

**Camden County Board of Commissioners  
Regular Meeting  
November 19, 2012  
6:00P.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, November 19, 2012 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

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

Also attending were County Manager Mike Renshaw, and 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, and Greg Adams of Thompson, Scott, Price, & Adams Auditing Firm.

**Closed Session, 6:00 P.M. Pursuant to G.S. 143-318.11(a)(3) - Consultation with Attorney**

Commissioner Michael McLain made a motion to go into closed session pursuant to G.S. 143-318.11(a)(3) for consultation with attorney. At 6:00 P.M., the motion passed 4-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, and Commissioner Clayton Riggs absent; and no Commissioner not voting.

The Commissioners entered closed session at 6:00 P.M.

Vice Chairman Garry Meiggs made a motion to come out of closed session at 6:55 P.M. The motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

Chairman Sandra Duckwall recessed the Board at 6:55 P.M.

**Regular Session, 7:00 P.M.**

Chairman Sandra Duckwall called to order the November 19, 2012 meeting of the Camden County Board of Commissioners at 6:59 PM.

**Invocation and Pledge of Allegiance**

Commissioner Michael McLain gave the invocation, and led the Pledge of Allegiance.

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**Public Comments –**

None.

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**Consideration of Agenda**

Commissioner Randy Krainiak made a motion to approve the agenda as amended. At 7:05PM, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

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**Presentations**

*Item 3.A- Annual Financial Report for year ending June 31, 2012*

Greg Adams of Thompson, Scott, Price, & Adams Auditing Firm came before the Board to present the finalized audit report for the 2011-2012 budget year. Mr. Adams stated the following findings:

- No material errors
- Auditors work was not limited in anyway
- No significant deficiencies in the internal control
- No adoption or change in accounting policies
- Reasonable management judgment and accounting estimates
- No out of normal-course audit adjustments
- No disagreements with management
- No noted consults with other accountants
- No prior to retention issues
- No significant deficiencies
- No irregularities or illegal acts
- 85.10% of Fund Balance available for appropriation
- General Fund Net Change equal \$311,481
- Proprietary Funds Net Change equal \$728,167
- Property Tax Collection Increase from 82.89% in FY11-12 to 96.12% in FY12-13

Commissioner Clayton Riggs made a motion to approve the Financial Report for the year ending June 31, 2012, as presented. At 7:10pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

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**New Business**

*Item 4.A- County Website Redesign*

County Manager Mike Renshaw explained to the Board that the current County Web site lacks a professional design and layout and residents and other customers frequently report difficulty navigating through the site and finding information. The County site was created and is currently hosted by the Ohio-based company E-Gov. The contract agreement between Camden and E-Gov is currently pending a one-year renewal (November 1, 2012 thru December 31, 2013).

Staff believes that the County's Web presence and levels of customer satisfaction would be improved by allowing the agreement with E-Gov to expire and having the site redesigned and hosted by a professional Web site developer.

Staff has met with a local Web site design firm, Top Hat Computing, who has an extensive amount of experience in designing and hosting local government Web sites. Based upon current fees paid to E-Gov for hosting services, staff has determined that the County would realize an annual savings of \$1,500 through the use of Top Hat Computing.

Mr. Renshaw stated that staff recommends the Board approve retaining the services of Top Hat Computing for a professional redesign of the County Website and future hosting services

Commissioner Clayton Riggs made a motion to approve the agreement as presented. At 7:16pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

*Item 4.B- Bid Award Recommendation for Soil & Pavement Testing on the Eco Park Roads*

County Manager Mike Renshaw explained that fees for soil and pavement testing at the Eco Industrial Park Road paving project were solicited from McCallum, PC from Chesapeake, Virginia and GET Solutions, Inc., from Elizabeth City, NC. McCallum, PC provided an hourly proposal with an estimated fee of \$10,390.00 and GET Solutions provided an hourly proposal with an estimated fee of \$13,325.00. Based on conversations we had with both companies, we recommend awarding the testing to GET Solutions, Inc. Get Solutions provided a detailed scope of services and has had previous experience in providing this type of testing on similar projects for NCDOT.

