

**Camden County Board of Commissioners**  
**Regular Meeting**  
**June 7, 2021; 7:00 PM**  
**Historic Courtroom - Camden, North Carolina**

**MINUTES**

A Regular Meeting of the Camden County Board of Commissioners was held on June 7, 2021 in the Historic Courtroom, Camden, North Carolina.

**CALL TO ORDER**

The meeting was called to order by Vice-Chairman Ross Munro at 7:00 PM. Also Present: Commissioners Clayton Riggs, Randy Krainiak, Tiffney White. Absent: Chairman Tom White.

**INVOCATION & PLEDGE OF ALLEGIANCE**

Pastor Tommy Berry gave the invocation and the Board led in the Pledge of Allegiance.

**ITEM 1. PUBLIC COMMENTS**

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Clarence Jennings of S. Trotman Road addressed the Board. Mr. Jennings expressed concern over recent technical issues with the Camden Causeway Bridge. He requested that the Board of Commissioners make a request to the State in regard to this matter.

Jamie Borros of Chesapeake, Virginia addressed the Board. Ms. Borros stated that the issue of the hybrid wolves brought before the Board at a previous meeting was because of the nature of her relationship with the neighbor. She stated that the neighbor's dogs were aggressive and that she had approached the neighbor. At that point the calls to Animal Control began concerning her wolf-hybrid dogs. Ms. Borros explained that her dogs have never acted aggressively toward anyone. She was made aware of the issue being brought to the Board via the newspaper article. She has since moved and her current neighbor has no issue with her dogs. It is Ms. Borros' request that she be given the opportunity to submit additional information before any action is taken on the revised Animal Ordinance. She also invited County Officials to visit her property to see the dogs firsthand.

County Attorney John Morrison commented that as is currently written, the Ordinance refers to the wolf-hybrids as Exotic Animals, which cannot currently be kept in the County.

Vice-Chairman Ross Munro stated that the Animal Ordinance was on the agenda for introduction only and would not be considered until the next meeting.

Katie McLure of Smith Corner Road addressed the Board. Ms. McLure stated that she would like to provide additional information to concur with the comments presented by Ms. Borros before a decision on the Ordinance is made.

After a brief discussion in regard to the Camden Causeway Bridge issue, County Attorney John Morrison volunteered to write a letter to the State on the County's behalf.

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

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

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

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##### A. Presentation to Camden County High School Softball Team – Ken Bowman

The Camden County High School Softball Team was recognized for the team’s achievement as the 2021 NCHSAA Class 1A State Champions. The team was presented a plaque by the Board of Commissioners and players received individual certificates from the Office of Senator Bob Steinburg.

##### B. Camden TDA Student Photo Contest – Sarah Hill

Sarah Hill presented the results of the Camden Tourism Development Authority Student Photo Contest. The winners were recognized with certificates and ribbons.

<p><b>2021 Camden TDA Student Photo Contest Blue Ribbon Winners Sponsored by TowneBank</b></p> <p><b>Landscapes or Waterscapes:</b> 1<sup>st</sup> Place: Elizabeth Fields (12<sup>th</sup> Grade) ~ “On the Fence”</p> <p><b>Wildlife:</b> 1<sup>st</sup> Place: Alaina Chipman (11<sup>th</sup> Grade) ~ “Bark, Bark”</p> <p><b>Architecture:</b> 1<sup>st</sup> Place: Nadia Bean (10<sup>th</sup> Grade) ~ “Bruins Dugout”</p> <p><b>People:</b> 1<sup>st</sup> Place: Madison Perry (10<sup>th</sup> Grade)</p> <p><b>Wildcard:</b> 1<sup>st</sup> Place: Khuyen Nguyen (11<sup>th</sup> Grade) ~ “Rake and Barrel Rust”</p> <p><b>County Manager Award:</b> 1<sup>st</sup> Place: Khuyen Nguyen (Wildcard)</p> <p><b>Commissioners Award:</b> 1<sup>st</sup> Place: Alaina Chipman (Wildlife)</p>
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#### **ITEM 5. PUBLIC HEARINGS**

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##### A. Proposed 2021-2022 Budget – Ken Bowman

**Motion to open the Public Hearing for the Proposed FY 2021-2022 Budget.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

County Manager presented the 2021-2022 Budget Message and Proposed Budget.



**CAMDEN COUNTY**  
2016  
**Building Opportunities.**

**FY 2021-2022 Budget Message**

May 21, 2021

To: The Camden County Board of Commissioners  
 Tom White, Chairman  
 Ross Munro, Vice Chairman  
 Randy Krainiak, Commissioner  
 Tiffany White, Commissioner  
 Clayton Riggs, Commissioner

Pursuant to my responsibility as County Manager and Budget Officer I respectfully submit for your consideration the Camden County Fiscal Year 2021-22 Annual Budget scheduled to begin on July 1, 2021 and end on June 30, 2022. This budget represents the combined efforts of County Staff to set a financial course of action to serve our supporting public while implementing the directions and desires of the Governing Body. The goal is to meet the County's basic needs in core operations and address as many capital improvements as financially feasible. One of the critical purposes of this document is to encourage open dialogue, questions, and public deliberation as it relates to how citizen tax dollars can best be used to serve the community. This budget has been prepared in accordance with the provisions of General Statute 159-11, the Local Government Budget and Fiscal Control Act.

As required, all funds within the budget are balanced along with all anticipated revenue and expenditure estimates being identified for Fiscal Year 2021-22. Notice of this submission will be given to the news media and the public, and a public hearing will be scheduled at the County's called meeting on June 7, 2021 at 7:00 p.m.

It appears we are finally coming out of the yearlong pandemic and will finally see some sense of normalcy. We were not immune to the economic downturn and we are just now starting to see the impacts on revenue declines and the impacts the pandemic may have on decreased property tax collections, slowing sales taxes, or reduced collections of various permit and service fees.

The County has been experiencing growth before and during the COVID-19 Pandemic. Camden was experiencing significant residential growth and there are other projects that continued to move forward in the Commerce Park. The pandemic impacted these projects to some degree but did not stop them from moving forward. Staff continues to work to assist those projects still occurring now or within the post-pandemic months. Furthermore, some new projects at the commercial and residential levels have surfaced during the pandemic. By most accounts staff believes much of this

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is related to the desire of investors to capitalize on decreased interest rates and costs during the pandemic.

The population of Camden County is continuing to grow as reflected by the current census. This is a result of many positive factors our County possesses such as the availability of land, quality schools, low crime rate, and a relatively low tax rate. All of these and many more are key factors for attracting many young families with children to both new residential construction and resale of existing homes. This is reflected by home values within the region seeing significant increases based on the availability of new and existing homes. Next year the County will undergo a re-valuation which will provide everyone with a better idea of how the market will adjust to the current trends. At this time the real estate market is better than it has been for many years with houses selling quickly at or above asking prices. How long this continues is still to be determined.

I would like to point out a couple of significant items of interest. Throughout the entire year, although there were reduced opportunities to visit in person, there were no reductions in service. All departments continued to adapt their operations to the changing environment while continuing to perform their daily functions and provide quality service to all Camden citizens. Second, the leadership never considered reducing staff. Every staff member of Camden County is extremely valuable and a great asset to the county. They adjusted quickly to the "new normal" without hesitation while continuing to meet the needs of the community.

As I pointed out last year, the full financial impacts of the pandemic have yet to be felt, since revenue is always a few months behind. There may be some lost revenues but it is difficult to project how much at this time. In the meantime, all budgeted capital expenditures have been frozen as of May 21<sup>st</sup> save for those funded through grants.

A copy of the proposed budget will be placed on file with the Clerk to the Board and will be available for public inspection during normal business hours within 10 days prior to the June 7<sup>th</sup> public hearing. A copy of this document is also available on Camden County's website. As is traditional, a copy will also be placed in the Camden County Public Library to facilitate its examination by our citizens and stakeholders.

While developing the budget the following key activities were taken into consideration:

- Continue to minimize the financial impact of county operations on its citizens through mindful budgeting and careful expenditures.
- Fund Capital goals as indicated in the Capital Improvement Plan.
- Maintain a reserve fund balance in accordance with the financial policies outlined and adopted in Resolution 2007-05-04.
- Continue to provide outstanding government services at all levels.

**Revenues**

The above goals for FY2021-22 were balanced with expected revenues with the intent of minimizing the use of the General Fund Balance to support operating expenses. Revenues are

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generally related to expected economic growth within the County and the State. There are positive economic indicators including low unemployment and strong consumer confidence. Property Tax values appear to be above 1% expected growth minimizing the impact of reduced sales tax collections on total revenues for the FY2021-22 budget.

Below is a listing of the major General Fund projected revenues.

Ad Valorem Tax	\$7,562,684
Local Option Sales Tax (Art. 39)	\$600,000
Vehicle Tax	\$749,775
Franchise Tax	\$700,000
Medicaid Hold Harmless	\$475,000
Article 40 Tax	\$335,000
Article 42 Tax	\$200,000
Special Revenue Fund (CRF for Debt Payment)	\$187,262
From School Reserve Fund (Debt Payments, Capital Outlay)	\$982,806
Solid Waste Fee	\$300,000

**Expenditures**

With a few exceptions, county departments continued to hold the line on expenditures. However, non-departmental expenditures are increasing. Non-departmental contributions such as School Funding, Emergency Medical Services (EMS), Emergency Management and Health Services are major appropriations. Other increased appropriations include Forestry, Social Services, and Solid Waste / Recycling. These increases in annual expenditures continue to be higher than increases in annual revenues for FY 2021-22. Continuing to fund operational expenditures with fund balance will quickly have a detrimental effect on general fund balance.

The County's fund balance should be carefully invested within our county to foster economic growth and quality of life without burdening the taxpayers as available. While it is imperative to keep our responsible fiscal policies intact by supporting operational expenditures with operational revenues, we are in a position to use a portion of fund balances restricted for capital investment to address failing County buildings and critical infrastructure as well as community projects that are important to our citizens such as Community Parks and recreational projects. Funding Capital Improvement Plan projects is vital to the success of these goals.

Compared to the FY 2020-21 General Fund budget of \$13,568,068, the proposed FY2021-22 proposes \$14,041,485 which represents an increase of \$473,417.

The FY2021-22 proposed general fund budget is balanced with \$420,796 in fund balance to finance County operational expenses. The FY2020-21 proposed general fund budget was balanced with \$330,975.80 in fund balance to finance County operational expenses.

**Departmental Appropriations**

Below is a list of some of the major Departmental expenditures proposed for FY2021-22.

Governing Body	\$102,117
County Administration	\$261,629

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Elections	\$142,463
Finance Department	\$243,501
Personnel	\$75,875
Tax Department	\$496,249
Legal	\$40,000
Register of Deeds	\$258,145
Planning Department/Inspections	\$585,780
Public Works/Building & Grounds	\$586,039
Sheriff & SRO	\$2,147,339
Extension	\$175,693
Recreation	\$300,948
Senior Center	\$180,775
Solid Waste	\$743,715
Non-Departmental	\$234,193
Economic Development	\$144,702
Capital Outlay/Debt Service	\$1,089,189
Library	\$253,118
JCPC	\$83,538
Soil & Water Conservation	\$81,458

**Special Appropriations**

In the FY2021-2022 proposed budget, Special Appropriations expenditures total \$5,554,354 or 40% of total General Fund expenses. The county is required by contract to commit the funds budgeted for Emergency Medical Services, Emergency Management and Forestry. The list below highlights some of the major Special Appropriations proposed for FY2021-22.

School Current Expense	\$2,600,000
School Capital Outlay	\$405,878
Pasquotank/Camden EMS	\$613,376
Central Communications/Emergency Mgmt.	\$303,587
College of the Albemarle	\$40,000
Albemarle District Jail	\$288,148
Department of Social Services	\$398,643
CH & S Fire Commission	\$285,381
South Mills Fire Commission	\$176,402

**General Fund**

The Fiscal Year 2021-2022 proposed budget has the General Fund's tax rate of \$0.75/\$100 of valuation to increase to \$0.88/\$100 of valuation. The additional thirteen-cent (13 cent) increase is broken out as follows: ten cents (10 cents) shall be applied to the additional debt service incurred for the financing of \$33M over 30 years for the new high school; the additional three cents (3 cents) is appropriated for added operational costs for the new high school. The new high school was approved by referendum during the 2020 election cycle.

As mentioned earlier, projections on revenues this year have been especially difficult due to the pandemic. We have taken a practical approach of reducing these revenues from the proposed budget out of caution. We have also not taken any steps to reduce revenues to the point requiring furloughs or reduction in services with accompanying reductions in force.

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**Major Concerns**

The County leadership needs to remain focused on the area of economic development as a key to increasing revenues, expanding and diversifying the tax base, and making the wastewater system financially self-supporting. Significant progress has been made on the HWY 158 corridor and the planned expansion of the water and wastewater system.

Continue to monitor revenue generation from the land transfer tax which is the major funding mechanism for the County Capital Reserve Fund. Without a steady flow of sustainable revenue, the County will not be able to take on new Capital Improvement Projects (CIP) or adequately fund the debt service obligations for already-completed projects.

In addition, during FY 2020-21, the County contributed approximately \$405,878 to the School District for capital improvements and \$2,600,000 for operating expenses utilizing tax revenue and a significant contribution from fund balance. The proposed FY 2021-22 budget continues to provide \$2,600,000 for current operating expenses and \$405,878 to the Board of Education. However, the Board of Commissioners is recommending approximately \$20,000 of this total be designated to a 3% pay increase for the non-certified employees of the school division.

**Other Program Goals**

**Community Park Trust Fund**

The Community Park Trust Fund (CPTF) FY2021-22 budget includes funding for Park Maintenance Capital needs. The county will pursue grant funding for design/construction of future community parks once the land purchase of the identified location has been completed.

**Capital Reserve Fund**

The revenue for this fund comes from the \$0.01 land transfer tax which is levied on all land sales. Due to outdated and failing infrastructure within County buildings, funds are included to continue planning for a County Office Building / Campus complex that would replace the current structures. These new buildings will combine the Administration, Tax, Planning, and Water/Sewer departments. At this time the County has decided to build the Campus in Two Phases starting with designing and constructing the Library, which will include a Community Activities Room with seating for approximately 100 people, and a Board Room for Commissioners and other boards to meet. Site and infrastructure work has already started on the property. The location for the Administration Campus is across the street from the historic courthouse.

**School Capital Reserve Fund**

The School Capital Reserve Fund is currently funded by restricted sales tax. During 2018-2019 the County committed to supporting the school system's need for a new High School by submitting a joint application for \$15 million in grant funds. The total grant awarded is for \$12.3 million requiring a \$2.7 million match from the County. The citizens voted during the November 2020 election cycle to approve a bond referendum for borrowing up to \$33 million from the USDA to fund the construction of the new high school.

**RECOMMENDATION**

The total of recommended General Fund expenditures is \$14,041,485.

The projected revenues total \$13,620,689 for the General Fund at the present tax rate of \$.75.

After receiving departmental requests, budget & finance, the FY2021-22 proposed general fund budget is balanced with \$420,796 in fund balance to finance County operational expenses. The FY2020-21 proposed general fund budget was balanced with \$330,975.80 in fund balance to finance County operational expenses. The only way to reduce expenditures further without reducing services is by removing / reducing staff personnel, 2% Cost of Living increase, and the limited Capital Improvements. It should be noted that a number of IT upgrades and improved efficiencies were realized during the current FY thanks to the receipt of CARES funds from the Federal Government. This influx of funds helped to offset the necessary requirement to purchase hardware using the County general funds.

Using funds from our unallocated General Fund Reserve to balance the budget is a practice that the county has tried to avoid in the past but has had to rely on in recent years. Paying for current operating expenses from a savings account meant for emergencies and strategic capital expenditures is not a good financial practice, and I would highly recommend against it.

**FY 2021-22 Budget Summary**

The Management Team brought me a conservative set of budget requests that allowed for the continuation of excellent services. This budget also provides for limited capital improvements and equipment necessary to continue services in a manner that is efficient and safe. Finally, this budget provides for a plan this year while keeping in mind the challenges we face in future years. Challenges such as the construction of a new administration campus, a new high school, expanding broadband, a new fresh water well, increased Manning in the Sheriff's Office, and waste water sewer lines extensions. Although some of these plans do not have a specific funding source we are still mindful of them while putting together this year's budget.

The strain on revenues and our desire to maintain the current service level has made for very conservative budgets during the last four years. Based on your guidance, the Management Team has once again done a terrific job keeping expenses as low as possible in order to provide for a responsible and balanced budget. Again, I want to emphasize that Camden County is in good financial condition. Our fund balance in the General Fund continues to remain healthy even during these very turbulent times.

I look forward to working with you to implement this budget and continue to serve the citizens of Camden County. As public officers, we have been given the task of protecting the rights, needs and desires of the constituents. The staff believes this task has been achieved and respectfully submits to you the FY2021-22 Budget.

Respectfully submitted,

  
 KENNETH L. BOWMAN  
 Budget Officer/County Manager

  
**CAMDEN COUNTY**  
 North Carolina  
**FY 2021-2022 Budget**

**Schedule of Changes Per Budget Work Sessions**

The Budget Officer's Proposed Budget has been accepted by Board of Commissioners with the following exceptions:

General Fund		Submitted	Change	Proposed	
Dept.	Item				
106000	Budget for Pasquotank/Camden EMS	579,121	31,255	613,376	Increase/BOC
	Budget for ML King	800	800	0	Decrease/BOC
	Budget for Hapelaine	3,000	500	2,500	Decrease/BOC
	Budget for COA	45,000	5,000	40,000	Decrease/BOC
	Budget for Food Pantry	2,000	500	2,500	Increase/BOC
	Budget for Albemarle Food Bank	2,500	500	2,000	Decrease/BOC

**Ordinance No. 2021-06-01**  
**AN ORDINANCE OF**  
**THE BOARD OF COUNTY COMMISSIONERS OF**  
**CAMDEN COUNTY, NORTH CAROLINA,**  
**RELATING TO THE FY 2021 – 2022 BUDGET**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF CAMDEN COUNTY, NORTH CAROLINA:

**ARTICLE I. BUDGET ORDINANCE**

This Budget Ordinance per G.S. 159-13 hereby incorporates, in its entirety, this Budget for the County of Camden for FY 2021-2022, adopted by the Board of Commissioners on June 7, 2021. Said Ordinance may hereafter be referred to as the "Budget Ordinance". The levy of the county-wide Tax Rate(s) and Fees allocating any and all county managed Funds will accompany and be adopted simultaneously with this Budget Ordinance unless amended per G.S. 159-15.

**ARTICLE II. GENERAL FUND**

**SECTION I – Appropriations:** The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2021, and ending June 30, 2022 in accordance with the Budget Ordinance and the chart of accounts heretofore established for this county.

Governing Body.....	\$102,117
County Administration.....	261,629
Elections.....	142,463
Finance.....	213,501
Personnel.....	75,875
Tax Supervisor.....	496,249
Legals.....	40,000
Register of Deeds.....	258,145
Planning.....	359,657
Inspections.....	226,123
Economic Development Commission.....	144,702
Building & Grounds.....	436,144
Sheriff.....	1,946,184
School Resource Officer (SRO).....	201,155
Jury Commission.....	96
Court Facilities.....	64,640
Public Works Administration.....	149,895
Flux Vehicles.....	7,050
Traffic.....	3,060
Solid Waste.....	748,715
Public Health.....	128,147
Extension.....	175,693
County Public Library.....	253,118
Parks & Recreation.....	300,948

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DDJP (JCPC).....	83,538
Senior Center.....	180,775
Post-Employment Benefits.....	12,672
Non-Departmental.....	234,193
Soil/Water Conservation.....	81,458
Capital Outlay/Debt Service.....	1,089,189
Special Appropriations:	
Albemarle Commission.....	7,391
FMS.....	613,376
Conservation/Forestry.....	65,480
RC&D.....	750
Central Communications.....	303,587
Emergency Management.....	26,481
S. Camden Water & Sewer.....	178,883
Special Funding.....	1,000
CH&S Fire Commission Four Cents.....	285,381
South Mills Fire Commission Four Cents.....	176,402
Social Services.....	398,643
Schools – Contribution for Non-Certified Employees.....	20,000
Schools – Contribution to Capital Reserve.....	385,878
Schools – Current Expense.....	2,600,000
Albemarle Hopelink.....	2,500
College of the Albemarle.....	40,000
Camden Food Pantry.....	2,500
Albemarle Food Bank.....	2,000
Camden Museum.....	1,000
Alb. Dist. Jail Operations.....	288,148
Rural Ready Grant Match.....	100,000
4-H Insurance.....	53,004
Contingency.....	40,000
<b>TOTAL GENERAL FUND</b>	<b>\$14,041,485</b>

**SECTION 2 – Revenues:** It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Ad Valorem and Vehicle Taxes:	
Budget Year.....	\$8,312,459
Prior Years Summary.....	547,700
Penalties and Interest.....	50,000
House Bill 1779.....	100
Other Taxes and Licenses:	
State 1 cent Sales Tax.....	600,000
Local Sales Tax - Art. 40.....	335,000
Local Sales Tax - Art. 42.....	200,000
Unrestricted Intergovernmental:	
ABC Profits.....	36,000

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Refuge Revenue Sharing.....	8,500
Beer and Wine Tax.....	44,000
Utilities Franchise Fees.....	700,000
Medicaid Hold Harmless.....	475,000
Restricted Intergovernmental:	
State Grants – DDJP.....	64,812
Soil/Water Funds.....	25,000
Capital Reserve & Transfer Tax for Capital Debt Service.....	187,262
Court Facilities Fees.....	20,000
Alb. Comm. Nutrition Site.....	6,000
School Resource Officer.....	80,000
School Capital Reserve Fund for School Debt Service.....	982,506
Senior Center Grants.....	6,500
Senior Center State Grants.....	0
Health & Wellness Grant.....	0
Fees and Permits:	
Register of Deeds Fees.....	181,000
Building Permits and Planning Fees.....	129,000
Land Use Fees.....	10,000
Leased Property.....	25,000
Tire Disposal Dist.....	14,000
White Goods Disposal Dist.....	3,500
Recyclables.....	10,000
Disposables Tax Distribution.....	5,000
Electronics Management.....	800
Solid Waste Fee.....	300,000
Cable Franchise Fee.....	39,000
Gun Permit Fees.....	28,500
Golf Cart Fees.....	200
Pet/Privilege Licenses.....	250
5 Cents Per Bottle Fees.....	4,200
Extension Fees.....	3,100
Library Fees.....	2,600
Recreation Fees.....	13,000
Senior Center Participation Fees.....	2,000
Sales and Services:	
Jail Fees.....	2,000
Sheriff's Officer Fees.....	15,000
Sale of Fixed Assets.....	500
LESO Sheriff's Equipment Disposal.....	10,000
Fines and Forfeitures.....	50,000
911 Fees for GIS.....	3,900
Other:	
Sheriff's Department Grants & Donations.....	1,500
Interest.....	30,000
Miscellaneous.....	13,000
Appropriated Fund Balance.....	420,796
<b>TOTAL GENERAL FUND</b>	<b>\$14,041,485</b>

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**ARTICLE III. SOUTH CAMDEN WATERSEWER DISTRICT FUND**

The following amounts are hereby appropriated in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

R/O Plant Operation Expenses.....	468,810
Waste Water Operation Expenses.....	402,521
Distribution Expenses.....	395,850
Debt Service.....	682,087
	\$1,949,068

It is estimated that the following revenues will be available in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Sale of Water.....	1,070,000
Sewer Fees.....	100,000
Connection Fees.....	55,000
Miscellaneous.....	38,050
Fund Balance Appropriated.....	100,000
Capital Reserve Fund.....	407,135
General Fund Contribution.....	178,883
	\$1,949,068

**ARTICLE IV. WATERSEWER CAPITAL RESERVE FUND**

The following amounts are hereby appropriated in the System Development Fee Capital Reserve Fund for the purpose of collecting funds from new construction projects which will have an impact on the infrastructure of Camden County and establishing Membrane Reserve for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Fund Balance Reserve.....	52,250
Membrane Reserve.....	20,250
	\$72,500

