



CAMDENCOUNTY
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**BOARD
OF
COMMISSIONERS**

August 3rd, 2015

7:00 PM - Regular Meeting

**Historic Courtroom
Courthouse Complex**

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

Please turn Cell Phone ringers off during the meeting.

Agenda

**Camden County Board of Commissioners Regular Meeting
August 3rd, 2015
7:00 P.M. - Regular Meeting
Historic Courtroom, Courthouse Complex
Camden, North Carolina**

7:00 P.M. **Call to Order** - Chairman P. Michael McLain

Welcome

Invocation & Pledge of Allegiance – Commissioner Clayton Riggs

ITEM 1. **Public Comments**

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman’s discretion due to scheduling and other issues.

ITEM 2. **Consideration of Agenda** (For discussion and possible action)

ITEM 3 **Presentations**

- A. North Carolina Forest Service – Steve Sutton(Pg. 4-7)
- B. Camden County OpenBudget – Mike Renshaw(Pg. 8-10)
- C. Camden County Sheriff’s Range – John Morrison..... (Pg. 11)

ITEM 4. **Old Business** (For discussion and possible action)

- A. Ordinance No. 2015-06-03 - Proposed amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code Ordinances ... (Pg. 12-19)

ITEM 5. **New Business** (For discussion and possible action)

- A. Monthly Tax Report - June(Pg. 20-27)
- B. Senior Center Participant Code of Conduct Policy(Pg. 28-31)

ITEM 6. **Board Appointments** (For discussion and possible action)

- A. EARL Board Appointment(Pg. 32-34)

ITEM 7. Consent Agenda (All items listed below are routine and will be approved by one motion. Separate discussion of an item(s) will be held by request of a member of the Board.)

- A. Draft Minutes –
 - April 6th, 2015 (Pg. 35-52)
 - April 20th, 2015 (Attachment A)
- B. Budget Amendments – BA001 (Pg. 53-54)
- C. Tax Collection Report (Pg. 55-56)
- D. Tax Refunds, Pickups, & Releases (Pg. 57-59)
- E. Tax Authorization to Collect (September Renewals) (Pg. 60-61)
- F. Volunteer Forms (Pg. 62)
- G. Set Public Meeting; Sketch Plan Mill Run - Common Open Space Major Subdivision (UDO 2015-06-07) (Pg. 63-94)
- H. Stepping Up Resolution No. 2015-08-01..... (Pg. 95-115)
- I. Proposed Amendment to Parks & Recreation and Camden County Schools Memorandum of Understanding (Pg. 116-126)

ITEM 8. Commissioner's Report (For discussion and possible action)

ITEM 9. County Manager's Report (For discussion and possible action)

Recess Commissioner's Meeting

SOUTH CAMDEN WATER & SEWER DISTRICT
BOARD OF DIRECTORS

- 1. Call to Order
- 2. Public Comments
- 3. Consideration of Agenda
- 4. New Business (For Discussion and Possible Approval)
 - A. Monthly Update to the Board (Pg. 127-130)
- 5. Other Matters (For Discussion and possible action.)
- 6. Adjourn

Reconvene Commissioner’s Meeting

ITEM 10. Information, Reports & Minutes From Other Agencies (Pg. 131-134)

- A. Library Monthly Report - July (Pg. 132)
- B. Library Annual Report – FY 14-15 (Pg. 133)
- C. Industrial Commission (Pg. 134)

ITEM 11. Other Matters (For discussion and possible action)

ITEM 12. Adjourn

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 3.A

PRESENTATIONS

Meeting Date: August 3rd, 2015
Attachments: 1 (3 Pages)
Submitted By: NC Forest Services

**ITEM TITLE: North Carolina Forest Service –
Steve Sutton**

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

Camden County Ranger Steve Sutton come to the Board to present highlights of the North Carolina Forest Service's annual accomplishments for Camden County in fiscal year July 2014 – June 2015.

