

# **Camden County Board of Commissioners**

**September 10, 2018**

**Regular Meeting – 7:00 PM**

**Historic Courtroom, Courthouse Complex**

**Camden, North Carolina**

## **MINUTES**

The regular meeting of the Camden County Board of Commissioners was held on September 10, 2018 in the Historic Courtroom, Camden, North Carolina.

### **WELCOME & CALL TO ORDER**

The meeting was called to order by Vice Chairman Tom White at 7:00 PM. Also Present: Commissioners Garry Meiggs and Randy Krainiak. Chairman Clayton Riggs and Commissioner Ross Munro were absent due to work obligations.

Staff Present: Manager Ken Bowman, Clerk to the Board Karen Davis, County Attorney John Morrison, Permit Officer Dave Parks, Public Works Director David Credle.

### **Invocation and Pledge of Allegiance**

Pastor Kevin Buzzard gave the invocation and led in the Pledge of Allegiance.

### **ITEM 1. PUBLIC COMMENTS**

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- Pastor Bill Blake from McBride United Methodist Church in South Mills addressed the Board. He introduced a new program, *Harmony Café of the Albemarle*, for dementia patients and caregivers that McBride United Methodist Church is launching.
- Ms. Vickie Stafford of South Mills addressed the Board. She spoke in support of Harmony Café and of her experience of having a family member with dementia. She requested any assistance that the county might provide for this new program.
- Ms. Joanne Inman of South Mills addressed the Board. She also spoke in support of Harmony Café and of her experience of having a family member with dementia and the difficulty of finding available assistance and resources as a primary caregiver.
- Mr. Jerry Bonilla of South Mills addressed the Board. Mr. Bonilla is a volunteer in the Camden County Public Schools, particularly in the middle and high schools. He explained to the Board the difficulty of finding a place for the sports teams for which he volunteers to practice and play, particularly the school gymnasiums. It is his request that the County assist in this matter. Mr. Bonilla also spoke in support of the new program being launched by McBride United Methodist Church, Harmony Café of the Albemarle.

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

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

### **ITEM 3. CONSIDERATION OF AGENDA**

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The agenda was amended to add as New Business, Item 6.C. a matter concerning Station 12 Firetruck Housing.

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

|                |                            |
|----------------|----------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>  |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Meiggs    |
| <b>ABSENT:</b> | Riggs, Munro               |

#### **ITEM 4. PRESENTATIONS**

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1. Area Agency on Aging Region R Advisory Council – Gwen Wescott

Mrs. Gwen Wescott gave a report on recent and upcoming events for seniors.

- Scam Alert Workshops
- Senior Picnic – October 11, 2018, Fun Junktion in Elizabeth City
- Senior Dinner – October 18, 2018, Tyrrell County 4-H Conference Center
- Mrs. Wescott stressed the importance of being familiar with the information in the Regional Aging Services Plan 2016-2020 as well as other events and meetings that take place.

2. Albemarle Hopeline, Inc. – Dwight Decoskey, Executive Director and CEO of Albemarle Hopeline, Inc.

Mr. Decoskey highlighted the various services that Albemarle Hopeline providers and included the following:

- Shelter for victims of domestic abuse/sexual assault
- Albemarle Hopeline thrift store
- Direct Services which include:
  - ♦ In-house, on-site counseling services
  - ♦ Social Workers
  - ♦ Substance abuse counseling
  - ♦ Court advocacy
  - ♦ Power to Improve Program
  - ♦ Prevention
  - ♦ Education
  - ♦ Crisis Line
- Looking Forward – Hopeline 2.0
  - ♦ Including more males in the discussion of domestic violence
  - ♦ Providing on-the-job training programs through the thrift store

3. Craig Patterson – Social Services Department Update

Report to Board of Commissioners

1. I have had the opportunity to speak to 2 groups in the county concerning the need for Foster Parents and the overall programs that Social Services has to offer. Both opportunities were well received and provided a great moment for people to see Social Services with a different perspective. I am hoping for more opportunities in the future.
2. We are currently planning a meeting between staff from the Camden School District and our agency, continuing a pattern that was begun during my first year as the Director. It is vitally important to be in partnership with the school district as they are often the first person to encounter a child who is in need.
  - a. This meeting will focus on reporting incidents of suspected abuse, neglect or domestic violence, utilizing a reporting tool that was created specifically for the schools.
  - b. Typically attending these meetings are Guidance Counselors, Principals and Asst. Principals, Support Staff, and this year, the Social Worker for the school district.
3. We are developing an Emergency Action Plan related to unexpected situations that may arise given the nature of the work that we do, specifically in the area of Child Welfare.
  - a. We have been working with the Camden Sheriff's Dept and Christy Saunders from the Emergency Management Office.
  - b. The purpose for this plan is to provide some guidance for staff if there is ever a situation that involves a person entering the building with a weapon.
  - c. We are living in uncertain times and the continued rise of opiates and other illicit drugs can contribute to situations that may include weapons.

4. We are currently preparing for the agencies Children’s Services program to initiate the NCFAST system on Nov. 26<sup>th</sup>, 2018.
  - a. The Dept of Health and Human Services has decided to phase in the “paper” counties beginning on November 26<sup>th</sup>.
  - b. This initial phase will include Intake and Assessment. The full rollout will be in the spring 2019.
  
5. We received, on Sept.5<sup>th</sup>, 2018, the final report from the Center for Support of Families who were contracted to produce this report as part of HB 630 which is the legislation regarding the reform of Social Services in NC.
  - a. There are 2 volumes in this report:
    - i. Social Services Preliminary Report
    - ii. Child Welfare Preliminary Report
  - b. There are approx. 50 recommendations from these reports, with an expectation that many of the recommendations for reform will be implemented as soon as possible.
  
6. We have received on Sept 4<sup>th</sup>, 2018, a revision of the Memorandum of Understanding Performance Measures with the following changes:
  - a. Adult Services, Child Support Services, Child Welfare Services and Work First Services have been revised to be measured by Growth rather than by the fixed number initially put in the MOU.
  - b. The Fixed Measure continues for Child Care Assistance, Energy Programs and Food and Nutrition Services.

As you can see, we have a significant number of areas that require attention and that will ultimately impact our delivery of services. It is our intention to reach every outcome measure and program benchmark, no matter what the obstacles. I am extremely proud of the dedication and service provided by my staff. They are the finest social service workers I have had the privilege to work with.

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

Vice Chairman White recessed the meeting of the Board of Commissioners and opened the South Camden Water & Sewer District Board of Directors Meeting.

Public Comments – None

**Agenda**

**Camden County Board of Commissioners**  
**SCWSD - Regular Meeting**  
**September 10, 2018**  
**7:00 PM**  
**Historic Courtroom, Courthouse Complex**

- ITEM 1. CALL TO ORDER**
  
- ITEM 2. 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 3. CONSIDERATION OF THE AGENDA**
  
- ITEM 4. NEW BUSINESS** (For discussion and possible action)
  - A. Monthly Update
  
- ITEM 5. CONSENT AGENDA**
  - 1. Resolution Approving Local Water Supply Plan
  - 2. Resolution Approving Water Shortage Response Plan
  
- ITEM 6. OTHER**
  
- ITEM 7. ADJOURN**

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

|                |                            |
|----------------|----------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>  |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Meiggs    |
| <b>ABSENT:</b> | Riggs, Munro               |

## New Business

### A. Monthly Report

**South Camden Water & Sewer Board**  
**Monthly Work Order Statistics Report**  
Period: July 2018

|                    | Submitted Work Orders | Completed Work Orders | Percentage Completed | Status of Uncompleted Work Orders |
|--------------------|-----------------------|-----------------------|----------------------|-----------------------------------|
| Water/Distribution | 86                    | 86                    | 100%                 | 0                                 |
| Sewer/Collection   | 7                     | 7                     | 100%                 | 0                                 |

Locates:

Water Line:90

Sewer Line: 10

Water & Sewer, same ticket:14

Hydrant flow test:1

Public Works Director Notes/Comments: Ten work orders have been checked for accuracy.

Water treated at the water treatment plant in July: 10,127,300 gallons.

Daily average water usage for July: 326,687 gallons.

Current treatment capacity at the water treatment plant: 720,000 gallons per day.

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

|                |                              |
|----------------|------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>    |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Meiggs      |
| <b>ABSENT:</b> | Riggs, Munro                 |

## Consent Agenda

### 1. Resolution Approving Local Water Supply Plan



#### RESOLUTION FOR APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan, and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for ( South Camden Water & Sewer District ) has been developed and submitted to the ( Camden County Board of Commissioners ) for approval; and

WHEREAS, the ( Camden County Board of Commissioners ) finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for ( South Camden Water & Sewer District ), as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the ( Camden County Board of Commissioners ) of ( South Camden Water & Sewer District ) that the Local Water Supply Plan entitled, South Camden Water & Sewer District, dated 2017, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the ( Camden County Board of Commissioners ) intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 11 day of Sept, 2018.

Name: Tom White

Title: Vice Chairman

Signature: Tom White

ATTEST:

Karen M. Davis  
Clerk to the Board



2. Resolution Approving Water Shortage Response Plan



RESOLUTION FOR APPROVING WATER SHORTAGE RESPONSE PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department for review and approval; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for ( South Camden Water & Sewer District ), has been developed and submitted to the ( Camden County Board of Commissioners ) for approval; and

WHEREAS, the ( Camden County Board of Commissioners ) finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for ( South Camden Water & Sewer District ), as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the ( Camden County Board of Commissioners ) of ( South Camden Water & Sewer District ) that the Water Shortage Response Plan entitled, ( Water Shortage Response Plan, dated May 8, 2018 ), is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the ( Camden County Board of Commissioners ) intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 11 day of Sept, 2018.

Name: Tom White
Title: Vice Chairman
Signature: Tom White

ATTEST: Karen McDavis, Clerk to the Board



Motion to approve the consent agenda as presented.

Table with 2 columns: Field (RESULT, MOVER, AYES, ABSENT) and Value (PASSED [UNANIMOUS], Garry Meiggs, Commissioner, White, Krainiak, Meiggs, Riggs, Munro)

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

Table with 2 columns: Field (RESULT, MOVER, AYES, ABSENT) and Value (PASSED [UNANIMOUS], Garry Meiggs, Commissioner, White, Krainiak, Meiggs, Riggs, Munro)

Vice Chairman Tom White reconvened the Camden County Board of Commissioners.

ITEM 5. PUBLIC HEARING

A. Public Hearing – Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19)

Motion to go into Public Hearing on Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19).

Table with 2 columns: Field (RESULT, MOVER, AYES, ABSENT) and Value (PASSED [UNANIMOUS], Garry Meiggs, Commissioner, White, Krainiak, Meiggs, Riggs, Munro)

Permit Officer Dave Parks presented the following Staff Report:

**STAFF REPORT**

**UDO 2018-06-19  
Zoning Map Amendment**

**PROJECT INFORMATION**

|                                 |                                   |   |   |
|---------------------------------|-----------------------------------|---|---|
| <b>File Reference:</b>          | UDO 2018-06-19                    | <b>Application Received:</b>  | 6/14/2018   |
| <b>Project Name;</b>            | N/A                               | <b>By:</b>  | David Parks, Permit Officer   |
| <b>PIN:</b>                     | 01-7090-00-16-3805                | <b>Project Address/Location:</b>  | 101 Sharon Church Road, South Mills   |
| <b>Applicant:</b>               | Dana & Patrick Smith              | <b>Application Fee paid:</b>  | \$650 Check #3120   |
| <b>Address:</b>                 | 101 Sharon Church South Mills, NC | <b>Completeness of Application:</b>   | Application is generally complete   |
| <b>Phone:</b>                   | (252) 698-0215                    | <b>Documents received upon filing of application or otherwise included:</b> |   |
| <b>Email:</b>                   |                                   | <b>A.</b>   | Rezoning Application  |
| <b>Agent for Applicant:</b>     |                                   | <b>B.</b>   | Deed  |
| <b>Address:</b>                 |                                   | <b>C.</b>   | GIS Aerial, existing zoning, Comprehensive Plan future land use and CAMA Land Use Plan Suitability Maps |
| <b>Phone:</b>                   |                                   |   |   |
| <b>Email:</b>                   |                                   |   |   |
| <b>Current Owner of Record:</b> | Dana & Patrick Smith              |   |   |
| <b>Meeting Dates:</b>           |                                   |   |   |
| 7/18/2018                       | <b>Planning Board</b>             |   |   |

**REQUEST:** Rezone approximately 3 acres from Basic Residential (R3-2) to Basic Residential (R3-1)

**From:** Basic Residential (R3-2)

**To:** Basic Residential (R3-1)

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

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

Vicinity Map:



**SITE DATA**

**Lot size:** Approximately 2.98 acres  
**Flood Zone:** Zone X  
**Zoning District(s):** Basic Residential (R3-2)  
**Existing Land Uses:** Residential