It is estimated that the following revenues will be available in the System Development Fee Capital Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

System Development Fees.....	43,500
Membrane Reserve Contribution.....	20,250
Interest.....	1,000
R/O Upgrade.....	7,750
	\$72,500

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**ARTICLE V. COURTHOUSE & SHILOH FIRE COMMISSION FUND**

The following amounts are hereby appropriated in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

General Expenses.....	250,488
Debt Service.....	100,000
	\$350,488

It is estimated that the following revenues will be available in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Fire Tax.....	68,097
4 Cent County Match.....	272,391
Leased Property.....	9,000
Interest Earnings.....	1,000
	\$350,488

**ARTICLE VI. SOUTH MILLS FIRE COMMISSION FUND**

The following amounts are hereby appropriated in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

General Expenses.....	115,233
Debt Service.....	114,767
	\$230,000

It is estimated that the following revenues will be available in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Fire Tax.....	42,094
4 Cent County Match.....	168,378
Fund Balance.....	19,028
Interest.....	500
	\$230,000

**ARTICLE VII. SOCIAL SERVICES**

The following amounts are hereby appropriated in the Social Services Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Public Assistance.....	172,391
Administrative Expenses.....	1,105,312
	\$1,277,703

It is estimated that the following revenues will be available in the Social Services Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

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County Appropriations.....	398,643
State/Federal Funds.....	879,060
	\$1,277,703

**ARTICLE VIII JOYCE CREEK DRAINAGE PROJECT FUND**

The following amounts are hereby appropriated in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Watershed Projects & Expenses .....	\$45,085
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It is estimated that the following revenues will be available in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Watershed Improvement Fee .....	44,085
Miscellaneous .....	1,000
	\$45,085

**ARTICLE IX REVALUATION RESERVE FUND**

The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Reserved for Revaluation Expenses.....	\$2,000
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It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Fund Balance Appropriated.....	0
Interest.....	2,000
	\$2,000

**ARTICLE X CAPITAL RESERVE FUND**

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Debt Service.....	187,262.00
Capital Projects .....	523,369.21
USDA Debt Reserve.....	540,309.99
	\$1,250,931.21

It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Land Transfer Tax Collections .....	\$50,000.00
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Investment Earnings.....	5,000.00
County Contribution .....	325,000.00
Fund Balance Appropriated .....	370,931.21
	\$1,250,931.21

**ARTICLE XI SCHOOL CAPITAL RESERVE FUND**

The following amounts are hereby appropriated in the School Capital Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Debt Service.....	576,927
Fund Reserves .....	451,073
Camden Plantation Funds for Capital Outlay.....	150,000
	\$1,178,000

It is estimated that the following revenues will be available in the School Capital Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Local Option & Restricted Sales Tax .....	1,025,000
Investment Earnings.....	3,000
Camden Plantation .....	150,000
	\$1,178,000

**ARTICLE XII DISMAL SWAMP VISITOR CENTER FUND**

The following amounts are hereby appropriated in the Dismal Swamp Visitor Center Fund for the purpose of operating the Center with funds received from NCDOT for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Center Operating Expenses.....	\$154,407
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DOT Funds.....	142,857
Gift Shop Contribution .....	10,500
General Fund Contribution .....	1,000
Miscellaneous .....	50
Tourism Authority Contribution .....	0
	\$154,407

The following amounts are hereby appropriated in the Dismal Swamp Gift Shop Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Gift Shop Revenues .....	\$29,500
Gift Shop Expenses.....	\$29,500

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FY 2021-2022 Budget Page 7

**ARTICLE XIII FEREBEE COURTHOUSE TRUST FUND**

For purposes of summary only, the following amounts are hereby appropriated in the Nancy M. & H. C. Ferebee, III Courthouse Trust for the restoration of the 1847 Camden County Courthouse for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Fund Reserves.....	\$1,550
Trust Fund Balance.....	\$1,550

**ARTICLE XIV COMMUNITY PARK TRUST FUND**

The following amounts are hereby appropriated in the Community Park Trust Fund for the upkeep and maintenance of the Community Park, Senior Trail, Dismal Swamp Bike Trail, Shiloh Landing and One Mill Park for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Park Operations.....	94,350
	\$94,350

It is estimated that the following revenues will be available in the Community Park Trust Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

County Contribution.....	\$93,850
Interest.....	500
	\$94,350

**ARTICLE XV REGISTER OF DEEDS AUTOMATION ENHANCEMENT AND PRESERVATION FUND**

The following amounts are hereby appropriated in the Register of Deeds Automation Enhancement and Preservation Fund for the purpose of funding for computer and imaging technology for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Technology .....	\$11,600
Register of Deeds Technology Funds.....	5,590
Interest.....	10
Fund Balance.....	6,000
	\$11,600

**ARTICLE XVI CODE ENFORCEMENT REVOLVING FUND**

The following amounts are hereby appropriated in the Code Enforcement Revolving Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

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Demolition Expenses.....	\$29,600
Fee Collection .....	3,000
Fund Balance Appropriated .....	26,600
	\$29,600

**ARTICLE XVII STORMWATER MANAGEMENT UTILITY FUNDS**

At the May 5, 2014 Board of Commissioners meeting Ordinance No. 2014-05-01 was approved. This Ordinance established the South Mills Watershed, the Sawyer's Creek Watershed, the North River Watershed and the Shiloh Watershed and the parcel fee rates relating to each watershed. Any changes to the fee schedule will be adopted simultaneously with this budget ordinance. The billing and collection will be in the same manner as property taxes.

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **South Mills Watershed Fund** (Fund 36) for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Watershed Expenses & Reserve .....	\$51,125
Estimated Revenue.....	\$51,125

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **Sawyer's Creek Watershed Fund** (Fund 37) for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Watershed Expenses & Reserve .....	\$20,050
Estimated Revenue.....	\$20,050

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **North River Watershed Fund** (Fund 38) for the fiscal year July 1, 2021 and ending June 30, 2022.

Watershed Expenses .....	\$18,050
Estimated Interest & Fees Collected.....	\$18,050

The following estimated revenues will be available for funding the programs designed to protect and manage water quality and quantity in the **Shiloh Watershed Fund** (Fund 39) for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Watershed Expenses .....	\$20,050
Estimated Interest & Fees Collected.....	\$20,050

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**ARTICLE XVIII. TOURISM DEVELOPMENT AUTHORITY**

The following amounts are hereby appropriated in the Tourism Development Authority budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

General Expenses.....	31,255
Dismal Swamp Visitor Center.....	1,000
	\$32,255
Donations.....	1,000
Occupancy Tax Collections.....	15,000
Interest Earnings.....	600
Appropriated Fund Balance.....	15,655
	\$32,255

**ARTICLE XIX. TAX PENALTIES SCHOOL FUND**

The following amounts are hereby appropriated in the Tax Penalties School Fund budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

School Current Expense.....	\$8,100
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It is estimated that the following revenues will be available in the Tax Penalties School Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Tax Penalties.....	5,000
Interest on Investments.....	100
Fund Balance Appropriated.....	3,000
	\$8,100

**ARTICLE XX. EDC PROJECT FUND**

The following amounts are hereby appropriated in the EDC Project Fund for the purpose of developing the Camden Commerce Park in South Mills for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Commerce Park Projects.....	933,304.66
Economic Dev Incentive.....	40,000.00
	\$973,304.66
County Contribution.....	273,436.90
NC Dept of Commerce - Grant.....	629,867.76
	\$973,304.66

**ARTICLE XXI. SCHOOL APPROPRIATIONS**

**SECTION 1** - The appropriations to the Board of Education, first, shall be made from any such funds which are dedicated to the use of the schools, and secondly, shall be made from the general county fund revenues to the extent necessary to meet the approved appropriation.

**SECTION 2** - For purposes of summary only as the actual figures are contained in the Budget Ordinance, the total appropriation for Current Expense is \$2,609,000 and for Capital Expenses is \$385,878.

**SECTION 3** - Except as otherwise provided in this Budget Ordinance, this Budget Ordinance hereby incorporates by reference in its entirety the "PROPOSED BUDGET OF THE CAMDEN COUNTY BOARD OF EDUCATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022" as presented to the Board of Commissioners, and all language in said Proposed Budget is incorporated into this Ordinance as if it were included within the body of this Ordinance. Said Proposed Budget may hereafter be referred to as the "School Budget". The county budget does not include any special appropriation for the supplement for teachers' salaries. This will have to be included in the school budget.

**SECTION 4** - The amount of twenty thousand dollars (\$20,000) is hereby appropriated for funding a one-time Cost of Living increase for non-certified employees that the School Superintendent requested for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

**ARTICLE XXII. TAX LEVY**

**SECTION 1** - There is hereby levied at the rate of eighty-three cents (83 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed in the General Fund, Article II, Section 2, of this Ordinance.

The additional thirteen cent (13 cent) increase is broken out as follows: ten cents (10 cents) shall be applied to the additional debt service incurred for the financing of \$33M over 30 years; the additional three cent (3 cent) is appropriated for added operational costs for the new high school. The new high school was approved by referendum during the 2020 election cycle.

**SECTION 2** - There is hereby levied at the rate of four cents (4 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed in the General Fund, Article II, Section 2, of this Ordinance to equal the expenditures listed as C1185 Fire Commission Four Cents and South Mills Fire Commission Four Cents in the General Fund, Article II, Section 1, of this Ordinance.

**SECTION 3** - The rate of tax as shown in Section 1 and 2 above is based upon a total valuation of property for the purpose of taxation of \$1,146,604,941 and an estimated collection rate of ninety-five percent (95.970%) for real property and ninety-six percent (96.534%) for vehicles.

**SECTION 4** - There is hereby levied a tax at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2021, located within the South Mills Fire Protection District for the purpose of raising the revenue listed in the South Mills Fire Commission Fund, Article V., of this Ordinance.

**SECTION 5** - The rate of tax as shown in Section 4 above is based upon a total valuation of property for the purpose of taxation of \$432,410,011 with an estimated collection rate of ninety-five percent (95.970%) for real property and ninety-six percent (96.534%) for vehicles.

**SECTION 6** - There is hereby levied at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2021, located within the Courthouse-Shiloh Fire Protection District for the purpose of raising the revenue listed in the Courthouse-Shiloh Fire Commission Fund, Article IV, of the Ordinance.

**SECTION 7** - The rate of tax as shown in Section 6 above is based upon a total valuation of property for the purpose of taxation of \$691,769,463 and an estimated collection rate of ninety-five percent (95.970%) for real property and ninety-six percent (96.534%) for vehicles.

**ARTICLE XXIII. OTHER PROVISIONS**

**SECTION 1** - The Camden County Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- (a) They may transfer amounts between objects of expenditure within a department except salary amounts without limitations.
- (b) They may transfer amounts up to ten thousand dollars (\$10,000.00) between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.
- (c) They may not transfer any amounts between funds or from any contingency appropriation within any fund.
- (d) They will assign legal costs to departments based upon the legal issue involved.
- (e) They are authorized to approve expenditures up to ten thousand dollars (\$10,000.00).
- (f) They may approve acceptance and expenditure of emergency funding from state or federal sources (i.e. IJEAF) up to ten thousand dollars (\$10,000.00) with an official report on such funding at the next regular meeting of the Board of Commissioners.

**SECTION 2** - The Budget Officer and Finance Officer are hereby directed to make any changes in the budget or fiscal practices that are required by the Local Government Budget and Fiscal Control Act.

- (a) As provided by G.S. 159-25(b), the Board has authorized dual electronic signatures for each check or draft that is made on County funds. The signatures on the County accounts have been approved by the Board of Commissioners.
- (b) All legal outstanding encumbrances at June 30, 2021 are hereby carried forward and re-appropriated as an amendment to the budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022.
- (c) The Board authorizes one principal account as the central depository for funds received by the Finance Director. Other accounts authorized by the Board can be used for special purposes such as the enterprise fund and various trust accounts. Current accounting techniques shall be used to assure that all funds will be properly accounted for in the financial records of the County.
- (d) Amendments to this Budget Ordinance and any accompanying fee schedule, taxes or appropriations are allowed as provided herein or by board approval in accordance with G.S. 159-15.

**SECTION 3** - The Budget Officer and Finance Officer are hereby authorized to enter into contracts/agreements, within funds included in the Budget Ordinance or other actions authorized by the Board of Commissioners for the following purposes:

- 1. Lease of routine business equipment;
- 2. Consultant, professional, or maintenance service agreements;
- 3. Purchase of supplies, materials, or equipment where formal bids are not required by law;
- 4. Applications for and agreements for the acceptance of grant funds from Federal, State, public, private and non-profit organizations sources, and other funds from other government units, for services to be rendered which have been approved by the Board of Commissioners;
- 5. Construction and repair projects within the budget limits or as approved by the Board of Commissioners;
- 6. Liability, health, life, disability, casualty, property or other insurance or performance bonds;
- 7. Other administrative contracts which include agreements approved by the Board of Commissioners.

All other contracts must be approved by the Board of Commissioners and signed by the Chairman of the Board. No other employees or officials may sign contracts on behalf of the County unless duly appointed to do so by the Board of Commissioners.

**SECTION 4** County funded agencies are required to submit an audit or other detailed financial reports to the County Finance Officer each year. Approved payments may be delayed pending receipt of financial information.

**SECTION 5** It is the policy of Camden County to not absorb any reduction in State or Federal grant funds. Any decrease shall be absorbed in the budget of the agency or department receiving funding by reducing personnel or department expenditures to stay within the County appropriations as approved.

**SECTION 6** Copies of this Budget Ordinance shall be furnished to the Clerk to the Board, the Budget Officer, Finance Director, and the Tax Administrator for direction in the carrying out of their duties.

A public hearing on this Budget Ordinance was held on June 7, 2021.

This Budget Ordinance was adopted on the        day of June, 2021

CAMDEN COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Ross B. Munro, Acting Chair

\_\_\_\_\_  
Clayton D. Riggs, Commissioner

ATTEST:

\_\_\_\_\_  
Karan Davis  
Clerk to the Board

\_\_\_\_\_  
Kenneth Bowman  
Budget Officer-County Manager

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Commissioner Clayton Riggs stated that while doing research on the number of new homes that are currently being built in addition to the lots currently approved in Camden County, he discovered that there will be 300 new homes before the end of July. 201 homes have already been completed and 78 lots have been approved for construction or are already being constructed. **Commissioner Riggs requested that the Board reconsider the Sheriff's request to add two new deputies to the budget.** Safety is important to the citizens of Camden County, in particular the elderly. The proposed budget allots one full-time deputy and one part-time deputy.

Commissioner Krainiak stated that no commissioner would wish to sacrifice safety for the residents but taxes cannot continue to be raised to meet financial obligations. It is his opinion that the Board follow the recommendation of the Budget Officer to stay within the proposed budget.

Vice-Chairman Munro stated that while although he supports the Sheriff's Office 100%, every deputy added is an additional \$100,000. To balance the budget would require an additional tax increase or the necessary monies to be taken out of fund balance. It is his recommendation that the 1 full-time position and 1 part-time position be added this year and to look at possibly doing more next year.

Commissioner Tiffney White recommended the consideration of 1 full-time position and 1 part-time position for this year and to look at the budget at midterm for reconsideration.

Vice-Chairman Munro called for a vote on Commissioner Riggs' recommendation to increase the allotment to the Sheriff's Office to two full-time deputies.

<b>RESULT:</b>	<b>FAILED [1-3]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Clayton Riggs
<b>NOES:</b>	Tiffney White, Ross Munro, Randy Krainiak
<b>ABSENT:</b>	Tom White

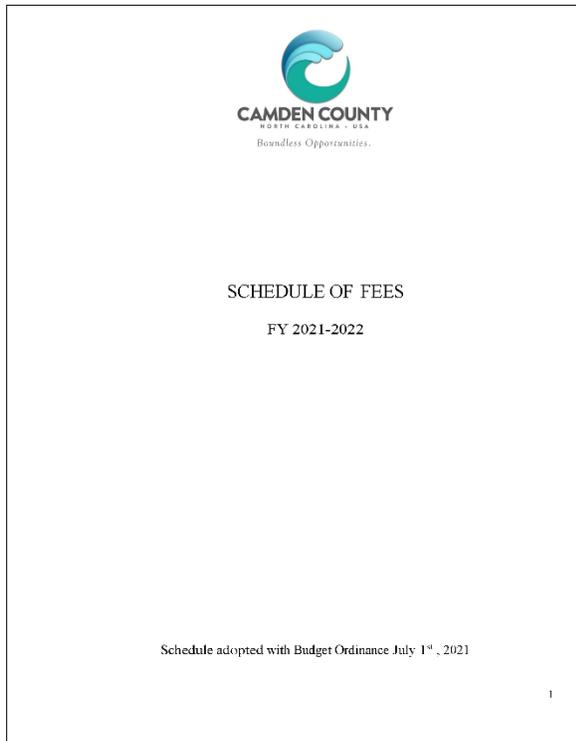
Vice-Chairman Munro recommended the following change to the proposed budget: Modify the request for designating \$20K from the Capital Projects for the Cost of Living Allowance (COLA) request from the Superintendent. Instead of asking the School Board to allocate the funds from the Capital Improvements, he requested the Board to consider appropriating an additional \$20K as requested from the Superintendent for a COLA to the non-certified staff. The Capital Reserve would remain at the 2020-2021 level of \$405,878. It was his understanding this would be a 3% increase and would be effective after July 1<sup>st</sup> and that these staff members have not received a COLA in over 10 years. Vice-Chairman Munro further stated that these employees are a valued asset of the County and are very deserving of this increase in pay.

Commissioner Randy Krainiak wholeheartedly expressed his support of this recommendation.

Vice-Chairman Munro called for a vote on his recommendation to increase the school budget in the amount of \$20,000 for a COLA for the non-certified staff.

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Ross Munro
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

Mr. Bowman also presented the Schedule of Fees for consideration. At the request of the Planning Department, the fee for GIS maps was removed in that the maps are outdated. In addition, the Senior Trail rental fees were removed. No other changes were made.



CAMDEN COUNTY  
Fee Schedule

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**CAMDEN COUNTY**  
BUILDING INSPECTIONS AND PLANNING DEPARTMENT  
PERMIT FEE SCHEDULE

**BUILDING PERMIT FEES**

**RESIDENTIAL, MODULAR, & COMMERCIAL CONSTRUCTION (UP TO 20,000 SQ. FEET)**

Minimal Required New Construction Permit Fees: (1) State Fee (Residential only) 10.00; (2) Base Building Fee 0.25 cents per square foot; (3) Electrical Fee 0.15 cents per square foot; (4) Plumbing Fee 75.00; (5) Mechanical Fee 100.00; (6) Insulation Fee 75.00. Optional Fees: Temporary Power Pole 75.00. Commercial buildings are subject to other fees listed here after.

Base Fee Up to 20,000 Sq. Ft.	50.25/Sq. Ft.	Each Sq. Ft. over 20,000 Ft.	50.15/Sq. Ft.
Minimum Fee	\$100.00	State Fee	\$10.00

**ELECTRICAL**

Residential Over 500 SQFT	50.15/Sq. Ft.	Service Repair	\$75.00
Minimum Fee	\$75.00	Service Charge	\$75.00
Temporary Service	\$75.00	Mfg. Home Service	\$75.00

**PLUMBING**

Plumbing (New Installs)	\$75.00	Plumbing (Repairs)	\$75.00
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**MECHANICAL**

Minimum Fee (New House Installs)	\$100.00	Additional Units	\$25.00
Repair/Service Change/Upgrade	\$75.00	Same Size Change Out	\$50.00

**INSULATION**

Minimum Fee	\$75.00
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**NATURAL GAS AND PROPANE HOODS (RESIDENTIAL & COMMERCIAL STRUCTURES)**

	\$50.00
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**MANUFACTURED HOMES**

Singlewide:	\$250.00	Doublewide:	\$350.00	Triplewide:	\$400.00
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**ADDITIONS - Includes Service Systems**

Up to 400 Square Foot	\$150.00	Over 400 Square Foot	\$0.37/Sq. Ft.
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**SWIMMING POOLS & SPAS**

Inground (Includes Electric)	\$150.00	Above Ground Electric for Above Ground	\$50.00
			\$75.00

**DETACHED GARAGES, STORAGE, AND UTILITY/ACCESSORY BUILDINGS**

Minimum Fee Under 400 Sq. Ft.	\$75.00	Over 400 Sq. Ft.	\$0.18/Sq. Ft.
Electric for Accessory Structures	\$75.00		

**CARPORT / POLE BARN / POLE SHED (Not Enclosed - Open on at least 2 sides)**

Minimum Fee	\$75.00	Over 834 Sq. Ft.	\$0.09/Sq. Ft.
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**SINGLE UTILITY INSPECTION**

Trade Permit Minimum Fee	\$50.00
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**SIGNS**

16 Square Feet or Less	\$0.00	17 - 32 Sq. Ft. - Electrical on/for/around Sign	\$50.00
Over 32 Sq. Ft. -	\$100.00		

**DEMOLITION (Fire, Safety, & EPA Regs)**

Pre-inspection required for safety and hazardous materials and referral to proper channels if found. \$75.00

**ALTERATIONS / REPAIRS / IMPROVEMENTS**

Up to \$500 (Gross Retail Price)	\$75.00
Over \$500 (Gross Retail Price)	50% Additions Fees

Alterations include work within existing structures and upgrading existing services and do NOT include Additions, New Construction, and Providing Power to structures not previously having power or New Service to existing buildings.

Farm Buildings are exempt UNLESS:

- Any electrical installation is performed
- Any portion of building is used for sleeping quarters
- Building is used for business rather than personal use of farmer and immediate family

**MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY**

Minimum New Construction Fees	
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**WIND ENERGY SYSTEMS**

Turbines	\$2,000 each
Electrician	\$100.00 each

**SOLAR FARMS**

Permits	\$50 per panel (minimum \$250)
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**COMMERCIAL PERMIT PRICES (extras)**

<b>MECHANICAL:</b>		<b>PLUMBING:</b>	
Walk-in Cooler	\$40.00 ca.	Minimum Permit Fee	\$75.00
Commercial Cooking Hood	\$40.00 ca.	Per fixture, trap, or like device	\$5.00
HVAC Fire damper/smoke damper	\$5.00 ca.	Per sprinkler head	\$5.00
<b>ELECTRICAL</b>			
Electric duct heater			\$10.00 ca.
Temporary Service w/ Trailer			\$100.00 ca.
0-100 Leds Receptacle/Switch/Fixture			\$75.00
Each additional opening			\$0.10 ca.
Subpanel, transformer, generator			\$20.00 ca.
Fuel dispensers, "free-standing" parking lot light poles, manufactured home pedestals			\$5.00 ca.
Exhaust fans/water heater/RAC/Spa/Motors and machinery not specified			\$5.00 ca.

**COMMERCIAL PERMIT PRICES (extras - Continued)**

**GAS**

Minimum Permit Fee	\$50.00
Per outlet	\$5.00

**NEGLECTANCE FEES**

Inspection Negligence Fee (Applies To): \$100.00

- Inspections called for but not ready
- Skipping any applicable mandatory inspection
- Re-inspections called for without first correcting discrepancies noted by inspector
- Wrong sub-contractor other than on Trade Affidavit

No Permit Negligence Fee (Applies To): \$Varies

- Building or Trade Related Activities performed without first obtaining and paying for a building permit. Shall result in overall doubling of permit fee.

**BUILDING PERMIT FEES DUE AT TIME OF ISSUANCE**

All Building Permit fees must be paid in full at time of permit issuance.

- Applications will be notified within 3-5 days after building permit application has been processed, reviewed, and approved. At that time permit fees are due.
- No building permit will be issued without payment of permit fees due.

**LAND USE DEVELOPMENT FEES DUE AT TIME OF APPLICATION**

All fees for Land Use - Development MUST be paid in full at time of APPLICATION.