RECOMMENDATION:

Information only

NORTH CAROLINA FOREST SERVICE

ANNUAL REPORT

TO

CAMDEN COUNTY

COMMISSIONERS

FISCAL YEAR

2014 – 2015

PREPARED BY:

CAMDEN COUNTY RANGER

STEVE SUTTON

North Carolina Department of Agriculture & Consumer Services
N.C. Forest Service



Steven W. Troxler
Commissioner



Scott Bissette
Assistant Commissioner

100 Years of Protecting, Managing & Promoting North Carolina's Forests

July 8, 2015

Dear Camden County Commissioners and County Manager Mike Renshaw:

This letter highlights the North Carolina Forest Service's annual accomplishments for Camden County in fiscal year July 2014 - June 2015. The NCFS is responsible for the protection and development of all private and state woodlands in the county per general statutes. Camden County's woodland area consists of 56,300 acres as listed in the 2002 Forest Statistics for North Carolina survey. At this time, I would like to take the opportunity to explain our program areas and the accomplishments we made this past year.

Fire Control

In 2014, we had an average year in fire control in which we responded to 22 fire calls resulting in 14 acres burned. The major cause of wildfires was debris burning. We had 754 Burning Permits written by local agents and acquired by landowners online, 6 warning tickets and 3 false alarm calls. Currently, in 2015 we have responded to 4 fire calls and 6 false alarms. We have 3 Volunteer Fire Departments, which continue to be a tremendous asset to us in wildfire suppression. Their quick initial attack with us minimizes fire damage and keeps fires small. I continue to visit each department and am working with them on inter-agency policies and wildland fire training.

Forest Management

The NC Legislature passed a law in 2014 that requires the NC Forest Service to charge a fee for the creation of certain woodland management plans for forest landowners which began on July 1, 2014. This past year, I prepared 8 management plans / assists for Camden landowners consisting of 443 acres. These plans help landowners meet financial and personal objectives for their timberland. These plans address timber resources, wildlife, aesthetics, water quality, soil protection, and/or recreation opportunities. Using information in their management plans, Camden landowners replanted 730 acres of harvested woodland, with site preparing 324 of those acres and flat planting the rest. Release sprays were done on 336 acres to help establish pines that were planted last year and 14 acres were burned by us for silvicultural purposes. We are also responsible for conducting survival checks of last year planting projects, land measurement of all projects funded with state funds using global positioning system instruments and collecting seed for our nursery.

Water Quality Protection

We are also committed to randomly check on forestry logging operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources in a sustainable manner. We conducted 21 inspections on loggers for 371 acres of forest harvesting activities in the county.

Information and Education

These programs are a vital part of our organization to educate the public in forestry and the prevention of wildfires. We conducted 56 programs on the environment, tree identification, forest stewardship, and fire prevention. These programs are given to many groups in the county including area schools, Future Farmers of America, 4-H, Scouts and others. Our Smokey Bear program continues to be very popular at Grandy Primary school during Fire Prevention Week. We passed out fire prevention material to 531 Pre-K through Third grade students.

Urban Assistance and Pest Control

We provide Camden citizens with advice and support on shade trees, yard trees, windbreaks, and insect disease control. Urban assistance will continue to be a priority as the population increases and more land is developed. In an effort to protect urban and forested areas, each year we conduct aerial and ground surveys for forest pest outbreaks. We did not find any significant insect activity this past year. We continually work with cooperative agencies, including the North Carolina Department of Agriculture to monitor forest pest movements. They continue to work the Slow the Spread Project to reduce the gypsy moth population.

Other Services

We are also involved in overall emergency response in Camden County, the State of North Carolina, and the Southeast Compact. We stand ready for natural disaster recovery efforts such as hurricanes, floods, tornadoes, and ice storms. My Assistant Ranger Frank Blankenship was dispatched to fight fire in the state of Washington last August for two weeks.

Summary

We had an average year in most of our program areas and appreciate the support of this board of commissioners and our cooperators in helping us achieve this success. If you need any assistance or have any questions, please feel free to contact me at 336-4332.

Sincerely,

Steve Sutton
Camden County Ranger

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 3.B

Presentations

Meeting Date:

Attachments: 1 (2 Pages)

**Submitted By: Michael Renshaw, County
Manager**

**ITEM TITLE: Camden County OpenBudget
Presentation**

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

In an effort to encourage greater public participation and enhance public knowledge and understanding concerning the County’s annual budget, the County Manager and Finance Office has been working with the company Socrata to develop a Web-based application that will allow our residents and other stakeholders’ easy access to annual budget expense and revenue data.