**Adjacent Zoning & Uses:**

|                       | North  | South                        | East                            | West                         |
|-----------------------|--|------------------------------|---------------------------------|------------------------------|
| <b>Zoning</b>         | Basic Residential (R3-1)   | Basic Residential (R3-2)     | Residential (R3-2)              | Basic Residential (R3-2)     |
| <b>Use &amp; size</b> | 55 acres – Mill Run Open Space Subdivision - Lot size 25,000 sf. | 36 acres – Woodland/Wetlands | 55 acres – Mill Run Subdivision | Woodland/Open Space Mill Run |

**Proposed Use(s):**

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

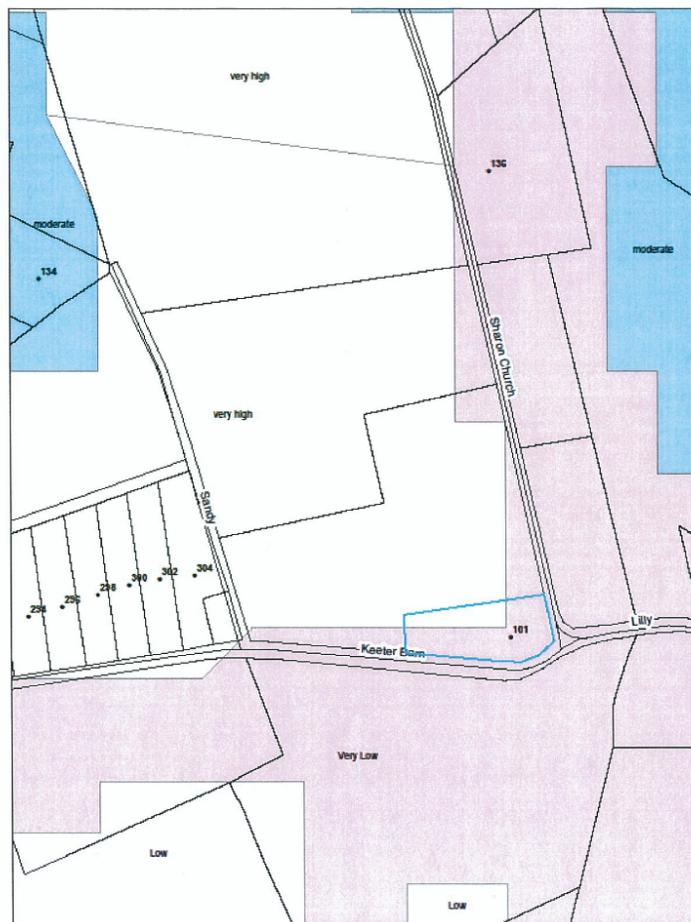
**Description of property:**

Property abuts Sharon Church and Keeter Barn roads. Property has house on it and at one time had a Singlewide. A second septic tank is located on the property.

**ENVIRONMENTAL ASSESSMENT**

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

**CAMA Land Suitability:**



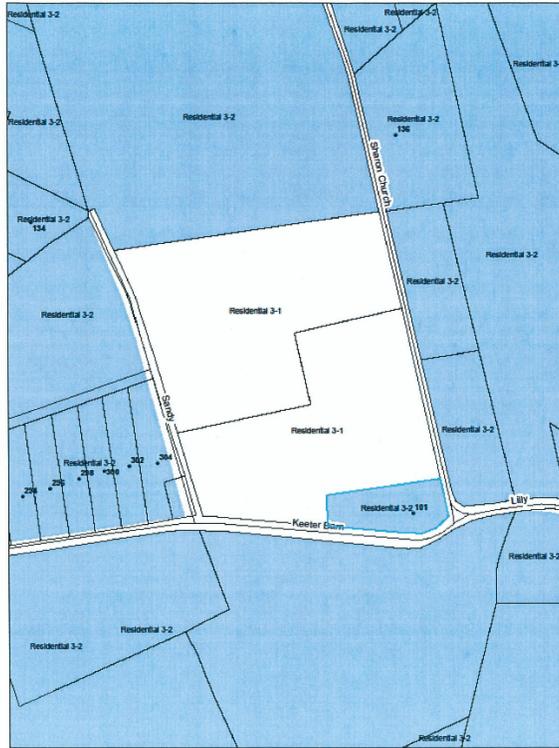
Comprehensive Plan Future Land Use Map



CAMA Future Land Use Map



Zoning Map:



**INFRASTRUCTURE & COMMUNITY FACILITIES**

|                      |   |
|----------------------|---|
| <b>Water</b>         | Water lines are located adjacent to property along Sharon Church and Keeter Barn roads.             |
| <b>Sewer</b>         | There are 2 septic systems on property.   |
| <b>Fire District</b> | South Mills Fire District. Property located approximately 3 miles from Station on Keeter Barn Road. |
| <b>Schools</b>       | Impact calculated at subdivision.   |
| <b>Traffic</b>       | Staffs opinion is traffic will not exceed road capacities.  |

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**PLANS CONSISTENCY**

**CAMA Land Use Plan Policies & Objectives:**

Consistent  Inconsistent

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

**PLANS CONSISTENCY – cont.**

**2035 Comprehensive Plan**

Consistent  Inconsistent

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

**Comprehensive Transportation Plan**

Consistent  Inconsistent

Property abuts Sharon Church and Keeter Barn Roads.

**Other Plans officially adopted by the Board of Commissioners**

N/A

**FINDINGS REGARDING ADDITIONAL REQUIREMENTS:**

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

**Reasoning:** The proposed zoning change will neither enhance nor adversely affect the public health, safety, or welfare.

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

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

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

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

**Reasoning:**

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

**Reasoning:**

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

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

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

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

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

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

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

N/A

**Reasoning:** Proposed uses will not change.

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

**Schools** – The possible additional lot will have minimal impact on the school.

**Fire and Rescue** – Minimal impact.

**Law Enforcement** – Minimal impact.

**Parks & Recreation** – Minimal impact

**Traffic Circulation or Parking** – N/A

**Other County Facilities** – No.

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

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

|                         | <b>Personal Benefits/Impact</b>  | <b>Community Benefits/Impact</b> |
|-------------------------|--|----------------------------------|
| <b>With rezoning</b>    | Will allow owner to either create a lot for child or create a 1 lot minor subdivision.   | Little to no Community Benefits  |
| <b>Without rezoning</b> | Property owner will not be able to create lot for child as parcel is just under 3 acres and current zoning requires residual lot meet current zoning of 2 acres (lot is 2.98 acres). | No Change.                       |

**STAFF COMMENTARY:**

The owner would like to do either a parent to child exempt subdivision or a one lot minor subdivision. Under the parent to child exempt residual would have to meet 2 acres under current zoning. This is an expansion of an adjacent zoning and is in conformity with adopted plans.

**Staff recommends the following:**

**Consistency Statement:**

The requested Map Amendment is consistent with both the CAMA Land Use Plan and Comprehensive Plan as it allows for densities as low as one acre and is an expansion of an adjacent zoning.

**Recommendation:**

Staff recommends approval of this rezoning request from Basic Residential (R3-2) to Basic Residential (R3-1).

**Planning Board meet on July 18, 2018 and after discussion with staff, made the following motions:**

**Consistency Statement:**

The requested Map Amendment is consistent with both the CAMA Land Use Plan and Comprehensive Plan as it allows for densities as low as one acre and is an expansion of an adjacent zoning. **Motion passed on a 6-0 vote.**

**Recommendation:**

Motion made to recommended approval of this rezoning request from Basic Residential (R3-2) to Basic Residential (R3-1). **Motion passed on a 6-0 vote.**

Zoning Change Application  
County of Camden, North Carolina

A rezoning may be obtained pursuant to Article 151.580 of Unified Development Ordinance (UDO) of Camden County and upon approval by the Board of Commissioners after a recommendation from the Planning Board.

Please consult the Planning Office (1-252-338-1919) with any questions about your application.

PLEASE PRINT OR TYPE

|                                 |                           |
|---------------------------------|---------------------------|
| Please Do Not Write in this Box |                           |
| PIN:                            | <u>61-7890-00-16-7805</u> |
| UDO#                            | <u>2018-06-19</u>         |
| Date Received:                  | <u>6/14/18</u>            |
| Received by:                    | <u>WP</u>                 |
| Zoning District:                | <u>R3-2</u>               |
| Fee Paid: \$                    | <u>650.00</u>             |

Applicant's Name: Dana & Patrick Smith

CKK  
7120

If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement/letter with this Application.

Applicant's Mailing Address: 101 SHARON CHURCH RD  
SO. MILLS, NC 27976

Daytime Phone Number: (252) 698-0215 Direct dial office or (252) 305.7801 cell

Street Address Location of Property: 101 SHARON CHURCH RD. SO. MILLS NC 27976

General Description of Proposal: request rezone approx 3 ac from basic residential (R3-2) to (R3-1).

*I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge.*

Signed: Sarah Smith

Dated: 06/14/2018

Please include a site plan with this application and any other supporting documentation that the applicant feels would assist the Board of Commissioners and the Planning Board in determining the need for a zoning change.

*\* Information to be filled out by Planning Department*

\*Is the Property in a Watershed Protection area? \_\_\_\_\_

\*Flood Zone (from FIRM Map): X \*Taxes paid? yes / no \_\_\_\_\_

Rezoning Application  
Page 1 of 2

**Zoning Change Application Questions**

*The UDO requires the Board to consider to principal issues when considering an application for a zoning change. Please respond to each issue in the space provided below or on a separate sheet.*

(A) How will the proposed zoning change enhance the public health, safety or welfare? (Article 151.585)

**The proposed zoning change request will allow us to subdivide an acre lot in an area that allows for higher density. Though not a significant impact like the residential subdivision next to us, it will provide needed roof tops for commercial development.**

(B) Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification? (Article 151.585)

**The range of permitted uses are the same (according to the Planning Department) as the zoning will not change, only the density.**

(C) For proposals to re-zone to non-residential districts along major arterial roads (Article 151.586):

(1) Is this an expansion of adjacent zoning district of the same classification?

**Not applicable.**

(2) What extraordinary showing of public need or demand is met by this application?

**Not applicable.**

REGISTRY OF DEEDS 10.5520  
 State Of Camden  
 North Carolina County  
 Real Estate Excise Tax  
 \$2.00 per 1000 value

**NORTH CAROLINA GENERAL WARRANTY DEED**

Excise Tax:  
 Parcel Identifier No. 01-7090-00-16-3805 Verified by Camden County on the 29 day of June, 2010  
 By: JB 239900.00 / 2399.00 pd. by No delinq tax  
 Mail/Box to: WILLIAM H. MORGAN, JR., 410 East Main Street, Elizabeth City, NC 27909  
 This instrument was prepared by: WILLIAM H. MORGAN, JR., 410 East Main Street, Elizabeth City, NC 27909  
 Brief description for the Index: HL 101 SHARON CHURCH ROAD, SOUTH MILLS, NC  
 THIS DEED made this 11th day of June, 2010, by and between

| GRANTOR   | GRANTEE  |
|---|--|
| WILBER L HINES and wife,<br>PAULA M. HINES<br>805 Windsor Point<br>Chesapeake, VA 23320 | PATRICK W. SMITH and wife,<br>DANA M. SMITH<br>101 Sharon Church Road<br>South Mills, NC 27976 |

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of South Mills Township, Camden County, North Carolina and more particularly described as follows:  
 SEE ATTACHED "EXHIBIT A" WHICH IS INCORPORATED HEREIN BY REFERENCE.

All or a portion of the property herein conveyed does include the primary residence of the Grantors.  
 The property hereinabove described was acquired by Grantor by instrument recorded in Book 258 page 275  
 A map showing the above described property is recorded in Plat Cabinet 4 Slide 77-A  
 NC Bar Association Form No. L-3 © 1976, Revised © 1977, 2002  
 Printed by Agreement with the NC Bar Association - 1981 SofiPro Corporation, 333 E. Six Forks Rd., Raleigh, NC 27609

Beginning at a point, said point being presently designated by an iron pin and located at the intersection of Lilly Road, State Road Number 1225, and Sharon Church Road, State Road Number 1231, and from said point of beginning thence continuing along State Road Number 1225 South 64° 58' 14" West 87.40 feet to a point; thence South 83° 44' 58" West 77.42 feet to a point; thence North 77° 41' 26" West 94.07 feet to a point; thence North 74° 51' 22" West 385 feet to a point, cornering; thence North 7° 59' 59" East 155.04 feet to a point; thence South 87° 37' 28" East 586 feet to a point, said point being located on the western right-of-way of State Road Number 1231; thence South 3° 23' 52" East 52.10 feet to a point; thence South 3° 34' 34" East 152.76 feet to a point, being the said POINT AND PLACE OF BEGINNING. Reference is made to that certain map or plat entitled "Brenda J. Hamilton", prepared by S. Elmo Williams, Registered Surveyor, dated May 22, 2003, recorded in Plat Cabinet 4, at Slide 77A, of the Camden County Registry, and said plat is incorporated herein by reference for a more particular description of the tract of land described herein. And being the same tract of land conveyed to Wilber L. Hines and wife, Paula M. Hines by Deed dated December 27, 2007, recorded December 27, 2007 in Deed Book 258, at Page 275, of the Camden County Registry.

the lawful claims of all persons whomsoever, other than the following exceptions:

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

(Entity Name) WILBER L. HINES (SEAL)

By: Paula M. Hines (SEAL)  
Title: \_\_\_\_\_  
FAULA M. HINES

By: \_\_\_\_\_ (SEAL)  
Title: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Title: \_\_\_\_\_

State of North Carolina - County of Pasquotank

I, the undersigned Notary Public of the County and State aforesaid, certify that WILBER L. HINES and wife, PAULA M. HINES personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 28<sup>th</sup> day of June, 2010.