Zoning Permit	\$25.00	Temporary Use Permit	\$100.00
Special Use Permit	\$400.00	Variance	\$500.00
		Ordinance Text Amendment	\$500.00
Re-zoning Fee			
Up to 10 Acres	\$650.00		
Over 10 Acres	\$650.00	Plus \$10 Per Acre	
Interpretation Challenge / Appeal	\$250.00 *		
Zoning/Floodplain Determination Letter	\$25.00		
Subdivision Fee			
Major Subdivision			
Preliminary Plan Level	\$50.00	Per Lot	
Construction Drawing	\$50.00	Per Lot	
Final Plat Level	\$50.00	Per Lot	
Minor Subdivision	\$200.00	Per Lot	
Planned Development			
Master Plan	See Rezoning		
Preliminary Plan Level	\$50.00	Per Lot	
Construction Drawing	\$50.00	Per Lot	
Final Plat Level	\$50.00	Per Lot	

**Commercial Site Plan Review**

Major	\$200.00
Minor	\$100.00

**Stormwater Review Fee/Deposit**

- Major Commercial/Residential Subdivision (more than 5 acres) \$6,000.00
- Minor Residential/Commercial Subdivision (3 or 4 lots) \$2,500.00
- Minor Commercial Site Plan Review \$3,700.00

**LAND DISTURBING ACTIVITY**

Fill Permit	\$50.00
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**NOTES:**

\* Subject to refund in the case of a successful appeal if so ordered by the Board of Adjustment

\*\* The County stormwater review deposit fee will be set up as an escrow wherein the applicant receives any deposits in excess of actual costs incurred, or replenishes the escrow if costs drop below \$1000 prior to project approval.

A refund of Land Use Development fees will be given if an application is withdrawn prior to commencement of the approval process (staff review for Zoning Permits, Board agenda for all other items). No refund shall be given after any portion of the approval process has begun (e.g., zoning permit issued or item placed on Board agenda.)

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**CAMDEN COUNTY**  
GIS  
Fee Schedule for Sale of GIS Related Data

Prints

**Xerox Copy**

Size	Black & White Price	Color Price
8 1/2 X 11	\$0.00	\$1.00
8 1/2 X 14	\$0.00	\$2.00
11 X 17	\$1.00	\$5.00

**Plotter**

Size	Black & White Price	Color Price
24 x 36	\$10.00	\$15.00
36 x 48	\$10.00	\$20.00

**Electronic Media**

**Data Files**

Data Type	Price
CD	\$5.00
GIS Parcel Layer	\$150.00
Each additional layer	\$25.00
Digital Orthophotography	\$100.00

**Customized GIS Work**

Any customized GIS projects will be charged a per hour fee of: \$60.00/hr.

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**CAMDEN COUNTY**  
**Code Enforcement**  
Fees for Abatement of Property by County

Grass Cutting ..... \$300/acre  
 Grass Cutting ..... \$150/half acre  
 Debris Removal ..... \$500 plus tipping fees  
 Car Removal ..... All Cost Incurred by County  
 Administrative Cost (This will be added to each Abatement) ..... \$75.00  
 Removal of Structure ..... All Cost Incurred by County\*\*

\*Fees are for Chapter 94 for Public Nuisances and Chapter 90 for Abandoned and Junk Motor Vehicles

\*\*This Fee Schedule is only if the County abates the property. If a contractor is hired to perform any abatement then the cost will be the contracted price plus an Administrative fee.

\*\*\*Payment for abatement is due 30 days after the date of the abatement. If the fees are not paid a Tax Lien will be applied to the property.

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**CAMDEN COUNTY**  
**Parks & Recreation**  
Fee Schedule

**Recreation Youth Sports Registration Fees:**

Youth Volleyball and Basketball.....\$40.00  
 Maximum fee per household per season.....\$70.00  
 Out of County additional registration fee .....\$20.00

**Recreation Youth Sports Sponsor Fee:**

Team sponsor fee .....\$200.00  
 (Fee pays for team Shirt and Individual Trophies)

**Saturday Night Open Gym for Basketball**

County residents.....\$1.00  
 Out of County residents .....\$3.00

**Thursday Night Open Gym for Adult Volleyball**

County residents.....\$1.00  
 Out of County residents .....\$3.00

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**CAMDEN COUNTY**  
**Register of Deeds**  
Fee Schedule

Deeds of Trust & Mortgages .....\$64 for 1<sup>st</sup> 35 pages, \$4 for each additional page  
 Instruments in General Fee .....\$26 for 1<sup>st</sup> 15 pages, \$4 for each additional page - \$2.00 per party indexed above 20  
 Plats .....\$21 per plat  
 Right of way/ Hwy Plat .....\$21 for 1<sup>st</sup> page, \$5 for each additional page  
 Multiple Instrument Fee .....\$10 additional fee  
 UCC Recording .....\$38 for 2 page document  
 UCC Recording .....\$45 for documents over 2 pages  
 Non Standard Doc Fee .....\$25  
 Certified Copy of Document .....\$5 for 1<sup>st</sup> page, \$2 for each additional page  
 Certified Copy Vital Record .....\$10 each  
 Amended Birth & Death .....\$10 ROD & \$15 NC Vital Record  
 Marriage License .....\$60  
 Delayed Marriage or Birth .....\$20 including 1 certified copy  
 Corrected Vital Record .....\$10  
 Legitimation .....\$10  
 Military Records .....No Fee  
 Notary Oath .....\$10  
 Photocopy Plat (18 x 24) .....\$3 each  
 Photocopy legal or letter size ......20 each  
 Photocopy ledger size ......40 each

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**CAMDEN COUNTY  
Sheriff's Department  
Fee Schedule**

**Office Fees**

**Carry Concealed Permit**

New .....	\$90.00
Renew.....	\$75.00

Weapon Purchase Permit..... \$5.00

Fingerprints.....\$10.00

**Civil Process Service**

In-State .....	\$30.00
Out of State.....	\$50.00

**Other**

Out of County Mental Patient Transport.....\$150.00

Diskette Copy of Photos.....\$10.00

**Dog/Cat Tag Fee**

Annual.....	\$5.00
Lifetime.....	\$30.00
Kennel Fee.....	\$20.00

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**CAMDEN COUNTY  
SENIOR CENTER  
Center Fee Schedule**

- The Camden County Board of Commissioners permits the use of the Camden Center after 5:00 p.m. Monday through Friday to governmental agencies and civic clubs and other clubs benefiting the county without charge provided the meeting or gathering is to conduct business pertaining to that agency or club.
- Other non-profit agencies, clubs (civic clubs, dance clubs, bridge clubs), individuals and associations are permitted to use the Center after 5:00 p.m. Monday through Friday by paying the following fees:
 

Maximum of 2 hours use.....	\$25.00
Maximum of 4 hours use.....	35.00
Maximum of 6 hours use.....	40.00
Maximum of 8 hours use.....	60.00
Use of the Kitchen (additional).....	N/A
- For-profit firms, agencies, etc. are permitted to use the Center after 5:00 p.m. by paying the following fees. A for-profit agency and/or firm would be Tupperware Products, Mary Kay Cosmetics, Hank of Carrick, Weight-Watchers, etc. If an individual or group is attempting to make a profit from a service or item to be provided or sold at the Senior Center, it will be considered a for-profit situation.
 

Maximum of 2 hours use.....	\$50.00
Maximum of 4 hours use.....	75.00
Maximum of 6 hours use.....	100.00
Maximum of 8 hours use.....	120.00
Use of the Kitchen.....	50.00
- Rental Fees will not include the use of the Senior Citizens Craft Room, Exercise Room or the office space in the Center.
- Alcoholic beverages are not permitted in the Senior Center or elsewhere on County property.
- No conflicts or like material is allowed in the Center. No streamers or like objects are allowed to be hung from the ceiling of the Center. All trash and garbage must be removed by the user.
- Individuals signing the Use Agreement form will be required to provide a deposit in the amount of \$150 (made payable to Camden County) for the use of the Center and an additional \$150 (made payable to Camden County) for the use of the kitchen when obtaining the key to the Center. Fees are to be waived for Volunteer Fire Departments, Social Services Dept., Cooperative Extension Services, Schools, Homemakers' Club, Lions Club, Junior Women's Club, Nurseries and similar organizations as well as county employees.
- Deposits will be returned when the key to the Senior center is returned, providing the facilities are left in the condition in which they were found when the user arrived and nothing has been damaged or left improperly cleaned and all furnishings and furniture have been returned to their original places.
- Additional fees will be assessed for the following items and charged to any and all parties using the facility.
 

Facility not left clean and orderly.....	\$50.00
Key not returned the next business day.....	\$10.00 per day/\$25 for Lost Key
Key not returned within three business days.....	forfeit deposit
Damage of facility or contents.....	forfeit deposit

*\*Additional charges (legal and monetary) may apply depending on damage*
- Special use considerations not addressed in this policy require County Manager approval.

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**CAMDEN COUNTY  
Tax Administration Office  
Fee Schedule**

**Golf Cart Permits**

Annual Fee .....	\$20.00
Late Listing Fee (for sticker) .....	\$50.00
Non-Compliance .....	\$150.00

**BEER AND WINE FEES**

(License period: May 1 through April 30 each year)

Every person engaged in the business of selling beer and wine in the following amount:

**Beer at retail:**

Off premises .....	\$5.00
On premises .....	\$25.00
Beer "on and off premises" .....	\$30.00

**Wine at retail:**

Off premises .....	\$25.00
On premises .....	\$25.00
Wine "on and off premises" .....	\$50.00

**Beer and Wine:**

Beer & Wine "off premises" .....	\$30.00
Beer & Wine "on premises" .....	\$50.00
Beer & Wine "on and off premises" .....	\$80.00

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**CAMDEN COUNTY  
South Camden Water & Sewer  
Water Fee Schedule**

**WATER SERVICE FEES**

**MONTHLY BASE RATE:**

Gallons	Cost
0-2,000	\$25.00 per month

**ADDITIONAL MONTHLY USAGE:**

Gallons	Cost
2001-5000 gal.	\$5.50 per 1,000 gal
5001-10,000	\$6.20 per 1,000 gal
10,001-15,000	\$6.90 per 1,000 gal
15,001-20,000	\$7.60 per 1,000 gal
20,001 and up	\$8.30 per 1,000 gal

Local Govt/Board of Education/Commercial Same as above  
 Bulk Water (except contracted sales) \$8.01 per 1,000 gal  
 Fire Service (open/liner systems) Base Rate per month

**Deposits:**

Rent deposit: \$200  
 Fire Hydrant Meter: \$300

**Charges & Fees:**

Open/reopen transfer acct.	\$20.00
Reread meter: our read correct	\$15.00
Reread meter: our read incorrect:	No charge
Reconnection Fee:	\$35.00 (Mon-3:15pm)
6 inch paid by item on disconnection day	\$60.00 (2:16-5:00pm)
Late payment penalty:	\$10.00
Non-Sufficient Funds:	\$25.00
Meter Tampering fee:	\$200.00
Turn off Turn off fee:	\$15.00 (per occurrence)
Meter testing fee: if accurate	\$15.00 (plus charge if more than 2.9% inaccurate)
Bacteriological	\$45.00

**Water Connection Fees:**

(includes \$1,500 Tap Fee)

1/2 inch	\$4,000.00
1 inch	\$5,067.00
2 inch	\$14,835.00
3 inch	\$28,167.00
4+ inch	*request rate table
6 inch line eve	\$1,000.00
Heavy Bore	\$2,000.00

\*Company needs up to 2 inch lines. User hires contractor if over 2 inches.

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**CAMDEN COUNTY**  
**South Camden Water & Sewer**  
**Sewer Fee Schedule**

**SEWER SERVICE FEES**

**MONTHLY BASE RATE:**  
 Residential\* \$29.00; 0 – 2,000 gallons  
 Commercial \$40.00; 0 – 2,000 gallons

**ADDITIONAL MONTHLY USAGE:**

	<b>RESIDENTIAL*</b>	<b>COMMERCIAL</b>
2001-5000 gal.	\$7.50 per 1,000 gal	\$8.50 per 1,000 gal
5001-10,000	\$8.20 per 1,000 gal	\$9.20 per 1,000 gal
10,001-15,000	\$8.90 per 1,000 gal	\$9.90 per 1,000 gal
15,001-20,000	\$9.60 per 1,000 gal	\$10.60 per 1,000 gal
20,001 and up	\$10.30 per 1,000 gal	\$11.30 per 1,000 gal

\*RESIDENTIAL: includes Apartment & Townhouse Units

**GOVERNMENTAL & SCHOOLS:**

Will be charged 2 times Commercial Rate for Base Fee & Additional Usage

**HIGH STRENGTH:** \$11.50 each additional 1,000 gallons

Day Care, Hospitals, Nursing Homes, Landscapers, Restaurants, Doctors, Dentists, Beauty Shops, Grocery Stores, Convenience Stores, Funeral Homes, Car Washes, Dry Cleaners

**CONNECTION FEES**

**SEWER TAP FEE:**

Low pressure main with 1/2 inch water service: \$8,300  
 Gravity 4" connection: \$3,500

**COMMERCIAL:** Fees are based on water meter size

The cost of sewer connection with larger than 1/2 inch water service will be the responsibility of the owner, with the possibility of capacity fee being paid over time of 3-5 yrs. with no interest.

**SEWER CAPACITY FEE:**

3/4 inch	\$ 7,400
1 inch	\$12,333
2 inch	\$39,467
3 inch	\$78,933
4+ inch	*request rate table

**ADDITIONAL FEES/FINES**

**Parts and Labor:**

For changing service size, location, or repairs for damage to the districts properly.

**Parts:**

Calculated at current price of materials due to the fluctuation of the market plus 20%.

**Labor:**

\$35 per man per hour  
 \$75 per hour for backhoe  
 \$10 per foot for bores up 2"

Repairs requiring contracted labor will be charged at invoice cost.

**Fines for Violation of Fats, Oil and Grease Control Ordinance**

<b>Minor Violations</b>				
<b>Offense</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense &amp; Tip</b>
Failure to submit records	Warning	\$100	\$150	\$500
Inspection hindrance	Warning	\$100	\$150	\$500
Failure to maintain on-site records	Warning	\$100	\$150	\$500
Failure to meet sample standards	Warning	\$100	\$150	\$500
<b>Moderate Violations</b>				
<b>Offense</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense &amp; Tip</b>
Failure to maintain interceptors in proper working order	\$150	\$300	\$500	\$1,000
Failure to clean out interceptor every 30 days	\$150	\$300	\$500	\$1,000
<b>Major Violations</b>				
Source of sewer blockage (minimum) \$500 and not more than \$10,000 plus cost of cleaning lines				
Source of sanitary sewer overflow (minimum) \$1,000 plus cost of cleaning lines				
Fabrication of records \$1,000				
*updated August 2, 2010				

**CAMDEN COUNTY**  
**Public Records**  
**Fee Schedule**

**Copy Fees:**

**Public Records (Black/White)**

8 1/2 x 11 and 8 1/2 x 14.....	\$ .15/page
With printed pictures .....	\$ .30/page
11 x 17.....	\$ .35/page

**Public Records (Color)**

8 1/2 x 11 with Pictures .....	\$ .50/page
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\*Counties are not required to create a public record that is not already in existence. However, the municipality may elect to create the record if it determines that the record will provide an ongoing benefit to the county and/or its citizens.

**CAMDEN COUNTY**  
**Public Library**  
**Fee Schedule**

**Copy Fees:**

8 1/2 x 11 and 8 1/2 x 14 (Black /White).....	\$ .10/page
8 1/2 x 11 and 8 1/2 x 14 (Color).....	\$ .25/page
11 x 17 (Black /White).....	\$ .20/page
11 x 17 (Color).....	\$ .50/page
Incoming Fax.....	\$ .10/page
Outgoing Fax.....	\$1.00 up to 10 pages, add 1 \$ .10/page over 10 (local & toll free)
Outgoing Fax.....	\$1.25 up to 10 pages, add 1 \$ .10/page over 10 (long distance)
Inter Library Loan.....	\$3.50
Proctoring.....	No Charge

**CAMDEN COUNTY**  
**Stormwater/Watersheds**  
Maintenance Fee Schedule

**Rate Structure**

\$	1. FCPA
+	2. ERU
=	3. GA
=	<b>Total Fee/Parcel</b>

1. **FCPA – Fixed Cost Per Account** – Currently Estimated at .64 per Parcel

2. **ERU – Impervious Area Rate - Equivalent Residential Units Rate**  
 \*\*Average Impervious Area of a Single Family Residence = 4,500 sq. ft. = 1 ERU (Equivalent Residential Unit) which is approximately 1/10 of an acre.

3. **GA – Gross Acreage Rate in \$/acre** - See Table Below

**Rate Table**

Watersheds	FCPA	ERU Rate	GA Rate	Total Fee
North River	\$.64/Parcel	\$10.00/ERU	\$.25/ Acre	\$10.89
Sawyer's Creek	\$.64/Parcel	\$10.00/ERU	\$.25/ Acre	\$10.89
Shiloh	\$.64/Parcel	\$10.00/ERU	\$.25/ Acre	\$10.89
South Mills	\$.64/Parcel	\$12.80/ERU	\$.32/ Acre	\$13.76

*For Single Family Home*

\*exceptions identified in the stormwater ordinance.

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**CAMDEN COUNTY**  
Approved Fee Schedule Certification

**Continuing Authority of Commission**  
 Nothing contained in the provisions of this schedule shall be construed to prevent the County Board of Commissioners from imposing, from time to time as it may see fit, such license taxes as are not specifically defined or included in this schedule, or from increasing or decreasing the amount of any fee when not in conflict with State or Federal law.

**Same-False statements**  
 Any person who willfully makes a false statement on any fee application shall be guilty of a misdemeanor.

The forgoing instrument was duly approved and adopted at a meeting of the Camden County Board of Commissioners, said meeting date June 7<sup>th</sup>, 2021.

ATTEST:

Ross B. Munro, Vice Chairman Camden County Board of Commissioners	Karen M. Davis Clerk to the Board of Commissioners
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Vice-Chairman Munro opened the floor for public comments in regard to the proposed budget.

Nancy Farmer of South Mills addressed the Board. Ms. Farmer’s concerns included the following:

- Tax Increase – The original tax increase of \$.10 has increased to \$.13.
- Dr. Landon Mason stated at the previous meeting that 11.2% of Camden’s citizens are living at or below the poverty level. Others are struggling as well.
- The County is borrowing \$33 million for a new school – can we really afford it? Due to the rising costs of building materials plans may continue to be cut. According to the newspaper, when the Middle School moves to the High School they will need more space.
- It appears with the continued growth in the County, the schools will be out of space again in a few years.
- The cost of the proposed new Library and Administrative Complex.
- The 2023 property revaluation which will increase the costs to the citizens, in particular those in South Mills.
- What is the plan for the future?

Clarence Jennings of S. Trotman Road addressed the Board. Mr. Jennings’ concerns included the following:

- \$.13 tax increase is a major concern.
- The need for a new High School has not been proven by the school system.
- The Bond Referendum did not specify when construction on the new school had to begin. Due to the uncertainty of the future and the high costs of materials, more thought should be given to how monies are being spent.
- All new construction should be placed on hold.
- School space issues can be addressed without a new school at this time.
- The proposed budget seems more liberal than conservative and Republican commissioners should change their party affiliations to Democrat.

Melissa Linton of South Mills emailed the following comments to be read by the Clerk:

*This letter is concerning the proposed budget and tax increases. I'm asking each of you to consider the hardships you all are causing the citizens of this county. Property tax rates are already high enough and I seem to recall you saying they wouldn't increase more than 10 cent, probably less. Now it seems you are saying 13 cent and possibly higher. Do any of you realize what this increase does for people with fixed incomes, single mothers and other working families just trying to survive amid all of the rising costs? These rates are unacceptable. My suggestion is that you rework your budgets and lower spending, lower the costs of your building projects, and stop putting the burden of your spending on our backs.*

**Motion to close the Public Hearing.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

**Motion to table the consideration of the budget to address points discussed during the Public Hearing.**

<b>RESULT:</b>	<b>FAILED [1-3]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Clayton Riggs
<b>NOES:</b>	Ross Munro, Tiffney White, Randy Krainiak
<b>ABSENT:</b>	Tom White

**Motion to add the Proposed 2021-2022 Budget to the agenda.**

<b>RESULT:</b>	<b>PASSED [3-1]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Ross Munro, Randy Krainiak, Tiffney White
<b>NOES:</b>	Clayton Riggs
<b>ABSENT:</b>	Tom White

**Motion to approve the 2021-2022 Budget as amended along with the Schedule of Fees.**

<b>RESULT:</b>	<b>PASSED [3-1]</b>
<b>MOVER:</b>	Randy Krainiak
<b>AYES:</b>	Ross Munro, Randy Krainiak, Tiffney White
<b>NOES:</b>	Clayton Riggs
<b>ABSENT:</b>	Tom White

B. Proposed 2021-2025 Capital Improvement Program – Ken Bowman

**Motion to open the Public Hearing for the Proposed 2021-2025 Capital Improvement Program.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

County Manager Ken Bowman presented the 2021-2025 Capital Improvement Program.



**CAMDEN COUNTY**  
NORTH CAROLINA • USA  
*Boundless Opportunities.*

**Capital Improvement Program  
(CIP)  
2021-2025**

**Public Hearing  
Monday June 7, 2021**

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June 7, 2021

**Camden County Board of Commissioners**  
Tom White, Chairman  
Ross Munro, Vice Chairman  
Clayton Riggs  
Randy Kramiak  
Tilincy White

**Re: Fiscal Year 2021-2025 Recommended Capital Improvement Program (CIP)**

Chairman White and Members of the Board:

The provision of adequate public infrastructure remains a top priority for the County. Being only the eleventh year having a CIP process, the Board of Commissioners have undertaken significant thought, discussion and consideration to estimate critical facility needs and the costs therein for the County.

Financial policy specific to how the County governs the issues of debt, fees & user charges, fund balances, competitive employment, and the ad valorem tax rate are shown in the attached Resolution No. 2007-06-04. This Resolution puts in place measures to ensure the financial strength of the County government as well as protecting the taxpayer. In addition, the Board of Commissioners created a Capital Reserve Fund as a mechanism with which to fund critical, non-school, county infrastructure projects.

A primary goal for the County is bringing new development and job creation to the Camden Commerce Park along U.S. 17. Further development along the I17Y 158 and US 17 corridors will result in the generation of new tax revenues, lessening the County's reliance upon residential property taxes and creating new employment opportunities for our citizens.

With Camden County being a recipient of significant grant awards in furtherance of the Board of Commissioners capital improvement policy goals, key infrastructure projects are moving forward. In FY 16/17 the county was awarded approximately \$1.58 million in grants from the U.S. Economic Development Administration and the Golden LEAF Foundation for the construction of the Courthouse Area Wastewater Treatment Plant. The design framework for this project included a high-rate infiltration waste water treatment plant capable of treating 50,000 GPD and expandable to 100,000 GPD. In March 2018 the County awarded a contract to Hatchell Concrete for construction of the wastewater treatment plant at a cost of \$4.2M. This project was completed in October 2019.

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A significant project included in the 2018-2022 CIP is the engineering and design of a new Administration Campus Complex on the acquired site across from the Historic Courthouse. The proposed administration building was discussed by the Board of Commissioners and approved during the November 2016 board meeting. Since that decision the BoC decided to approach this project in Two Phases. The First phase is the Library and all the infrastructure necessary to support the second phase. That started in May 2021. The second phase will start when the BoC decides to relocate the existing departments from the current buildings.

**Phase 1. The Library.** The current building housing the library is being leased and the lease will expire in September 2021. The owner has already stated they will not renew the lease when it expires. When the new library is complete the funds used for leasing the current building will be applied to the loan payment for the complex. Booncrang Design, Raleigh, NC is the lead architect for designing the Library and MB Kahn is the Manager at Risk. The library is a tremendous asset for the citizens and children of Camden County.

**Phase 2. The Administration / Multi-Purpose Buildings.** When completed the Administration Building will house the Planning Department, Water Department, Tax Department, Human Resources, Finance, Economic Development, The Clerk to the Board, and the County Manager. This building will also have much needed conference rooms and a board room for the Board of Commissioners.