With the launching of Camden County OpenBudget, customers will now be able to view updated budget information throughout the year, tracking county expenses and revenues across all departments. This Web-based portal represents a vast improvement over the county’s past practice of simply posting static financial documents on its Website. The Socrata OpenBudget application allows for an “open window” into the county’s operating budget as well as its programmed Capital Improvement Projects in FY 2015-2016.

Customers may view this new portal from the “Government” tab on the county Web site homepage as well as from a link on the “Finance Office” page listed under “Departments.”

RECOMMENDATION:

Presented as information only. No formal Board action is required.



Press Release

Camden County, in Collaboration with Corporate Partner Socrata, Announces the Launching of Its Easy-to-Use Suite of Financial Transparency Apps to Drive Greater Government Accountability and Transparency

- *Socrata, the Global Leader in Cloud Technology Solutions for Open Data and Data-Driven Government Now Has More Than 200 of the Most Innovative, Top-Tier Public-Sector Customers Around the World Deploying Its Open Data, Performance Management and Financial Transparency Technology Solutions*
- *Camden County's Decision to Embrace Socrata Reinforces the Fact That Open Data Adoption and Usage Is Exploding at All Levels of Government Globally; 80% in a Recent Survey* Say Their Open Data Spending Will Be Consistent or Increase*

Seattle – August 3, 2015 – Socrata (www.socrata.com), the world leader in cloud solutions for open data and data-driven government, today announced that Camden County, North Carolina will implement SOCRATA OPEN BUDGET, a suite of breakthrough open data financial transparency apps for government. SOCRATA OPEN BUDGET is designed for quick deployment and citizen empowerment.

“Encouraging greater citizen participation and enhancing public understanding of the local budget and government finances is of paramount importance to the Camden County Board of Commissioners. Through the use of SOCRATA OPEN BUDGET, Camden County citizens and stakeholders will now have access to updated monthly expenditure and revenue data presented in an easily accessible, customer-centric format.” Michael Renshaw, Camden County Manager.

With Socrata’s financial transparency suite of applications, governments large and small are now able, for the first time ever, to publish budget and spending data quickly, economically, and in a consumer-friendly way. Rather than wading through hundreds of pages of scanned documents of legal and financial information, citizens and staff see budget and spending data in vivid color. The charts, graphs, and images are attractive, navigable, and easy to understand.

The new Camden County OpenBudget portal may be accessed from the Camden County Web site homepage (<http://www.camdencountync.gov>) by clicking the link under either the “Government” tab or “Departments/Finance” navigation tabs.

ABOUT SOCRATA

Socrata is the world leader in cloud solutions for open data and data-driven governments. Its innovative customers include the cities of New York, Chicago, San Francisco, Los Angeles, Melbourne and Eindhoven; the states of New York, Illinois and Texas; US Health and Human Services; Centers for Medicare & Medicaid Services; the UN, the European Commission, and the World Bank. Socrata's solutions – including the recently launched Open Data Network™ which unleashes the full potential of government data to help drive connected communities around the world – assist government leaders in improving transparency, modernizing citizen access to information and bringing data into every decision, all with unprecedented speed and cost savings. Delivered as turnkey services, Socrata's technologies unlock data trapped in enterprise silos, mobilize and transform it into useful information that everyone can easily access, visualize, share and reuse. To learn more about Socrata, visit www.socrata.com.

Contact

Bill Glenn

VP, Marketing

Socrata

bill.glenn@socrata.com

(206) 465-3228

* Socrata's [2014 Open Data Benchmark Report](#)

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 3.C

PRESENTATIONS

Meeting Date: August 3rd, 2015

Attachments: 1 (3 Pages)

Submitted By: County Manager, Mike Renshaw

ITEM TITLE: Camden County Sheriff's Range

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

County Attorney John Morrison will give a brief update to matters concerning a potential Camden County Sheriff's Range.

RECOMMENDATION:

Information only

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 4.A

OLD BUSINESS

Meeting Date: August 3, 2015
Attachments: Findings/Planning Board Recommendation
Submitted By: Planning Department

ITEM TITLE: Old Business - Ordinance No. 2015-06-03
 - Proposed amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code Ordinances

SUMMARY:

Proposed amendments to additional Specific Standards (Article 151.347) for Solar Farms and amendments to Floodplain Management language (Article 151.380 thru 151.387)

Planning Board met on June 17, 2015 and after presentation from staff and discussion, Ordinance 2015-06-03 was approved on a 6-0 vote.

