apr		2014					
			Camden Finance Office							
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-2013	2013-2014		
JULY	\$63,752	\$35,682	\$34,673	\$33,237	\$25,322	\$9,295	\$18,612	\$23,219		
AUGUST	\$46,411	\$51,741	\$35,468	\$13,070	\$18,410	\$37,269	\$28,457	\$43,170		
SEPTEMBER	\$37,762	\$27,923	\$21,310	\$25,420	\$13,453	\$12,209	\$8,564	\$28,294		
OCTOBER	\$54,415	\$35,653	\$24,463	\$25,424	\$21,006	\$19,661	\$16,791	\$24,097		
NOVEMBER	\$38,876	\$38,365	\$8,483	\$19,925	\$25,972	\$15,938	\$27,741	\$21,670		
DECEMBER	\$34,069	\$30,852	\$47,986	\$15,609	\$59,286	\$20,631	\$35,988	\$27,918		
JANUARY	\$34,440	\$29,385	\$17,469	\$8,004	\$30,288	\$34,849	\$11,645	\$14,128		
FEBRUARY	\$37,456	\$29,004	\$7,200	\$10,348	\$21,428	\$49,303	\$20,970	\$29,130		
MARCH	\$64,362	\$26,099	\$11,415	\$39,984	\$15,667	\$17,390	\$24,564	\$33,438		
APRIL	\$41,197	\$38,039	\$17,915	\$8,699	\$17,909	\$29,848	\$31,529			
MAY	\$57,380	\$32,647	\$6,599	\$32,182	\$35,766	\$32,857	\$12,107			
JUNE	\$76,300	\$53,660	\$28,675	\$50,432	\$15,791	\$48,702	\$30,921			
TOTALS	\$586,420	\$429,050	\$261,656	\$282,334	\$300,298	\$327,952	\$267,889	\$245,064		
BUDGET	\$536,000	\$500,000	\$400,000	\$100,000	\$100,000	\$200,000	\$200,000	\$175,000		
UTILITIES FRANCHISE FEES			Excise Tax on Natural Gas and Franchise tax on Power							
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014			
1ST QTR 9/30	\$109,351	\$115,997	\$115,506	\$122,404	\$122,198	\$126,001	\$118,154			
2ND QTR 12/31	\$93,762	\$99,224	\$94,076	\$95,253	\$90,205	\$101,038	\$98,552			
3RD QTR 3/31	\$104,145	\$122,003	\$124,734	\$118,837	\$110,045	\$120,030				
4TH QTR 6/30	\$90,525	\$100,436	\$94,605	\$99,447	\$95,378	\$102,667				
TOTALS	\$398,083	\$437,660	\$428,921	\$435,941	\$417,826	\$449,736	\$216,706			
BUDGET	\$300,000	\$400,032	\$375,000	\$400,000	\$400,000	\$415,000	\$400,000			
Cable Franchise Replacement Fees (Sales Tax on Video Program, Direct-to-Home Satellite			PEG Channel Support and Telecommunications Service)							
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014			
1ST QTR 9/30	\$12,571	\$12,191	\$12,830	\$11,986	\$12,217	\$10,990	\$19,118			
2ND QTR 12/31	\$13,008	\$12,831	\$11,869	\$11,135	\$11,835	\$11,172	\$19,130			
3RD QTR 3/31	\$13,094	\$12,117	\$12,249	\$11,897	\$9,814	\$11,053				
4TH QTR 6/30	\$13,760	\$12,579	\$12,373	\$13,728	\$12,420	\$11,413				
TOTALS	\$52,433	\$49,718	\$49,321	\$48,746	\$46,286	\$44,628	\$38,248			
BUDGET	\$43,303	\$45,000	\$45,000	\$45,000	\$45,000	\$47,000	\$45,000			

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SALES TAX COLLECTION REPORT 2013-2014

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$53,092	\$38,025	\$38,971	\$30,890	\$51,669	\$41,573	\$55,223	\$40,074					\$349,517	\$510,000
Art. 40	\$34,973	\$34,445	\$31,096	\$31,650	\$26,845	\$32,596	\$36,408	\$26,977					\$254,990	\$350,000
Art. 42	\$12,264	\$9,051	\$12,634	\$7,734	\$11,604	\$9,849	\$12,618	\$9,463					\$85,217	\$120,000
Art. 44	\$3	\$2	\$14	\$292	\$2	\$2	\$4	\$24					\$343	
Totals	\$100,332	\$81,523	\$82,715	\$70,567	\$89,956	\$84,020	\$104,253	\$76,538					\$689,904	
Total budgeted														\$980,000

