

**Camden County Board of Commissioners
Regular Meeting
May 2, 2011
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 May 2, 2011 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

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

Also attending were County Manager Randell Woodruff, 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: Dan Porter Planning Director, Captain Al Keith CCHS ROTC, .Shana Trafton Senior Center Director, Todd Tripp McGill Associates.

Chairman Sandra Duckwall called to order the May 2, 2011 meeting of the Camden County Board of Commissioners at 7:00 PM.

Invocation and Pledge of Allegiance

Pastor Karl Bowden of Vineyard Christian Church gave the invocation and led those present in the Pledge of Allegiance.

Public Comments –

None.

Consideration of Agenda

Commissioner Clayton Riggs made a motion to approve the agenda as amended. At 7:03PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Randy Krainiak, and Clayton Riggs voting aye; no Commissioner voting no; No Commissioners absent; and no Commissioner not voting.

Presentation

Item 3.A- Captain Al Keith- JROTC

Captain Al Keith of the United States Coast Guard came before the Board to give a brief presentation describing the new Junior Leadership Program at Camden County High School. He presented the following:

- CCHS JLP is the only program in a public school in the US history.
- The CCHS JLP website was created and maintained by CCHS students.
- The middle School recruiting video was created by a CCHS JLP student.

Chairman Duckwall asked the Cadets Mr. Bonn and Ms. Topps how many students were in the program.

The Cadets responded saying that there were initially 120 students, which has dwindled down to roughly 60-70 people.

Item 3.B- Shana Trafton- What's Going on at the Senior Center?

Senior Center Director Shana Trafton came before the Board to describe the on goings at the Camden County Senior Center. She presented the following information:

- The motto: *Forever Young*
- Provides a nutrition Plan for seniors who come to the Center, as well as a delivery service for home bound seniors; roughly 35 seniors weekly, with 530 meals in January 2011
- The center is open Monday-Friday, 8-5, Tues & Thurs 8-6:30, with 4 treadmills, 1 elliptical machine, 2 rowing machines, bicycles, and a dumbbell set.
- The center takes the seniors on trips to such places as Smithfield Outlets, State fair, nursing Homes to visit friends, as well as celebrating traditional American Holidays.

Shana introduced a Senior Center volunteer, Mr. Roy Hammond. Mr. Hammond was recently presented with the Governor's Award.

Item 3.C- National Day of Prayer Proclamation

Chairman Sandra Duckwall read aloud a proclamation declaring May 5, 2011 a National Day of Prayer in Camden County.

Item 3.D- Dan Porter- Drainage Districts

Planning Director Dan Porter came before the Board to present the following information:

- Camden County is surrounded by the Pasquotank River, Albemarle Sound, and the Great Dismal Swamp.
- Very prone to flooding everywhere.
- 4 main tributaries: Joyce Creek, Sawyers Creek, Goose Creek, & Arneuse Creek.
- Study established 4 districts based on 4 creeks.

Vice Chairman Garry Meiggs made a motion to set up four (4) initial Storm Water Management Advisory Committees. The motion passed 5-0 at 7:47PM, with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Randy Krainiak, and Clayton Riggs voting aye; no Commissioner voting no; No Commissioners absent; and no Commissioner not voting.

Old Business

None

Public Hearing

None

Consent Agenda

A. Draft Minutes – April 18, 2011

B. Budget Amendments 2010-11-BA042 through 2010-11-BA044

**2010-11-BA042
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, 2011.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
105450-545000	Contracted Services	\$11,400.00	
Revenues:			
10399400-439900	Fund Balance Appropriated	\$11,400.00	

“Fiss” Engineering Analysis.

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

Balance in Contingency \$473.00.

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 2nd day of May, 2011.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

2010-11-BA043
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, 2011.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
106900-597200	Transfer to Capital Reserve	\$3,000,000.00	
Revenues:			
10399400-439900	Fund Balance Appropriated	\$3,000,000.00	

As discussed at retreat.

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

Balance in Contingency \$473.00.

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 2nd day of May, 2011.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

2010-11-BA044
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, 2011.

Section 1. To amend the Special Capital Reserve Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
716600-599900	Fund Reserves	\$3,000,000.00	
Revenues:			
71390660-439710	General Fund	\$3,000,000.00	

General Fund Contribution.

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

Balance in Contingency \$473.00.