Public Hearing held July 6, 2015 – Board requested staff provide language on proof of continued operation of the facility. Paragraph (V) (7) added to ordinance with proposed language.

RECOMMENDATION:

Consideration.

MOTION MADE BY:

M. McLain _____
 S. Duckwall _____
 G. Meiggs _____
 T. White _____
 C. Riggs _____
 NO MOTION _____

VOTE:

M. McLain _____
 S. Duckwall _____
 G. Meiggs _____
 T. White _____
 C. Riggs _____
 ABSENT _____
 RECUSED _____

Ordinance No. 2015-06-03

**An Ordinance
Amending the Camden County
Code of Ordinances**

Camden County, North Carolina

BE IT ORDAINED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS as follows:

Article I: Purpose

The purpose of this Ordinance is to amend Chapter 151 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 15, 1997, and subsequently amended and as otherwise incorporated into the Camden County Code.

Article II. Construction

For purposes of this Ordinance, underlined words (underline) shall be considered as additions to existing Ordinance language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. New language of proposed ordinance shall be shown in italics (*italics*) and underlined.

Article III. Amend Chapter 151 as amended of the Camden County Code which shall read as follows:

CHAPTER 151: UNIFIED DEVELOPMENT

§ 151.347 SPECIFIC STANDARDS.

(V) The following standards shall apply to all solar farms located in Camden County:

- (1) The minimum lot size for all solar farms shall be five acres.
- (2) All structures shall meet the minimum setback for the zoning in which located.
- (3) There shall be 50 foot buffer from routine view from public rights of way or adjacent residentially zoned property.
- (4) Solar power electric generation structures shall not exceed a height of 25 feet.
- (5) The solar farm shall conform to the NAICS 22119 description of a ground mounted solar powered energy system.

48 (6) The solar farm shall have 12 months to complete decommissioning of the solar
 49 facility if no electricity is generated for a continuous period of 12 months. For purposes of this
 50 section, this 12-month period shall not include delay resulting from force majeure.

51
 52 (7) The County shall periodically request proof of the continuous operation of the solar
 53 farm from the applicant/owner. The nature of required evidence shall be determined as a
 54 condition of the Special Use Permit.

55
 56 (8) Decommissioning shall include removal of solar panels, buildings, cabling, electrical
 57 components, roads, and any other associated facilities down to 36 inches below grade.

58
 59 (9) Applicant shall provide prior to approval of building permits, an irrevocable letter of
 60 credit in favor of the county in an amount equal to the estimated removal cost of the solar
 61 facility, less the salvage value of the equipment, which shall be issued by a federally chartered
 62 bank with a branch office in northeastern North Carolina at which the letter of credit may be
 63 drawn and paid in full in immediately available funds in the event the solar facility owner fails to
 64 decommission the solar facility pursuant to the requirements of this section. The estimated cost
 65 of removal shall be updated every five (5) years from date of approval for solar farm.

66
 67 (10) Disturbed earth shall be graded and re-seeded, unless the landowner requests in
 68 writing that the access roads or other land surface areas not be restored.

69
 70 (6 11) Solar farms located within FEMA's 100 year flood shall elevate all electrical
 71 connections one foot above the base flood elevation (BFE).

72
 73 (7 12) All collectors shall be surrounded by a lockable minimum height six foot
 74 fence.

75
 76
 77 **§ 151.380 FLOOD DAMAGE PREVENTION.**

78
 79 **§ 151.382 GENERAL PROVISIONS.**

80
 81 (A) *Lands to which this subchapter applies.* This subchapter shall apply to all special flood
 82 hazard areas within the county.

83
 84 ~~(B) *Basis for establishing the special flood hazard areas.* The special flood hazard areas~~
 85 ~~are those identified by the Federal Emergency Management Agency (FEMA) or produced under~~
 86 ~~the Cooperating Technical State (CTS) agreement between the State of North Carolina and~~
 87 ~~FEMA in its Flood Hazard Boundary Map (FHBM) or Flood Insurance Study (FIS) and its~~
 88 ~~accompanying flood maps such as the Flood Insurance Rate Map(s) (FIRM) and/or the Flood~~
 89 ~~Boundary Floodway Map(s) (FBFM), for Camden County dated October 5, 2004, which, with~~
 90 ~~accompanying supporting data, and any revision thereto, including letters of map amendment or~~
 91 ~~revision, are adopted by reference and declared to be a part of this subchapter. The special flood~~
 92 ~~hazard areas also include those defined through standard engineering analysis for private~~
 93 ~~developments or by governmental agencies, but which have not yet been incorporated in the~~