Vice Chairman Garry Meiggs made a motion to approve the bid award as presented. At 7:18pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

*Item 4.C- eCIVIS Grant Management Services*

County Manager Mike Renshaw explained that The attached proposal from ECIVIS Grant Network, Inc. outlines a comprehensive grant software and management solution which will place Camden County in a better position to identify federal, state, and foundation grant opportunities that would cover a broad spectrum of projects including infrastructure improvements, public facilities, and program/services specific grants.

The Grants Research & Management Plus package includes the following modules:

1) Research: provides direct access to a searchable database of all federal, state, and foundation grants by keyword and topic, including detailed information concerning grant requirements, deadlines, and all application materials;

2) KnowledgeBase: provides access to online grant writing training, copies of previously funded grant applications, and a Forms Library which provides access to the latest version of every published grant-related form;

3) Tracking & Reporting: provides a web-based system that tracks every aspect of grant and project-related activity including the ability to track and monitor all grant reporting requirements;

4) Peer Review: provides access to a team of professional grant writers who will review each grant application for content and formatting requirements to improve the wording and structure of the application to enhance the likelihood of grant award.

The attached fee proposal represents a three year agreement beginning December 31, 2012 and terminating December 31, 2015. The agreement requires annual payments in the amount of \$12, 658. The fee proposal attached includes a multi-year discount of \$7,866 over the three year agreement term.

The County Manager is recommending that the Board of Commissioners approve funding for eCIVIS grant management services in the amount of \$12,658.

Vice Chairman Garry Meiggs made a motion to approve the agreement as presented. At 7:28pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

*Item 4.D- Elizabeth City- Pasquotank- Camden Emergency Management Interlocal Agreement*

County Manager Mike Renshaw explained that the proposed Interlocal agreement between Elizabeth City, Pasquotank County, and Camden County is for the provision of joint emergency management services. The agreement would have the effect of establishing the Central Control Group as well as committing Camden County to providing twenty percent of the Emergency Management annual operating costs. This funding formula is based upon Camden County's population (2010 U.S. Census) as a percentage of the combined population of the three jurisdictions.

If approved, the agreement would become immediately effective and run for a term of three (3) years with an automatic extension of two years unless Elizabeth City and/or Camden County notify Pasquotank County of its intent to withdraw from the agreement.

The County Attorney has reviewed the agreement and found no objections to its form or content.

The County Manager recommends that the Board of Commissioners approve the attached Emergency Management Interlocal Agreement.

Commissioner Clayton Riggs made a motion to approve the agreement as presented. At 7:31pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

*Item 4.E- Elizabeth City- Pasquotank- Camden 911 Central Communications Interlocal Agreement*

County Manager Mike Renshaw explained that the proposed Interlocal agreement between Elizabeth City, Pasquotank County, and Camden County is for the provision of public safety communications and emergency dispatch services. The agreement would have the effect of establishing the Central Communications Advisory Board as well as committing Camden County to providing twenty percent of the 911 Central Communications annual operating costs. This funding formula is based upon Camden County's population (2010 U.S. Census) as a percentage of the combined population of the three jurisdictions.

If approved, the agreement would become immediately effective and run for a term of three (3) years with an automatic extension of two years unless Elizabeth City and/or Camden County notify Pasquotank County of its intent to withdraw.

The County Attorney has reviewed the agreement and found no objections to its form or content.

The County Manager is recommending that the Board of Commissioners approve this Interlocal agreement.

Commissioner Randy Krainiak made a motion to approve the agreement as presented. At 7:33pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

*Item 4.F- Agreement for Library Service*

County Manager Mike Renshaw explained that the proposed Library agreement with Pasquotank County is for the continued partnership through June 31, 2013, with the option of two (2) six (6) month extensions. Staff recommends approving the proposed library services agreement with Pasquotank County.

Commissioner Michael McLain made a motion to approve the agreement as presented. At 7:35pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

*Item 4.G- Monthly Tax Report*

Tax Administrator Lisa Anderson presented the monthly tax report for October 2012.

Commissioner Clayton Riggs made a motion to approve the report as presented. At 7:38pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

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**Consent Agenda**

Commissioner Clayton Riggs made a motion to approve the Consent Agenda as presented. At 7:39pm, the motion passed 5-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, no Commissioner absent; and no Commissioner not voting.