My Commission Expires: 09/19/2011  
Candy P. Compton  
Notary Public

State of North Carolina - County of \_\_\_\_\_  
I, the undersigned Notary Public of the County and State aforesaid, certify that \_\_\_\_\_ personally came before me this day and acknowledged that he is the \_\_\_\_\_, a ~~Notary Public~~ Notary Public or \_\_\_\_\_ corporation/limited liability company/general partnership/limited partnership (strike through the inapplicable) that by authority duly given and as the act of such entity, he signed the foregoing instrument in its name on its behalf and deed. Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
Notary Public

State of North Carolina - County of \_\_\_\_\_  
I, the undersigned Notary Public of the County and State aforesaid, certify that \_\_\_\_\_

Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
Notary Public

The foregoing Certificate(s) of \_\_\_\_\_ is/are certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.

By: \_\_\_\_\_ Register of Deeds for \_\_\_\_\_ County  
Deputy/Assistant - Register of Deeds

NC Bar Association Form No. L-3 © 1976, Revised © 1977, 2002  
Printed by Agreement with the NC Bar Association - 1981 SofPro Corporation, 333 E. Six Forks Rd., Raleigh, NC 27609

PAK-C&L Slide 37A

**Certificate of Approval:**  
I, \_\_\_\_\_, County Clerk of \_\_\_\_\_ County, North Carolina, do hereby certify that the plat hereon is a true and correct copy of the original as filed in my office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Certificate of Survey and Accuracy:**  
I, \_\_\_\_\_, a duly qualified and licensed surveyor, do hereby certify that the plat hereon is a true and correct copy of the original as filed in my office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Notary Public:**  
I, \_\_\_\_\_, a duly qualified and licensed notary public, do hereby certify that the plat hereon is a true and correct copy of the original as filed in my office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Site Plan:**  
The site plan shows a proposed lot division of \_\_\_\_\_ acres, bounded by \_\_\_\_\_ on the north, \_\_\_\_\_ on the south, \_\_\_\_\_ on the east, and \_\_\_\_\_ on the west. The proposed lot is shown in yellow and is labeled "estimated proposed lot division". The existing home is shown in blue and is labeled "our existing home".

**Map:**  
A map of the area is shown in the bottom right corner, with the proposed lot division highlighted in yellow.

Register of Deeds ID.6520  
 State Of Camden  
 North Carolina County  
 Real Estate Excise Tax  
 \$2.00 per 100 value

**NORTH CAROLINA GENERAL WARRANTY DEED**

Excise Tax:  
 Parcel Identifier No. 01-7099-00-16-3805 Verified by Camden County on the 29 day of June, 2018  
 By 18 239900.00 / 2399.00 pa by No delin tax  
 Mail/Box to: WILLIAM H. MORGAN, JR., 410 East Main Street, Elizabeth City, NC 27909  
 This instrument was prepared by: WILLIAM H. MORGAN, JR., 410 East Main Street, Elizabeth City, NC 27909  
 Brief description for the Index: HL 101 SHARON CHURCH ROAD, SOUTH MILLS, NC  
 THIS DEED made this 11th day of June, 2018, by and between

| GRANTOR   | GRANTEE  |
|---|--|
| WILBER L HINES and wife,<br>PAULA M. HINES<br>805 Windsor Point<br>Chesapeake, VA 23320 | PATRICK W. SMITH and wife,<br>DANA M. SMITH<br>101 Sharon Church Road<br>South Mills, NC 27976 |

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.  
 WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of \_\_\_\_\_, South Mills Township, Camden County, North Carolina and more particularly described as follows:  
 SEE ATTACHED "EXHIBIT A" WHICH IS INCORPORATED HEREIN BY REFERENCE.

All or a portion of the property herein conveyed does include the primary residence of the Grantors.  
 The property hereinabove described was acquired by Grantor by instrument recorded in Book 258 page 275.  
 A map showing the above described property is recorded in Plat Book 4 Slide 77-A Page.  
 NC Bar Association Form No. L-3 © 1976, Revised © 1977, 2002  
 Printed by Agreement with the NC Bar Association - 1981 SofPro Corporation, 333 E. Six Forks Rd., Raleigh, NC 27609

Vice Chairman White opened the floor for public comment.

There being no public comments Vice Chairman called for a motion to close the public hearing.

**Motion to close the public hearing.**

|                |                              |
|----------------|------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>    |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Meiggs      |
| <b>ABSENT:</b> | Riggs, Munro                 |

**Motion to add Ordinance 2018-07-02 to New Business as Item 6.D.**

|                |                            |
|----------------|----------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>  |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Meiggs    |
| <b>ABSENT:</b> | Riggs, Munro               |

**ITEM 6. NEW BUSINESS**

A. Tax Report - County Manager Ken Bowman presented the monthly tax report.

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

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

| <b><u>YEAR</u></b>                                    | <b><u>REAL PROPERTY</u></b> | <b><u>PERSONAL PROPERTY</u></b> |
|---|-----------------------------|---------------------------------|
| 2017  | 150,694.64                  | 4,752.82                        |
| 2016  | 42,005.31                   | 2,690.49                        |
| 2015  | 19,616.05                   | 1,225.23                        |
| 2014  | 14,334.07                   | 1,334.36                        |
| 2013  | 10,439.38                   | 5,128.61                        |
| 2012  | 7,813.03                    | 8,020.76                        |
| 2011  | 5,164.84                    | 6,581.46                        |
| 2010  | 4,244.84                    | 4,982.86                        |
| 2009  | 3,978.27                    | 4,645.78                        |
| 2008  | 3,795.46                    | 5,038.23                        |
| TOTAL REAL PROPERTY TAX UNCOLLECTED                   |                             | 262,085.89                      |
| TOTAL PERSONAL PROPERTY UNCOLLECTED                   |                             | 39,417.74                       |
| TEN YEAR PERCENTAGE COLLECTION RATE                   |                             | 99.56%                          |
| COLLECTION FOR 2018 vs. 2017                          |                             | 10,326.91 vs. 25,196.71         |
| <b><u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u></b> |                             |                                 |
| 2017  | 97.79%                      |                                 |
| 2016  | 99.33%                      |                                 |
| 2015  | 99.69%                      |                                 |

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

ENDING July 2018  
BY TAX ADMINISTRATOR

|            |   |
|------------|---|
| <u>120</u> | NUMBER DELINQUENCY NOTICES SENT   |
| <u>18</u>  | FOLLOWUP REQUESTS FOR PAYMENT SENT  |
| <u>12</u>  | NUMBER OF WAGE GARNISHMENTS ISSUED  |
| <u>4</u>   | NUMBER OF BANK GARNISHMENTS ISSUED  |
| <u>9</u>   | NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER |
| <u>0</u>   | NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)                            |
| <u>0</u>   | PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR                |
| <u>0</u>   | NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY                     |
| <u>0</u>   | NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS) |
| <u>0</u>   | REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS                                |
| <u>0</u>   | NUMBER OF JUDGMENTS FILED   |

**30 Largest Unpaid – Real**

| Roll | Parcel Number           | Unpaid Amount | YrsDlq | Taxpayer Name                  | City        | Property Address     |
|------|-------------------------|---------------|--------|--------------------------------|-------------|----------------------|
| R    | 02-8934-01-17-4778.0000 | 11,330.23     | 1      | LARRY G. LAMB SR               | CAMDEN      | 152 158 US W         |
| R    | 01-7989-00-01-1714.0000 | 8,748.30      | 10     | CHARLES MILLER HEIRS           | SOUTH MILLS | HORSESHOE RD         |
| R    | 02-8934-01-18-6001.0000 | 5,706.01      | 1      | LINDA SUE LAMB HINTON          | CAMDEN      | 150 158 US W         |
| R    | 03-8899-00-45-2682.0000 | 4,945.29      | 10     | SEAMARK INC.                   | SHILOH      | HOLLY RD             |
| R    | 02-8944-00-36-1417.0000 | 4,553.83      | 1      | ROSA ALICE FEREBEE HEIRS       | CAMDEN      | 165 IVY NECK RD      |
| R    | 02-8937-00-50-8036.0000 | 4,530.96      | 1      | CLEVELAND WALSTON LE           | CAMDEN      | 187 HERMAN ARNOLD RD |
| R    | 01-7998-01-08-6797.0000 | 3,678.98      | 1      | EDWARD E. HARRIS JR.           | SOUTH MILLS | 1295 343 HWY N       |
| R    | 03-8961-00-68-3593.0000 | 3,624.69      | 2      | SECRETARY OF VETERANS AFFAIRS  | SHILOH      | 169 RAYMONS CREEK RD |
| R    | 02-8935-04-63-0820.0000 | 3,149.84      | 1      | BELCROSS PROPERTIES, LLC       | CAMDEN      | 197 158 US E         |
| R    | 01-7997-00-75-4295.0000 | 3,012.56      | 1      | JACKIE E BAILEY                | SOUTH MILLS | 100 ROBIN CT W       |
| R    | 01-7090-00-64-6040.0000 | 2,893.98      | 1      | LINTON RIDDICK                 | SOUTH MILLS | 129 LILLY RD         |
| R    | 02-8923-00-19-3774.0010 | 2,823.66      | 6      | WILLIAM CONOVER                | CAMDEN      | 431 158 US W         |
| R    | 02-8935-02-66-7093.0000 | 2,805.26      | 1      | B. F. ETHERIDGE HEIRS          | CAMDEN      | 158 US E             |
| R    | 03-8962-00-05-0472.0000 | 2,717.17      | 1      | FRANK MCMILLIAN HEIRS          | SHILOH      | 172 NECK RD          |
| R    | 03-8899-00-16-2671.2425 | 2,668.79      | 1      | SPRING LOTUS LLC               | SHILOH      | 141 EDGEWATER DR     |
| R    | 01-7080-00-53-1141.0000 | 2,405.66      | 1      | EDWARD A ROSA SR               | SOUTH MILLS | 188 KRETER BARN RD   |
| R    | 02-8945-00-41-2060.0000 | 2,387.68      | 1      | LASELLE ETHERIDGE SR. HEIRS    | CAMDEN      | 168 BUSHELL RD       |
| R    | 02-8934-01-29-4617.0000 | 2,265.20      | 1      | JAMES B. SEYMOUR ETAL          | CAMDEN      | 112 158 US W         |
| R    | 01-7988-00-91-0179.0001 | 2,126.56      | 10     | THOMAS L. BROTHERS HEIRS       | SOUTH MILLS |                      |
| R    | 03-8943-04-93-8214.0000 | 2,116.86      | 10     | L. P. JORDAN HEIRS             | SHILOH      | 108 CAMDEN AVE       |
| R    | 02-8934-01-29-4776.5853 | 2,084.96      | 1      | C. RUSSELL HASTINGS JR.        | CAMDEN      | 110 158 US W         |
| R    | 01-7080-00-19-4673.0000 | 2,082.05      | 1      | LEONARD UMBERGER               | SOUTH MILLS | 144 CULPEPPER RD     |
| R    | 01-7080-00-62-1977.0000 | 2,062.78      | 8      | SANDERS CROSSING OF CAMDEN CO  | SOUTH MILLS | 117 OTTERS PL        |
| R    | 03-8971-00-32-3510.0000 | 2,023.62      | 1      | DWAYNE HARRIS                  | SHILOH      | 125 ONE MILL RD      |
| R    | 03-8952-00-95-8737.0000 | 1,955.58      | 1      | AUDREY TILLET                  | SHILOH      | 171 NECK RD          |
| R    | 02-8935-01-08-8786.0000 | 1,888.98      | 1      | LINWOOD GREGORY                | CAMDEN      | 253 SLEEPY HOLLOW RD |
| R    | 01-7999-00-46-1105.0000 | 1,874.32      | 1      | LINDA EASON COLSON             | SOUTH MILLS | 176 PUDDING RIDGE RD |
| R    | 03-8962-00-67-1021.0000 | 1,856.31      | 1      | CECIL BARNARD HEIRS            | SHILOH      | WICKHAM RD           |
| R    | 01-7999-00-78-4680.0000 | 1,850.24      | 2      | BERTHA MARLENE GARRETT         | SOUTH MILLS | 379 OLD SWAMP RD     |
| R    | 03-8962-00-55-2255.0000 | 1,810.53      | 1      | VERNON L. & EDITH W. SYLVESTER | SHILOH      | 453 NECK RD          |