94 ~~FIRM. This includes, but is not limited to:~~

95

96 ~~———— (1) Detailed flood data generated as a requirement of § 151.383 of this subchapter;~~

97

98 ~~———— (2) Preliminary FIRMs where more stringent than the effective FIRM; or~~

99

100 ~~———— (3) Post-disaster flood recovery maps.~~

101

102 (C) *Establishment of Floodplain Development Permit.* A Floodplain Development Permit
103 shall be required in conformance with the provisions of this subchapter prior to the
104 commencement of any development activities within special flood hazard areas as determined in
105 § 151.382(B).

106

107

108 **§ 151.384 GENERAL STANDARDS.**

109

110 (B) *Specific standards.* In all Special Flood Hazard Areas where Base Flood Elevation
111 (BFE) data has been provided, as set forth in § 151.382(B), or § 151.383, the following
112 provisions are required:

113

114 (1) *Residential construction.* New construction or substantial improvement of any
115 residential structure (including manufactured homes) shall have the reference level, including
116 basement, elevated no lower than the regulatory flood protection elevation, as defined in §
117 151.600, Definitions.

118

119 (2) *Non-residential construction.* New construction or substantial improvement of any
120 commercial; or industrial, ~~or other non-residential~~ structure shall have the reference level,
121 including basement, elevated no lower than the regulatory flood protection elevation. Structures
122 located in A and AE Zones may be floodproofed to the regulatory flood protection elevation in
123 lieu of elevation provided that all areas of the structure below the required flood protection
124 elevation are watertight with walls substantially impermeable to the passage of water, using
125 structural components having the capability of resisting hydrostatic and hydrodynamic loads and
126 the effect of buoyancy. A registered professional engineer or architect shall certify that the
127 standards of this subsection are satisfied. Such certification shall be provided to the official as
128 set forth in § 151.383(B)(3).

129

130 (3) *Manufactured homes.*

131

132 (a) New or replacement manufactured homes shall be elevated so that the
133 reference level of the manufactured home is no lower than the regulatory flood protection
134 elevation, as defined in § 151.600, Definitions.

135

136 (b) Manufactured homes shall be securely anchored to an adequately anchored
137 foundation to resist flotation, collapse, and lateral movement in accordance with the State of
138 North Carolina Regulations for Manufactured/Mobile Homes, 1995 Edition, and any revision
139 thereto adopted by the Commissioner of Insurance pursuant to G.S. § 143-143.15 or a certified

140 engineered foundation. Additionally, when the elevation would be met by an elevation of the
141 chassis 36 inches or less above the grade at the site, the chassis shall be supported by reinforced
142 piers or other foundation elements of at least equivalent strength. When the elevation of the
143 chassis is above 36 inches in height, an engineering certification is required.

144
145 (c) All foundation enclosures or skirting shall be in accordance with §
146 151.383(B)(4).

147
148 (d) An evacuation plan must be developed for evacuation of all residents of all
149 new, substantially improved or substantially damaged manufactured home parks or subdivisions
150 located within flood prone areas. This plan shall be filed with and approved by the Floodplain
151 Administrator and the local emergency management coordinator.

152
153 (4) *Elevated buildings.* Enclosed areas, of new construction or substantially improved
154 structures, which are below the regulatory flood protection.

155
156 (a) Shall not be designed or used for human habitation, but shall only be designed
157 and used for parking of vehicles, building access, or limited storage of maintenance equipment
158 used in connection with the premises. Access to the enclosed area shall be the minimum
159 necessary to allow for parking of vehicles (garage door) or limited storage of maintenance
160 equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior
161 portion of such enclosed area shall not be partitioned or finished into separate rooms, except to
162 enclose storage areas;

163
164 (b) Shall be constructed entirely of flood resistant materials below the regulatory
165 flood protection elevation;

166
167 (c) Shall include measures to automatically equalize hydrostatic flood forces on
168 exterior walls by allowing for the entry and exit of floodwaters. To meet this requirement, the
169 foundation must either be certified by a professional engineer or architect or meet the following
170 minimum design criteria:

171
172 1. Provide a minimum of two openings on different sides of each enclosed
173 area subject to flooding;

174
175 2. The total net area of all openings must be at least one square inch for each
176 square foot of each enclosed area subject to flooding;

177
178 3. If a building has more than one enclosed area, each area must have
179 openings on exterior walls to allow floodwater to enter directly;

180
181 4. The bottom of all required openings shall be no higher than one foot above
182 the adjacent grade;

183
184 5. Openings may be equipped with screens, louvers, or other opening
185 coverings or devices, provided they permit the automatic flow of floodwaters in both directions.