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 2nd day of May, 2011.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

C. Tax Refunds, Pickups, & Releases

<u>Name</u>	<u>Amount</u>	<u>Type</u>	<u>Reason</u>	<u>No.</u>
Philip Richard Ross	\$132.99	Adjustment	DMV Plate Turned In	13311
Ronald Edward Blair, JR.	\$165.00	Release	DMV Mil. Exp	13312
AAR Corp. ETAL	\$368,998.77	Release	Per Audit	13325
	\$28,941.15	Pickup		
	\$340,057.62	Adjustment		
AAR Corp. ETAL	\$337,406.35	Release	Per Audit	13326
	\$26,562.33	Pickup		
	\$310,844.02	Adjustment		
AAR Corp. ETAL	\$258,931.52	Release	Per Audit	13327
	\$63,479.62	Pickup		
	\$195,451.90	Adjustment		
AAR Corp. ETAL	\$360,839.76	Release	Per Audit	13328
	\$634,351.83	Pickup		
	\$273,512.07	Adjustment		
AAR Corp. ETAL	\$434,014.03	Release	Per Audit	13329
	\$985,474.26	Pickup		
	\$531,460.23	Adjustment		
AAR Corp. ETAL	\$555,723.03	Release	Per Audit	13330
	\$1,176,263.83	Pickup		
	\$620,540.80	Adjustment		

D. Tax Authorization to Collect

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County (Jan. Ren.) Due 5/1/11

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

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
15,345.90	17,171.15	8,666.14	41,183.19

Witness my hand and official seal this _____ day of _____

 Chairman, Camden County Board of Commissioners

Attest:

 Clerk to the Board of Commissioners of Camden County

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

Tax Administrator of Camden County

E. Equity Formula Resolution

RESOLUTION

WHEREAS, the North Carolina General Assembly created the Equity Formula for distribution of transportation dollars in 1989 as part of the creation of the Highway Trust Fund; and

WHEREAS, the Equity Formula applies only to Highway Trust Fund revenues for the intrastate highway system, secondary road improvement and Powell Bill funds for municipalities; and

WHEREAS, the Equity Formula has been a fair and reasonable way to share limited transportation resources across North Carolina's 14 Highway Divisions for over twenty years; and

WHEREAS, metropolitan highway divisions already receive more money through the Equity Formula than rural divisions because half of the money is allocated per capita; and

WHEREAS, metropolitan divisions also receive additional transportation resources apart from those distributed through the Equity Formula, including Urban Loop Funds, Congestion Mitigation and Air Quality Compliance funds; and

WHEREAS, proposed legislation that would change the Equity Formula to place more emphasis on population and less on intrastate road improvements will tend to harm the rural Highway Divisions; and

WHEREAS, eastern North Carolina lags behind in transportation resources and continues to have significant unmet transportation needs;

THEREFORE BE IT RESOLVED, that the **Camden County Board of Commissioners** strongly opposes HB 635 or any other legislation that would change the Equity Formula to shift money from the rural Highway Divisions to the metropolitan Highway Divisions.

ADOPTED, _____ .

ATTEST
Commissioners

Chairman of Board of

F. Board of Education Budget Amendments

Budget Amendment

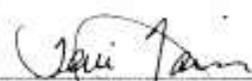
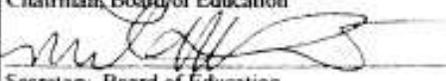
Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 17th day of February, 2011, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2011.

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects	.00	
Explanation:			
	Total Appropriation in Current Budget	\$	482,035.00
	Amount of Increase / (Decrease) of Above Amendment		.00
	Total Appropriation in Current Amended Budget		482,035.00

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 17th day of February, 2011.</p> <p> _____ Chairman, Board of Education</p> <p> _____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____ 2____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Budget Amendment

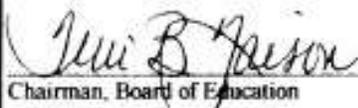
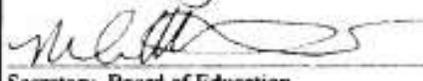
Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 14th day of April, 2011, passed the following resolution:

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2011.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Curricular Services	370.00	
5400	School Leadership Services	2,259.00	
5500	Co-Curricular Services	3,622.00	
6100	Support & Development Serv.		6,172.00
6200	Spec Pop. Supp & Dev Serv		821.00
6500	Operational Support Services	2,864.00	
6700	Accountability Services		579.00
6900	Policy, Leadership & Pub Rel.		2,275.00
7100	Community Services	3,132.00	
Explanation: Revenue – increase and decrease as per attachment in amendment			
Total Appropriation in Current Budget		\$ 2,647,815.09	
Amount of Increase/Decrease of Above Amendment			+2,400.00
Total Appropriation in Current Amended Budget		\$ 2,652,815.09	

<p>Passed by majority vote of the Board of Education of Camden County on the 14th day of April 2011</p> <p> Chairman, Board of Education</p> <p> Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this _____ day of _____ 20____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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G. Secondary Roads Agreement- Keeter Barn Road.