The Multi-Purpose building. This building will house the Parks and Recreation Department and the Senior Center. The building will have a space large enough to accommodate basketball, volleyball, beachers, civic meeting rooms, staff offices, and a raised stage for conferences and special events. The Senior Center will have a large meeting room for activities, exercise room, staff offices, and a shared kitchen for daily meal preparations and catering events. It is anticipated this building could receive the most use of the 3 buildings and will become a hub of activity for many events.

Once the current Senior Center space is vacated it will be available for the Sheriff's Office to occupy. The Sheriff's Office is operating at maximum capacity and is in dire need of a space that can be converted to areas where evidence and special equipment can be secured as well as a holding area. When all departments have re-located to the administration building, the Sheriff's Office will occupy the existing building and have access to the existing parking area compound. Once complete this will become a secure area.

During the 2020 election in November the citizens had the opportunity to vote as to whether they supported building a new high school. The question was placed as a referendum on the ballot and the citizens voted overwhelming support moving forward with a new high school. MB Kahn was selected to conduct a feasibility study to analyze the current and future needs. The study was completed and MB Kahn was hired as the Manager at Risk for the project. Mosely Architects was also selected as the architect for project design. A ground-breaking ceremony was held in May 2021 with a projected completion date of September 2023.

As the COVID 19 pandemic starts to subside the consequences are starting to be felt in the economy. The fact that prices for so many items are rising and seem likely to do so for at least the next several months. There are widespread shortages of raw materials and parts that are magnifying costs. Builders can't find enough lumber to build new homes. Manufacturers are anxious for more steel, copper, and other commodities. Supply bottlenecks have occurred

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because companies were caught off guard by the speed of the economic recovery from the pandemic, with most consumers flush with cash, after multiple stimulus checks, and spending freely. With everyone now ramping up at once, manufacturers, shipping firms, miners and agricultural companies can't keep up. Most economists agree the economy is taking a major hit and will not rebound quickly. That being said, I'm an optimist, and truly believe the future for Camden County is very positive as we continue working together to make the County a better place for everyone.

It will take all of our collective skills along with wise and thoughtful decisions to have the vision to continue to advance the critical capital projects identified in this document.

Respectfully Submitted,



Kenneth L. Bowman  
County Manager

**Introduction**

The Capital Improvements Program (CIP) is a community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a multi-year period — usually 4-6 years. Capital improvements refer to major, non-recurring physical expenditures such as land, buildings, public infrastructure and equipment. The Camden County CIP is a five-year plan that consists of capital projects for various departments/agencies of the county government. The CIP includes a description of proposed capital improvement projects ranked by priority, a year-by-year schedule of expected project funding, and an estimate of project costs and financing sources. The CIP is a working document and should be reviewed and updated annually to reflect changing community needs, priorities and funding opportunities.

**Purposes of Capital Improvement Planning:**

- ◆ Ensure the timely repair and replacement of aging infrastructure.
- ◆ Provide a level of certainty for residents, businesses and developers regarding the location and timing of public investments.
- ◆ Identify the most economical means of financing capital improvements.
- ◆ Provide an opportunity for public input in the budget and financing process.
- ◆ Eliminate unanticipated, poorly planned, or unnecessary capital expenditures.
- ◆ Eliminate sharp increases in tax rates, user fees and debt levels to cover unexpected capital improvements.
- ◆ Ensure that patterns of growth and development are consistent with the comprehensive plan.
- ◆ Balance desired public improvements with the community's financial resources

**Planning Process**

Preparation of the CIP and annual budget are closely linked. The first year of the CIP, known as the capital budget, outlines specific projects and appropriates funding for those projects. It is usually adopted in conjunction with the government's annual operating budget. Projects and financing sources outlined for subsequent years are not authorized until the annual budget for those years is legally adopted. The out years serve as a guide for future planning and are subject to further review and modification. Department heads submit to the County Manager information relating to items that will cost in excess of \$300,000 in at least one year of the CIP planning period. The County Manager will review and study all items submitted by the department heads and prepare a recommended plan that is provided to the Board of Commissioners. After review by the Board, a public hearing is set to receive citizen input. When the plan is complete the Board of Commissioners will adopt it with a resolution with the intent to include the first year projects in the annual budget. By providing funding for strategic investments at a given time and location, the CIP helps ensure that development occurs consistent with a community's plans and vision.

**Financial Policy**

The following financial guidelines were adopted by the Board of Commissioners on June 4, 2007:

- Debt service should be equal to or less than 15% of General Fund expenditures.
- The county will strive to pay outstanding principal debt within 15-20 years.
- The county will strive to maintain its debt at no greater level than 2% of the assessed valuation of taxable property in the county.

- The county will strive to maintain an available fund balance equal to 25% of the General Fund budget at the end of each fiscal year which is substantially higher than the minimum recommended by the Local Government Commission.
- General Fund balances in excess of targeted levels may be transferred to the County's Special Capital Reserve Fund.

Adoption of these policies will further ensure the county's financial strength and future success in capital planning.

For the past eleven years Camden County has embarked on a very conservative fiscal policy working to ensure growth in the fund balance and a stronger financial position for the county government. The total unreserved and undesignated general fund balance was \$6.5 million at the end of FY2020-21. The maintenance of a healthy fund balance must be continued so the County has the ability to arrange financing for large projects that have been identified.

**Project Evaluation**

Beginning in FY11 through today, project evaluation was done through interaction and discussion between the County Manager and the Commissioners as well as input from the Department Heads. As noted above the CIP is a working document and should be reviewed and updated annually to reflect changing community needs, priorities and funding opportunities.

**Project Evaluation Criteria**

Sections	Questions Considered When Evaluating Projects
Department Ranking	<ul style="list-style-type: none"> <li>➢ What is the departmental priority/ranking for project?</li> </ul>
Legal Mandates/Safety	<ul style="list-style-type: none"> <li>➢ Does the project enable the County to fulfil a new or existing state of federal mandate?</li> <li>➢ Does the project eliminate an immediate safety hazard for County citizens or employees?</li> </ul>
Demonstrated Need/Timing	<ul style="list-style-type: none"> <li>➢ When does the project need to be completed? Is the project related to another priority project?</li> </ul>

Impact on Operating & Maintenance Costs	<ul style="list-style-type: none"> <li>➢ Will the project save the County future operating costs?</li> <li>➢ Will the project improve operating efficiency?</li> <li>➢ Will maintenance cost be reduced if the project were undertaken?</li> <li>➢ Will the project generate additional operating revenue or will it generate additional expense?</li> </ul>
Impact on Quality of Life	<ul style="list-style-type: none"> <li>➢ Will the project improve the quality of life of the County's citizens?</li> </ul>
Addresses a deficiency in provision of public services	<ul style="list-style-type: none"> <li>➢ Is the County unable to provide basic services if the project is not completed?</li> <li>➢ Are current services in the project area inadequate?</li> <li>➢ Does the project improve County services?</li> </ul>
Linkage to Board of Commissioners' Vision Statement, other Long Range Plans, or Community Support	<ul style="list-style-type: none"> <li>➢ Does the project help to meet the priorities established by the Vision Statement/goals or other long-range plans?</li> <li>➢ How will the project help further these priorities?</li> <li>➢ Does the project have citizen or community support?</li> <li>➢ Does the project service a special need of the community?</li> </ul>
Funds/grants available from state, federal, and other sources	<ul style="list-style-type: none"> <li>➢ Besides County general fund revenues, what funding sources are available to fund this project?</li> <li>➢ Can fees or revenues other than taxes be raised to cover this project's cost?</li> </ul>
Extent of secondary benefits	<ul style="list-style-type: none"> <li>➢ Are there intangible benefits to completing the project?</li> <li>➢ Are there benefits to the project that are not otherwise considered in the evaluation?</li> </ul>
Comments	<ul style="list-style-type: none"> <li>➢ What comments do you have about the project that needs to be considered by the Board of Commissioners?</li> </ul>

**Revenue Sources & Debt Service**

One of the most important factors of financing a major project is the county's ability to pay the debt service or the annual costs of the financing. There are several funding sources that will be used to fund projects in the CIP. These sources are dependent on the type of project and the financial impact on the taxpayers of the county:

- General Fund Revenues** - May be used to fund Pay As You Go capital projects with amounts under \$300,000.
- General Obligation (GO) Bonds** - The County may issue General Obligation Bonds for larger projects such as schools. These bonds are legally binding and are a pledge of the county's full faith, credit and taxing power.
- Installment Financing Agreements** - In exchange for bank financing, County assets are used as security for private placement of debt. This type of funding can be used for any capital projects.
- Certificates of Participation (COP)** - Essentially a large installment financing agreement (banks are limited on how much they can lend). COPs are usually rated a step below a GO rating.
- State and Federal Revenues** - Projects may be financed through low interest federal loans from USDA Rural Development such as the completed Camden Intermediate School Project. Additionally several projects have been financed by the use of state and federal grants such as the Wastewater Treatment and Collection System.
- Private Contributions** - Private contributions from developers or adjoining landowners that will become a part of a larger project.

**Note:** There are some limited recurring revenues that are to be used for debt service purposes. Portions of the Article 40 and 42 Sales Taxes are restricted for the purpose of school-related debt service or school capital outlay. The county also receives funds from the state Public School Building Capital Fund (these funds are generated by the state corporate income taxes) that can be used for debt service; however, the status of these funds is uncertain based on the unpredictability of the NC Education Lottery proceeds and other economics.

**Revenue Sources:**

- Restricted portions of Article 40 & 42 Sales Tax
- Annual contributions to the Special Capital Reserve Fund per proposed policies
- Accumulated funds in the Special Capital Reserve Fund & School Capital Reserve Fund

**Revenue Sources & Debt Service**

Resources	Project Types	Advantages	Disadvantages
Pay As You Go	Assets with short useful lives, or where most of benefit is achieved early	Saves interest and other costs of issuance	Limits funding for capital needs
	Assets for which matching local funds are required	Preserves financial flexibility	Creates an uneven flow of expenditures
	Assets that are not expensive to acquire and relative to the total Pay As You Go plan	Protects borrowing capacity	
General Obligation Bonds	Projects can be phased with reasonable annual expenditures	Enhances credit quality	
	Assets with long useful lives	Permits governments to acquire assets as needed	Adds financial and administrative costs of procuring capital assets
Certificates of Participation	Projects that are expensive to acquire or that exceed the capacity of the Pay As You Go plan	Limits out capital expenditures	Limits flexibility by committing revenues for life of the bond issue
	Used frequently for purchases of equipment, buildings and real property	Permits governments to acquire assets as needed	Requires voter approval
Grants	Facilities adjacent to private properties	No voter approval	Interest cost may be higher relative to issuing debt
Private Contributions	Assets qualifying for grant assistance	Expands size of capital program with little or no cost to local taxpayers	Limited amount of unrestricted grants availability
	Facilities adjacent to private properties	Lowest government capital and/or operating costs	Added administrative or compliance costs
			Added staff time required to identify contributors and coordinate activities

**Funding Method for County Capital Reserve Fund**

**Land Transfer Tax:** The Land Transfer Tax is placed in a Capital Reserve fund to support projects in the Capital Improvement Plan and transfers from General Fund balance when it is in excess of targeted levels (Resolution No. 2007-06-04).

It is projected that the Land Transfer tax will generate approximately \$550,000 in FY 2020-2021. These funds are applied to approved capital projects and debt service. Currently \$301 of the county-wide ad valorem tax rate generates approximately \$103,000 in taxes collected by Camden County.

**School Capital Reserve Fund**

The School Capital Reserve Fund will continue to be the primary means the county uses to fund school capital projects. Currently capital projects are funded by that portion of the Article 40 & 42 sales tax that is earmarked for school construction by the state. The county also may request funds through the State Public School Building Capital Fund. Lottery proceeds are annually appropriated to this Fund and reserved for School Capital projects. Articles 40 & 42 Sales Tax will generate approximately \$550,000 annually that goes into the School Capital Reserve Fund. It needs to be noted that falling tax revenue is going to be a problem for Camden County due to the COVID-19 virus. Sales taxes on retail, restaurants and hotel rooms are all taking a hit, as is the state's income tax. From a finance perspective it is this unknown that local leaders need to be very cautious with moving forward with increasing debt.

**Enterprise Fund**

**South Camden Water & Sewer District:** The South Camden Water & Sewer District is an Enterprise Fund that provides water and sewer to residents of Camden County who live in the Courthouse and Shiloh Townships. Water service is available throughout the two townships and sewer service is available only in a smaller area that is along the US158 / NC343 corridor. This fund has been in operation since 1996.

A Reverse Osmosis Water Treatment Plant was constructed and became operational in 2002 along the Pasquotank River in Camden Township near the central area of the county. This facility was built with partial funding from the NC Rural Center.

**County Fire Districts**

There are two fire districts in the county, the South Mills Fire District and the Courthouse-Shiloh Fire District. The South Mills Fire Department station is located on Keeter Barn Road near South Mills. The South Camden Fire Department has a fire station located on Sawyers Creek Road near the Courthouse with a second station located in the Shiloh Community along NC343 South. Residents in both districts currently pay a total of .05 tax (.01 fire tax plus a .04 general fund contribution). These revenues fund the operation and capital needs of the fire departments. The county has contracts with both volunteer fire departments detailing how the fire commissions will oversee the operation of the fire departments which includes special approval of all expenditures of \$5,000 or more.

In consideration of the current revenue generated from property tax county-wide, it is expected that both districts will have adequate funds to provide for their operational needs and debt service for capital needs for the next five years.

**Adoption of Unified County Government**

In May of 2006 the voters of Camden County approved the adoption of Unified County Government. Effective July 1, 2006 the change was implemented granting Camden County both the powers of a county as well as those of municipal government (excluding the creation of a police department). This change in form of government restricts the creation of any other municipal governments within the county thus assuring citizens of only one layer of local government and one layer of taxation.

**Utility Franchise Tax:** A major benefit of the change in form of government is that it allows the County to receive a quarterly allocation of the Utility Franchise Taxes which are typically only received by municipalities. As the County grows and develops additional commercial tax base this allocation increases.

**Capital Project Narrative Descriptions:**

The Capital Project narratives are organized in the following categories:

- Approved/Funded** - Approved and Funded by vote of the Camden County Board of Commissioners;
- Recommended/Unfunded** - Recommended projects by the Camden County Manager but currently Unfunded; and
- Identified/Unfunded** - Projects that have been identified by Staff but currently not funded.

**Capital Project Narratives**

**A. Approved/Funded:**

**1. Construction of Raw Water Well**

**Project Description:**

**Priority Level:** 1

**Define Problem:** Forecasted residential and commercial growth will require additional sources of fresh water.

**Recommended Solution:** In FY 2019-2020 install test wells and obtain engineering design plans and construction cost estimate. The test well results for two wells are good so it is anticipated the construction of a new well will start either on the site on Seymour Drive or 343 South, in 2021-2022.

The water plant has a current capacity of .72 MGD and an average use of .324 MGD. The State allows 80% use of capacity before design work to increase capacity, which amounts to 576,000 GPD. Subtracting the average use of 324,000 GPD provides only 252,000 GPD for additional development use.

**Alternatives:** None

**Stage of the Project:** Engineering design was completed in FY15/16 utilizing the engineering services of Diehl and Phillips for the Seymour Well. Hopefully much of that design will work for the next well also. The raw water main to connect the new well to the water treatment plant will have to be designed.

**Relation to Other Projects:** This project is required to attract and support new and existing businesses in Camden County.

**Description of Land Needs:** Land has been purchased. In FY07-08, the county purchased five additional well sites in close proximity to existing water treatment plant.

**Professional Design Work Detail:** None

**Operating Impact:** Additional utilities and equipment maintenance costs.

**2. Waste Water Expansion - US 158 East from Hardees to Country Club Road**

**Project Description:** Extension of sewer lines to the Country Club Area including a 200-300-acre potential mixed use development as well as available parcels along US 158.

**Priority Level:** 1

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**Define Problem:** Sanitary sewer infrastructure is needed to support economic development, residential, and commercial/retail growth.

**Recommended Solution:** Extend existing sanitary sewer line. Estimated cost in excess of \$1,200,000 to be funded by County contributions, grants and developers via cost sharing formula.

**Alternatives:** Commercial and Residential development is adversely affected without the sewer line extension.

**Stage of the Project:** McGill Associates has prepared a feasibility study to include construction cost estimates. An estimate has been prepared by McGill Associates. Project material costs and petroleum price are increasing adding to the cost estimates already received.

**Relation to Other Projects:** This project is required to attract and support new and existing businesses such as Towne Bank in Camden County. Wastewater service would have positive impact with developing the area adjacent to Shell Station. Also, residents along the Pine Street area have expressed a strong interest in wastewater service due to a variety of system failures. The extension would also increase the line size of the existing force main from Lamb's Marina to the Courthouse Pump Station to support the additional flows.

**Description of Land Needs:** The sanitary sewer lines will run on the DOT right-of-ways. A small parcel of land will have to be purchased for a proposed lift station, exact location to be determined.

**Professional Design Work Detail:** None. Feasibility study completed October 2013, however, the engineering design will need to be updated.

**Operating Impact:** The operating impact will be minimal with the exception of normal wear and tear.

**Cost to Hookup:** The cost to each property owner has not been determined at this time due to increases in materials and labor. Once the sewer line has been installed and owners are notified the line is operational they will be required to connect within a reasonable amount of time (to be determined by the County).

**B. Recommended/Unfunded:**

**1. South Mills Waste Water Expansion and Disposal (Plant)**

**Priority Level:** 2

**Project Description:** The South Mills Wastewater Treatment Plant will need additional treatment capacity and disposal to handle the increased flow demands from the residential developments that are currently proposed. A PER was conducted to evaluate the options for increased wastewater treatment capacity and the cost for each. The cost to add 100,000 GPD of capacity to the existing treatment plant and disposal was approximately \$9M. This expansion would handle the first two building phases in the residential development and provide information on how much additional treatment capacity is needed.

**Define Problem:** Current Treatment Plant has approximately 10,000 GPD of treatment

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capacity left and two large residential subdivisions are under development.

**Recommend Solution:** Construct additional capacity at the existing wastewater treatment plant.

**Alternatives:** Build a new wastewater treatment plant, or require developer to build a wastewater treatment plant to handle wastewater flow produced by new development.

**Stage of the Project:** A P.E.R. was completed to determine the most cost-effective alternatives for increased wastewater treatment capacity.

**Professional Design Work Detail:** None to date.

**Operating Impact:** The operating impact would be minimal.

**2. South Mills Waste Water Treatment Plant (High Rate Filtration Pond)**

**Priority Level:** 2

**Project Description:** Increase wastewater disposal capacity to prepare for increased flows from sanitary sewer expansions.

**Define Problem:** The increased wastewater flow as a result of increased residential and commercial development will require added wastewater disposal capacity.

**Recommended Solution:** Study the feasibility of higher rate infiltration ponds for wastewater disposal as opposed to the current spray field acreage located near the South Mills WWTP. The benefits include using less land area and lower operations and maintenance costs together with the ability to use this technology for adequate disposal during winter months

**Alternatives:** Continue to utilize the existing spray fields in South Mills Township.

**Stage of the Project:** Eastern Carolina Engineering has prepared a preliminary soils boring test analysis at the current WWTP spray fields site. The testing shows the soils at the spray field site would support the high rate disposal system.

**Professional Design Work Detail:** None to date.

**Operating Impact:** The operating impact will be minimal with the exception of normal wear and tear.

**3. Phase II Public Services Complex**

**Priority Level:** 2

**Project Description:** Construction of a Public Services Complex that will serve the needs of county residents in a safe and efficient manner. This project will be built in

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2 phases. The Library (1<sup>st</sup> Phase) is currently under construction with a completion date of December 2021. The 2<sup>nd</sup> Phase consists of the construction of the Administration Building and the Civic Center / Senior Center.

**Project Definition and Justification**

**Define Problem:** With the purchase of an interim County facility at 330 East Hwy 158, immediate overcrowding concerns at the Courthouse Complex have been addressed with the relocation of Administration, Finance, Economic Development, and Public Works to the new facility.

A "One Stop" approach to service delivery will be considered for the construction of a centralized County complex. Multipurpose conference/training rooms are to be used by all departments, county committees as well as by the community. This building will house the following departments: Manager's Office, Human Resources, Finance Office, Tax Administration, Utilities, Planning & Community Development Department, Extension Center, Parks & Recreation, Soil and Water Conservation, Senior Center, and the County Library.

Construction of the building to facilitate a drive-thru window to accommodate payments would be preferable for the county citizens. Finally, this building will be ADA compliant which will allow all the county citizens of Camden County to have access to its services.

**Recommended Solution:** Construction of a Public Services building on the acreage already purchased across the road from the Courthouse Complex. Demolition of existing structure and repaving of entire lot would provide additional parking which is greatly needed when court is in session and to accommodate Board of Elections and the Camden Heritage Museum.

**Alternatives:** Continue business in current structure.

**Stage of Project:** County purchased 7.69 acres across the road from the Courthouse Complex. A formal space-needs study was conducted by Wooten Company in March 2016. An architectural design firm, Boomerang Design, and construction manager at risk, MB Kahn, has been hired to completed design work and pre-construction services.

**Relation to Other Projects:** Completion of this project will free up space currently occupied by the Senior Center for use by the Sheriff's Office. It will also allow for the demolition of the space that is currently occupied by the Planning Department, Water and Sewer, and Tax Administration. The building itself is old and run-down beyond full recovery due to the materials themselves (wood structural members) and are decaying from mold or rot. This space has outlived its practicality and is not conducive to a safe work environment.

**Professional Design Work Detail:** The architectural design services for the Library (Phase I) is programmed for FY 2021-2022. Boomerang Design, Raleigh, NC has been selected as the design firm and MB Kahn is the Manager at Risk. Target date for completion of the Library is December 2021. Design services will be determined when the decision is made to move forward with Phase II.

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**Operating Impact:** Increased efficiency in daily operations and co-location of county offices.

**4. US 158 Sidewalk Extension**

**Project Description:**

**Priority Level:** 2

**Define Problem:** The development of the Courthouse Township as a commercial center around public uses such as Camden High School, the US Post Office, and future County community complex is leading to increasing commercial uses and pedestrian activity among the uses. It is important to accommodate the existing and future pedestrians with sidewalks to reduce conflicts with automobile traffic and to encourage walking.

**Recommended Solution:** Require private development to install sidewalks within developments and construct public sidewalks to develop an eventual sidewalk network within the core area. The first section of sidewalks has been constructed around the Town Center project and in front of the high school.

The proposed project is to extend the existing sidewalk in front of the high school approximately 1900 linear feet to the Camden Square shopping and restaurant center. A&E cost approximately \$8,500 and is included in cost estimate.

**Alternatives:** None

**Stage of the Project:** As stated above some sidewalk exists in the area and the recently adopted Unified Development Ordinance (UDO) requires sidewalk in new development. Project will require engineering and construction.

**Relation to Other Projects:** This project is will enhance and support new and existing businesses in the Courthouse area.

**Description of Land Needs:** Project would be constructed in NCDOT Right of Way (ROW) and require encroachment permits.

**Professional Design Work Detail:** None

**Operating Impact:** County would be responsible for maintenance of sidewalk and any surrounding landscaping.

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**C. Identified/Unfunded:**

**1. South Mills Boat Ramp and Park**

**Priority Level:** 3

**Project Description:** Obtain property and construct a small Community Park in the South Mills Township area.

**Project Definition and Justification**

**Define Problem:** As the County's population grows, demand for recreation space and activities will increase. Parks are an integral element of strong communities and promote healthy living activities, especially when located in or in close proximity to residential areas. Currently all county park facilities are located in the courthouse township at Grandy Elementary School. The distance from South Mills to the one central community park is an obstacle to pursuing both organizational and independent recreation, and the existing community park has little if any room for expansion of park or parking areas.