SCHOOL CAPITAL RESERVE FUND 2013-2014

Art. 40	\$14,989	\$11,353	\$13,678	\$13,564	\$11,505	\$13,970	\$15,603	\$11,562					\$106,224	\$134,000
Art. 42	\$18,395	\$13,577	\$10,824	\$11,601	\$17,406	\$14,774	\$18,927	\$14,194					\$119,698	\$160,000
Totals	\$33,384	\$24,930	\$24,502	\$25,165	\$28,911	\$28,744	\$34,530	\$25,756					\$225,922	
Total Budgeted														\$294,000
Grand	\$133,716	\$106,453	\$107,217	\$95,732	\$118,867	\$112,764	\$138,783	\$102,294					\$915,826	\$1,274,000

SALES TAX COLLECTION REPORT 2012-2013

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$50,393	\$36,232	\$42,289	\$37,107	\$39,665	\$42,362	\$54,307	\$39,233	\$57,192	\$55,316	\$44,345	\$42,044	\$540,485	\$510,000
Art. 40	\$34,902	\$31,520	\$29,859	\$29,419	\$27,959	\$30,688	\$32,281	\$25,765	\$30,646	\$31,879	\$30,462	\$32,404	\$367,784	\$325,000
Art. 42	\$11,630	\$8,747	\$12,448	\$8,891	\$9,213	\$9,830	\$12,418	\$9,162	\$12,733	\$12,568	\$10,186	\$9,759	\$127,585	\$120,000
Art. 44	\$32	\$18	-\$1	-\$17	\$24	\$23	\$5	-\$9	\$359	\$5	-\$5	\$2	\$436	
Total	\$96,958	\$76,518	\$84,596	\$75,400	\$76,861	\$82,903	\$99,011	\$74,151	\$100,571	\$99,768	\$84,988	\$84,209	\$1,035,934	
Total Budgeted														\$955,000

SCHOOL CAPITAL RESERVE FUND 2012-2013

Art. 40	\$14,958	\$13,509	\$13,625	\$11,462	\$11,483	\$13,152	\$13,835	\$11,547	\$13,134	\$13,662	\$13,055	\$13,887	\$157,309	\$125,000
Art. 42	\$17,445	\$13,120	\$12,027	\$13,336	\$13,820	\$14,744	\$18,627	\$13,744	\$19,100	\$18,853	\$15,279	\$14,638	\$184,733	\$175,000
Totals	\$32,403	\$26,629	\$25,652	\$24,798	\$25,303	\$27,896	\$32,462	\$25,291	\$32,234	\$32,515	\$28,334	\$28,525	\$342,042	
Total Budgeted														\$300,000
Grand	\$129,360	\$103,147	\$110,248	\$100,199	\$102,164	\$110,799	\$131,473	\$99,442	\$133,165	\$132,284	\$113,322	\$112,734	\$1,378,337	\$1,255,000

SALES TAX COLLECTION REPORT 2011-2012

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$50,566	\$39,993	\$32,278	\$46,738	\$49,325	\$53,904	\$51,784	\$48,244	\$41,931	\$44,589	\$45,343	\$44,797	\$549,492	\$500,000
Art. 40	\$33,460	\$31,107	\$31,073	\$30,059	\$25,708	\$29,444	\$36,470	\$25,596	\$30,049	\$31,906	\$25,234	\$32,053	\$362,159	\$315,000
Art. 42	\$11,453	\$9,033	\$7,903	\$10,649	\$14,062	\$11,919	\$11,986	\$10,885	\$9,660	\$10,343	\$12,828	\$12,943	\$133,664	\$115,000

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Safety Committee Meeting Minutes, March 26th 2014
10 am, Sheriff's Conference Room

Present at meeting: Elaine Pritchard, Ben Terranova, Donna Stewart, Vickie Langwell, Ryan Lang, Stephanie Jackson, Peggy Kight, Lauren Copeland, Elaine Best and Dellie Spaulding

1 incident – slip and fall on the sidewalk outside Social Services, 0 near misses

- Went over Prevent Slips, Trips and Falls (handout will follow in another email)
- Ben will put something in place to fix DSS sidewalk (will propose in budget to raise sidewalk between Senior Center & Sheriff's Office)
- Register of Deeds – gutters across door is leaking onto steps and freezing sometimes (cause slips)
- Tornado Drills –
 - **Tax/Planning office** – go to the Register of Deeds (vaults and stairwell(preferred) – if unable to get to ROD - away from windows under desk)
 - **Sheriff/Parks & Recreation/Senior Center/Cooperative Extension** - go to the Register of Deeds (vaults and stairwell(preferred) – if unable to get to ROD - away from windows under desk)
 - **Elections** – away from windows under desk
 - **Social Services** – Hallways away from windows
 - **Visitor Center** – interior bathroom away from windows

Next meeting is May 21, 2014 at 10 am in the Sheriff's Conference Room.

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