

**Camden County Board of Commissioners
Regular Meeting
January 3, 2012
6:00 P.M. – Closed Session
7:00 P.M. - Regular Meeting
Historic Courtroom, Courthouse Complex
Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on Monday January 3, 2012 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

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

Also attending were County Manager Mike Renshaw, Clerk to the Board Ashley R. Honaker, and County Attorney John Morrison. Present for purposes of making a presentation(s) or providing supporting information for agenda items were the following persons: Lisa Anderson- Assistant Tax Administrator, Dan Porter- Planning Director, Donna Stewart- Dismal Swamp Welcome Center Director, and Leanne King & Roger Waldon- Clarion Associates.

Chairman Sandra Duckwall called to order the January 3, 2012 meeting of the Camden County Board of Commissioners at 6:59 PM.

Invocation and Pledge of Allegiance

Commissioner Randy Krainiak gave the invocation and led those present in the Pledge of Allegiance.

Public Comments –

None.

Consideration of Agenda

Vice Chairman Garry Meiggs made a motion to approve the agenda as amended. At 7:01PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Presentations

3.A.- Donna Stewart- New Camden County Brochure

Director of the Dismal Swamp Welcome Center, Donna Stewart, came before the Board to present the newly furbished Camden County Brochure. Mrs. Stewart explained that the opportunity to revamp the outdated County brochure came about with the opportunity for the DSWC to create an enclosed display located at the Norfolk International Welcome Center, in Norfolk, VA. Mrs. Stewart worked with, and thanked, Planning Director Dan Porter, Director of Economic Development Charlie Bauman, Clerk to the Board Ashley Honaker, and select colleagues from engineering firm McGill Associates.

3.B.- Clarion- Comprehensive Update

Leanne King & Roger Waldon of Clarion Associates came before the Board to give the latest update on the progress of the creating of the Comprehensive Plan. Ms. King & Mr. Waldon shared the following:

- Mr. Waldon discussed the most recent developments on the Comprehensive Transportation Plan
- Ms. King discussed the most recent developments on the County Comprehensive Plan
- Mr. Waldon discussed what the next steps were in the creation process

Vice Chairman Meiggs asked how it would be possible to keep the County rural, while allowing more development, as requested by County residents.

Mr. Waldon stated that the best way to balance that line would be through concentrated development, compact housing, multifamily homes, etc.

Mr. Waldon also mentioned that there would be one other public work shop to gather public input after a draft version of the Comprehensive Plan was completed.

New Business

Item 4.A. – Anonymous Complaint Policy for Code Enforcement

County Manager Mike Renshaw stated to the Board that it is important for any government/business entity to have some version of written policy on how to properly & professionally act on an anonymous complaint. Mr. Renshaw said that while anonymous complaints are a rarity, they do exist, and the County would like to strike a balance between privacy rights and public safety.

Mr. Renshaw explained that the proposed policy states that an anonymous complaint must first be evaluated and determined if it poses an immediate threat to public safety; if it does, immediate inspection is acceptable. If the complaint does not pose an immediate threat to public safety, the complaint will be recorded, but not acted on, until two (2) additional complaints are filed.

Vice Chairman Garry Meiggs requested to see the/a State policy on anonymous complaints.

Commissioner Randy Krainiak requested that the evaluation process include both the County Manager and the Planning Director.

Vice Chairman Meiggs made a motion to table to item until the County Manager reports back to the Board with the/a State policy on anonymous complaints. At 7:40PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 4.B. – Healthy Workplace Policy

County Manager Mike Renshaw reported to the Board that the County has been looking into creating a written policy for drug & alcohol testing. The County is attempting to limit its liability and exposure. The proposed policy was developed from the UNC School of Government's template, and addresses four (4) major categories: pre-placement testing, post-accident testing, reasonable suspicion testing, & random testing.

Mr. Renshaw stated that those employees that would be subject to random testing would be those employed in public safety-sensitive positions.

Commissioner Clayton made a motion to approve the proposed Drug & Alcohol Testing Policy as presented. At 7:45PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 4.C. – Electronic Imaging Policy

County Manager Mike Renshaw stated to the Board that the Clerk to the Board brought forward the opportunity to begin digital imaging of public records to replace paper records within the office, creating more floor space. The Clerk and Human Resource Officer have worked together to create a policy for Electronic Imaging and Record Retention based on the template provided by the NC Department of Cultural Resources.

Mr. Renshaw made note that the only additional cost to transferring public records from paper records to electronic records would be the cost of storage media.