**Recommended Solution:** Purchase 10 to 20 acres for construction of a community park with both active and passive recreation areas including baseball/soccer fields, playground equipment, and picnic shelter. Limited funding may be generated from requiring fees in lieu of land dedications for new residential subdivisions. As part of this process, the County is pursuing the construction of a boat ramp and parking area on a 5-acre tract at Turner's Cut and Union Camp Road.

**Alternatives:** N/A

**Stage of Project:** Researching available land and opportunities

**Relation to Other Projects:** Allows expansion of outdoor recreational offerings.

**Professional Design Work Detail:** None started at this time. Will need a general park design to identify land requirements, prior to locating alternative sites possibilities.

**Operating Impact:** The project will increase Parks and Recreation operations and maintenance budget.

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**Resolution No. 2007-06-04**

A Resolution of the Camden County Board of Commissioners  
Regarding Setting Financial Policies

**Whereas,** stability in fiscal affairs is a desirable objective, but a difficult goal for counties to attain because many factors some of which are the relationship of the various units of government, mandates, the changing economies and the limited authority of local government; and

**Whereas,** the Board of Commissioners is of the opinion that the statement of minimum standards of fiscal policy would help present and future boards and staff to adapt to the changes that occur and help them to attain a reasonable measure of fiscal stability;

**Now, Therefore Be It Resolved,** that the Camden County Board of Commissioners does hereby adopt the following financial policies:

**Debt-**

Debt service will not exceed 15% of general fund expenditures. In any year where debt service is less than or equal to 14% of general fund expenditures at least 1% of the operating budget may be transferred to capital reserve.

The county will strive to pay outstanding principle debt within 15-20 years.

The county will strive to maintain its debt at no greater level than 2% of the assessed valuation of taxable property in the county.

**Fees & User Charges -**

As part of the annual budget process the County shall review the fees and user charges. All changes to the schedule of fees must be approved by the Board of Commissioners.

The County should charge fees if allowable, when a specific group of beneficiaries can be identified, when it is feasible to charge the beneficiaries, and when there is no reason to subsidize the service wholly or in part. Fee levels should be set to recover the full costs of the services provided, unless it is deemed necessary to partially subsidize the services.

Factors to consider in deciding whether a subsidy is appropriate include the burden on property tax payers, the degree to which the service benefits a particular segment of the population, whether beneficiaries can pay the fee, and whether the service provides a broader benefit to the community.

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**Fund Balance -**

The county will strive to maintain an available fund balance equal to 25% of the General Fund budget at the end of each fiscal year which is substantially higher than the minimum recommended by the Local Government Commission.

General Fund balances in excess of targeted levels may be transferred to the County's Capital Improvement Plan (CIP).

**Competitive Employment -**

The county will strive to maintain competitive pay rates by making annual cost of living adjustments when economically feasible for the county based on the consumer price index.

**Tax Rate -**

In an effort to stabilize the county's tax rate, the Board of Commissioners will adopt a tax rate that considers the succeeding four years anticipated expenditures and will strive not to change the tax rate prior to the next revaluation.

The Board of Commissioners will seek to limit the growth of the annual operating budget to an amount that can be accommodated by growth in the tax base as well as other state and federal revenues, without a tax increase wherever possible.

The County will strive to annually review and develop revenue projections, expenditures, and the fund balance for the next five years.

**Adopted this 4<sup>th</sup> day of June, 2007**

Jeffrey Jennings, Chairman

Attest:

Ava Gurganus, Clerk to the Board

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Vice-Chairman opened the floor for public comments. There were none.

**Motion to close the public hearing.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

**Motion to add the proposed 2021-2025 Capital Improvement Program to the agenda.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

**Motion to approve the Proposed 2021-2025 Capital Improvement Program as presented.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

C. Camden County Library Financing – Ken Bowman

The Board of Commissioners held a Public Hearing in connection with a proposed installment financing agreement to finance the acquisition, construction and equipping of a new Public Library and Administrative Complex for the County of Camden, North Carolina. Based on the significant increases in materials and construction costs over the past 12 months, there was a need to increase the financing to cover those costs.

Vice-Chairman Munro stated the following: *This is the hour and day of a duly noticed and published public hearing on a proposed installment agreement to be entered into by the County of Camden, North Carolina pursuant to Section 160A-20 of the General Statutes of North Carolina in an amount not to exceed \$4,650,000 for the purpose of providing funds, together with any other available funds, to pay the costs of acquiring, constructing and equipping a new public library complex for the County. The Board of Commissioners will open the Public Hearing and will hear anyone who might wish to be heard on the advisability of the proposed Project or financing as described.*

**Motion to open the Public Hearing for Camden County Library Financing.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

County Manager Ken Bowman presented the following Library Financing Resolutions.

The Board of Commissioners for the County of Camden, North Carolina met in a regular meeting at the Upstairs Historic Courtroom located at 117 North 343 in Camden, North Carolina, at 7:00 p.m. on June 7, 2021.

Present: Vice Chair Ross Munro, presiding, and Commissioners Clayton Riggs,  
Randy Krainiak and Tiffany White

Absent: Commissioner Tom White

Also Present: County Manager Ken Bowman, County Attorney John Morrison,  
Clerk to the Board Karen Davis, Finance Officer Stephanie Jackson

\* \* \* \* \*

The Chair announced that this was the hour and day of the public hearing on a proposed installment financing agreement to be entered into by the County of Camden, North Carolina (the "County") pursuant to Section 160A-20 of the General Statutes of North Carolina in an amount not to exceed \$4,650,000 for the purpose of providing funds, together with any other available funds, to pay the costs of acquiring, constructing and equipping a new public library complex for the County (the "Project"). To secure its obligations under the Agreement, the County will grant a lien on all or a portion of the site of the Project, together with any improvements or fixtures located or to be located thereon.

The Chair acknowledged due publication of a notice of public hearing in a newspaper with general circulation in said County as required by Section 160A-20 of the General Statutes of North Carolina and directed the Clerk to the Board of Commissioners to attach the affidavit showing publication in said newspaper on a date at least ten (10) days prior to the date hereof as Exhibit B hereto.

The Chair then announced that the Board of Commissioners would immediately hear anyone who might wish to be heard on the advisability of the proposed Project or financing as described above.

A list of any persons making comments and a summary of such comments are attached as Exhibit B hereto.

All statements and comments were duly considered by the Board of Commissioners.

Thereupon, Commissioner Ross Munro introduced the following resolution the title of which was read and a copy of which had been distributed to each Commissioner:

**RESOLUTION MAKING CERTAIN FINDINGS AND DETERMINATIONS REGARDING THE FINANCING OF A NEW PUBLIC LIBRARY AND ADMINISTRATIVE COMPLEX FOR THE COUNTY OF CAMDEN, NORTH CAROLINA PURSUANT TO AN INSTALLMENT FINANCING AGREEMENT AND REQUESTING THE LOCAL GOVERNMENT COMMISSION TO APPROVE THE FINANCING ARRANGEMENT**

BE IT RESOLVED by the Board of Commissioners (the "Board") for the County of Camden, North Carolina (the "County") as follows:

Section 1. The Board does hereby find and determine as follows:

(a) The Board has determined to proceed with the acquisition, construction and equipping of a new public library complex for the County (the "Project").

(b) After a public hearing and due consideration, the County has determined to consider entering into an installment financing agreement (the "Agreement") in the aggregate principal amount not to exceed \$4,650,000 for the purpose of financing the cost of the Project and the fees and expenses associated with the Agreement.

(c) The County will enter into the Agreement with Trust Bank (the "Lender"), pursuant to which the Lender will advance to the County amounts sufficient to pay the costs of financing the Project, and the County will repay the advancement in installments (the "Installment Payments").

(d) In order to secure the Installment Payments, the County will grant a lien on all or a portion of the site of the Project, together with any improvements or fixtures located or to be located thereon.

(e) It is in the best interest of the County to enter into the Agreement in that such transaction will result in providing financing for such Project in an efficient and cost effective manner.

(f) Entering into the Agreement is preferable to a general obligation bond and revenue bond issue in that (i) the County does not have the constitutional authority to issue non-voted general obligation bonds pursuant to Article V, Section 4 of the North Carolina Constitution because the County has not retired a sufficient amount of debt in the preceding fiscal year to issue a sufficient amount of general obligation bonds for the Project without an election; (ii) the nature of the financing does not allow for the issuance of revenue bonds; (iii) the cost of the Project exceeds the amount to be prudently provided from currently available appropriations and unappropriated fund balances; (iv) the circumstances existing require that funds be available to commence construction of the Project as soon as practicable and the time required for holding an election for the issuance of voted general obligation bonds pursuant to Article V, Section 4 of the North Carolina Constitution and the Local Government Bond Act will delay the commencement of construction of the Project by several months; and (v) there can be no assurances that the

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Project will be approved by the voters and the necessity of such Project dictates that the Project be financed by a method that assures that such Project will be constructed in an expedient manner.

(g) It has been determined by the Board that the cost of financing the Project through an installment financing agreement is reasonably comparable to the costs of issuing general obligation bonds or other available methods of financing and is acceptable to the Board.

(h) Counsel to the County will render an opinion to the effect that the proposed undertaking as described above is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of the State of North Carolina.

(i) The debt management policies of the County have been carried out in strict compliance with law, and the County is not in default under any obligation for repayment of borrowed money.

(j) Any increase in taxes necessary to meet the sums to fall due with respect to the Agreement will not be excessive.

Section 2. The Board hereby authorizes, ratifies and approves the filing of an application with the Local Government Commission for approval of the Agreement and requests the Local Government Commission to approve of the Agreement and the proposed financing in connection therewith.

Section 3. This resolution shall take effect immediately upon its adoption.

Upon motion of Commissioner Clayton Riggs, the foregoing resolution was adopted by the following vote:

Ayes: Ross Munro, Clayton Riggs, Randy Krainiak

Noes: Tiffany White

Ross Munro introduced the following resolution, the title of which was read and a copy of which had been distributed to each Commissioner:

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**RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT FINANCING AGREEMENT, A DEED OF TRUST, A PROJECT FUND AGREEMENT AND RELATED DOCUMENTS IN CONNECTION WITH THE FINANCING OF A NEW PUBLIC LIBRARY AND ADMINISTRATIVE COMPLEX FOR THE COUNTY OF CAMDEN, NORTH CAROLINA**

BE IT RESOLVED by the Board of Commissioners (the "Board") for the County of Camden, North Carolina (the "County") as follows:

Section 1. The Board does hereby find and determine as follows:

(a) There exists in the County a need to finance the costs of acquiring, constructing and equipping a new public library complex for the County (the "Project").

(b) After a public hearing and due consideration, the Board has determined that the most efficient manner of financing the Project will be through entering into an Installment Financing Agreement, to be dated as of the date of delivery thereof (the "Agreement"), with Trust Bank (the "Lender") pursuant to Section 160A-20 of the General Statutes of North Carolina, as amended. Pursuant to the Agreement, the Lender will advance moneys to the County in an amount sufficient to pay the costs of the Project and the financing costs relating thereto, and the County will repay the advancement in installments, with interest (the "Installment Payments").

(c) In order to secure its obligations under the Agreement, the County will execute and deliver a Deed of Trust, to be dated as of the date of delivery thereof (the "Deed of Trust"), granting a lien on all or a portion of the Project, together with all improvements and fixtures located or to be located thereon.

(d) In order to provide for the deposit and investment of amounts advanced by the Lender to the County pending disbursement thereof to pay costs of the Project and related financing expenses, the County will execute and deliver a Project Fund Agreement, to be dated the date of delivery thereof (the "Project Fund Agreement"), between the County and the Lender.

(e) There has been presented to the Board at this meeting drafts of the Agreement, the Deed of Trust and the Project Fund Agreement.

Section 2. In order to provide for the financing of the Project, the County is hereby authorized to enter into the Agreement and receive an advancement pursuant thereto in a principal amount not to exceed \$4,650,000. The County shall repay the advancement in installments due in the amounts and at the times set forth in the Agreement. The payments of the installment payments shall be designated as principal and interest as provided in the Agreement. The interest rate payable under the Agreement shall be 2.25% per annum (subject to adjustment as provided in the Agreement) and the final maturity shall not exceed June 1, 2036.

Section 3. The Board hereby approves the Agreement, the Deed of Trust and the Project Fund Agreement in substantially the forms presented at this meeting. The Chair or the Vice Chair of the Board, the County Manager and the Finance Officer of the County are each hereby

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authorized to execute and deliver on behalf of the County said documents in substantially the forms presented at this meeting, containing such modifications as the person executing such documents shall approve, such execution to be conclusive evidence of approval by the Board of any such changes. The Clerk to the Board or any Deputy or Assistant Clerk to the Board for the County is hereby authorized and directed to affix the official seal of the County to said documents and to attest the same as may be required.

Section 4. No deficiency judgment may be rendered against the County in any action for breach of any contractual obligation authorized pursuant to this resolution and the taxing power of the County is not and may not be pledged directly or indirectly to secure any moneys due under any contract herein authorized.

Section 5. The Chair or the Vice Chair of the Board, the County Manager, the Finance Officer and the Clerk to the Board for the County, and any other officers, agents and employees of the County, are hereby authorized and directed to execute and deliver such closing certificates, opinions, agreements and other items of evidence as shall be deemed necessary to consummate the transactions described above.

Section 6. The officers, agents and employees of the County are hereby authorized and directed to do all acts and things required of them by the provisions of this resolution, the Agreement, the Deed of Trust and the Project Fund Agreement for the full, punctual and complete performance of the terms, covenants, provisions and agreements of the same.

Section 7. This resolution shall take effect immediately upon its adoption.

Upon motion of Commissioner Randy Krainiak, the foregoing resolution entitled "RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT FINANCING AGREEMENT, A DEED OF TRUST, A PROJECT FUND AGREEMENT AND RELATED DOCUMENTS IN CONNECTION WITH THE FINANCING OF A NEW PUBLIC LIBRARY AND ADMINISTRATIVE COMPLEX FOR THE COUNTY OF CAMDEN, NORTH CAROLINA" was adopted by the following vote:

Ayes: Ross Munro, Clayton Riggs, Randy Krainiak

Noes: Tiffany White

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I, Karen M. Davis, Clerk to the Board of Commissioners for the County of Camden, North Carolina, DO HEREBY CERTIFY that the foregoing is a true copy of such much of the proceedings of said Board of Commissioners for said County at a regular meeting held on June 7, 2021, as it relates in any way to the holding of a public hearing and the adoption of the foregoing resolutions relating to an installment financing by said County and that said proceedings are recorded in the minutes of said Board of Commissioners.

I DO HEREBY FURTHER CERTIFY that proper notice of such regular meeting was given as required by North Carolina law.

WITNESS my hand and official seal of said County this 7<sup>th</sup> day of June, 2021.



Karen M. Davis  
Clerk to the Board of Commissioners

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Commissioner Riggs confirmed that if the Resolutions are adopted, it doesn't mean the money must be spent immediately – it means that funds up to the approved amount will be available when needed.

Mr. Bowman clarified that invoices for work currently being done are being paid from the Capital Projects fund. Upon approval by the Local Government Commission, the funds will be released to the County on July 15<sup>th</sup>. The first payment is due December 1, 2021. The Guaranteed Maximum Price has been set per the Resolution.

Vice-Chairman Munro opened the floor for public comments.

Nancy Farmer of South Mills, NC spoke in opposition to the Library Financing Resolutions. She expressed concern in regard to the upcoming tax increase that will be implemented to finance the new school. Ms. Farmer suggested that the plan to build a new library be cancelled and that an existing building be found to house the library. She is concerned that the financial burden is too great for the citizens of the county, especially those that plan to make Camden their permanent home.

**Motion to close the public hearing.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffany White
<b>ABSENT:</b>	Tom White

**Motion to add the Library Financing Resolutions to the agenda as presented.**

<b>RESULT:</b>	<b>PASSED [3-1]</b>
<b>MOVER:</b>	Randy Krainiak
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak
<b>NOES:</b>	Tiffany White
<b>ABSENT:</b>	Tom White

Vice Chairman Munro stated the following: *The Board of Commissioners will now consider the Resolution Making Certain Findings and Determinations Regarding the Financing of a New Public Library and Administrative Complex for the County of Camden, North Carolina pursuant to an Installment Financing Agreement and Requesting the Local Government Commission to Approve the Financing Arrangement – a copy of which has previously been distributed to each Commissioner.*

**Motion to adopt the Resolution Making Certain Findings and Determinations Regarding the Financing of a New Public Library and Administrative Complex for the County of Camden, North Carolina Pursuant to an Installment Financing Agreement and Requesting the Local Government Commission to Approve the Financing Arrangement.**

<b>RESULT:</b>	<b>PASSED [3-1]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak
<b>NOES:</b>	Tiffany White
<b>ABSENT:</b>	Tom White

Vice-Chairman Munro stated the following: *The Board of Commissioners will now consider the Resolution Authorizing the Execution and Delivery of an Installment Financing Agreement, a Deed of Trust, a Project Fund Agreement and Related Documents in Connection with the Financing of a New Public Library and Administrative Complex for the County of Camden, North Carolina – a copy of which has previously been distributed to each Commissioner.*

**Motion to adopt the Resolution Authorizing the Execution and Delivery of an Installment Financing Agreement, a Deed of Trust, a Project Fund Agreement and Related Documents in Connection with the Financing of a New Public Library and Administrative Complex for the County of Camden, North Carolina.**

<b>RESULT:</b>	<b>PASSED [3-1]</b>
<b>MOVER:</b>	Randy Krainiak
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak
<b>NOES:</b>	Tiffany White
<b>ABSENT:</b>	Tom White

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**ITEM 6. NEW BUSINESS**

A. Tax Report – Lisa Anderson

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

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2020	177,082.24	9,984.47
2019	74,220.24	3,854.95
2018	31,325.42	1,928.05
2017	21,338.29	1,959.72
2016	9,484.25	1,253.37
2015	6,977.81	695.83
2014	9,893.85	1,030.08
2013	6,721.86	4,694.65
2012	5,683.74	7,383.98
2011	4,572.09	6,259.34

TOTAL REAL PROPERTY TAX UNCOLLECTED	347,299.79
TOTAL PERSONAL PROPERTY UNCOLLECTED	39,044.44
TEN YEAR PERCENTAGE COLLECTION RATE	99.49%
COLLECTION FOR 2021 vs. 2020	57,411.01 vs. 76,621.21

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2020	97.64%
2019	98.99%
2018	99.56%

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

ENDING April 2021

**BY TAX ADMINISTRATOR**

<u>71</u>	NUMBER DELINQUENCY NOTICES SENT
<u>46</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>4</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>2</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>1</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	01-8929-00-34-2503.0000	7,166.08	2	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8944-00-75-7172.0000	7,048.48	1	KIM SAWYER	CAMDEN	110 MILL DAM RD N
R	01-7989-00-01-1714.0000	6,743.01	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8943-01-17-4388.0000	5,818.24	2	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	02-8953-00-19-3774.0000	5,557.52	1	NW PROPERTIES LLC	CAMDEN	431 158 US W
R	03-8899-00-16-2671.2425	5,296.25	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8934-01-17-4778.0000	5,094.04	4	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	02-8935-02-56-7093.0000	4,894.34	2	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	03-8971-00-23-2253.0000	4,662.42	2	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	03-8953-04-80-5726.0000	4,492.81	1	CHESAPEAKE ASSOCIATES LIMITED	SHILOH	917 343 HWY S
R	02-8934-01-18-8072.0000	4,426.60	2	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8945-00-41-2050.0000	3,954.27	2	JAMES B. SEYMOUR ETAL	CAMDEN	168 BUSHELL RD
R	02-8944-00-39-4776.9853	3,941.82	1	HASTINGS REVOCABLE TRUST	CAMDEN	110 158 US W
R	02-8944-00-36-1417.0000	3,880.77	2	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	03-8972-00-54-4332.0000	3,764.55	1	GILBERT WAYNE OVERTON &	SHILOH	1350 343 HWY S
R	02-8934-01-29-4617.0000	3,626.50	2	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8944-00-99-1027.0000	3,592.32	3	JOHNNIE MERCER HEIRS	CAMDEN	MCKIMMY RD
R	01-7999-00-62-3898.0000	3,520.40	2	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	03-8962-00-05-0472.0000	3,379.79	2	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	03-8899-00-45-2682.0000	3,287.34	10	SEAMARK INC	SHILOH	HOLLY RD
R	03-8953-03-12-3791.0000	3,226.94	2	KIMBERLEE SAWYER	SHILOH	113 GLEN DR
R	03-8943-02-75-4196.0000	3,214.14	3	SHERRILL M PRICE JR	SHILOH	115 COOKS LANDING RD
R	02-8916-00-39-5370.0000	2,969.22	2	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	03-8953-03-12-3791.0000	2,877.90	2	WANDA H WELLS	SHILOH	104 HIGH RD
R	03-8962-00-67-1021.0000	2,835.96	4	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	02-8935-01-08-8786.0000	2,768.57	2	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	03-8809-00-24-8236.0000	2,693.75	2	GENE W TREY HEIRS	SHILOH	503 SAILBOAT RD
R	01-7091-00-64-6569.0000	2,576.73	2	ALONZO FISHER GREGORY	SOUTH MILLS	406 OLD SWAMP RD
R	02-8934-03-31-9750.0000	2,458.30	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD
R	03-8965-00-37-4242.0000	2,446.21	3	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD

30 Oldest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	6,743.01	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	3,287.34	10	SEAMARK INC	SHILOH	NECK RD
R	03-8962-00-04-9097.0000	2,835.96	10	CECIL BARNARD HEIRS	SHILOH	171 NECK RD
R	03-8953-00-19-3774.0000	5,557.52	10	AUDREY ATILLET	SHILOH	108 CAMDEN AVE
R	03-8943-04-93-8214.0000	1,923.24	10	L. P. JORDAN HEIRS	SHILOH	195 BUNKER HILL RD
R	01-7999-00-32-3510.0000	1,886.17	10	LEAH BARCO	SOUTH MILLS	165 BUNKER HILL RD
R	01-7999-00-12-8996.0000	1,814.77	10	MOSES MITCHELL HEIRS	SOUTH MILLS	117 OTTERS PL
R	01-7080-00-62-1977.0000	1,595.95	10	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	LITTLE CREEK RD
R	03-8990-00-64-8379.0000	1,236.66	10	CHRISTOPHER FROST-JOHNSON	SHILOH	227 SLEEPY HOLLOW RD
R	02-8935-01-07-0916.0000	982.92	10	ROSETTA MERCER INGRAM	CAMDEN	116 BLOODFIELD RD
R	01-7989-04-60-1568.0000	889.29	10	EMMA BRUTE HEIRS	SOUTH MILLS	105 BLOODFIELD RD
R	01-7989-04-60-1568.0000	867.85	10	CHRISTINE RIDDICK	SOUTH MILLS	117 GRIFFIN RD
R	01-7090-00-60-5052.0000	788.26	10	JOE GRIFFIN HEIRS	SOUTH MILLS	113 BOURBON ST
R	02-8936-00-24-7426.0000	755.07	10	BERNICE PUGH	CAMDEN	1352 343 HWY N
R	01-7989-04-90-0938.0000	711.58	10	DORIS RASON	SOUTH MILLS	499 SAILBOAT RD
R	03-9020-00-24-8322.0000	645.45	10	DAVID B KIRBY	SHILOH	IVY NECK RD
R	02-8955-00-13-7846.0000	579.39	10	MARIE MERCER	CAMDEN	CAMDEN POINT RD
R	03-8980-00-61-1968.0000	346.06	10	WILLIAMSBURG VACATION	SHILOH	WICKHAM RD
R	03-8962-00-60-7648.0000	281.11	10	FRANK WRIGHT ETAL	SHILOH	218 BROAD CREEK RD
R	03-8909-00-45-1097.0000	200.75	10	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	149.69	10	ELIZABETH LONG	SHILOH	HIBISCUS RD
R	03-8809-00-17-2462.0000	137.29	9	STEVE WILLIAMS	SHILOH	LITTLE CREEK RD
R	03-8965-00-37-4242.0000	2,446.21	9	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7988-00-91-0179.0001	1,831.18	9	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	STINGY LN
R	01-7091-00-64-6569.0000	1,581.21	9	CLARENCE D. TURNER JR.	SOUTH MILLS	HIBISCUS RD
R	03-8899-00-36-1568.0000	429.66	9	PETER STAVAGE	SHILOH	457 NECK RD
R	03-8962-00-55-5300.0000	427.31	9	OCTAVIA COPELAND HEIRS	SHILOH	SAILBOAT RD
R	03-9809-00-66-0120.0000	286.40	9	RANDELL CRIDER	SHILOH	SAILBOAT RD
R	03-9809-00-54-8280.0000	264.96	9	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	1,654.12	4	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0000295	1,126.07	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001104	901.36	4	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0003780	847.11	1	JAY ISBELL	CAMDEN	390 CAMDEN CSY
P	0000297	683.61	4	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000132	680.26	1	DAVID DUNAVANT JR.	CAMDEN	158 HWY E
P	0001046	633.87	9	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	549.09	10	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	526.42	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	495.97	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001681	459.48	9	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0002525	459.00	2	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0002194	422.00	3	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0001230	411.11	9	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001827	365.28	9	KAREN BUNDY	CAMDEN	431 158 US W
P	0003725	331.43	1	DAKOTA FINANCIAL LLC	CAMDEN	
P	0000846	327.19	1	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0003017	313.72	2	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	00-1859-00-24-8322.0000	289.99	1	THOMAS P. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001976	270.21	3	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0003722	270.00	1	LRM LEASING CO INC	CAMDEN	197 HERMAN ARNOLD RD
P	0003405	239.23	2	JOHN R BARKER	SHILOH	108 SASSAFRAS LN
P	0001106	236.76	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0003559	232.14	2	BENNY FARRELL TUCKER	ELIZABETH CITY	152 158 US W
P	0002924	219.96	1	PAUL BEAUMONT	CAMDEN	390 158 US W
P	0001721	213.91	1	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003779	213.91	1	ALONZO DALLEY	CAMDEN	390 CAMDEN CSWY
P	0002442	200.37	4	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0003501	197.13	2	DIANE L. NOBLE	CAMDEN	152 158 US W

30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	1,654.12	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	10	633.87	TRIEU VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	10	549.09	PAM BUNDY	SHILOH	105 ARON DR
P	0000738	10	526.42	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	10	495.97	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001827	10	365.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001106	10	236.76	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001639	10	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001681	9	458.48	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	9	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	9	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	9	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000295	5	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000365	5	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002391	5	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	5	108.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0001104	4	901.36	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000297	4	683.61	ADAM D. & TRACY T.W. JONES	CAMDEN	133 WALSTON LN
P	0001976	4	270.21	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 ARON DR
P	0002442	4	200.37	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0000945	4	191.35	RAMONA F. TAZENELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002468	4	139.53	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0001150	4	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0002968	4	128.00	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEBETTER BARN RD
P	0001689	4	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002194	3	422.00	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0000846	3	327.19	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0002902	3	162.96	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	3	120.11	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 US W
P	0002525	2	453.00	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD

Motion to approve the Tax Report as presented.