**30 Oldest Unpaid – Real**

| Roll | Parcel Number           | YrsDlq | Unpaid Amount | Taxpayer Name                 | City        | Property Address     |
|------|-------------------------|--------|---------------|-------------------------------|-------------|----------------------|
| R    | 01-7989-00-01-1714.0000 | 10     | 8,748.30      | CHARLES MILLER HEIRS          | SOUTH MILLS | HORSESHOE RD         |
| R    | 03-8899-00-45-2682.0000 | 10     | 4,945.29      | SEAMARK INC.                  | SHILOH      | HOLLY RD             |
| R    | 01-7988-00-91-0179.0001 | 10     | 2,126.56      | THOMAS L. BROTHERS HEIRS      | SOUTH MILLS |                      |
| R    | 03-8943-04-93-8214.0000 | 10     | 2,116.86      | L. P. JORDAN HEIRS            | SHILOH      | 108 CAMDEN AVE       |
| R    | 03-8952-00-95-8737.0000 | 10     | 1,955.58      | AUDREY TILLET                 | SHILOH      | 171 NECK RD          |
| R    | 01-7999-00-12-8596.0000 | 10     | 1,797.88      | LEAH BARCO                    | SOUTH MILLS | 195 BUNKER HILL RD   |
| R    | 01-7989-04-60-1568.0000 | 10     | 1,733.11      | MOSES MITCHELL HEIRS          | SOUTH MILLS | 165 BUNKER HILL RD   |
| R    | 01-7989-04-60-1954.0000 | 10     | 1,056.42      | EMMA BRITE HEIRS              | SOUTH MILLS | 116 BLOODFIELD RD    |
| R    | 01-7989-04-60-1954.0000 | 10     | 1,030.78      | CHRISTINE RIDDICK             | SOUTH MILLS | 105 BLOODFIELD RD    |
| R    | 03-8962-00-50-0273.0000 | 10     | 883.88        | DAISEY WILLIAMS BURNHAM       | SHILOH      | RAYMONS CREEK RD     |
| R    | 01-7090-00-60-5052.0000 | 10     | 757.21        | JOE GRIFFIN HEIRS             | SOUTH MILLS | 117 GRIFFIN RD       |
| R    | 02-8955-00-13-7846.0000 | 10     | 592.68        | MARIE MERCER                  | CAMDEN      | IVY NECK RD          |
| R    | 02-8936-00-24-7426.0000 | 10     | 576.45        | BERNICE PUGH                  | CAMDEN      | 113 BOURBON ST       |
| R    | 03-8980-00-61-1968.0000 | 10     | 249.67        | WILLIAMSBURG VACATION         | SHILOH      | CAMDEN POINT RD      |
| R    | 01-7090-00-95-5262.0000 | 10     | 244.56        | JOHN F. SAWYER HEIRS          | SOUTH MILLS | OLD SWAMP RD         |
| R    | 03-9809-00-45-1097.0000 | 10     | 202.56        | MICHAEL OBER                  | SHILOH      | CENTERPOINT RD       |
| R    | 03-8899-00-37-0046.0000 | 10     | 157.01        | ELIZABETH LONG                | SHILOH      | HIBISCUS             |
| R    | 03-9809-00-17-2462.0000 | 10     | 141.58        | TODD ALLEN RIGGS              | SHILOH      | LITTLE CREEK RD      |
| R    | 01-7080-00-62-1977.0000 | 9      | 2,062.78      | SANDERS CROSSING OF CAMDEN CO | SOUTH MILLS | 117 OTTERS PL        |
| R    | 03-9809-00-24-6322.0000 | 9      | 550.77        | DAVID B. KIRBY                | SHILOH      | 499 SAILBOAT RD      |
| R    | 03-8980-00-84-0931.0000 | 8      | 187.90        | CARL TEUSCHER                 | SHILOH      | 218 BROAD CREEK RD   |
| R    | 01-7998-01-08-6797.0000 | 7      | 3,678.98      | EDWARD E. HARRIS JR.          | SOUTH MILLS | 1295 343 HWY N       |
| R    | 03-8962-00-04-9097.0000 | 7      | 1,856.31      | CECIL BARNARD HEIRS           | SHILOH      | NECK RD              |
| R    | 03-8990-00-64-8379.0000 | 7      | 792.39        | CHRISTOPHER FROST-JOHNSON     | SHILOH      | LITTLE CREEK RD      |
| R    | 02-8935-01-07-0916.0000 | 7      | 574.95        | ROSETTA MERCER INGRAM         | CAMDEN      | 227 SLEEPY HOLLOW RD |
| R    | 03-8962-00-70-7529.0000 | 7      | 512.66        | MARY SNOWDEN                  | SHILOH      | WICKHAM RD           |
| R    | 01-7989-04-90-0938.0000 | 7      | 453.61        | DORIS EASON                   | SOUTH MILLS | 1352 343 HWY N       |
| R    | 03-8962-00-60-7648.0000 | 7      | 281.11        | FRANK WRIGHT ETAL             | SHILOH      | WICKHAM RD           |
| R    | 02-8954-00-97-4350.0000 | 7      | 280.89        | GEORGE SHAW                   | CAMDEN      | TROTMAN RD N         |
| R    | 02-8923-00-19-3774.0010 | 6      | 2,823.66      | WILLIAM CONOVER               | CAMDEN      | 431 158 US W         |

**30 Largest Unpaid – Personal**

| Roll | Parcel Number | Unpaid Amount | YrsDlq | Taxpayer Name                | City           | Property Address      |
|------|---------------|---------------|--------|------------------------------|----------------|-----------------------|
|      | 0001709       | 2,003.83      | 9      | JOHN MATTHEW CARTER          | CAMDEN         | 158 HWY               |
|      | 0001538       | 866.88        | 10     | JEFFREY EDWIN DAVIS          | HERTFORD       | MIC MAC TRAIL         |
|      | 0001046       | 764.04        | 10     | THIEN VAN NGUYEN             | SHILOH         | 133 EDGEWATER DR      |
|      | 0000738       | 748.98        | 7      | LESLIE ETHERIDGE JR          | CAMDEN         | 431 158 US W          |
|      | 0001476       | 706.41        | 1      | MIKE TAYLOR                  | ELIZABETH CITY | CAMDEN CAUSEWAY       |
|      | 0001072       | 648.76        | 9      | PAM BUNDY                    | SHILOH         | 105 AARON DR          |
|      | 0002194       | 516.98        | 3      | MORGAN ROBERSON              | SHILOH         | 849 SANDY HOOK RD S   |
|      | 0001827       | 483.28        | 6      | KAREN BUNDY                  | CAMDEN         | 431 158 US W          |
|      | 0000295       | 412.03        | 1      | HENDERSON AUDIOMETRICS, INC. | CAMDEN         | 330 158 HWY E         |
|      | 0001230       | 411.11        | 6      | JAMES NYE                    | SOUTH MILLS    | 101 ROBIN CT W        |
|      | 0001681       | 312.08        | 6      | STEVE WILLIAMS               | CAMDEN         | 150 158 HWY W         |
|      | 0001694       | 288.99        | 6      | THOMAS B. THOMAS HEIRS       | CAMDEN         | 150 158 HWY W         |
|      | 0001693       | 261.90        | 9      | ALLIANCE NISSAN              | CAMDEN         | 158 HWY W             |
|      | 0001106       | 253.06        | 10     | JAMI ELIZABETH VANHORN       | SOUTH MILLS    | 617 MAIN ST           |
|      | 0001104       | 242.20        | 1      | MICHAEL & MICHELLE STONE     | CAMDEN         | 107 RIDGE ROAD        |
|      | 0001952       | 238.91        | 6      | SANDY BOTTOM MATERIALS, INC  | SOUTH MILLS    | 319 PONDEROSA RD      |
|      | 0001638       | 210.76        | 1      | ERIC JASON WOODARD           | SOUTH MILLS    | 612 MAIN LOT 12       |
|      | 0000466       | 205.60        | 1      | LAMBS OF CAMDEN              | CAMDEN         | 152 HWY 158 W         |
|      | 0000905       | 204.42        | 3      | KEVIN & STACY ANDERSON       | SHILOH         | 111 AARON DR          |
|      | 0000846       | 201.12        | 2      | TOAN TRINH                   | SHILOH         | 229 SAILBOAT RD       |
|      | 0002442       | 200.37        | 1      | GERALD WHITE STALLS JR       | SOUTH MILLS    | 116 CHRISTOPHERS WAY  |
|      | 0000297       | 182.53        | 1      | ADAM D. & TRACY J.W. JONES   | CAMDEN         | 133 WALSTON LN        |
|      | 0001673       | 177.05        | 9      | THOMAS PHILLIP WINSLOW       | CAMDEN         | 158 HWY W             |
|      | 0000248       | 159.99        | 10     | ROBERT H. OWENS              | CAMDEN         | A STREET              |
|      | 0001250       | 157.47        | 1      | MICHELE LEE TAYLOR-DUKE      | SOUTH MILLS    | 108 BINGHAM RD        |
|      | 0000543       | 152.90        | 3      | TRACK 1 OF CAMDEN            | CAMDEN         | 143 158 US W          |
|      | 0000945       | 145.98        | 3      | RAMONA F. TAZEWELL           | CAMDEN         | 239 SLEEPY HOLLOW RD  |
|      | 0001722       | 140.55        | 7      | JANET LEARY                  | SOUTH MILLS    | LINTON ROAD           |
|      | 0001639       | 123.29        | 4      | CAREY FARMS, INCORPORATED    | SOUTH MILLS    | 202 SHARON CHURCH     |
|      | 0000385       | 121.17        | 2      | MARK SANDERS OVERMAN         | SHAWBORO       | 116 GARRINGTON ISLAND |

### 30 Oldest Unpaid – Personal

| Roll | Parcel Number | YrsDlq | Unpaid Amount | Taxpayer Name                | City           | Property Address      |
|------|---------------|--------|---------------|------------------------------|----------------|-----------------------|
|      | 0001538       | 10     | 866.88        | JEFFREY EDWIN DAVIS          | HERTFORD       | MIC MAC TRAIL         |
|      | 0001046       | 10     | 764.04        | THIEN VAN NGUYEN             | SHILOH         | 133 EDGEWATER DR      |
|      | 0000738       | 10     | 748.98        | LESLIE ETHERIDGE JR          | CAMDEN         |                       |
|      | 0001072       | 10     | 648.76        | PAM BUNDY                    | SHILOH         | 105 AARON DR          |
|      | 0001106       | 10     | 253.06        | JAMI ELIZABETH VANHORN       | SOUTH MILLS    | 617 MAIN ST           |
|      | 0000248       | 10     | 159.99        | ROBERT H. OWENS              | CAMDEN         | A STREET              |
|      | 0001540       | 9      | 120.95        | DAVID LUKE                   | ELIZABETH CITY | CAMDEN CAUSEWAY       |
|      | 0001709       | 9      | 2,003.83      | JOHN MATTHEW CARTER          | CAMDEN         | 158 HWY               |
|      | 0001693       | 9      | 261.90        | ALLIANCE NISSAN              | CAMDEN         | 158 HWY W             |
|      | 0001673       | 9      | 177.05        | THOMAS PHILLIP WINSLOW       | CAMDEN         | 158 HWY W             |
|      | 0000316       | 9      | 115.56        | JAMES P. JONES               | CAMDEN         | 142 SANDHILLS RD      |
|      | 0001827       | 8      | 483.28        | KAREN BUNDY                  | CAMDEN         | 431 158 US W          |
|      | 0001722       | 7      | 140.55        | JANET LEARY                  | SOUTH MILLS    | LINTON ROAD           |
|      | 0001638       | 7      | 123.29        | CAREY FARMS, INCORPORATED    | SOUTH MILLS    | 202 SHARON CHURCH     |
|      | 0001230       | 6      | 411.11        | JAMES NYE                    | SOUTH MILLS    | 101 ROBIN CT W        |
|      | 0001681       | 6      | 312.08        | STEVE WILLIAMS               | CAMDEN         | 150 158 HWY W         |
|      | 0001694       | 6      | 288.99        | THOMAS B. THOMAS HEIRS       | CAMDEN         | 150 158 HWY W         |
|      | 0001952       | 6      | 238.91        | SANDY BOTTOM MATERIALS, INC  | SOUTH MILLS    | 319 PONDEROSA RD      |
|      | 0001740       | 6      | 109.23        | JASON & KEVIN WORDEN         | SOUTH MILLS    | STILES LANE           |
|      | 0002194       | 5      | 516.98        | MORGAN ROBERSON              | SHILOH         | 849 SANDY HOOK RD S   |
|      | 0001638       | 3      | 210.76        | ERIC JASON WOODARD           | SOUTH MILLS    | 612 MAIN LOT 12       |
|      | 0000905       | 3      | 204.42        | KEVIN & STACY ANDERSON       | SHILOH         | 111 AARON DR          |
|      | 0001250       | 3      | 157.47        | MICHELE LEE TAYLOR-DUKE      | SOUTH MILLS    | 108 BINGHAM RD        |
|      | 0000945       | 3      | 145.98        | RAMONA F. TAZEWELL           | CAMDEN         | 239 SLEEPY HOLLOW RD  |
|      | 0001476       | 2      | 706.41        | MIKE TAYLOR                  | ELIZABETH CITY | CAMDEN CAUSEWAY       |
|      | 0000295       | 2      | 412.03        | HENDERSON AUDIOMETRICS, INC. | CAMDEN         | 330 158 HWY E         |
|      | 0000466       | 2      | 205.60        | LAMBS OF CAMDEN              | CAMDEN         | 152 HWY 158 W         |
|      | 0000846       | 2      | 201.12        | TOAN TRINH                   | SHILOH         | 229 SAILBOAT RD       |
|      | 0000385       | 2      | 121.17        | MARK SANDERS OVERMAN         | SHAWBORO       | 116 GARRINGTON ISLAND |
|      | 0002921       | 2      | 120.68        | CYNTHIA MAE BLAIN            | SOUTH MILLS    | 122 DOCK LANDING LOOP |

### Motion to approve the tax report as presented.

|                |                              |
|----------------|------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>    |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Meiggs      |
| <b>ABSENT:</b> | Riggs, Munro                 |

### B. Citizen News – Brenda Bowman

Mrs. Brenda Bowman presented to the Board a proposal for a county newsletter that will be distributed to every household in Camden County for the purpose of providing to its citizens valuable information on the services available through the county departments, as well as a tool to find answers and/or to address matters of interest and concern. The newsletter will also highlight Camden County’s assets, upcoming activities, historical information and accomplishments and milestones reached by citizens.