Commissioner Michael McLain made a motion to accept the proposed Digital Imaging and Electronic Records Retention Policy as presented. At 7:48PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 4.D. – New County Facility Office Assignment

County Manager Mike Renshaw reported to the Board that after careful consideration of the space needs of the County employees, as well as the requests from the Board to create a plan with the least impact on the day-to-day business of the county residents, his official recommendation on which departments to relocate to the newly acquired office space located on US158/ Short Cut Rd. is as follows:

- Public Works & Maintenance- January 9-13, 2012
- Administration- January 23-27, 2012
- Economic Development- January 23-27, 2012
- Finance & Human Resources- February 6-10, 2012

Additional fiscal impacts will come from the need for the installation of a security fence, technical updates for work load, and raw supplies for building an office for the Maintenance Supervisor. Fiscal Impacts total \$11,184.

Vice Chairman Garry Meiggs made a motion to approve the proposal of departments to move and the moving schedule as presented. At 8:04PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Commissioner Randy Krainiak made a motion to approve the fiscal plan of \$11,184 as presented. At 8:08PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 4.E. – Electronic Board Packets

County Manager Mike Renshaw reminded the Board that he was asked to address the issue of developing the current paper-Board Packets into an electronic version and purchasing Ipads to implement paperless Board Packets for the Camden County Board of Commissioners.

At the recommendation of IT consultant Jesse Stallings, the average lifespan of current laptops are four (4) years. This would showcase an annual cost of \$3,040 to produce paperless Board packets, saving the County approximately \$1,095.

Chairwoman Sandra Duckwall stated that she was not interested in going paperless at this time; she is not against moving forward, but that she thinks the Board until the next fiscal year to purchase the Ipad devices after adding their costs to the 2012-2013 budget.

Vice Chairman Garry Meiggs stated that in light of comments, this process will save the county money.

Vice Chairman Garry Meiggs made a motion to approve the recommendation of staff to purchase five (5) Ipad Tablets with 16M memory and 3G Wireless Internet capabilities. At 8:20PM, the motion passed 3-2 with Vice Chairman Garry Meiggs, and Commissioners Michael McLain, and Clayton Riggs voting aye; Chairwoman Sandra Duckwall, and Commissioner Randy Krainiak voting no; No absent; and no Commissioner not voting.

Item 4.F. – Monthly Tax Report

Assistant Tax Administrator Lisa Anderson came before the Board on the behalf of Tax Administrator Mary Gaskins to present the monthly tax report for the month of November 2011.

Commissioner Clayton Riggs made a motion to approve the monthly tax report as presented. At 8:24PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 4.G. – NC Housing Finance Agency SFR 2012

Planning Director Dan Porter came before the Board to request approval to apply for funds released by the State for the purpose of funding Housing. The first program is for home with a low household income. The second program is for homes in need of urgent repairs.

Commissioner Michael McLain made a motion to approve staff to apply for the available State funds, approve the Single Family Rehabilitation Program, and authorize the Chair to sign and administer the program with the County staff. At 8:30PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Commissioner Michael McLain made a motion to subsequently approve the Urgent Repair Program, and authorize the Chair to sign and administer the program with the County staff. At 8:30PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 4.H. – 2011 Community Development Block Grant Programs

Planning Director Dan Porter came before the Board requesting approval for the Planning Department staff to build a proposal based on suggestions from the coordinating consulting firm, to submit in compliance with an application for the 2011 Community Development Block Grant Program.

Commissioner Michael McLain made a motion to approve the proposal for the 2011 CDBG, as well as authorize staff to solicit candidates to receive the CDBG, and authorize the Chair to sign subsequent documents. At 8:33PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 4.I. – Harrell Medical Transport Franchise Agreement

Vice Chairman Garry Meiggs requested that the franchise agreement between Camden County and Harrell Medical Transport be approved for continuance for another 5 year term.

Commissioner Clayton Riggs made a motion to approve the franchise agreement between Camden County and Harrell Medical Transport for another 5 year term. At 8:34PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Board Appointments

Item 5.A. – ABC Board

Vice Chairman Garry Meiggs made a motion to re-appoint Glen Carey to the Camden County ABC Board. At 8:35PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 5.B. – Aging Advisory Board, and, Senior Tar Heel Legislative Delegate

Commissioner Michael McLain made a motion to re-appoint Gwen Wescott to the Aging Advisory Board and the Senior Tarheel Legislative Delegate. At 8:35PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 5.C. – Shiloh/ Courthouse Fire District Commission

Commissioner Clayton Riggs made a motion to re-appointment of George Tarkington, Dewey Berry, and William Forehand to the Shiloh/ Courthouse Fire District Commission. At 8:36PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 5.D. – South Mills Fire District Commission

Vice Chairman Garry Meiggs made a motion to re-appoint Ray Albertson, and Mike Whitehurst to the South Mills Fire District Commission. At 8:36PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 5.E. – Joyce Creek Watershed Advisory Board

Commissioner Clayton Rigs made a motion to re-appoint Ray Albertson, Cliff Rountree, and Craig Carey to the Joyce Creek Watershed Advisory Board. At 8:37PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 5.F. – Parks & Recreation Advisory Board