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

B. Emergency Medical Services Agreement – Ken Bowman

The current agreement between the County of Pasquotank and the County of Camden is set to expire on June 30, 2021. The Board will consider entering into the following agreement for an additional three years.

<p>NORTH CAROLINA PASQUOTANK COUNTY</p> <p>EMERGENCY MEDICAL SERVICES AGREEMENT</p> <p>THIS AGREEMENT is entered into this ____ day of June, 2021, by and between the COUNTY OF PASQUOTANK, North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina, ("Pasquotank"), and the COUNTY OF CAMDEN, North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina, ("Camden");</p> <p>WITNESSETH:</p> <p><u>Recitals</u></p> <p>The following recitals are incorporated as an integral part of this Agreement.</p> <p>WHEREAS, Pasquotank currently owns and operates Emergency Medical Services, ("EMS"); and</p> <p>WHEREAS, Pasquotank has provided emergency medical services to Camden for many years and the current agreement is set to expire on June 30, 2021; and</p> <p>WHEREAS, the parties desire to enter into a new agreement for an additional three (3) years, designating the responsibilities and duties of each; and</p> <p>WHEREAS, the General Statutes of North Carolina define Emergency Medical Services as "services rendered by Emergency Medical Services personnel in responding to improve the health and wellness of the community and to address the individual's need for emergency medical care within the scope of practice as defined by the North Carolina Medical Board in accordance with G.S. 143-514 in order to prevent loss of life or further aggravation of physiological or psychological illness or injury."</p> <p style="text-align: center;">1</p>	<p>WHEREAS, Pasquotank and Camden are authorized by N.C. Gen. Stat. §160A-461, Article 20, to enter into contracts or agreements with each other to execute this undertaking.</p> <p>NOW, THEREFORE, in consideration of the terms, conditions, and covenants expressed herein the parties agree as follows:</p> <p style="text-align: center;"><u>Section One</u> <u>Purpose of Agreement</u></p> <p>The purpose of this Agreement is to continue the contractual relationship, which has existed for many years, whereby Pasquotank provides emergency medical services to Camden, within its corporate limits, in exchange for a monetary contribution.</p> <p style="text-align: center;"><u>Section Two</u> <u>Term</u></p> <p>Section 2.1 The term of this Agreement shall commence on July 1, 2021 and shall continue for three (3) successive years.</p> <p>Section 2.2 Either party may terminate this agreement on breach by the other. Examples of breach include failure to make payments as required or failure to provide Emergency Medical Services specified. These examples are not exhaustive but illustrative. If a party desires to terminate upon breach, it shall deliver written notice intent to the other by registered mail, certified mail or hand delivery. Termination shall not become effective until thirty (30) days after receipt of such.</p> <p style="text-align: center;">2</p>
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Section Three  
Responsibilities of Parties

Section 3.1 – Responsibilities of Pasquotank: Pasquotank shall supply 24 hour Emergency Medical Services to Camden within its territorial limits for the term of this Agreement by providing a two (2) man crew and equipped ambulances for twelve (12) hours per day (7 days a week) based out of the South Camden Volunteer Fire Department Station (Station 12) and South Mills Volunteer Fire Department Station (Station 14). Based upon peak call demand as determined by Pasquotank-Camden EMS, EMS crews will be based out of the South Camden VFD (Station 12) and South Mills VFD (Station 14) twelve hours per day, seven days per week. Twelve hour shifts shall be subject to change upon review of call demand data and recommendation of the Pasquotank-Camden Emergency Services Board. All calls dispatched in Camden when the two contracted ambulances are not available within the established districts during the outlined times of this contract will be answered by Pasquotank County based ambulances from the nearest possible location. Pasquotank shall, however, continually provide emergency medical services to Camden twenty-four (24) hours per day. Units located at Stations 12 and 14 during the assigned 12-hour period will participate in System Status Management which allows for repositioning of ambulances to provide for the best coverages possible. This may require ambulances located in Camden County to move to geographical locations other than the physical fire department from which it is based. Dependent upon call volume, a Camden-based ambulance may respond to Pasquotank County in order to appropriately provide system-wide coverage during the designated staffed hours of this contract. In return, a Pasquotank-based ambulance may respond to Camden County in order to

appropriately provide system-wide coverage during the designated staffed hours of this contract. A copy of the PCMS System Status Management Plan can be found in Attachment A.

Section 3.2 – Responsibilities of Camden: Camden shall pay the sum of \$613,376 for the period of July 1, 2021 to June 30, 2022 (fiscal year 2021-2022) and the sum of \$630,750 for the period beginning July 1, 2022 to June 30, 2023 (fiscal year 2022-2023), and the sum of \$648,645 for the period beginning July 1, 2023 to June 30, 2024 (fiscal year 2023-2024). Included within the above amounts is an additional \$34,255 per year to cover the Community Paramedicine Services. These services may include mass vaccination clinic assistance, patient visits, and discharge prevention coordination. Additionally, Camden shall furnish an appropriate, secure facility for the two (2) ambulances to be housed on a 24-hour basis within Camden County as long as there are EMS personnel on duty or are on stand-by. Camden will also furnish telephone and internet access at its expense. Further, Camden agrees to regularly maintain the buildings to ensure they are inhabitable by EMS crews on a daily basis. Pasquotank will be responsible for damage to Camden's facilities resulting from gross negligence or intentional acts as determined by the Fire Chief, EMS Chief, and the County Managers.

Section Four  
Property

There will be no joint ownership of real or personal property pursuant to this Agreement, except as may be established by an amendment pursuant to Section 5.

Section Five  
Amendment

This Agreement may not be modified or amended except by subsequent written modification approved and authorized by the governing bodies of each party and signed by authorized representative of both parties.

Section Six  
EMS Board

The Pasquotank-Camden Emergency Medical Service Board is hereby created, comprised of:

- 2 Pasquotank County Board of Commissioners designees
- 2 Camden County Board of Commissioners designees
- 1 – Medical Director
- 1 – Rescue Squad Chief
- 1 – Rescue Squad President
- 1 Hospital Liaison
- 1 – Hospital Administrator

Each member shall have one vote. The Pasquotank and Camden County Managers shall serve as ex-officio, non-voting members. This Board (EMS Board) shall serve in an advisory capacity to the Pasquotank County Board of Commissioners regarding operation of the Emergency Medical Service Department. Any personnel matter involving an employee(s) of Emergency Medical Services shall be administered by Pasquotank County pursuant to its Personnel Policy.

Section Seven  
Severability

If any provisions of this Agreement are held, for any reason, to be unconstitutional, unenforceable, invalid, or illegal in any respect, such decisions shall not affect or impair any of the remaining provisions and the parties shall, to the extent they deem necessary and appropriate, take such actions to correct the unconstitutional, unenforceable, invalid, or illegal provision. It is the intent of the parties this Agreement would have been approved and executed had such unconstitutional, unenforceable, invalid or illegal provision been excluded.

Section Eight  
Entire Agreement

This instrument contains the entire Agreement between the parties, and no statement, oral or written, made by either party or agent of either party that is not contained in this written Agreement shall be valid or binding.

Section Nine  
Remedies

This Agreement is enforceable by all remedies available in law or equity. Failure or delay to exercise any right, remedy, privilege hereunder shall not operate as a waiver of such.

Section Ten  
Duplicate Originals

This Agreement shall be executed by the parties in duplicate originals, each of which, when executed, shall constitute this same Agreement.

Section Eleven  
Governing Law

This Agreement shall be governed in accordance with the law of the State of North Carolina.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written, the Agreement having been approved by the respective governing bodies of both Pasquotank and Camden.

CAMDEN COUNTY

\_\_\_\_\_  
Ross H. Munro, Vice Chairman  
Board of Commissioners  
Date & Time: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk to the Board  
(SEAL)

This instrument has been precautioined in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Camden County Finance Officer  
Date & Time: \_\_\_\_\_

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PASQUOTANK COUNTY

\_\_\_\_\_  
Lloyd Griffin, Chairman  
Board of Commissioners  
Date & Time: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Lynn B. Scott  
Clerk to the Board  
(SEAL)

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**ATTACHMENT A**

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**Pasquotank – Camden Emergency Medical Service**

ISSUED: 07/01/2015	SUBJECT: APPROVED BY: _____	
REVISED: 06/15/2015 02/06/2015	MODIFIED SYSTEM STATUS MANAGEMENT	Director _____

To maintain optimal EMS coverage and attempt to reduce overall response times to all areas in the Pasquotank-Camden EMS response districts.

The following will assist with optimal ambulance response times from 0800 – 2000, 7 days a week. The following modified design will be used to move medic ambulance units based on current call volume:

All Station 50 medic units out on calls

1<sup>st</sup> line move - ST4 medic unit moves to Body Rd/Halslead Blvd at Handee Hugos (Covers next in-city response (south of Knobbs Creek Bridge) and all calls in the ST4 primary response district)

1<sup>st</sup> line move - ST14 medic unit moves to Morgan's Corner intersection at Duck Thru (Covers any response on the northside of the city (north of Knobbs Creek Bridge) and all calls in the ST14 primary response district. This ambulance can rapidly respond to calls N/S/E/W of the intersection)

2<sup>nd</sup> line move - ST12 medic unit moves to Hwy 343/Hwy 158 intersection at Camden Duck Thru  
(This move occurs only if either 1<sup>st</sup> line is assigned to a call, crew will move and be in vehicle for rapid response N/S/E/W of intersection)

Station 4 medic unit out on calls

1<sup>st</sup> line move - Any available ST50 medic unit moves to Body Rd/Halslead Blvd at Handee Hugos  
(Preferred 1<sup>st</sup> ST50 unit in call rotation assigned to move)

Station 12 medic unit out

1<sup>st</sup> line move - Any available ST50 medic unit moves to Hwy 343/Hwy 158 intersection at Camden Duck Thru  
(Preferred 1<sup>st</sup> ST50 unit in call rotation assigned to move)

Station 14 medic unit out

1<sup>st</sup> line move - Any available ST50 medic unit moves to Morgan's Corner intersection at Duck Thru  
(Preferred 1<sup>st</sup> ST50 unit in call rotation assigned to move)

Only 2 ambulances left to answer calls

1 ambulance stages at ST50  
(Covers all of Pasquotank County and north of South Mills)

1 ambulance stages at Camden Duck Thru  
(Covers all of Camden County and south of South Mills)

Only 1 ambulance left to answer calls

Ambulance stages at ST50 and covers all calls

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At the daily closing of ST14 (1900 hrs.) ST50 will cover all ST 14 district calls.  
 At the daily closing of ST12 (2100 HRS) ST50 will cover all ST12 district calls.  
*Clarification: ST14 is not responsible for ST12 calls between the hours of 0700 & 0900 and ST12 is not responsible for ST14 calls between the hours of 1900 & 2100. M12 & M14 only cover the others districts, between the hours of 0900 & 1900 (when both units are in service).*  
 During long distance transports and extended staging times, units covering the sub-station response districts may report directly to that sub-station to answer calls for that district.  
 Staging should typically be assigned to the next unit in call rotation. This should be used as a guide and crews should start this move without having direction given from the Supervisor. The supervisor, at their discretion, can change this movement. This should, however, be limited to a case by case basis such as deeming that one unit can respond and arrive sooner than another unit, or during differences in staffing levels (EMT vs AEMT vs Paramedic). This Supervisor discretion goes the same for assigning units to 911 calls.  
 Note: In order to alleviate confusion and free-landing, Pasquotank Central Communications will always dispatch the respected station, in which the request for service is geographically located. This is regardless of the time of day, or units available, within said district. The exception to this rule is, EMS personnel such as the Supervisor, can request/advise the dispatching of their station preference.

**Motion to approve the Emergency Medical Services Agreement as presented.**

**RESULT: PASSED [4-0]**  
**MOVER: Clayton Riggs**  
**AYES: Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White**  
**ABSENT: Tom White**

**C. Resolution 2021-06-01: Salaries & Compensation for Various Boards and Commissions – Ken Bowman**



**Resolution No. 2021-06-01**  
**A RESOLUTION OF THE**  
**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**SALARIES AND COMPENSATION**  
**FOR VARIOUS BOARDS AND COMMISSIONS**  
**FISCAL YEAR 2021-2022**

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

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 7<sup>th</sup> day of June 2021 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning July 1, 2021 and ending June 30, 2022,

**Section 1: BOARD OF COMMISSIONERS**

Chairman	\$750.00 per month plus mileage.
Vice-chairman/ Board Member	\$725.00 per month plus mileage.

- The monthly "salary" of the Board members shall be considered as compensation for regularly scheduled meetings of the board per the annual Meeting Calendar. Same day attendance at meetings will not be eligible for reimbursement – i.e., a closed session in advance of a board meeting.
- Board members attending Special Meetings and Budget Work Sessions will be compensated at a rate of \$75 per meeting. Board members will be compensated up to \$75 for attendance at other board meetings they have been appointed to and not already compensated for by those boards.
- For purposes of reimbursement, eligible meetings would include those in which the board members serve and participate by virtue of their position and/or in representation of their position as a board member and/or are an invited "participant" by staff or agency/department and may include Association Ad Hoc Committee meetings, Ground Breakings and Ribbon Cuttings or any meeting at the request of the Board of Commissioners in the Commissioner's official capacity.

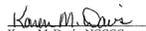
- The following are not reimbursable expenses: Attendance to social occasions (banquets, meals (except as part of a participatory meeting), entertainment, sports, galas, fundraisers, clubs, etc.), or informal or telephonic conversations. Also alcoholic beverages, political contributions, tips greater than 18%, parking or traffic violations / fines, entertainment expenses such as tickets to sporting events or theaters, and in room movies. For any fundraisers the board decides to attend, the County will pay for the ticket if the Commissioner's agree that the event benefits Camden County residents and serves a public purpose, however, they will not receive meeting pay for attendance. (Must be non-partisan and non-profit.)
- Attendance at Board appointed Board Meetings (i.e. Library, DSS, ADD) will not be reimbursable to Commissioners who are not appointed to those boards unless they are requested to attend by the appointee who is unable to attend or at the request of the Board of Commissioners in the Commissioner's official capacity.
- Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four (4) hours and out of the county (90 mile radius of the Courthouse).
- Board members are required to submit in writing a payment request in the form of an expense report (via internal form) to the Finance Officer not later than the last business day of each month. The report will contain all expenses including compensation along with a description of the meeting, date, time and place.
- Special meeting reimbursement requests that exceed seven (7) in a month will require Board approval.

**Section 2: BOARD OF ELECTIONS**

Chairman	Compensation - \$50 for meeting with Board. \$50 per day for Election Day, canvass day, and instruction day plus mileage.
Board Members	Compensation - \$40 per meeting with Board. \$40 per day on Election Day and canvass day plus mileage.
Chief Judge	Compensation - \$40 per day for instruction day and canvass day plus mileage. \$150.00 per day for Election Day plus mileage. \$20 for pick-up day.
Judges	Compensation - \$20 for instruction day. Election Day at \$120.00 per day.
Assistants	Compensation - \$20 for instruction day. Election Day at \$100.00 per day.

**Section 3: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS**

Compensation - \$30.00 per meeting plus mileage.

<b>Section 4:</b>	<b>SOCIAL SERVICES BOARD</b>
Chairman	Compensation - \$35.00 per meeting plus mileage.
Board Members	Compensation - \$30.00 per meeting plus mileage.
<b>Section 5:</b>	<b>AGING ADVISORY COUNCIL</b>
	Compensation - \$30.00 per meeting, plus mileage and meal if required.
<b>Section 6:</b>	<b>RECREATION BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 7:</b>	<b>JURY COMMISSION</b>
	Compensation - \$ 7.25 per hour for hours worked compiling jury list.
<b>Section 8:</b>	<b>ECONOMIC DEVELOPMENT BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 9:</b>	<b>SENIOR CENTER BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 10:</b>	<b>LIBRARY BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 11:</b>	<b>AGRICULTURAL ADVISORY BOARD &amp; FIRE COMMISSIONS</b>
	No Compensation
<b>Section 12:</b>	<b>TRAVEL &amp; MILEAGE REIMBURSEMENT</b>
	All Boards and Commissions are subject to the approved Camden County Travel Policy. Mileage will be computed based on home of record and return. Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15 for all compensable meetings. Any volunteer or non-paid meetings will not qualify for travel or mileage reimbursement without Board of Commissioners approval.
Adopted this the 7 <sup>th</sup> day of June 2021.	
ATTEST:	 Ross B. Munro, Vice Chairman Camden County Board of Commissioners
 Karen M. Davis, NCCCC Clerk to the Board of Commissioners	

**Motion to approve Resolution 2021-06-01: Salaries & Compensation for Various Boards as presented.**

<b>RESULT:</b>	<b>PASSED [3-1]</b>
<b>MOVER:</b>	Randy Krainiak
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak
<b>NOES:</b>	Tiffney White
<b>ABSENT:</b>	Tom White

**D. Animal Control & Protection Ordinance – Ken Bowman**

The current Animal Ordinance for Camden County, NC was adopted in 2001. This item was brought to the Board's attention during the April 2021 meeting by Ms. Cam Smart. Ms. Smart made a presentation to the board with concerns over the situation with the hybrid wolves being located next to her property in Camden Point. Since that time the animals have been re-located to 159 Smith Corner Road on approximately 10 acres.

After a review of the current ordinance by staff it was determined that a complete rewrite was necessary in order to bring this document in line with current regulations and statutes. This document has been updated along with reviews and comments provided by citizens, the Sheriff's Office, county staff, and the county attorney.

Due to the absence of a Commissioner, the revised Animal Control & Protection Ordinance was introduced for review and discussion only. By statute the full board would need to be seated to vote on this ordinance at the first presentation. However, the Board may consider taking action at the July 6, 2021 Regular Meeting.

**CAMDEN COUNTY NORTH CAROLINA  
ANIMAL CONTROL & PROTECTION ORDINANCE  
Revised June 2021**

CHAPTER 93: Animal Control and Protection Ordinance Revised June 7, 2021

**ARTICLE 1. GENERAL.**

**Section 1. Definitions.**

For the purpose of this Ordinance, the following definitions shall apply unless the context indicates or requires a different meaning:

*Abandon* means to intentionally, knowingly, recklessly, unjustifiably or negligently leave an animal at a location without providing for the animal's care.

*Abuse and Neglect* of an animal means the following:

- a. Failing to provide an animal with adequate food and water;
- b. Molesting, harassing, injuring, setting on fire or sexually assaulting any animal in a manner causing physical pain, suffering, or death;
- c. Failing to provide appropriate medical attention for any sick, diseased, or injured animal to prevent physical pain, suffering, disability, or death;
- d. Keeping any animal under condition which causes, or could cause, physical pain, suffering, disability, or death to the animal or which increases the probability of the transmission of disease;
- e. Failing to provide adequate shelter, as defined herein; and/or
- f. Conveying or confining any type of animal in a motor vehicle, wagon, or trailer, including the bed of a truck in such manner as to cause physical pain, suffering, disability, or death.

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*Adequate Food* means the provision at suitable intervals, not to exceed 24 hours, of a quantity of wholesome foodstuff suitable for the species and age, sufficient to maintain a reasonable level of nutrition, which is served in a sanitized receptacle.

*Adequate Shelter* means an enclosure having at least three solid sides, a roof, and a solid floor raised above the ground with sufficient room for the animal to move about freely and lie down comfortably which is structurally sound, water and wind resistant, maintained in good repair and constructed in a manner to provide shade from the direct rays of the sun, adequate ventilation and light. Barrel style enclosures are considered adequate provided they are kept in good repair, are waterproof and stable.

*Adequate Water* means a constant access to a supply of clean, fresh, potable water provided in a sanitary manner at suitable intervals for the species and not to exceed 24-hours

*Adoptable Animal* means an animal that, in the opinion of the Animal Control Director, is physically well, spayed or neutered, exhibits behaviors of socialization and compatibility for residing with humans and does not pose an undue risk of injury to people or other animals and which animal is considered desirable for companionship.

*Animal* means any live, vertebrate or invertebrate creature specifically including but not limited to: dogs, cats, farm animals, birds, fish, livestock, and reptiles.

*Animal Control Officer* means a staff member of the Camden County Animal Control Department authorized to enforce this Ordinance and state laws.

*Animal Control Facility or Animal Shelter.* The animal shelter in Elizabeth City now or formerly operated by the Society for the Prevention of Cruelty to Animals of Northeastern North Carolina, or any other facility so designated in writing by the County Board of Commissioners, for the purpose of impounding and caring for animals found running at large or otherwise subject to impoundment in accordance with this ordinance or state laws.

*Appropriate Documentation* means a rabies certificate or official veterinary record validating the animal has, at least once previously, received a USDA-licensed rabies vaccination. If it was a single vaccination, then the animal must have been vaccinated at least 28 days prior to the exposure date.

*At Large* means any animal found off of the "real property" of its owner or keeper, not under restraint of a competent person or any animal previously determined to be dangerous or potentially dangerous not under restraint or confined to a secure enclosure while on the property of its owner.