Upon completion of the presentation, the board discussed in more detail the option of utilizing The Daily Advance for home delivery, with the exception of apartments, townhouses, mobile homes and campgrounds, an 8 to 12 page newsletter, said delivery to be accomplished over a 3-day period. Stacks of extras would be provided to the county for the purpose of delivering to the offices of those complexes. The cost range for this option is \$1500-\$2000.

### Motion to approve Citizen News project, the \$1500-\$2000 option.

|                |                              |
|----------------|------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>    |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Meiggs      |
| <b>ABSENT:</b> | Riggs, Munro                 |

C. Station 12 Fire Truck Housing

County Manager Ken Bowman presented to the Board a proposal to place a structure on county property located behind the administration building to temporarily house two fire trucks that were displaced due to the Station 12 fire. The insurance company has provided \$32,824.52 as extra expense less the deduction for salvage value of the temporary structure after the 8-month period of restoration.

**Motion to select a vendor to install the structure to house two of the Station 12 fire trucks.**

|                |                            |
|----------------|----------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>  |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Meiggs    |
| <b>ABSENT:</b> | Riggs, Munro               |

D. Ordinance 2018-07-02 Rezoning Request

Ordinance No. 2018-07-02

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

**Article I: Purpose**

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

**Article II. Amendment to Zoning Map**

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

The property currently shown in the Camden County Tax Assessor's Office as PIN 01-7090-00-16-3805 is hereby re-zoned from Basic Residential (R3-2) to Basic Residential (R3-1).

**Article III. Penalty**

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

**Article IV. Severability**

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

**Article V. Effective Date**

This Ordinance is effective upon adoption.

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

County of Camden

\_\_\_\_\_  
Tom White, Acting Chairman  
Camden County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Karen Davis  
Clerk to the Board

(SEAL)

**Motion that the requested map amendment is consistent with both the CAMA land use plan and comprehensive plan as it allows for densities as low as one acre and is an expansion of an adjacent zoning.**

|                |                            |
|----------------|----------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>  |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Meiggs    |
| <b>ABSENT:</b> | Riggs, Munro               |

**Motion to approve Ordinance 2018-07-02 Rezoning Application to rezone property from basic residential R3-2 to basic residential R3-1.**

|                |                              |
|----------------|------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>    |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Meiggs      |
| <b>ABSENT:</b> | Riggs, Munro                 |

**ITEM 7. BOARD APPOINTMENTS**

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1. Planning Board – Fletcher Harris (reappointment)
2. Adult Care Home Community Advisory Committee – Tammie Krauss (appointment)
3. Tourism Development Authority – Donna Stewart & Adam Carver (reappointments)

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

|                |                            |
|----------------|----------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>  |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Meiggs    |
| <b>ABSENT:</b> | Riggs, Munro               |

**ITEM 8. CONSENT AGENDA**

---

1. BOC Special Meeting Minutes – April 19, 2017
2. BOC Work Session Minutes – January 11, 2018
3. BOC Work Session Minutes – May 2, 2018
4. BOC Work Session Minutes – May 22, 2018
5. BOC Special Meeting Minutes – June 21, 2018
6. BOC Work Session Minutes – July 9, 2018
7. BOC/Planning Minutes Joint Meeting - July 18, 2018
8. BOC/Planning Minutes Joint Meeting - July 25, 2018
9. BOC Minutes – August 6, 2018
10. FY 18-19 Budget Amendments

2018-19-BA006  
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, 2019.

Section 1. To amend the General Fund as follows:

| ACCT NUMBER     | DESCRIPTION OF ACCT       | AMOUNT   |          |
|-----------------|---------------------------|----------|----------|
|                 |                           | INCREASE | DECREASE |
| <b>Revenues</b> |                           |          |          |
| 10399400-439900 | Fund Balance Appropriated | \$31,493 |          |
| <b>Expenses</b> |                           |          |          |
| 104930-503000   | Part Time Salaries        |          | \$30,000 |
| 104930-502000   | Full Time Salaries        | \$45,000 |          |
| 104930-505000   | FICA                      | \$ 3,443 |          |
| 104930-506000   | Health Insurance          | \$ 7,197 |          |
| 104930-506200   | Employer Paid Life        | \$ 115   |          |
| 104930-507000   | Retirement                | \$ 3,488 |          |
| 104930-507100   | 401(K)                    | \$ 2,250 |          |

This Budget Amendment is made to appropriate funds for changing part time Building Inspection position to a full time position.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 10th day of September, 2018.

Karen M. Davis Clerk to Board of Commissioners  
Tom White Vice Chairman, Board of Commissioners



2018-19-BA007  
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, 2019.

Section 1. To amend the General Fund as follows:

| ACCT NUMBER     | DESCRIPTION OF ACCT           | AMOUNT   |          |
|-----------------|-------------------------------|----------|----------|
|                 |                               | INCREASE | DECREASE |
| <b>Revenues</b> |                               |          |          |
| 10399400-439900 | Fund Balance Appropriated     | \$33,248 |          |
| <b>Expenses</b> |                               |          |          |
| 105000-515005   | Maintenance-Leased Properties | \$30,000 |          |
| 105900-591100   | Mosquito Control              | \$ 2,168 |          |
| 105900-502000   | Part Time Salaries            | \$ 1,000 |          |
| 105900-505000   | FICA                          | \$ 80    |          |

This Budget Amendment is made to appropriate funds for repairs/maintenance on former NCDC Property & increase in Mosquito control.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 10th day of September, 2018.

Karen M. Davis Clerk to Board of Commissioners  
Tom White Vice Chairman, Board of Commissioners





## 12. Pickups, Releases & Refunds

| NAME                               | REASON                                       | NO.                          |
|------------------------------------|--|------------------------------|
| Christine Daley                    | Adjustment - tax rate incorret<br>\$829.27   | Pick-up/20918<br>R-115885-18 |
| Richard Wayne Gardner              | Adjustment - tax rate incorret<br>\$1,208.76 | Pick-up/20919<br>R-115889-18 |
| The Ladicon Corporation            | Adjustment - tax rate incorret<br>\$847.67   | Pick-up/20920<br>R-115898-18 |
| Howard K. Houtz, Jr.               | Adjustment - tax rate incorret<br>\$15.32    | Pick-up/20921<br>R-115895-18 |
| Deborah Cox Wood Irrevocable Trust | Adjustment - tax rate incorret<br>\$849.17   | Pick-up/20922<br>R-115886-18 |
| Quo-Anh Thai, M.D.                 | Adjustment - tax rate incorret<br>\$816.01   | Pick-up/20923<br>R-115938-18 |
| James C. Lewis                     | Adjustment - tax rate incorret<br>\$1,126.54 | Pick-up/20924<br>R-115901-18 |
| Harrell Family Irrevocable Trust   | Adjustment - tax rate incorret<br>1,135.10   | Pick-up/20925<br>R-115891-18 |
| John H. & Pauline L. Berard        | Adjustment - tax rate incorret<br>\$1,152.98 | Pick-up/20926<br>R-115875-18 |
| Louise Clate Aylett                | Adjustment - tax rate incorret<br>\$870.15   | Pick-up/20927<br>R-115873-18 |
| Calvin Arnold                      | Adjustment - tax rate incorret<br>\$1,171.23 | Pick-up/20928<br>R-115872-18 |
| Jolish Clifton                     | Adjustment - tax rate incorret<br>\$1,126.54 | Pick-up/20929<br>R-115880-18 |
| William Conover                    | Adjustment - tax rate incorret<br>\$150.65   | Pick-up/20930<br>R-115882-18 |
| William Conover                    | Adjustment - tax rate incorret<br>\$150.65   | Pick-up/20931<br>R-115884-18 |
| Larry Hobbs                        | Adjustment - tax rate incorret<br>\$838.01   | Pick-up/20932<br>R-115893-18 |
| Joseph Mixon                       | Adjustment - tax rate incorret<br>\$150.65   | Pick-up/20933<br>R-115908-18 |
| Scott J. Leonard                   | Adjustment - tax rate incorret<br>\$150.65   | Pick-up/20934<br>R-115900-18 |
| Elizabeth Mae Shaw                 | Adjustment - tax rate incorret<br>\$150.65   | Pick-up/20935<br>R-115936-18 |
| Jonathan McBeth                    | Adjustment - tax rate incorret<br>\$150.65   | Pick-up/20936<br>R-115903-18 |
| Berwin Holdings, LLC               | Adjustment - tax rate incorret<br>\$150.65   | Pick-up/20937<br>R-115876-18 |
| NMJ Properties                     | Adjustment - tax rate incorret<br>\$150.65   | Pick-up/20938<br>R-115913-18 |
| Donald Joseph Riley, Jr.           | Adjustment - tax rate incorret<br>\$150.65   | Pick-up/20939<br>R-115933-18 |
| NMJ Properties                     | Adjustment - tax rate incorret<br>\$150.65   | Pick-up/20940<br>R-115912-18 |
| NMJ Properties                     | Adjustment - tax rate incorret<br>\$150.65   | Pick-up/20941<br>R-115911-18 |
| NMJ Properties                     | Adjustment - tax rate incorret<br>\$150.65   | Pick-up/20942<br>R-115910-18 |
| NMJ Properties                     | Adjustment - tax rate incorret<br>\$1,471.00 | Pick-up/20943<br>R-115909-18 |
| John Chin                          | Adjustment - tax rate incorret<br>\$3,795.19 | Pick-up/20944<br>R-115879-18 |
| Gerald M. McGee                    | Adjustment - tax rate incorret<br>\$1,172.35 | Pick-up/20945<br>R-115903-18 |
| Jolish Clifton                     | Adjustment - tax rate incorret<br>\$994.19   | Pick-up/20946<br>R-115881-18 |
| James Kennedy                      | Adjustment - tax rate incorret<br>\$994.19   | Pick-up/20947<br>R-115896-15 |
| William Ellsworth Barclift         | Adjustment - tax rate incorret<br>\$994.19   | Pick-up/20948<br>R-115874-18 |
| William Henry Weatherly            | Adjustment - tax rate incorret<br>\$1,009.87 | Pick-up/20949<br>R-115941-18 |
| Lydia Gardner                      | Adjustment - tax rate incorret<br>\$994.19   | Pick-up/20950<br>R-115888-18 |
| Peter C. thorell                   | Adjustment - tax rate incorret<br>\$994.19   | Pick-up/20951<br>R-115939-18 |
| Haywood B. Houtz                   | Adjustment - tax rate incorret<br>\$984.33   | Pick-up/20952<br>R-115894-18 |
| L. W. Whitehurst                   | Adjustment - tax rate incorret<br>\$699.44   | Pick-up/20953<br>R-115942-18 |
| Calvin Lee & Marion Gutman         | Adjustment - tax rate incorret<br>\$3,376.19 | Pick-up/20954<br>R-115890-18 |