H. Set Budget Public Hearing for June 13, 2011

New Business

New Business

Item 6. A-B Todd Tripp, McGill Associates; Dan porter, Planning Director.

Item 6.A

Todd Tripp of McGill Associates came before the Board to present information on a Space Needs Study for Camden County. He presented the following information:

- Just a brief follow up from the information presented at the Commissioners Retreat.
- There are specific steps to conducting a space needs study:

Mr. Randell Woodruff
April 26, 2010
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From those preliminary discussions, we understand that the future space will need to consider incorporation of the library as well as Economic Development and Soil and Water Conservation. The plan should consider complementary partnerships including those that are recreation or EDC based.

Project Scope

The first activity will be to derive a baseline of your existing facilities. This is accomplished by surveys and discussions with you and interviews with department heads and other key staff members to ascertain the County's goals and objectives. We will then collect the relevant data needed for the plan including an inventory of existing space, staffing projections, and future departmental organizational charts.

Based on the above understanding we recommend the following scope of services:

- Evaluate space utilization at all facilities using:
 - Input from Department Heads
 - Standards & Procedures normal to each Department Mission
 - Evaluation of existing space currently utilized
- Determine the minimum standards of accommodation for each staff classification
- Determine functional space needs
- Determine the amount of open vs. closed spaces
- Determine which are common, shared, and/or individual spaces
- Evaluation and determination of work environment standards
- Integrate technology into the facilities that will aid in productivity
- Identify appropriate levels of archive storage
- Allow for flexibility to accommodate the future needs of the departments and agencies
- Address public convenience and accessibility to the building
- Consider passive and active recreation elements including a Community /Wellness Center
- Incorporate opportunities for public art
- Create a conceptual plan for the adjacent eight (8) acres of vacant land

Commissioner McLain asked to have the Space Needs Study proposal moved to the Budget discussions.

Item 6.B

Planning Director Dan Porter came before the Board to present the following information on Disaster Recovery Assistance:

- July 2006- 3 Year contract with Crowder Gulf for disaster recovery and debris management assistance.
- Two one year renewal options.
- Time to either renew contract or send out RFP's to consider a new contract.
- Elizabeth City and Pasquotank county are working together to contract the same company.

Commissioner Riggs made a motion to send out a new RFP to contract the same or a new company. At 7:56PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Randy Krainiak, and Clayton Riggs voting aye; no Commissioner voting no; No Commissioners absent; and no Commissioner not voting.

Commissioner's Report

Vice Chairman Garry Meiggs asked to thank the Dismal Swamp State Park and its employees for the exceptional help with the Paddle for the 4 Border event.

Commissioner McLain asked to also thank the DSSP. Commissioner McLain also thanked Mr. Walter Jones for his letter request to Food Lion to reconsider locating a store in Camden County.

County Managers Report

County Manager Randell Woodruff reported the following:

- County Assembly Day is May 25, 2011 in Raleigh, NC.
 - Budget work sessions are May 17, 2011 at 7:00PM, and may 19, 2011 at 2:00PM.
 - The Sustainable Energy Conference in Raleigh is coming up soon as well.
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South Camden Water & Sewer District Board of Directors

Chairman Sandra Duckwall moved to recess the Board of Commissioners meeting and enter into the South Camden Water & Sewer District Board of Directors meeting at 8:03PM.

Commissioner Michael McLain made the motion to approve the consideration of Agenda Amendments. At 8:03PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs and Commissioners Michael McLain, Randy Krainiak, and Clayton Riggs voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Commissioner Riggs made the motion to approve the consent agenda. At 8:04PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs and Commissioners Michael McLain, Randy Krainiak, and Clayton Riggs voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Old Business

No Old Business

New Business

No New Business

Re-convene Commissioners meeting

No other Questions or Comments. The South Camden Water & Sewer District Board of Directors meeting adjourned at 8:04PM.

Any other Questions?

Commissioner Krainiak asked about the recent Tornados and if the County had a preparedness Plan?, as well as enquired as to the completion of HWY 158 on the Camden Causeway.

County Manager Randell woodruff explained that Emergency Management Director Christy Edwards would be presenting before the Board a presentation on Inclement Weather Preparedness at the June 6, 2011 BOC Meeting. Also, Planning Director Dan Porter would give a briefing on the HWY 158 progress at the June 6, 2011 BOC Meeting.

Meeting Adjourned

At 8:08 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