This definition shall exclude:

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- a. a dog being used by a law enforcement officer to carry out the law enforcement officer's official duties;
- b. dog being used in a lawful hunt
- c. dog working as a herding dog, or predator control dog on the property of, or under the control of, its owner or keeper.

For purposes of this definition, the term "real property" shall include any property owned or occupied by the owner of such animal, but shall not include any common areas (including without limitation, walks, drives, recreation and open space area, etc.) within any subdivision or multifamily residential development.

*Attack* means an animal approach which is terrorizing or threatening in manner to a reasonable person which approach was not provoked by human teasing, molestation, heating, torturing, or other harm.

*Bite* means skin has been penetrated by an animal's teeth or an animal seizing flesh with its teeth or jaws. This also includes scratches.

*Business Day* means any day of Camden County conducts routine business and the animal control facility is open to the public.

*Camden County Health Department.* Currently, Albemarle Regional Health Services or any other health department so designated in writing by the Camden County Board of Commissioners.

*Cat* means any and all domestic felines.

*Confinement* means to secure within a building or similar adequate shelter to prohibit animal escape unless human assistance is rendered.

*Control* means the power to direct, manage, oversee and/or restrict the physical action of an animal.

*Cruelty and Cruel Treatment* means every act of commission, omission, or neglect whereby unjustifiable pain, suffering or death is caused or permitted, or attempted to be caused or permitted against animals. Likewise include are acts or attempted acts of provocation, molesting, baiting or trapping of animals unlawfully, or any acts prohibited by State law or this ordinance.

*Dangerous Dog* nine:

- a. That without provocation has killed or inflicted severe injury on a person; or

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- b. Any dog owned or harbored primarily or in part for the purpose of dog fighting, or any dog trained for dog fighting; or
- c. Any dog determined by the Animal Control Officer as a Potentially Dangerous Dog because the dog has engaged in previous behaviors defined as a potentially dangerous dog.

*Potentially Dangerous Dog* means:

- a. A dog determined by the Animal Control Officer to be potentially dangerous because it has engaged in one or more following behaviors:
  - 1. Inflicted a bite on a person resulting in broken bones, disfiguring lacerations requiring cosmetic surgery or hospitalization; or
  - 2. Killed or inflicted severe injury upon a domestic animal when not on the owner's real property; or
  - 3. Approached a person when not on the owner's property in a vicious or terrorizing manner in an apparent attitude of attack.
- b. Exclusions to the definition of Potentially Dangerous Dog are restricted to:
  - 1. A dog being used by law enforcement to carry out a law enforcement officer's official duties; or
  - 2. A dog being used in a lawful hunt; or
  - 3. A dog where the injury or damage inflicted by the dog was sustained by a domestic animal while the dog was working as a hunting dog, herding dog, or predator control dog on the property of, or under the control of, its owner or keeper, and the damage or injury was to a species or type of domestic animal appropriate to the work of the dog; or
  - 4. A dog, where the injury inflicted by the dog, was sustained by a person committing a willful trespass or other tort, was tormenting, abusing, or assaulting the dog, had tormented, abused, or assaulted the dog, or was committing or attempting to commit a crime.

*Dog* means any and all domestic canines.

*Domestic Animal* means any dog, cat, ferret that has been made tame by socialization and is fit for the human environment.

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*Exotic Animal* means any non-indigenous, predatory carnivores including, but not limited to, lions, tigers, leopards, ocelots, jaguars, cheetah, wolves or hybrids thereof. Exclusions to the definition of Exotic animal are restricted to permitted traveling circuses or exhibits with the current authorization of an applicable federal, State, County law or permit.

*Exposed to Rabies* means any person or animal that has been bitten by, or otherwise come into contact with the saliva or nervous tissue of a proven rabid animal, or any animal reasonably known or suspected to have been infected with rabies that is not available for laboratory diagnosis.

*Feral* means a domestic animal which is not socialized.

*Ferret* means a domestic mammal of the genus, species, and subspecies *Mustela Putorius Furo*.

*Health Director* means the department head of the Camden County Health Department.

*Impoundment* means possession or seizure of an animal by the Camden County Animal Control Officer.

*In Estrus* means a female animal in what is commonly termed, "in heat", or "in season" and therefore strongly attracting male animal sexual attention.

*Keeper* means a person having custody of an animal or who keeps or harbors an animal or who knowingly permits an animal to remain on or about any premises occupied or controlled by such person.

*kennel* means any premises wherein a person owns, boards or keeps three or more dogs or five or more cats.

*Nuisance* means any act of an animal or its owner, which disturbs the rights and privileges common to the public, or private enjoyment of property, or causes damage to real or personal property, threatens the safety or welfare of a member of the public. Actions defined as a nuisance include, but are not limited to:

- a. An animal at large.
- b. An animal that causes damage or soils the real or personal property of a non-owner individual.
- c. Failing to confine a female dog or cat while in estrus in a building or secure enclosure prohibiting her contact with another dog or cat, or otherwise creating a nuisance by attraction. However, this subsection shall not be

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construed to prohibit intentional breeding of animals within an enclosed, concealed area on the premises of the animal owner.

- d. An animal that unlawfully chases, snaps at, or otherwise molests persons or other animals.
- e. An animal allowed, either intentionally or negligently, to loiter on public or private places or otherwise.
- f. An animal that is diseased or unsafe to the health of the public unless under the care of a licensed veterinarian or a person designated by the Health Director.

The harking of dogs, regardless of the manner or repetition of the harking, is specifically excluded as a nuisance under the purview of this section.

*Owner* means any person, legal entity, firm, partnership or corporation owning, keeping, having charge of or owns a possessory right in an animal.

*Owner's Observation* means under the owner's strict supervision and control (leash walk, fenced yard, no travel or boarding unless approved by the local department of health, including outings at parks, etc.).

There should be no contact with animals or people other than the caretaker(s) until the local health director has released the animal from the 45-day observation period.

*Owner's Real Property* means any real property owned or leased by the owner of an animal but does not include any public right-of-way or a common area of a condominium, apartment complex, or townhouse development.

*Person* means any individual, family, group of individuals, corporation, partnership, organization or institution recognized by law as a person.

*Provocation* means any act towards an animal that a reasonable person would expect to irritate or enrage such an animal to the extent the animal would be likely to bite or attack, including, but not limited to: teasing, harassing, beating, torturing, injuring, or intentionally causing pain to an animal. Provocation does not include any actions on the part of an individual that pertain to reasonable efforts of self-defense or defense of others.

*Rabies Vector* means any species commonly recognized to be a carrier of rabies, such as, but not limited to: dogs, cats, raccoons, foxes, skunks, coyote and bats.

*Rabies* means the acute viral disease of the central nervous system that affects humans and other mammals, also known as hydrophobia.

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*Rabies Vaccine* means an animal rabies vaccine licensed by the United States Department of Agriculture and approved for use in this State by the Commission for Public Health.

*Restraint* means to limit the movement of an animal by means of a chain, leash, fence or other physical or electronic device of sufficient strength to allow control of an animal.

*Secure Enclosure*, unless otherwise specifically defined herein, means an enclosure from which an animal cannot escape by means of digging under, going through or jumping over, or otherwise becoming free unless freed by the owner.

*Serologic Monitoring* means blood testing for an animal that has been exposed to rabies when the owner is not able to provide documentation of a past rabies vaccine. It is a method for evaluating an animal's immune response as evidence of prior rabies vaccination.

*Stray or Lost* means any animal found within the county wandering at large which does not have an owner and does not bear evidence of identification of any owner, or any animal whose owner, if determinable, has failed to attach a valid rabies tag or identification tag for the animal.

*Security Dog* means any dog used, kept or maintained by its owner or keeper for the purpose of protecting any person or property.

*Severe Injury* means any physical injury that results in broken bones or disfiguring lacerations or requires reconstructive surgery or hospitalization.

*Surrender* means to relinquish all ownership rights in an animal.

*Vaccination* means the administration of rabies vaccine by a licensed veterinarian or a certified rabies vaccinator.

*Wild Animal* means any animal not domesticated. A hybrid of any animal, regardless of genetic percentages, shall be deemed a wild animal. Wild animals include: an animal that would ordinarily be confined to a zoo; normally in the wilderness of this or any other country, a species of animal not indigenous to the United States or North America; or is likely to cause a reasonable person to be fearful of significant destruction of property or of bodily harm by virtue of the appearance or conduct of the animal.

**Section 2. Authority and Responsibility**

This Ordinance is adopted pursuant to the authority vested in Camden County by the General Statutes of North Carolina and other applicable laws. This purpose of this Ordinance is to protect the health, safety, and welfare of Camden County residents and the

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animals residing within the County and to regulate and control the conduct, keeping, and care of those animals.

**Section 3. Effective Date**

This Ordinance is effective upon adoption by the Camden County Board of Commissioners.

**Section 4. Severability**

If any section, sentence, clause, or phrase of this Ordinance is, for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

**Section 5. Relation to Hunting Laws**

Nothing contained in this ordinance shall be applied to conflict with the laws of the State of North Carolina regulating, restricting, authorizing or otherwise affecting dogs while used in hunting, but this exception applies only while the dogs are in the presence of the owner, keeper, or competent person, and are actually and lawfully being used for hunting or training for hunting and in compliance with applicable statutes, regulations or ordinances. This ordinance shall be read and enforced consistently with any such law.

**Section 6. Animal Control Department**

- a. Authority is hereby granted to the Camden County Sheriff's Office to enforce this ordinance. This ordinance may be enforced by all nonsworn animal control officers as well as by sworn law enforcement officers utilizing the additional rights, powers and immunities granted to sworn officers.
- b. Authority is hereby granted to the Camden County Sheriff's Office to establish and maintain an animal control program, to employ animal control officers and such other employee(s) as shall be determined necessary by the County, and to appoint and compensate animal control officers and such other employees in accordance with policies of the County of Camden.
- c. The Animal Control Officer shall:
  1. Have the responsibility along with law enforcement agencies, and where applicable with animal cruelty investigators, to enforce all laws of the state and all ordinances of the county pertaining to animals and shall cooperate with all law enforcement officers within the county in fulfilling this duty.

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2. Enforce and carry out all laws of the state and all county ordinances pertaining to animals and rabies control in cooperation with the Health Director, except as herein provided.

3. Be responsible for the seizure and arranging for the impoundment, where deemed necessary, of any animal in the county involved in a violation of this ordinance or any other county ordinance or state law.

4. Make such investigations or inquiries as necessary for the purpose of ascertaining compliance with this ordinance or applicable state statute.

5. Be empowered to issue civil penalties or notices of violation of this ordinance in such form as the Animal Control Officer may prescribe.

6. Be empowered to enter upon private property to investigate violations of this ordinance and/or of state law and to seize and impound animals pursuant to this ordinance or by an order of a court in competent jurisdiction of this state.

d. The Animal Control Officer shall keep, or cause to be kept, accurate and detailed records of:

1. Seizure, impoundment and disposition of all animals coming into the custody of the animal control program in compliance with the regulations enacted pursuant to the NC Animal Welfare Act.
2. Animal bites to humans, rabies control investigations, ordinance and other violations and complaints, and their investigation.
3. All monies belonging to the county, including but not limited to fees, penalties and donations.
4. Any other matters deemed necessary by the Animal Control Officer.

**Section 7. Ordinance Enforcement.**

a. It shall be unlawful for any person to interfere with, hinder or molest an employee of the Animal Control Department while in the performance of any duty as set out in this ordinance or to tamper or remove animal control equipment. It shall also be unlawful for any person to seek to release, attempt to release, or to release any animal in the custody of the Animal Control Department, except as otherwise specifically provided in this ordinance.

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b. This ordinance shall be enforced by imposing the specific sanctions, penalties, fines and remedies described herein, by seeking injunctive relief, orders of abatement and any other means prescribed by statute or common law.

c. Enforcement of this ordinance may be by any appropriate equitable remedy, penalty, injunction, or order of abatement issuing from a court of competent jurisdiction pursuant to G.S. § 153A-123(d) and (e), or any other applicable law.

d. The Animal Control Officer or any other person duly authorized by the County may commence legal action on behalf of the County to take necessary legal steps to collect any amount for outstanding costs, fees or penalties assessed pursuant to this ordinance.

**Section 8. Sanctions, penalties, fines, remedies.**

a. Notwithstanding any civil penalties outlined in this ordinance, the violation of any provision of this ordinance shall be a Class 3 misdemeanor and any person convicted of such violation shall be punishable as provided in G.S. 14-4 and G.S. 153A-123 and may be subject to a fine of not more than \$500.00 or imprisonment. Such violation may be punishable by any other applicable law. Each day's violation of this ordinance is a separate offense. Payment of a fine imposed in criminal proceedings pursuant to this ordinance does not relieve a person of his liability for registration, fees, or civil penalties imposed under or pursuant to this ordinance.

b. The Animal Control Officer may cause issuance to an owner or keeper or a person in violation of this ordinance or applicable state law, warnings, notices, civil penalties giving notice of violation(s). Any such penalty issued shall impose upon the owner a civil penalty as listed in the county fee schedule. Penalties shall increase for each subsequent offense.

c. Unless otherwise specified in this ordinance, all notices or civil penalties required by this ordinance to be sent or delivered shall be made by personal service; by first class or certified mail; or by affixing the notice to the last known residence.

**Section 9. Licensing of Cats and Dogs: Fee**

a. There is hereby imposed on a person owning or keeping up to two dogs or four cats a license fee as listed in the Camden County Fee Schedule, on each dog or cat six months of age or older for the ownership of a dog or cat within the county.

b. There is hereby imposed on a person owning or keeping a kennel within the County an annual license fee as listed in the Camden County Fee Schedule.

c. Every person owning or keeping up to two dogs or four cats shall apply to the Sheriff's Office for a license to keep a dog or cat six months of age or older within the county, or within 30 days after the dog or cat is first kept within the county.

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whichever comes first. The applicant shall be required to give the name and street address of the person owning or keeping the dog or cat and the name, breed or description, color, age and sex of the dog or cat. The applicant for a license shall be made in writing by the applicant at the Sheriff's Office.

d. Every person owning or keeping a kennel shall apply annually on or before December 31 to the Sheriff's Office for a license to operate a kennel within the county or within 30 days after a kennel is first kept within the county. The applicant shall be required to give the name and street address of the person owning or keeping the kennel. The application for the license shall be made in writing by the applicant at the Sheriff's Office.

e. The license fee shall be paid upon application. The license fee receipt shall constitute the license.

f. All dogs and cats kept within the county requiring licensure shall display a permanent license tag. The tag shall be obtained from the Sheriff's Office and shall continue to be used from year to year. Lost or worn license tags shall be replaced by the owner or person keeping a dog or cat by application and payment of the fee as provided herein.

g. The owner or keeper of dogs or cats owned, boarded or kept within a kennel and which dogs or cats are not licensed nor displaying a permanent license tag, as required, shall cause the dogs or cats to either:

- i. Display a permanent license tag on which shall appear the number assigned the kennel at the time payment of the license fee is made; or
- ii. Display on a collar worn by the dog or cat the name and phone number of the current owner.

h. The amount of any license fee imposed by this section shall be deemed a debt to the county. Any person owning, having or keeping any dog or cat in the county on or after July 1, 2021, without having obtained a license so to do shall be liable to an action in the name of the county in any court of competent jurisdiction for the amount of any license fee imposed by and required by this section to be paid for the keeping a dog or cat. The animal control officer is authorized to cause a complaint to be filed against any person violating any of the provisions of this section and to cause an action to be brought against any person failing to pay any license fee here required for the recovery of the same. The action shall be cumulative and shall not be deemed as a bar or waiver of the right to institute any other civil or criminal proceeding for a violation of this section.

i. The provisions of this section requiring dogs and cats to be licensed shall not apply to those dogs or cats owned by or in the charge or care of persons who are

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nonresidents of the county or temporarily within the county for a period not exceeding 30 days, nor to dogs or cats temporarily brought into the county for the exclusive purpose of entering the dogs or cats in a lawful show, competition, or other exhibition when entered into and kept at the show, competition, or exhibition, nor to dogs used as lead dogs for blind persons.

**ARTICLE II. RABIES CONTROL**

**Section 1. Compliance with state law; article as supplement to state law.**

It is the purpose of this article to supplement state laws now and as amended, as amended, for the enforcement of such relating to rabies control, including but not limited to:

- a. It shall be unlawful for any animal owner/keeper or other person to fail to comply with the state laws or this ordinance relating to the control of rabies.
- b. It shall be unlawful for any person to fail or refuse to surrender any animal for quarantine or destruction as required.
- c. Animal Control Officers are authorized to canvass the county to determine if there are any dogs or cats not wearing the required rabies vaccination tag.

**Section 2. Vaccination of dogs, cats, and ferrets.**

- a. The owner or keeper of every dog, cat and ferret four months of age or older shall maintain current rabies vaccination for each animal.
- b. All dogs and cats shall wear a valid rabies tag.
- c. It shall be unlawful for any person to use, for any animal, a rabies vaccination tag issued for another animal.

**Section 3. Vaccination and confinement of animals brought into the State**

- a. A dog or cat brought into the State shall immediately be securely confined and shall be vaccinated against rabies within one week after entry and shall remain confined for two weeks after rabies vaccination.
- b. Exceptions to this section are restricted to a dog or cat brought into the State accompanied by a certificate issued by a licensed veterinarian showing the dog or cat is apparently free from, and has not been exposed to, rabies and the dog or cat is current on rabies vaccine.

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**Section 4. Animal Bites-Quarantine**

a. Animal bites to humans shall be reported immediately to the Animal Control Officer and/or the Health Director.

b. Every owned dog, cat or ferret which has bitten any person shall be immediately impounded at the designated animal shelter, confined at a veterinary facility or other facility approved by the Health Director. Time of impoundment shall be determined by the veterinary facility or Health Director.

c. Every dog, cat or ferret which has bitten any person whose ownership is unknown shall be immediately impounded for a minimum of 3 business days. If the animal owner has not been identified within 3 business days, the animal may be euthanized and sent for rabies testing.

d. The Health Director may authorize a dog trained and used by a law enforcement agency to be released from confinement/impoundment to perform official duties upon submission of proof to the Animal Control Department the dog is currently vaccinated against rabies in compliance with State law.

e. The owner/keeper of a dog, cat or ferret confined or impounded shall be responsible for all fees and penalties imposed as a result of such confinement or impoundment.

**Section 5. Destruction or confinement of dogs and cats exposed to rabid animals**

a. Dogs or cats that have been bitten or otherwise have been exposed to a rabid or potentially rabid animal **who have been vaccinated** against rabies at least 28 days prior to the bite or exposure and have appropriate documentation, shall receive immediate veterinary care with a rabies booster dose within 96 hours of the exposure and placed under owner observation for 45 days. Owners or keepers shall allow animal control officers to enter during reasonable hours to inspect the animal.

b. Dogs and cats that have been bitten or otherwise have been exposed to a rabid or potentially rabid animal **who are overdue for a rabies vaccination** but have appropriate documentation of prior rabies vaccination shall receive immediate veterinary care with a rabies booster dose within 96 hours of exposure and placed under owner observation for 45 days.

c. Dogs and cats that have been bitten or otherwise have been exposed to a rabid or potentially rabid animal **that are overdue for a rabies vaccination with no documentation** of a prior rabies vaccination shall be euthanized or receive immediate veterinary care with a rabies vaccination given within 96 hours of the

exposure and immediately impounded and confined at a veterinary facility for a period of 4 months. Dogs and cats may also undergo prospective serologic monitoring after receiving immediate veterinary care and a rabies vaccination. If there is satisfactory evidence of prior vaccination the animal will be placed under owner observation for 45 days allowing animal control officers to enter during reasonable hours to inspect the animal. If no evidence of prior vaccination the animal will be treated as unvaccinated and will be euthanized or confined to a veterinary facility for a period of 4 months.

d. If the rabies booster is delayed, the local health director may consider increasing the observation period (case-by-case) or quarantine period (from 4 to 6 months), considering the severity of the exposure, length in delay in vaccination, current health status, and number of prior rabies vaccines and lapses.

**ARTICLE III. - ANIMAL CRUELTY**

**Section 1. Compliance with state law; article as supplement to state law.**

It is the purpose of this article to supplement state laws, as amended, relating to animals. The Animal Control Officer shall serve as the Animal Cruelty Investigator and is empowered with the duties and powers described by §19A-45 through §19A-49.

**Section 2. Prohibited acts.**

a. It shall be unlawful for any animal owner/keeper or other person to fail to comply with the state laws relating to the control, care and custody of animals.

b. It shall be unlawful for any person to abuse, molest, maim, disfigure, torture, torment, deprive of necessary sustenance, adequate food, water and shelter, to cruelly beat, mutilate or kill, wound, injure, poison, abandon or subject to conditions detrimental to its health or general welfare any animal, or to cause or procure such action.

c. The words "torture" and "torment" shall be held to include every act, omission or neglect whereby unjustifiable physical pain, suffering or death is caused or permitted; but such terms shall not be construed to prohibit lawful shooting of birds, deer and other game for human food; not to prohibit an animal's owner, a veterinarian, the Health Director or the Animal Control Department from destroying dangerous or injured animals in a humane manner.

d. It shall be unlawful for any person knowing and intentionally to harbor, feed, keep in possession by confinement or otherwise, any animal which does not belong to him, without the permission of the owner, unless he has within 72 hours from the time such animal came into his possession, notified the Animal Control Department.

e. It shall be unlawful for any person to confine an animal in a vehicle under conditions that are likely to cause suffering, injury, or death to the animal due to heat, cold, lack of adequate ventilation, or under other endangering conditions.

f. It shall be unlawful for any owner or keeper to abandon or forsake any animal within the County.

g. It shall be unlawful for any person injuring a domestic animal by running over or into the same or coming into contact with the same, with automobile, motorcycle, bicycle or other vehicle, to fail to make a reasonable effort to promptly notify the owner of the injured animal.

**Section 3. Manner of keeping and treating animals generally**

Owners and keepers of dogs, cats, and other animals shall provide adequate food, shelter, and medical attention to such animals, including, but not limited to, the following:

1. Sufficient wholesome food that is nutritious for the species;
2. Fresh, potable drinking water;
3. Medical attention to relieve such animal from suffering;
4. When sunlight is likely to cause overheating and discomfort, sufficient shade shall be provided to allow all dogs and cats kept outdoors to protect themselves from the direct rays of the sun;
5. Shelter shall be provided to allow the animal to remain dry and protected from the elements. Such shelter shall be fully enclosed on three (3) sides, roofed, and have a solid floor. The entrance to the shelter shall be flexible to allow the animal's entry and exit, and sturdy enough to block entry of wind and rain. The shelter shall be small enough to retain the animal's body heat and large enough to allow the animal to stand and turn completely. The enclosure shall be structurally sound in good repair. Under this section, shelters whose wire, grid or slat floors, permit the animals' feet to pass through the openings, sag under the animals' weight, or otherwise do not prevent the animal's feet or toes from injury are not adequate shelters;

6. A suitable method shall be provided to rapidly eliminate excess water;

7. The following arrangements DO NOT constitute adequate shelter and protection during extreme or inclement weather condition:

- i. Underneath exterior steps, stoops or similar structures
- ii. Inside of vehicles
- iii. Inside cardboard boxes,
- iv. Inside buildings or rooms within buildings, without proper air circulation, and
- v. Crates used for transportation.

**ARTICLE IV. ANIMAL NUISANCE**

**Section 1. Animal creating a nuisance.**

a. It shall be unlawful for a person, owner or keeper to permit or cause an animal to create or maintain a nuisance.

b. Upon receipt of a written, credible complaint alleging that any person, owner or keeper is creating or maintaining a nuisance, the Animal Control Officer shall cause the owner or keeper of the animal in question to be notified a complaint has been received and shall cause the situation investigated and a written report prepared.

c. When an animal control officer or law enforcement officer observes a violation of this section, a written report shall be prepared; the person, owner or keeper shall be provided written notification of such violation and be given 48 hours to abate the nuisance.

d. If, after 48 hours as is designated in an abatement order, the nuisance is not abated, the owner or keeper may be issued a civil penalty or other appropriate legal remedy.