|                       |   |                               |
|-----------------------|---|-------------------------------|
| NMJ Properties        | Adjustment - tax rate incorret<br>\$209.60        | Pick-up/20975<br>R-115921-18  |
| NMJ Properties        | Adjustment - tax rate incorret<br>\$209.60        | Pick-up/20976<br>R-115920-18  |
| NMJ Properties        | Adjustment - tax rate incorret<br>\$209.60        | Pick-up/20977<br>R-115919-18  |
| James E. Elliott, Jr. | Adjustment - tax rate incorret<br>\$150.65        | Pick-up/20978<br>R-115887-18  |
| Douglas McFadden      | Adjustment - tax rate incorret<br>\$1,189.22      | Pick-up/20979<br>R-115904-18  |
| Sylvia Tilley         | Adjustment - tax rate incorret<br>\$1,135.10      | Pick-up/20980<br>R-115940-18  |
| Deborah J. Malenfant  | Adjustment - tax rate incorret<br>\$871.52        | Pick-up/20982<br>R-115902-18  |
| Gary L. Hobbs         | Adjustment - tax rate incorret<br>\$837.00        | Pick-up/20983<br>R-115892-18  |
| Hubert McGee, Jr.     | Adjustment - tax rate incorret<br>\$884.45        | Pick-up/20984<br>R-115906-18  |
| Shelby Mansfield      | Pick-up - Billed/paid to wrong county<br>\$132.48 | Pick-up/20981<br>P-15084-17   |
| Joseph P. O'Neill     | Adjustment - tax rate incorret<br>\$150.65        | Pick-up/20986<br>R-115929-18  |
| Douglas M. Chesson    | Adjustment - tax rate incorret<br>\$150.65        | Pick-up/20987<br>R-115878-18  |
| Seas Day LLC          | Adjustment - tax rate incorret<br>\$150.65        | Pick-up/20988<br>R-115935-18  |
| Seas Day LLC          | Adjustment - tax rate incorret<br>\$150.65        | Pick-up/20989<br>R-115934-18  |
| Ronal G. Pearman      | Adjustment - tax rate incorret<br>\$891.16        | Pick-up/20990<br>R-115930-18  |
| James Joseph Kennedy  | Adjustment - tax rate incorret<br>\$1,172.35      | Pick-up/20955<br>R-115897-18  |
| NMJ Properties        | Adjustment - tax rate incorret<br>\$131.00        | Pick-up/20956<br>R-115918-18  |
| NMJ Properties        | Adjustment - tax rate incorret<br>\$131.00        | Pick-up/20957<br>R-115917-18  |
| NMJ Properties        | Adjustment - tax rate incorret<br>\$131.00        | Pick-up/20958<br>R-115916-18  |
| NMJ Properties        | Adjustment - tax rate incorret<br>131.00          | Pick-up/20959<br>R115915-18   |
| NMJ Properties        | Adjustment - tax rate incorret<br>\$124.45        | Pick-up/20960<br>R-115914-18  |
| Matthew D. McNamara   | Adjustment - tax rate incorret<br>124.45          | Pick-up/20961<br>R-1115907-18 |
| William Conover       | Adjustment - tax rate incorret<br>\$150.65        | Pick-up/20962<br>R-115883-18  |
| R.O. Givens Signs     | Adjustment - tax rate incorret<br>\$155.51        | Pick-up/20964<br>R-115931-18  |
| Berwyn Holdings, LLC  | Adjustment - tax rate incorret<br>\$150.65        | Pick-up/20966<br>R-115877-18  |
| NMJ Properties        | Adjustment - tax rate incorret<br>\$150.65        | Pick-up/20967<br>R-115927-18  |
| Laid Back 401 K Plan  | Adjustment - tax rate incorret<br>\$150.65        | Pick-up/20968<br>R-115899-18  |
| NMJ Properties        | Adjustment - tax rate incorret<br>\$150.65        | Pick-up/20969<br>R-115926-18  |
| NMJ Properties        | Adjustment - tax rate incorret<br>\$150.65        | Pick-up/20970<br>R-115925-18  |
| Robert & Linda Stone  | Adjustment - tax rate incorret<br>150.65          | Pick-up/20971<br>R-115937-18  |
| NMJ Properties        | Adjustment - tax rate incorret<br>\$209.60        | Pick-up/20972<br>R-115924-18  |
| NMJ Properties        | Adjustment - tax rate incorret<br>\$209.60        | Pick-up/20973<br>R-115923-18  |
| NMJ Properties        | Adjustment - tax rate incorret<br>\$209.60        | Pick-up/20974<br>R-115922-18  |

13. DMV Monthly Report

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County October Renewals Due 11/15/18

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

| SOUTH MILLS | COURTHOUSE | SHILOH    | TOTAL     |
|-------------|------------|-----------|-----------|
| 15,826.94   | 19,179.22  | 11,846.67 | 46,852.83 |

Witness my hand and official seal this 11<sup>th</sup> day of September 2018

Vice Tom White  
Chairman, Camden County Board of Commissioners

Attest:

Karen M. Davis  
Clerk to the Board of Commissioners of Camden County



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

Ava S. Anderson  
Tax Administrator of Camden County

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County November Renewals Due 12/15/18

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

| SOUTH MILLS | COURTHOUSE | SHILOH   | TOTAL     |
|-------------|------------|----------|-----------|
| 21,038.79   | 20,341.16  | 9,826.45 | 51,206.40 |

Witness my hand and official seal this 11<sup>th</sup> day of September 2018

Vice Tom White  
Chairman, Camden County Board of Commissioners

Attest:

Karen M. Davis  
Clerk to the Board of Commissioners of Camden County



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

Ava S. Anderson  
Tax Administrator of Camden County

# 14. Order for the Collection of Taxes

NORTH CAROLINA  
CAMDEN COUNTY

ORDER OF THE BOARD OF COMMISSIONERS  
IN ACCORDANCE WITH G.S. 105-321  
FOR THE COLLECTION OF  
2018 TAXES

TO: THE TAX ADMINISTRATOR OF CAMDEN COUNTY

You are hereby authorized, empowered and commanded to collect the taxes set forth in the 2018 tax records filed in the office of the Camden County Tax Administrator, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered and commanded to collect the 2018 taxes charged and assessed as provided by law for adjustments, changes and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Camden County, and this order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

WITNESS my hand and official seal, this 10<sup>th</sup> day of September, 2018.

*Tom Webb, Jr.*  
Chairman  
Camden County Board of Commissioners

ATTEST:

*Karen M. Davis*  
Clerk  
Camden County Board of Commissioners



# 15. Surplus Property Request

Requested by: Sheriff Rodney Meads *RFM*  
 Sell     Dispose

Department: Sheriff's Office (County Property)

Item: 2010 Dodge Charger

Disposal Method: GovDeals

Suggested Value: \$1,500.00

Reason for surplus: Please see notes

Manager Approval *AB*

Disposal Method:

Value:

Comments:

Board Approval

Approved/Denied: *[Signature]*

Date: 9-11-18

Final Disposition Date:

Method:

Amount:

Purchased by:

**Item Description**

2010 Dodge Charger with 200,750 miles, starting to have large \$\$\$\$ repairs. Engine is knocking and will need to be replace or rebuilt.

**History**

Purchase in 2010 for \$ 20,026.00  
Service and repairs to date \$ 19,729.90

## 16. Resolution 2018-09-01 Protecting NC Farmers



### RESOLUTION 2018-09-01 BY THE BOARD OF COMMISSIONERS OF CAMDEN COUNTY TO PROTECT NORTH CAROLINA FARMERS

WHEREAS, agriculture is one of the most significant drivers of North Carolina's economy, creating tens of billions in economic activity, employing 17 percent of the state's workers and accounting for nearly 20 percent of the state's economy; and

WHEREAS, 26 lawsuits have been filed in North Carolina asserting nuisance allegations against Murphy-Brown, a subsidiary of Smithfield Foods; and

WHEREAS, while the lawsuits name Murphy-Brown as a defendant, most of the farms affected by the lawsuits are independently-owned family farms who, despite operating their farms in a law-abiding manner, stand to lose their livelihoods as a result of the litigation; and

WHEREAS, during the trial phase of a recent case, the jury was denied the ability to conduct a site visit to experience firsthand the conditions complained of and after verdicts were reached, a gag order was entered preventing farms and their neighbors from publicly discussing the conditions on their farms or the effects of the lawsuits on their farming communities; and

WHEREAS, the Camden County Board of Commissioners fear that if this verdict is not overturned, it will set a precedent with far-reaching ramifications devastating to North Carolina's agricultural economy, harmful to rural farming communities and will push hardworking family farmers into bankruptcy by stymying their ability to produce fruits and vegetables, raise livestock and seafood, and grow crops and grains.

NOW, THEREFORE BE IT RESOLVED that the Camden County Board of Commissioners does hereby support the Swine Farmers of Eastern North Carolina and believe that the agriculture industry is vital to the North Carolina economy and should be protected.

Adopted this 10<sup>th</sup> day of September, 2018.

Handwritten signature of Tom White in black ink.

Tom White, Acting Chairman  
Camden County Board of Commissioners

ATTEST:

Handwritten signature of Karen M. Davis in black ink.

Karen M. Davis  
Clerk to the Board



## 17. Senior Center General Purpose Funding FY 2018-2019

### SENIOR CENTER GENERAL PURPOSE FUNDING

#### Introduction and Instructions

The Albemarle Commission Area Agency on Aging is pleased to announce the availability of funds for use by senior centers to support and develop programming and general operations or to construct, renovate, or maintain senior center facilities. \$1,265,316 in general purpose funding was allocated for senior centers for the current fiscal year. This funding is allocated to the Area Agencies on Aging for distribution to the centers within the region which provide full time programs or will utilize the funding to develop full time programs. Across the state 172 senior centers or developing senior centers will be funded.

The Division of Aging and Adult Services has worked hard to enhance and expand the statewide certification process for senior centers with standards that encourage centers across the state to strive for levels of 'merit' or 'excellence'. An intent of the certification process has been to increase base funding for those who have successfully completed the process. This ensures that funding is being well spent on readily identifiable programs and services and provides an incentive for centers that make investments to meet certification requirements. Therefore, in order to provide an incentive to work toward certification, and to reward those who achieve it, the Division has decided to fund senior centers equally, based upon their certification status. Centers of Merit will receive two shares of the funding of non-certified centers and Centers of Excellence will receive three times the funding of non-certified centers. The objectives for this year are to:

- Allocate funding equally to every center, based upon certification status;
- Require documentation and accountability for the use of funding, and;
- Provide incentives for centers to improve themselves through certification.

Again, this year it has been decided to divide the annual appropriation into *shares* based on the total number of senior centers as determined by the Area Agencies on Aging plus extra shares for each senior center which

meets certification status. Uncertified, identified centers will receive one share.

For FY 2018-2019, total funding available to the counties in Region R will amount to \$57,026. Effective period: July 1, 2018-June 30, 2019.

Your center is eligible to receive:

|          |                                       |         |
|----------|---------------------------------------|---------|
| FY 18-19 | Senior Center General Purpose Funding | \$3,564 |
|          | Local Match (25%)                     | \$1,188 |
|          | TOTAL                                 | \$4,752 |

It is the responsibility of the applicant to certify the availability of the local match. The funds require a 25% local match. The funds must be spent first before reimbursed and before June 30, 2019. Therefore, projected June expenditures must be reported with May services reported in June otherwise the unutilized portion of your allocation will revert to the state.

Application submissions should include:

- (1) A completed description of proposed activities (add additional pages as needed).
- (2) Certification of the availability of local match.
- (3) A budget for senior center general purpose activities.

#### APPLICATION FOR SENIOR CENTER GENERAL PURPOSE FUNDING

##### Applicant Information

Date: 22 Aug 18

Project Name: Camden County Senior Center

Name of Project Director: Jasmine S. Wilson

Telephone Number: 252-335-2569 FAX: 252-331-5621

E-Mail: jwhite@camdencountync.gov

Name and Address of Applicant: Jasmine S. Wilson Camden Co Sr Ctr  
P.O. Box 54, Camden, NC 27921

Type of Agency Applying: Private-Non-Profit \_\_\_\_\_  
Public  \_\_\_\_\_

Location of Project: Camden County  
(county)

##### ASSURANCES

Camden Co Senior Center (hereinafter referred to as "Subgrantee") HEREBY AGREES THAT it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps.

\_\_\_\_\_  
Signature and Title of Authorized Official  
[e.g., Director, Board Chairman]

\_\_\_\_\_  
Date

CERTIFICATION OF THE AVAILABILITY OF REQUIRED NON-FEDERAL MATCH FOR SENIOR CENTER GENERAL PURPOSE FUNDING

It is understood that the following required 25 percent non-federal match will be used to match Senior Center General Purpose funds in FY 18-19 and will not be used to match any other federal or state funds during the contract period.

The provider shall expend the award in keeping with the attached project description indicating how funding will be utilized. Funding will not be disbursed until this application is received and approved by the Area Agency on Aging. The contractor shall make a final report indicating how funding was utilized in a format provided by the Area Agency on Aging.

|                                 |              |  |
|---------------------------------|--------------|--|
| FY 18-19                        |              | Example only:                                      |
| Budget Request \$               | <u>3,564</u> | non certified center: \$3,564                      |
| Required 25% Match \$           | <u>1,188</u> | divided by .75=\$4,752<br>[Total projected budget] |
| Total FY 18-19                  |              | \$4,752 minus \$3,564=                             |
| Projected Budget \$             | <u>4,752</u> | \$1,188 [local match]                              |
| (up to the amount of the grant) |              |  |

Authorized Signature: Shornie J. Wilson  
Title: Senior Center Director  
Date: 22 Aug 18

SENIOR CENTER GENERAL PURPOSE PROJECT DESCRIPTION

1. Senior Center to receive funding: Camden County Senior Center
2. Amount of funding: \$4,752
3. Area served by Senior Center: Camden County

4. Describe how the funding will be spent:

Funding will be used for the Director's salary.