A. Draft Minutes- November 5, 2012

B. Budget Amendments 2012-13-BA006 through 2012-13-BA008

2012-13-BA006  
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2013.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
106050-537500	SHIIP Expenses	\$4,152.00	
104300-550200	Elections Grant Expenses	\$1,092.00	
Revenues:			
10360400-434837	SHIIP Grant	\$4,152.00	
10360430-434866	Elections Grant	\$1,092.00	

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

Balance in Contingency \$58,127.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 5th day of November, 2012.



Clerk to Board of Commissioners



Chairman, Board of Commissioners

2012-13-BA007  
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2013.

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
526100-545100	Audit		\$3,000.00
Revenues:			
52330610-439710	General Fund Contribution	\$3,000.00	

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

Balance in Contingency \$58,127.00.

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 19th day of November, 2012.



Clerk to Board of Commissioners



Chairman, Board of Commissioners

2012-13-BA008  
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, 2013.

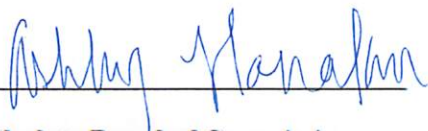
Section 1. To amend the General Fund as follows:

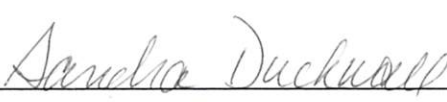
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
106600-545100	Audit	\$3,000.00	
106900-591200	Social Services		\$3,000.00

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

Balance in Contingency \$58,127.00.

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 19th day of November, 2012.

  
Clerk to Board of Commissioners

  
Chairman, Board of Commissioners

C. Tax Collection Report

D. Tax Authorization To Collect

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
17,327.22	22,249.92	11,144.73	50,721.87

E. Volunteer Forms

F. School Budget Amendments

Budget Amendment


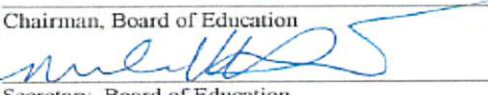
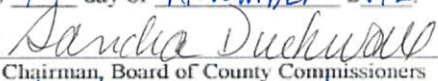

Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 8<sup>th</sup> day of November, 2012, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2013.

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects	.00	
Explanation:			
	Total Appropriation in Current Budget	\$	245,359.00
	Amount of Increase / (Decrease) of Above Amendment		+ .00
	Total Appropriation in Current Amended Budget	\$	245,359.00

Passed by majority vote of the Board of Education of Camden County Schools on the 8 <sup>th</sup> day of November, 2012.   Chairman, Board of Education   Secretary, Board of Education	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this <u>19</u> day of <u>November</u> 20 <u>12</u> .  Chairman, Board of County Commissioners  Clerk, Board of County Commissioners
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BUDGET AMENDMENT  
 November 8, 2012

4. Capital Outlay Fund

A. We must transfer funds to cover the cost of the window project at CCHS and adjust the A/C replacement at CHS as well. We request your approval.

<u>Category I Projects</u>		
9105.077.529	Ceiling Tile/Lighting Replacement	\$ - 3,560.00
9107.077.541	Pur of Replacement Windows	+ 3,560.00
9117.077.541	Pur of Replacement A/C Units	+ 1.00
9113.077.529	Paving & Fencing Projects	- 1.00
Total – Category I Projects		\$ + .00

Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of November, 2012.

  
 Chairman, Board of Education  
  
 Secretary, Board of Education



**Commissioner's Report**

Commissioner Clayton Riggs shared that the audit report for the Albemarle Commission has been completed and presented, and that copies have been submitted to Camden staff for viewing.

Commissioner McLain stated that the River City Cycling Club has chosen Camden County as its location for a riding event on April 27, 2013.

Commissioner Riggs added that he has asked the Clerk to add a link to the Albemarle Bike Plan to the County Website.

**County Managers Report**

County Manager Renshaw thanked Chairwoman Sandra Duckwall for her leadership and guidance, as this will be her last meeting as the Chair of the Camden County Board of Commissioners.


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Any other Questions or comments?


None

**Meeting Adjourned**

At 7:41pm, Chairman Sandra Duckwall asked if there were any other matters to come before the Board of Commissioners, hearing none, she declared the meeting adjourned.

  
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Chairman Sandra Duckwall  
Camden County Board of Commissioners

ATTEST:

  
\_\_\_\_\_  
Ashley Honaker  
Clerk to the Board