**Section 2. Control of Security Dogs.**

a. Security dogs are subject to all provisions of this ordinance.

- b. All persons owning or keeping a Security Dog shall register such dog(s) with the Animal Control Department within 15 days providing such information as the Animal Control Department requires.
- c. The premises in which a Security Dog is kept or allowed access shall display at least one plainly visible sign posted upon each side of the secure enclosure warning a Dangerous or Potentially Dangerous Dog is on the premises. Such signage shall be no smaller than one foot by two feet or two square feet in area and said sign shall read: "Warning! Dangerous Dog on Premises" in letters and height legible to a person of ordinary vision from 20 feet. In addition, the owner or keeper shall post at least one plainly visible sign displayed upon each side of the premises in which a Security Dog is kept or allowed access to no smaller than one foot by two feet or two square feet in area with a graphic representation of an appropriate animal such that the dangerousness of the animal is communicated to those who cannot read, including young children.

**ARTICLE V. IMPOUNDMENT OF ANIMALS**

**Section 1. Impoundment**

- a. Animal Control is hereby granted the authority to seize and impound animals in violation of this ordinance, stray animals and animals surrendered by the owner.
- b. The duration of impoundment of animals shall not be less than five (5) business days. During the impoundment period Animal Control shall make a reasonable effort to locate the owner of the animal.
- c. A surrendered animal shall become property of Camden County at the time of impoundment.
- d. A domestic animal impounded under this Ordinance may be reclaimed by its owner or keeper according to the procedures of the animal shelter.
- e. Animals not reclaimed within five (5) business days are considered surrendered or abandoned and become the property of the Animal Control Department and disposed of according to animal shelter procedures.
- f. Notwithstanding any other provision of this Ordinance, an animal that has or is endangering a human or domesticated animal and cannot be seized by reasonable and normal means, may be tranquilized or be humanely destroyed in the field by the Animal Control Officer or Law Enforcement Officer.

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- g. Any animal that is impounded which is badly wounded, diseased, or which sickness or disease poses a health threat to other animals in the animal shelter (not a rabies suspect) and has no identification shall be destroyed immediately in a humane manner. If the animal has identification, the staff of the animal shelter shall attempt to notify the owner before disposing of the animal, but if the owner cannot be reached readily, and if the animal is suffering or poses a health threat to other animals in the shelter, the staff of the animal shelter may destroy the animal at its discretion in a humane manner.

**ARTICLE VI. DANGEROUS AND POTENTIALLY DANGEROUS DOGS**

**Section 1. Compliance with state law; article as supplement to state law.**

It is the purpose of this Ordinance to supplement state laws for the enforcement of state laws relating to Dangerous dogs and Potentially Dangerous dogs.

**Section 2. Declaration of Dangerous or Potentially Dangerous Dog**

- a. The Animal Control Officer may find and declare a Dog Dangerous or Potentially Dangerous if probable cause is found to believe the dog falls within the definitions set forth. The finding must be based upon one or more of the following:
  - 1. The written and signed complaint of a citizen, who is willing to testify the dog has acted in a manner that is defined as a Dangerous Dog or Potentially Dangerous Dog.
  - 2. An authenticated dog bite report is filed with the Animal Control Department;
  - 3. Actions of the dog witnessed and reported upon by any Animal Control Officer or Law Enforcement Officer;
  - 4. The declaration by a judicial authority or another animal control authority pursuant to G.S. § 67.1
  - 5. Other credible evidence.
- b. The declaration notice of a Dangerous Dog or Potentially Dangerous Dog shall be in writing and shall be served on the owner in person, or by certified mail, to the owner's last known address.
- c. The declaration shall state:

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- 1. A description of the dog;
- 2. The name and address of the owner of the dog, if known;
- 3. The whereabouts of the dog if it is not in the custody of the owner;
- 4. The facts upon which the declaration is based;
- 5. The restrictions placed on the dog as a result of the declaration;
- 6. Penalty for violation of this Article, state law or other, applicable laws, including the possibility of destruction of the dog.

**Section 3. Protection from Dangerous and Potentially Dangerous Dogs.**

- a. The owner of a dog declared dangerous or potentially dangerous shall immediately confine the dog as provided in this Section and for 21 calendar days of the declaration or final decision of the Appeals Board, by adhering to the following:
  - 1. Such dog shall be kept, secured and restrained while on the real property of the person owning, keeping or harboring it by these exclusive means only ways:
    - i. In a building with doors, windows, and other exits securely fastened shut under the supervision and control of a responsible adult person capable of such supervision and control.
    - ii. Securely kept in a locked enclosure which has secure side, top and bottom and is constructed out of materials and in a manner that will preclude escape by the dog and prevent entry by small children. An underground electric fence is not a sufficient method of enclosure.
    - iii. It shall be unlawful for the owner or keeper of a Dangerous dog or Potentially Dangerous dog to permit the dog to be outside the enclosure/confinement unless the dog is muzzled and restrained by a substantial chain or leash not more than (9) feet in length and under physical restraint of a competent and responsible person, at least eighteen (18) years of age. The muzzle shall be made in a manner that will not cause injury to the dog or interfere with its vision or respiration but shall prevent it from biting any person or animal.
    - iv. Notwithstanding the foregoing, a dangerous dog shall not be left unattended on the owner's real property unless the dog is

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confined indoors, in a securely enclosed and locked pen, or in a locked enclosure which has secure sides, top and bottom and is constructed out of material and in a manner, which will preclude escape by the dog and prevent entry by small children.

- v. At least one plainly visible sign posted upon each side of the secure enclosure warning that a dangerous dog is on the premises. Such signage shall be no smaller than one foot by two feet or two square feet in area and said sign shall read: "Warning! Dangerous Dog on Premises" in letters and height legible to a person of ordinary vision from 20 feet. In addition, the owner shall post at least one plainly visible sign displayed upon each side of the secure enclosure no smaller than one foot by two feet or two square feet in area with graphic representation of an appropriate animal such that the dangerousness of the animal is communicated to those who cannot read, including young children.

- 2. Evidence of a current policy of liability insurance, held in the name of the Dangerous or Potentially Dangerous dog owner/keeper in the amount of at least one hundred thousand dollars (\$100,000.00) at the owner's expense for the benefit of any person who suffers damages, injury, or death caused by a Dangerous or Potentially Dangerous dog for as long as the dog remains in the County and mandates the insurer shall immediately notify the Animal Control Department of any changes in the insurance coverage or policy termination.
- 3. At least one (1) photograph, acceptable to the Animal Control Department, of the dog declared as Dangerous or Potentially Dangerous.
- 4. A functional and registered microchip implanted into the dog declared as Dangerous or Potentially Dangerous, the current and active microchip registration number must be filed promptly with the Animal Control Department.
- 5. The owner or keeper shall have the duty to immediately notify the Animal Control Department and Sheriff's Office if the dog escapes or is otherwise not in confinement.
- 6. The owner or keeper shall be strictly liable in civil damages for any injuries or property damage caused or inflicted by the Dangerous or Potentially Dangerous dog.

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<p>7. The Animal Control Department shall have the authority to summarily seize and impound the dog if the owner or keeper fails to comply with any provisions of this section.</p> <p>8. The owner must allow officers of the Animal Control Department to make whatever inquiries deemed necessary to assure compliance with these provisions including inspection of the owner's premises where the Dangerous or Potentially Dangerous dog is confined.</p> <p><b>Section 4. Transfer of ownership of Dangerous and Potentially Dangerous Dogs.</b></p> <p>a. The owner of a Dangerous dog or Potentially Dangerous dog transferring ownership or possession of the dog to another person shall provide the Dangerous or Potentially Dangerous dog declaration written notice to the new owner or possessor upon the transfer of the dog.</p> <p>b. The owner of a Dangerous dog or Potentially Dangerous dog transferring ownership or possession of the dog to another person shall provide the Animal Control Department a written, signed notice containing the name and address of the prior/current owner or possessor of the dog and the new owner or possessor of the dog within 3 business days of the transfer.</p> <p><b>Article VII. Unlawful removal or destruction of dog collars.</b></p> <p>It is unlawful to intentionally remove or destroy electronic/tracking/identification collars or other electronic devices or identification placed on a dog by its owner to maintain control and/or identify the dog or the dog's location.</p> <p><b>Article VIII. - Wild and/or Exotic Animals.</b></p> <p>It shall be unlawful for any person, firm or corporation to import, sell, possess, transport or participate in importation, for the purpose of selling or possession of any non-indigenous predatory carnivores such as but not limited to:</p> <ol style="list-style-type: none"> <li>1. Lions, tigers, leopards, ocelots, jaguars, cheetah, wolves or hybrids thereof.</li> </ol> <p style="text-align: center;">21</p>	<ol style="list-style-type: none"> <li>2. Any animal, which by its physical characteristics or natural instincts is capable of causing death or serious bodily injury to persons.</li> <li>3. Exclusions to this section are restricted to licensed traveling circuses or exhibits with a current authorization of and by Federal Law, NC State Law or County Regulation, Code or Permit.</li> </ol> <p style="text-align: center;">22</p>
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**Motion to place the Animal Control & Protection Ordinance on the July 6<sup>th</sup> agenda for consideration.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

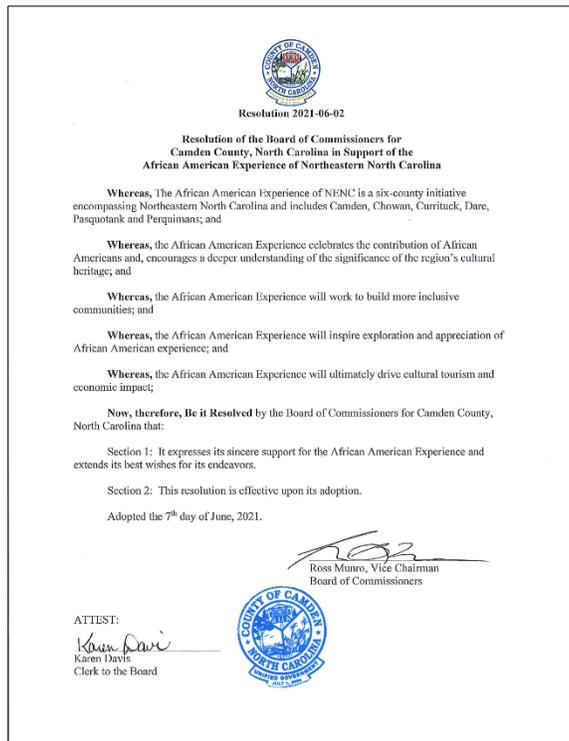
Cam Smart requested to address the Board. Ms. Smart thanked the Commissioners and staff for the work that had gone into the rewrite of the Animal Ordinance. She also wanted to speak to comments that were made at the beginning of the meeting in regard to the proposed Ordinance. Ms. Smart explained that her request to have the Animal Ordinance amended was not only because of her neighbor, but for the safety of the citizens wherever the wolf-hybrids happen to reside.

E. Resolution 2021-06-02: In Support of the African American Experience of Northeastern North Carolina

TDA Chair and Dismal Swamp Welcome Center Director Sarah Hill included the following in her presentations in regard to the African American Experience of Northeastern North Carolina:

- A digital African American Heritage & History Trail
- Mission: To inspire exploration and appreciation for the African American Experience of NENC and ultimately drive cultural tourism and economic impact.
- Vision: The African American Experience of NENC celebrates the contributions of African Americans and encourages a deeper understanding of the significance of the region's cultural heritage in order to build more inclusive communities.
- 6-County Initiative: Currituck, Dare, Camden, Perquimans, Chowan, Pasquotank
- Tourism Initiated, Tourism Funded, Tourism Facilitated
- Each of the six counties have significant sites important to the African American community and to the history of the counties.

- 2-4 Advisory Board representatives from each county who have significant historical or cultural knowledge of the AAENENC region.
- Digital Advertising Campaign – Launch Date: June 19, 2021 (Juneteenth)



**Motion to adopt Resolution 2021-06-02 in Support of the African American Experience of Northeastern North Carolina.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Randy Krainiak
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

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

Vice-Chairman Ross Munro recessed the Board of Commissioners and called to order the South Camden Water & Sewer District Board of Directors Meeting.

Public Comments – None

Consideration of the Agenda

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

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

New Business

A. Monthly Report – Chuck Jones

<b>South Camden Water &amp; Sewer Board</b>				
<b>Monthly Work Order Statistics Report</b>				
<b>Period: April 2021</b>				
	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	65	65	100%	0
Sewer/Collection	0	0	100%	0

**New Services installed: 5**

**Locates:**

- Water Line: 92
- Sewer Line: 28
- Water & Sewer, same ticket: 19
- Hydrant flow test: 0

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

**Water treated at the water treatment plant in April:** 14 481 270

**Daily average water usage for April:** 0.483

**Current treatment capacity at the water treatment plant:** 720 000

2021 High Service Pump Flows

Month	Monthly Total	Average Daily Use
January 2021	14,226,700	.458,926
February 2021	13,244,900	.473,032
March 2021	15,859,340	.511,592
April 2021	14,481,270	.482,709
May 2021		.
June 2021		.
July 2021		.
August 2021		.
September 2021		.
October 2021		.
November 2021		.
December 2021		.
Yearly Totals		.

SOUTH CAMDEN WATER & SEWER BOARD										
MONTHLY WATER STATISTICS REPORT										
Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water/Distribution	Sewer/Collection	Water Locates	Sewer Locates	Water/Sewer Locate	Hydrant Flow Test	New Svc Installed
2020										
April	51	100%	0%	49	2	89	8	17	0	1
May	48	100%	0%	46	2	88	15	2	0 flow/15 (painted)	3
June	71	100%	0%	69	2	55	7	1	0 flow/21(painted)	2
July	86	100%	0%	82	4	69	6	2	0	2
August	72	100%	0%	71	1	64	8	1	0 flow/4(painted)	2
Sept	86	100%	0%	84	2	90	15	0	0 flow/5(painted)	3
Oct	99	100%	0%	99	0	65	4	3	0 flow/41 painted	1
Nov	53	100%	0%	53	0	51	2	1	0	2
Dec	59	100%	0%	57	2	77	6	3	0	1
2021										
Jan	102	100%	0%	101	1	85	2	20	0	1
Feb	87	100%	0%	85	2	81	22	4	0	3
March	86	100%	0%	85	1	97	45	10	0	1
April	65	100%	0%	65	0	92	28	19	0	5

SMWA Daily Consumption 2021

Date	January	February	March	April	May	June	July	August	September	October	November	December
1	153,300	136,100	132,200	124,000								
2	133,536	137,700	156,400	133,300								
3	153,700	136,000	147,000	154,000								
4	135,700	138,400	146,200	175,800								
5	127,100	133,000	124,600	149,700								
6	146,500	152,200	149,900	150,800								
7	140,200	161,000	194,600	169,000								
8	125,400	138,500	132,600	159,600								
9	148,300	124,500	153,700	135,100								
10	167,900	146,700	139,500	172,400								
11	152,500	133,900	137,900	195,300								
12	161,800	116,700	123,900	162,200								
13	118,500	150,200	164,800	144,200								
14	134,600	135,400	172,500	151,200								
15	127,300	167,800	137,700	141,300								
16	151,700	130,500	120,100	134,300								
17	159,300	146,400	141,500	181,600								
18	151,800	114,200	130,900	186,700								
19	128,400	140,900	130,600	146,200								
20	136,400	138,900	141,500	153,800								
21	149,000	175,800	171,800	134,800								
22	123,200	150,800	132,000	146,800								
23	139,200	132,600	148,400	138,900								
24	167,900	144,800	138,400	166,900								
25	142,300	114,900	177,100	180,600								
26	144,300	137,900	131,900	149,200								
27	125,900	140,800	158,700	194,300								
28	137,700	170,900	178,900	176,600								
29	150,200		143,700	178,200								
30	139,200		138,400	179,300								
31	164,800		151,300									
Total	4,437,636	3,947,500	4,548,700	4,766,100								

Commissioner Riggs reiterated the importance of staying on schedule with the fire hydrant flow tests.

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

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

Vice-Chairman Munro adjourned the South Camden Water & Sewer Board of Directors and reconvened the Board of Commissioners.

**ITEM 7. BOARD APPOINTMENTS**

- A. Juvenile Crime Prevention Council – Appointment of Eva Anderson

**Motion to appoint Eva Anderson to the Juvenile Crime Prevention Council.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

B. Area Agency on Aging Regional Advisory Council – Appointment of Laura Jolley

**Motion to appoint Senior Center Coordinator Laura Jolley to the Area Agency on Aging Regional Advisory Council.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

C. COA Board of Trustees – Appointment of Clayton Riggs

**Motion to appoint Clayton Riggs to the College of the Albemarle Board of Trustees.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

D. NCACC Conference Delegate

**Motion to appoint Ross Munro as the Voting Delegate for the NCACC Conference Business Session.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

**Motion to appoint Clayton Riggs as the Alternate Delegate for the NCACC Conference Business Session.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Ross Munro
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

## **ITEM 8. CONSENT AGENDA**

- A. BOC Meeting Minutes – April 29, 2021
- B. BOC Meeting Minutes – May 3, 2021
- C. BOC Meeting Minutes – May 13, 2021

D. Budget Amendments

2020-21-BA032  
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, 2021.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10360621-434837	SHHP Grant	\$ 867	
10360621-434900	MIPPA Grant	2,157	
<b>Expenses</b>			
106210-537500	SHHP Grant	\$ 867	
106210-537510	MIPPA Grant	2,157	

This Budget Amendment is made to appropriate additional monies through expenses that the Senior Center Department received through Grant Funds.

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 7<sup>th</sup> day of June, 2021.

*Karen M. Davis*      *[Signature]*  
Clerk to Board of Commissioners      Vice Chairman, Board of Commissioners



2020-21-BA033  
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, 2021.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
<b>Expenses</b>			
106200-503000	PT Salary		\$2000
106200-505000	FICA		155
106200-574000	Capital Outlay	\$2155	

This Budget Amendment is made to move salaries and FICA that was not used due to COVID and re-appropriate monies through expenses to Capital Outlay for needed items.

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 7<sup>th</sup> day of June, 2021.

*Karen M. Davis*      *[Signature]*  
Clerk to Board of Commissioners      Vice Chairman, Board of Commissioners



2020-21-BA034  
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, 2021.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10340611-433500	Miscellaneous	\$7868	
<b>Expenses</b>			
106110-545000	Contracted Services	\$7868	

This Budget Amendment is made to appropriate funds from Grant proceeds to Contracted Services through a Grant that was received by the Library.

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 7<sup>th</sup> day of June, 2021.

*Karen M. Davis*      *[Signature]*  
Clerk to Board of Commissioners      Vice Chairman, Board of Commissioners



2020-21-BA035  
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, 2021.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10330430-434898	Grant Revenues	\$1540.05	
<b>Expenses</b>			
104300-552000	Office Supplies	\$1540.05	

This Budget Amendment is made to appropriate funds from Grant proceeds to Office Supplies through a Grant that was received by the Elections Department.

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 7<sup>th</sup> day of June, 2021.

*Karen M. Davis*      *[Signature]*  
Clerk to Board of Commissioners      Vice Chairman, Board of Commissioners



E. School Budget Amendments

Budget Amendment  
Camden County Schools Administrative Unit  
State Public School Fund

The Camden County Board of Education at a meeting on the 13<sup>th</sup> day of May 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	134.00	
5300	Alternative Programs	10,241.00	
5400	School Leadership Services	2,071.92	

Explanation:

Total Appropriation in Current Budget	\$ 16,175,813.58
Amount of Increase/Decrease of Above Amendment	+ 12,446.92
Total Appropriation in Current Amended Budget ....	\$ 16,188,260.50

Passed by majority vote of the Board of Education of Camden County on the 13<sup>th</sup> day of May 2021.

*Chad D. Hutto*  
Chairman, Board of Education

*Jan Hull*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 7<sup>th</sup> day of JUNE 2021.

*Kevin M. Davis*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 13<sup>th</sup> day of May, 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
6600	Financial & Human Resources	5,100.00	
6800	System-Wide Pupil Support		5,100.00

Explanation:

Total Appropriation in Current Budget	\$ 2,790,336.00
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	\$ 2,790,336.00

Passed by majority vote of the Board of Education of Camden County on the 13<sup>th</sup> day of May 2021.

*Chad D. Hutto*  
Chairman, Board of Education

*Jan Hull*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 14<sup>th</sup> day of JUNE 2021.

*Kevin M. Davis*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Federal Grant Fund

The Camden County Board of Education at a meeting on the 13<sup>th</sup> day of May 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
6500	Operational Support Services	213.00	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	\$ 806,630.71
Amount of Increase/Decrease of Above Amendment	+ 213.00
Total Appropriation in Current Amended Budget ....	\$ 806,843.71

Passed by majority vote of the Board of Education of Camden County on the 13<sup>th</sup> day of May, 2021.

*Chad D. Hutto*  
Chairman, Board of Education

*Jan Hull*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 7<sup>th</sup> day of JUNE 2021.

*Kevin M. Davis*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 13<sup>th</sup> day of May, 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Services		1,349.00
6400	Technology Support Services	1,349.00	

Explanation:

Total Appropriation in Current Budget	\$ 283,041.19
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	\$ 283,041.19

Passed by majority vote of the Board of Education of Camden County on the 13<sup>th</sup> day of May, 2021.

*Chad D. Hutto*  
Chairman, Board of Education

*Jan Hull*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 7<sup>th</sup> day of JUNE 2021.

*Kevin M. Davis*  
Clerk, Board of County Commissioners







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**ITEM 9. COUNTY MANAGER’S REPORT**


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County Manager Ken Bowman included the following in his report:

- Elizabeth City Chamber Annual Meeting/Dinner – June 17<sup>th</sup>, 6 PM at The Carolina Center
- Camden County Elder Abuse Prevention Walk/Luncheon – June 15<sup>th</sup>, 10 AM at Camden Community Park
- Camden County won a 2021 Bronze Telly Award for the video “*Wide Open Spaces*” in the Online Commercials category. Congratulations to Sarah Hill, Tourism Director, and everyone involved in the production of the video.
- Thank you to the Camden Women’s Club for their clean-up efforts. Since 2018 they have picked up over 1600 pounds of litter.
- Camden Heritage Festival – October 9<sup>th</sup>, volunteers needed.
- Next Board of Commissioners Meeting – July 6, 2021

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**ITEM 10. COMMISSIONERS’ REPORTS**


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- Commissioner Krainiak
  - Churches are needed to set up and run games for the Camden Heritage Festival
  - Vessel Naming Ceremony in Honor of Robert Peek – June 9<sup>th</sup>; 1:00 PM
- Commissioner Riggs – Attended a meeting recently in regard to the planned I-87. The Infrastructure Act could potentially assist in moving the project forward.

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**ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES**


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Included for informational purposes:

- A. Register of Deeds Report
- B. Library Report

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**ITEM 12. OTHER MATTERS**


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- A. Opioid Litigation Update – County Attorney John Morrison gave an update on the Opioid litigation. Mr. Morrison explained that there are two competing settlements underway at this time – one from the North Carolina Attorney General and one from the private litigation attorney. It is his opinion that because of Camden County’s size and low number of opioid deaths, receipts will be so modest that it is a moot point. No action is required by the Board at this time.

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**ITEM 13. ADJOURN**


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There being no further matters for discussion, Vice-Chairman Munro called for a motion to adjourn.

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

The Board of Commissioners meeting adjourned at 9:10 PM.

**Board of Equalization and Review**

Vice-Chairman Munro called to the order the Board of Equalization and Review.

There being no cases to come before the Board, Vice-Chairman Munro called for a motion to adjourn.

**Motion to adjourn the Board of Equalization and Review.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Clayton Riggs
<b>AYES:</b>	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
<b>ABSENT:</b>	Tom White

Vice-Chairman Munro adjourned the Board of Equalization and Review at 9:11 PM.

ATTEST:

\_\_\_\_\_  
Ross B. Munro, Vice- Chairman  
Camden County Board of Commissioners

\_\_\_\_\_  
Karen M. Davis  
Clerk to the Board of Commissioners