STATE APPROPRIATIONS FOR SENIOR CENTER BUDGET INFORMATION  
STATE FISCAL YEAR 2018-19

Organization Name: Camden County Senior Center  
 Senior Center Name: Camden County Senior Center  
 Address: PO Box 54/117 N Hwy 343, Camden, NC 27921  
 Period Covered: July 1, 2018 - June 30, 2019 Date Prepared: \_\_\_\_\_

| <u>OBJECTS OF EXPENDITURE</u>   | <u>AMOUNT</u>          |
|---|------------------------|
| Salary and Fringe Benefits  | \$ <u>4,752</u>        |
| Supplies/Other Operating Costs  | \$ _____               |
| Equipment   | \$ _____               |
| Capital Outlay (Real Estate, Construction, Renovation)                    | \$ _____               |
| Other _____   | \$ _____               |
| <b>TOTAL BUDGET (Including local match)</b><br>(Up to grant amount, only) | <b>\$ <u>4,752</u></b> |

Each organization that receives, uses or expends any state funds shall use or expend the funds only for the purposes for which they were appropriated by the General Assembly or collected by the State. State funds include federal funds that flow through the state. If the contractor is a governmental entity, such entity is subject to the provisions of the requirements of OMB Circular A-133 and the NC Single Audit Implementations Act of 1987. If the Contractor is a non-governmental entity, such entity is subject to the provisions of G.S. 143-6.2. Additionally, any non-governmental entity except a for-profit corporation is subject to the provisions of OMB Circular A-133.

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ASSURANCE OF COMPLIANCE WITH SECTION 504 OF  
THE REHABILITATION ACT OF 1973**

Camden County Senior Center (hereinafter referred to as "Subgrantee") **HEREBY AGREES THAT** it will comply with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education, and Welfare (45 CFR 84) issued pursuant to that Section, to the end that, in accordance with Section 504 of that Act and the Regulation, no person in the United States shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee receives Federal, financial assistance from the State of North Carolina, Department of Human Resources, Division of Aging and Adult Services, a recipient of Federal financial assistance from the Department (Grantor); and Hereby Gives Assurance that it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Subgrantee by the Grantor, this assurance shall obligate the Subgrantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision or similar services or benefits. If any personal property is so provided, this assurance shall obligate the Subgrantee for the period during which the Federal financial assistance is extended to it by the Grantor.

**THIS ASSURANCE** is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Subgrantee by the Grantor, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Subgrantee recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the grantor or the United States or both shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Subgrantee, its successors, transferees, and assignees, and the person or persons whose signature(s) appear below are authorized to sign this assurance on behalf of the Subgrantee.

Dated 22 Aug 18 Jasmine S. Wilson  
(Applicant)  
 Applicant's Mailing Address: PO Box 54 By: \_\_\_\_\_  
Camden, NC 27921 (President, Board Chairperson or  
Comparable Authorized Official)

**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT  
OF HEALTH AND HUMAN SERVICES REGULATION UNDER  
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Camden County Senior Center (hereinafter referred to as "Applicant").  
**HEREBY AGREES THAT** it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that Title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discriminate under any program or activity for which the Applicant receives Federal financial assistance from the Department; and **HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this Agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision or similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all cases, this assurance shall obligate the Applicant for the period during which the Federal Assistance is extended to it by the Department.

**THIS ASSURANCE** is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature(s) appear below are authorized to sign this assurance on behalf of the Applicant.

Dated 22 Aug 18 Jasmine S. Wilson  
(Applicant)

Applicant's Mailing Address:

PO Box 54  
Camden, NC 27921

By: \_\_\_\_\_  
(President, Board Chairperson or  
Comparable Authorized Official)

**AGREEMENT OF UNDERSTANDING  
BETWEEN AGENCIES**

Agency: Camden County Senior Center  
Telephone#: (252) 335-2569  
Address: PO Box 54/117 N Hwy 343, Camden, NC 27921  
Director: Jasmine S. Wilson

AND

Agency: **Albemarle Commission** Telephone#: **(252) 426-5753**  
Address: **512 S Church Street**  
**Hertford, NC 27944**

Executive Director: **Cathy Davison**

In an effort to enhance the overall effectiveness of services provided to older adults of Camden County, the above-named agencies agree to share, when appropriate, pertinent information which may serve to improve the quality of life for older adults

The Memorandum of Understanding serves to incorporate the following mutual components:

1. Provide information concerning services/programs for older adults and any related eligibility requirements.
2. When appropriate, assist with identifying and referring clients who may be in need of services not provided by the referring agency.
3. When appropriate, inform proper agency representatives of any changes related to services provided.
4. Provide, upon request, personnel to explain aging programs, services, etc.
5. Share, when appropriate, concerns, questions or suggestions relative to services provided.

The persons responsible for implementing and monitoring this Agreement of Understanding are:

Agency: Camden County Senior Center Agency: **Albemarle Commission**  
Jasmine S. Wilson \_\_\_\_\_  
(Director's Signature) (Executive Director's Signature)



## 18. Emergency Operations Promulgation Statement

### Pasquotank-Camden-Elizabeth City Emergency Operations Plan

#### Promulgation Statement

Transmitted herewith is the revised Basic Plan component of the Emergency Operations Plan (EOP) for Pasquotank-Camden-Elizabeth City, North Carolina. This EOP supersedes any previous plans. It outlines the coordinated actions to be taken by County, municipal, public safety officials and supporting organizations during emergencies and disastrous events. It is the principal guide for mitigating emergencies and disasters; ensuring the protection of health, safety, and property of the public and aiding in recovery operations. It is intended to facilitate multiple-agency and multiple-jurisdictional coordination, particularly among local, state, and federal agencies in emergency management, and establish a framework for an effective system of comprehensive emergency management.

In accordance with the Resolution adopted by the Pasquotank and Camden Board of Commissioners and Elizabeth City Council in 2006 the EOP designates the National Incident Management System (NIMS) as the basis for all Incident Management and requires the use of the Incident Management System (ICS) for routine and catastrophic emergencies.

In order to execute this plan effectively and mobilize available resources, all implementing personnel must have knowledge of the procedures set forth in this plan and be trained in its use. Agencies having roles and responsibilities established by this plan are expected to develop Standard Operating Guidelines and Procedures based on the provisions of this plan.

The EOP will be revised and updated as required. All recipients are requested to advise Pasquotank-Camden-Elizabeth City Emergency Management, which is responsible for developing and maintaining the plan, of any changes that might result in its improvement or increase its usefulness. The accomplishment of emergency management goals and objectives depends on the development and maintenance of competent program staff, adequate funding, and the familiarization and training of other County/City personnel regarding their emergency responsibilities and this plan. Pasquotank-Camden-Elizabeth City Emergency Management has primary responsibility for these activities, but review of this plan and overall emergency responsibilities shall be accomplished by all County/City departments through plan activation or exercise. Thorough familiarity with this plan will result in the efficient and effective execution of emergency responsibilities and in the best service to the citizens of Pasquotank and Camden Counties and the City of Elizabeth City

The Camden Board of County Commissioners gives its full support to this Emergency Operations Plan, and its annexes, and urges all officials, employees and citizens, individually and collectively, to do their share in the total emergency preparedness efforts of Camden County.

This document is hereby approved and promulgated as the Pasquotank-Camden-Elizabeth City Emergency Management Operations Plan.



Tom White, Vice Chairman  
Camden County Board of Commissioners

## 19. RFP – Hurricane Matthew Hazard Mitigation Grant Program Management and Implementation Services

#### REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Notice is hereby given that proposals will be received by Camden County, North Carolina, until \_\_\_\_\_, for the following Professional Services to said jurisdiction:

#### HURRICANE MATTHEW HAZARD MITIGATION GRANT PROGRAM (HMGP) MANAGEMENT and IMPLEMENTATION SERVICES

##### Project Summary

Camden County suffered significant damage to residential housing during Hurricane Matthew in October 2016 and has received notice of grant approval from the NC Division of Emergency Management for Hazard Mitigation Grant Program (HMGP) for Acquisition and Demolition/Reconstruction of residential properties. The county is soliciting turnkey professional project management and implementation services required to undertake the following activities:

- Management and implementation of Hazard Mitigation Grant Program (HMGP) Projects for the Acquisition of five (5) residential properties (one additional application is still pending) and the demolition/reconstruction of two (2) residential properties. All activities performed during these projects are to be conducted with FEMA funds pursuant to the Robert T. Stafford Disaster Relief Act, the National Flood Insurance Reform Act of 1994, and the State of North Carolina's Flood Mitigation Administrative Plan, as administered by the NC Division of Emergency Management. These Projects must also adhere to all program guidelines established for the Hazard Mitigation Grant Program.

Upon selection of a qualified consultant, Camden County will enter into a contractual agreement with the consultant, based upon the management and implementation needs determined by the county and NC Division of Emergency Management and outlined in the HMGP Program Guidance. Management and implementation activities are to be conducted with Federal Emergency Management Agency (FEMA) and North Carolina State funds pursuant to the grant agreements executed between Camden County and the State of North Carolina, Department of Public Safety, Division of Emergency Management.

The contact person for this project is:

Christy Saunders, Emergency Management Coordinator  
Pasquotank-Camden Emergency Management Agency  
200 E. Colonial Avenue, Elizabeth City, NC 27909  
Phone (252) 335-4444  
[saundersc@co.pasquotank.nc.us](mailto:saundersc@co.pasquotank.nc.us)

Each proposer must submit complete proposals in the format provided in the RFQ. Proposals must be in a sealed envelope and clearly marked "HURRICANE MATTHEW HAZARD MITIGATION GRANT PROGRAM, MANAGEMENT AND IMPLEMENTATION SERVICES – SPECIAL PROJECT RFQ" in the lower left corner of the envelope. Mailed or hand delivered proposals must be received no later than \_\_\_\_\_, to be considered.

A minimum of two bids must be received in order to open the bids. The bids will be opened at the public bid opening on (Date) at (Time) in the Camden County Manager's Office located at 330 US Highway 158 E, Camden, NC 27921.

Proposals will be rated by the Camden County Manager, Camden County Finance Director and Pasquotank-Camden Emergency Management Coordinator prior to award of any contract. Procurement of a management and implementation firm will be accomplished in accordance with 44CFR13, 24FR85, 2CFR200, and the North Carolina General Statutes relating to procurement of professional services.

---

Christy C. Saunders, Emergency Management Coordinator  
Pasquotank-Camden Emergency Management Agency

**PROJECT DESCRIPTION**

**Name or Title of Project**

CAMDEN COUNTY  
HAZARD MITIGATION GRANT PROGRAM (HMGP)  
MANAGEMENT AND IMPLEMENTATION SERVICES  
HURRICANE MATTHEW

**Name of Sponsor/Location of Project**

Camden County, North Carolina

**Professional Services Required**

Comprehensive management and implementation services of a professional management firm. These services will be procured by competitive proposals subject to 44CFR13.36, 24CFR85.36, and 2CFR200.

**Project Summary**

The submitting firm(s) shall provide Camden County with management and implementation services required to manage the grant awards for HMGP acquisition and demolition/reconstruction projects for Hurricane Matthew. These projects are intended to eliminate or significantly reduce future flood risk through the acquisition or demolition/reconstruction of flood-prone residences in the floodplain. The grant award for the demolition/reconstruction and acquisition projects currently total \$1,240,054.00. This is subject to increase pending approval of an additional acquisition grant award. The projects include:

- a. The demolition/reconstruction of two (2) residential structures. The structures will be reconstructed and elevated above the base flood elevation, plus two feet of freeboard as specified by the Camden County Flood Damage Prevention Ordinance. The rebuild will consist of installation of a code-compliant, manufactured home with a square footage not to exceed 10 percent of the original structure. The project will comply with North Carolina and local building code requirements.
- b. The acquisition of five (5) residential properties located within the boundaries of the special flood hazard area. These structures will be demolished, including complete removal of the existing foundations.

The project requires extensive knowledge of Grant Financial Management, Construction Project Management, EEO and Environmental Compliance, Structural Elevation and Retrofitting Guidelines, NC Residential Building Code, Civil Rights Regulations, Labor

Standard Regulations pertaining to federally funded grant projects, National Flood Insurance Program (NFIP) Participation Requirements and Federal Acquisition and Relocation Requirements. Compliance with all federal, state and local laws is also mandated.

**Scope of Services**

The Scope shall comprise of all necessary services for management and implementation of an Hazard Mitigation Grant Program grant, including land acquisition services through property closings and demolition, and structural elevation as directed using FEMA's current Hazard Mitigation Grant Program Guidance and Hazard Mitigation Grant Program Addendum and the Uniform Relocation Act (URA and project closeout Grant Program). It will also require the ability to collaborate with Camden County leadership and its partners on any of the HMGP projects.