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6. Foundation enclosures:

a. Made of vinyl or other flexible skirting are not considered an enclosure for regulatory purposes, and, therefore, does not require openings.

b. Made of masonry or wood underpinning, regardless of structural status, are considered an enclosure and therefore require openings as outlined above.

(5) *Additions/improvements.*

(a) Additions and/or improvements to pre-FIRM structures whereas the addition and/or improvements in combination with any interior modifications to the existing structure:

1. Are not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.

2. Are a substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.

(b) Additions to post-FIRM structures with no modifications to the existing structure shall require only the addition to comply with the standards for new construction.

(c) Additions and/or improvements to post-FIRM structures whereas the addition and/or improvements in combination with any interior modifications to the existing structure:

1. Are not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction.

2. Are a substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.

(d) Where a fire wall or independent perimeter load-bearing wall is provided between the addition and the existing building, the addition(s) shall be considered a separate building and only the addition must comply with the standards for new construction.

(6) *Recreational vehicles.* Recreational vehicles placed on sites within a Special Flood Hazard Area shall either:

(a) Be on site for fewer than 180 consecutive days and be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and has no permanently attached additions); or

(b) Meet all the requirements for new construction, including anchoring and

232 elevation requirements of § 151.383(B) and § 151.384(A) and (B)(3).

233

234 (7) *Temporary non-residential structures.* Prior to the issuance of a floodplain
235 development permit for a temporary structure, applicants must submit to the Floodplain
236 Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood
237 or other type of flood warning notification. The following information shall be submitted in
238 writing to the Floodplain Administrator for review and written approval:

239

240 (a) A specified time period for which the temporary use will be permitted. Time
241 specified should be minimal with total time on site not to exceed one year;

242

243 (b) The name, address, and phone number of the individual responsible for the
244 removal of the temporary structure;

245

246 (c) The time frame prior to the event at which a structure will be removed (i. e.
247 minimum of 72 hours before landfall of a hurricane or immediately upon flood warning
248 notification);

249

250 (d) A copy of the contract or other suitable instrument with a trucking company to
251 insure the availability of removal equipment when needed; and

252

253 (e) Designation, accompanied by documentation of a location outside the Special
254 Flood Hazard Area, to which the temporary structure will be moved.

255

256 (8) *Accessory structures.* When accessory structures (sheds, detached garages, etc.) are
257 to be placed within a Special Flood Hazard Area, the following criteria shall be met:

258

259 (a) Accessory structures shall not be used for human habitation (including work,
260 sleeping, living, cooking or restroom areas);

261

262 (b) Accessory structures shall be designed to have low flood damage potential;

263

264 (c) Accessory structures shall be constructed and placed on the building site so as
265 to offer the minimum resistance to the flow of floodwaters;

266

267 (d) Accessory structures shall be firmly anchored in accordance with this
268 subchapter or by bolting the building to a concrete slab or by over the top ties. When bolting to a
269 concrete slab, one-half inch bolts six feet on center with a minimum of two per side shall be
270 required. If over the top ties are used a minimum of two ties with a force adequate to secure the
271 building is required; and

272

273 (e) All service facilities such as electrical and heating equipment shall be installed
274 in accordance with § 151.384(A)(4); and

275

276 (f) Openings to relieve hydrostatic pressure during a flood shall be provided
277 below regulatory flood protection elevation in conformance with § 151.384(B)(4)(a).

278
279 (g) An accessory structure with a footprint less than ~~450~~ 1000 square feet that
280 satisfies the criteria outlined above. Structures less than 150 square feet that satisfy the criteria
281 above does not require an elevation or floodproofing certificate. Elevation or floodproofing
282 certifications are required for all other accessory structures in accordance with §151.383(B)(3).
283

284
285 Adopted by the Board of Commissioners for the County of Camden this of , 2015.