Commissioner Michael McLain made a motion to re-appoint Alex Leary and Dan Moore to the Parks & Recreation Advisory Board, as well as appoint Scott Jones to the P&R Advisory Board as the ex-officio liaison from the Camden County School System. At 8:37PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry

Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 5.G. – Criminal Justice Partnership Offender Referral Service

Commissioner Michael McLain made a motion to re-appoint Karl Bowden to the Criminal Justice Partnership Offender Referral Service. At 8:38PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Item 5.H. – Coastal Resource Commission

Commissioner Clayton Riggs made a motion to nominate Sean Robey and Iris Leary, or Mike Malcolm, to the Coastal Resource Commission. At 8:41PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

Consent Agenda

Commissioner Clayton Riggs made a motion to accept the Consent Agenda. At 8:42PM the motion passed 5-0 with Chairman Sandra Duckwall, Vice-Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak voting aye; No Commissioners voting no; No Commissioners absent; No Commissioners not voting.

A. Draft Minutes for December 5, 2011

B. Budget Amendments- 2011-12-BA018-2011-12-BA020

**2011-12-BA018
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, 2012.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
104200-502000	Salaries	\$3,000.00	
104200-505000	FICA	\$ 500.00	
104200-506000	Health Insurance		\$4,773.46
104200-507000	Retirement		\$3,002.22
104200-507100	401K		\$2,049.00
104200-514000	Travel	\$6,324.68	

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

Balance in Contingency \$75,857.00.

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 3rd day of January, 2012.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

**2011-12-BA019
 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, 2012.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
106600-509000	Workers Comp	\$ 8,000.00	
105100-502000	Salary	\$16,746.00	
105100-505000	FICA	\$ 1,282.00	
105100-506000	Health Insurance	\$ 2,479.00	
105100-507100	401K	\$ 838.00	
105100-536000	Uniforms	\$ 5,000.00	
105100-574800	GHSP Grant	\$51,500.00	
109990-500000	Contingency		\$20,677.00
104410-546400	Drug Testing	\$ 1,000.00	
Revenues:			
10360510-434882	GHSP Grant	\$66,168.00	

This will result in a decrease of \$20,677.00 in the Contingency of the General Fund.

Balance in Contingency \$55,180.00.

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 3rd day of January, 2012.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

**2011-12-BA020
 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, 2012.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
106200-503000	Part-Time Salaries		\$2,169.00
106200-506000	Health Insurance	\$ 180.00	
106200-522000	Food & Provisions	\$1,000.00	
106200-531000	Gas & Oil	\$4,108.00	
106200-514000	Travel	\$ 700.00	
106200-570002	Crown Kids	\$1,000.00	

106200-554000	Insurance	\$ 910.00
106200-569000	Teen Court	\$ 70.00
106200-567000	Camp	\$1,000.00

Revenues:

10330620-434801	Grant JCPC	\$5,191.00
10330620-402002	Insurance	\$1,608.00

This revision was approved at 12/5/11 Commissioners Meeting.

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

Balance in Contingency \$55,180.00.

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 3rd day of January, 2012.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

C. Tax Collection Report

D. Tax Refunds, Pickups, & Releases

E. Tax Authorization to Collect (September 2011 Renewals)

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
14,221.97	15,460.22	9,357.02	39,039.21

F. Letter of Support- Larry Johnson

G. Revision to Article VIII of the Camden County Personnel Policy

H. Revision to the Camden County Economic Developer Job Description

I. Volunteer Forms

Commissioner's Report

Chairwoman Sandra Duckwall made note that the November 7, 2011 regular Board meeting would be Interim County Manager Bill Cowan's last meeting. She stated her gratitude to Mr. Cowan's help on behalf of the entire Board.

County Managers Report

Interim County Manager Bill Cowan made note of the following:

- Mediacom cable network has issued a notice of rate increase.
- After the last regular meeting Mr. Cowan spoke with technical support specialist Jesse Stallings
 - Mr. Stallings contacted Centurylink and got an estimated cost of \$3,184 to run fiber optic cable from the line running under NC343 in front of the Historic Courthouse to the Historic Courthouse
 - Mr. Stallings also spoke with Centurylink on behalf of Camden Citizen Joe Herbin, and provided an estimated cost (to Mr. Herbin) of \$5800 for them to run an extension from existing underground cables to Mr. Herbin's home.

Any other Questions or comments?

None

Meeting Adjourned

At 7:28 P.M., Chairman Sandra Duckwall asked if there were any other matters to come before the Board of Commissioners, hearing none, she declared the meeting adjourned.

Chairman Sandra Duckwall
Camden County Board of Commissioners

ATTEST:

Ashley Honaker
Clerk to the Board