The successful team shall provide all of the necessary planning and project management expertise, including provision of on-site personnel, for the successful implementation and completion of the projects. All on-site structural feasibility analysis and construction inspection will be supervised by the Camden County Inspections Department. However, the management consultant must provide a qualified resident housing inspector to assist the local building inspector with construction inspection and to act as the primary construction management liaison between the local building inspector and the successful team.

The successful team shall provide the Camden County with demolition/reconstruction/acquisition policies and procedures consistent with the approved grant agreements regarding the residential properties in Camden, NC.

Required services may include, but are not limited to, the following.

- a. Develop comprehensive administrative guidelines for the management of all grant funded elevation and acquisition/demolition activity, including the following.
  - Procedures for financial management, construction procurement, construction management and inspection.
  - Coordination of structural engineering and building inspection services.
  - Coordination of NFIP and North Carolina Residential Building Code compliance.
  - Review duplication of benefits procedures.
  - Prepare pre-construction and owner's certification documents.
  - Review structural feasibility procedures.
  - Prepare administrative guidelines and forms/documents for proper management of residential housing activities in accordance with FEMA disaster recovery and hazard mitigation requirements.

- b. Provide Federal and State required civil rights, environmental, labor standards, audit, and general procurement compliance as mandated by the grant agreement(s); executed by Camden County.
- c. Assist Camden County in procuring the professional services of a structural engineering firm, legal firm, appraiser, surveyor, and asbestos inspector. Provide scheduling and coordination of these professional services.
- d. Coordinate with the Camden County Inspections Department and consulting structural engineer during structural feasibility analysis, develop general elevation specifications, and prepare bid documents for elevation.
- e. Assist Camden County in procuring construction services for elevation and demolition to assure compliance with the project schedule and requirements.
- f. Manage the construction bid/award process.
- g. Assist with on-site inspection of all residential construction work as outlined above.
- h. Authorize payment to other consultants and general contractors.
- i. Supervise the cost report process and coordinate project financial management with Camden County's Finance Director/HMPG Designated Agent.
- j. Manage all acquisition and demolition activity in accordance with Uniform Relocation and Real Property Acquisition Policies Act, FEMA requirements, and standard operating procedures established by the North Carolina Division of Emergency Management.
- k. Maintain detailed case files for each unit included in the project, as well as general project compliance and procurement files.
- l. Attend preconstruction conferences with homeowners and contractors; function as the liaison between Camden County and the contractor during construction.
- m. Provide construction contract oversight in coordination with the structural engineer, including the following items.
  - Review of change orders.
  - Issuance of notices to proceed.
  - Review of construction schedule.
  - Regular review of construction quality and cost control procedures.
- n. Attend County Commissioner meetings as required for approval of program guidelines, contract awards, etc.
- o. Function as liaison between Camden County and the North Carolina Division of Emergency Management.

**Procurement Criteria**

The Proposer shall assign a single Project Manager and one alternate Project Manager, dedicated and available, for the entire duration of the project. The Project Manager may only be replaced upon approval by, or at the request of the County of Camden.

The successful firm(s) must demonstrate a particular knowledge of all applicable policies and procedures, standard operating procedures, interim policy guidance and HMGP compendium provisions for successfully implementing the Hazard Mitigation Grant Program as outlined under "SCOPE OF SERVICES" above, including definition of specific background in the management of FEMA or state-sponsored acquisition and demolition/reconstruction activities. The Program Administrator must be able to coordinate the procurement, work scope and work practices of other professional services, including but not limited to, attorneys, engineers, appraisers, surveyors, and contractors used in the demolition/reconstruction/elevation and acquisitions undertaken by project participants.

The Program Administrator must demonstrate a proven ability to review and make recommendations for permitting necessary for construction/elevation of structures as required by state and local laws.

The Program Administrator must have a demonstrated ability to provide guidance to local government officials and others involved in the decision-making process.

**Evaluation Procedure**

The following factors will be considered critical in the evaluation of those proposals prepared in response to this announcement (maximum 100 points available):

- 1. Specific Related Experience of Project Team Members ..... 35 points
- 2. Management Plan ..... 20 points
- 3. Performance and Reputation of Participating Firm(s) ..... 20 points
- 4. Team Capacity/Staff Availability/Project Schedule ..... 10 points
- 5. Cost-Effectiveness ..... 15 points

**Acceptance of Evaluation Methodology**

By submitting its Responses to this RFP, the Proposer accepts the evaluation process and acknowledges and accepts that the determination of the most qualified firm(s) will require subjective judgments by Camden County.

**Proposal Contents**

1. Name and brief history of firm.
2. Location of offices.
3. Provide a listing of the personnel who would be assigned to the project, including an explanation of the project team's organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required. Please include an organizational chart of the local team.
4. Brief Management Plan
5. Proposer must provide three (3) examples of relevant, similar projects, either currently in progress or having been completed in the past five (5) years containing work demonstrating the skills and abilities of the key team members. Include the name, address, and telephone number of a client contact for each project.
6. Provide summary on Team Capacity/Staff Availability/Project Schedule
7. Cost-Effectiveness (Provide a description of hourly rates, including travel and per diem reimbursement expenses of all key personnel, as well as technical and clerical support staff.)
8. Request for Proposal Submittal Form (Appendix A)

**No Reimbursement for Costs**

The Proposer acknowledges and accepts that any costs incurred from the Proposer's participation in this RFP shall be at the sole risk and responsibility of the Proposer.

**Rejection of RFQ:**

Camden County reserves the right to accept or reject any or all submittals as may be deemed necessary by the County to be in its best interest. The County further reserves the right to waive all informalities, and reserves the right to reject all nonconforming, unresponsive, unbalanced or

conditional Submittals. The County reserves the right to reject the Submittal of any Firm if the County believes that it would not be in the best interest of the Project to make an award to that Firm because the Submittal is not responsive or responsible, or the Proposer is unqualified or if doubtful financial ability or fails to meet any other pertinent standard or criteria established by the County. Camden County also reserves the right to enter into contract negotiations with a qualified, responsible, and responsive Firm who submits the best ranked submittal. If the County and the best ranked Firm cannot negotiate a successful contract the County may terminate such negotiations and begin negotiations with the qualified, responsible, and responsive Proposer who submits the next best ranked submittal. No firm shall have any rights against Camden County arising from such negotiations.

**No Lobbying**

Proposer acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by Camden County, it will not take any action, make any effort or support or engage other on its behalf to take actions or efforts with attempt to influence the decision-making process for this RFP in the favor of the Proposer. This includes direct contact with the County Commissioners, County Manager, County Staff of Camden County and others who may be engaged in the process or grant program. Additionally, the Proposer acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFP evaluation or decision-making process. Any Proposer violating any of the aforementioned conditions is subject to immediate disqualification for consideration.

**Debarment and Suspension**

By submitting a proposal, the Proposer certifies that it is not currently debarred nor suspended from submitting proposal for contracts issued by any political subdivision or agency of the State of North Carolina or the Federal government and that it is not a person or entity that is currently debarred or suspended from submitting proposals from contracts issued by any political subdivision or agency of the State of North Carolina or the Federal government. Proposer must be registered at Sam.gov to be eligible.

**Equal Employment Opportunities**

In connection with these QUALIFICATIONS, the selected firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, or disadvantaged person or disabled status, or War Veteran status.

**M/WBE Participation**

In connection with these QUALIFICATIONS, the selected firm shall certify that their firm or any potential sub-contractors participate in the small and minority businesses and Women Business Enterprise (M/WBE).

**Insurance Requirements**

If awarded the contract; the Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of the Contract the following applicable coverage's and limits.

- a. Worker's Compensation Insurance as required by North Carolina State law.
- b. Automobile Liability Insurance on any owned, non-owned or rented vehicles with limits of at least \$1,000,000 per occurrence combined single limit bodily injury and property damage.
- c. Commercial General Liability Insurance with a combined single limit of liability of not less than \$1,000,000 for each occurrence of bodily injury and/or property damage and an annual aggregate of liability of not less than \$1,000,000 for bodily injury and/or property damage, and an annual aggregate of liability of not less than \$1,000,000 for Completed Operations and Products Liability.
- d. Additional Insured - Camden County, its officials, employees and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to Camden County, its officials, employees or volunteers. The Contractor shall agree to protect, indemnify and hold harmless Camden County, its agents, officers and employees from and against any and all losses resulting directly or indirectly from negligent acts, errors, or omissions of the vendor, or vendor's agents, officers, employees, and subcontractors, in the performance of services under this contract.

The Contractor shall ensure that any subcontractors engaged in work under this project are included as insured's under its policies OR shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

All insurance policies shall be written by insurers licensed and lawfully authorized to underwrite and transact business in the State of North Carolina and must have an A.M. Best rating of not less than A-VII.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to:

Camden County Finance Office  
P.O. Box 190,  
Camden, NC 27921

The insurance requirements outlined shall be maintained in force by the Contractor throughout the term of the contract without lapse, and in no manner should deviate from these requirements.

**Appendix A**

COUNTY OF CAMDEN  
REQUEST FOR PROPOSAL SUBMISSION FORM

HURRICANE MATTHEW  
HAZARD MITIGATION GRANT PROGRAM (HMGP)  
MANAGEMENT and IMPLEMENTATION SERVICES

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

NOTE TO PROPOSERS: SUBMIT ENTIRE SECTION WITH RESPONSE. THIS EXECUTION OF OFFER SUBMITTAL SHALL BE COMPLETED, SIGNED, AND RETURNED WITH THE PROPOSER'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATION MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENT, WHICH MAY RESULT FROM THE SUBMISSION OF PROPOSER'S QUALIFICATIONS, AND THE PROPOSER MAY BE REMOVED FROM ALL PROPOSED LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND AT THE COUNTY'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT.

By signature hereon, Proposer acknowledges and agrees that (1) this RFP is a solicitation for interest and is not a contract or an offer to contract; (2) the submission of Responses by Proposer in response to this RFP will not create a contract between Camden County and Proposer; (3) Neither the County or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the County will be awarded under this RFP; and (4) Proposer shall bear, at its sole risk and responsibility, any cost which arises from Proposer's preparation of a response to this RFP.

By signature hereon, Proposer offers and agrees to furnish to Camden County all the products and/or services more particularly described in its Responses, and to comply with all terms, conditions and requirements set forth in the RFP document and contained herein.

By signature hereon, Proposer affirms that they have not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant, elected officials, leadership or staff of Camden County, or partner organizations in connection with the submitted Responses.

By signature hereon, the Proposer hereby certifies that neither the Proposer nor the firm, corporation, partnership or Developer represented by the Proposer, or anyone acting for such firm corporation, or institution has violated the antitrust laws of this state or the Federal antitrust laws, nor communicated directly or indirectly the Responses mad to any competitor or any other person engaged in such line of business.

By signature hereon, Proposer represents and warrants that:

Proposer is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP;

Proposer has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP;

By signature hereon, Proposer certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of the Response.

By signature hereon, Proposer affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

By signature hereon, Proposer affirms that it has not violated any of the noted No-Lobbying provisions or specifications contained in this RFP.

By signature hereon, Proposer agrees to defend, indemnify, and hold Camden County, the Committee, all of their officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connecting with, or resulting from any acts or omissions or Proposer or any agent, employee, subcontractor or supplier or Proposer in the execution or performance of any agreements or other contractual arrangements which may result from the submission of these Responses.

By signature hereon, the selected firm avows they shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, or disadvantaged person or disabled status, or War Veteran status.

By signature hereon, the selected firm certifies that their firm or any potential sub-contractors participates in the small and minority businesses and Women Business Enterprise (M/WBE).

Submitted and certified this \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_

Signature Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

|                |                              |
|----------------|------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>    |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Meiggs      |
| <b>ABSENT:</b> | Riggs, Munro                 |

### ITEM 9. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

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

- A. FY 18-19 YTD Finance Report
- B. Register of Deeds Report
- C. Library Report
- D. NC Forest Service Annual Report FY 2017-2018

### ITEM 10. COUNTY MANAGER'S REPORT

County Manager Ken Bowman included the following in his report:

- 9/11 Ceremony – Tuesday, September 11, 2018 at 8:30 AM
- Milltown Boat Ramp repair is moving forward.
- Construction at the new wastewater treatment plant will be suspended for a few days in anticipation of Hurricane Florence.
- Success Academy for 3's and 4's is open and serving students.
- Hurricane Florence Update – Camden County will be under a State of Emergency as of Tuesday, September 11, 2018 at 8:00 AM.

**ITEM 11. COMMISSIONERS' REPORTS**

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None.

**ADJOURN**

With no further matters for discussion Vice Chairman White called for a motion to adjourn the meeting.

**Motion to adjourn the meeting of the Board of Commissioners.**

|                |                            |
|----------------|----------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>  |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Meiggs    |
| <b>ABSENT:</b> | Riggs, Munro               |

Vice Chairman White adjourned the meeting of the Board of Commissioners at 8:42 PM.

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Tom White, Acting Chairman  
Camden County Board of Commissioners

ATTEST:

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Karen M. Davis  
Clerk to the Board of Commissioners