286
287
288
289 County of Camden
290
291
292 _____
293 P. Michael McLain, Chairman
294 Board of Commissioners

294 ATTEST:
295
296 _____
297 Angie Wooten
298 Acting Clerk to the Board
299

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.A

New Business

Meeting Date: August 3rd, 2015

Attachments: (7 Pages)

**Submitted By: Lisa Anderson
Tax Administrator,**

ITEM TITLE: Monthly Tax Report

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

Monthly Tax Report for June 2015

RECOMMENDATION:

Review & Approve

**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>
2014	217,753.93	9,707.13
2013	78,031.33	8,600.47
2012	32,139.71	10,984.94
2011	17,966.79	8,129.14
2010	17,879.17	6,447.94
2009	7,304.80	6,069.27
2008	6,133.35	6,343.19
2007	6,133.10	9,813.87
2006	2,062.97	14,493.82
2005	1,690.71	26,446.92

TOTAL REAL PROPERTY TAX UNCOLLECTED	387,095.86
TOTAL PERSONAL PROPERTY UNCOLLECTED	107,036.69
TEN YEAR PERCENTAGE COLLECTION RATE	99.27%
COLLECTION FOR 2015 vs. 2014	28,438.85 vs. 29,264.77

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2014	96.65%
2013	98.76%
2012	99.40%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING June 2015
BY TAX ADMINISTRATOR

- 68 NUMBER DELINQUENCY NOTICES SENT
- 62 FOLLOWUP REQUESTS FOR PAYMENT SENT
- 1 NUMBER OF WAGE GARNISHMENTS ISSUED
- 15 NUMBER OF BANK GARNISHMENTS ISSUED
- 11 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR
TO DELINQUENT TAXPAYER
- 0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
- 9 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF
TAX ADMINISTRATOR
- 0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO
COUNTY ATTORNEY
- 0 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR
COLLECTION (I.D. AND STATUS)
- 0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
- 0 NUMBER OF JUDGMENTS FILED

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	03-8971-00-12-0477.0000	18,253.49	1	GILBERT WAYNE OVERTON &	SHILOH	187 THOMAS POINT RD
R	01-7080-00-17-0129.0000	17,465.12	1	CAMDEN SQUARE ASSOCIATES	SOUTH MILLS	
R	01-7989-00-01-1714.0000	9,660.86	1	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8923-00-19-3774.0000	9,070.52	1	HALSTEAD VENTURE PARTNERS, LLC	CAMDEN	431 158 US W
R	02-8944-00-31-2148.0000	7,239.15	1	CARL HARRINGTON	CAMDEN	150 SAND HILLS RD
R	03-8899-00-45-2682.0000	7,095.06	1	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-8621.0000	6,199.91	2	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	03-8972-00-51-8423.0000	5,904.26	1	BRITTON OVERTON	SHILOH	103 WESLEY RD
R	02-8945-00-54-1099.0000	5,705.20	1	GERTIE LEE & JONOLA T ROUNTREE	CAMDEN	263 BELCROSS RD
R	03-8943-04-74-3506.0000	5,428.11	1	ELLIOTT & DONNA JACOBS	SHILOH	117 SUNSET AVE
R	03-8953-04-81-9832.0000	5,259.29	3	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	01-8000-00-36-9596.0000	4,970.98	1	EULA B. JOYNER	SOUTH MILLS	TROTTERS WAY
R	02-8945-00-41-2060.0000	4,349.82	1	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	03-8990-00-08-7291.0000	4,066.47	1	JAMES E RHODES	SHILOH	111 CATALAN DR
R	03-8943-04-83-8536.0000	3,973.23	1	JONES FAMILY CHILDRENS TRUST	SHILOH	125 CAMDEN AVE
R	03-8889-00-48-0580.0000	3,863.73	1	HECTOR C. PALALAY & MILAGROS O	SHILOH	113 SAILBOAT RD
R	03-8952-01-49-1090.0000	3,621.40	1	DRACHMA, INC & SIMSON BAAI, LLC	SHILOH	343 HWY S
R	01-7080-00-62-1977.0000	3,495.60	8	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8961-00-58-4506.0000	3,371.91	1	WARREN DEAN RIGGS	SHILOH	110 DRIFTWOOD DR
R	02-8936-00-21-4428.0000	3,277.13	2	CAROLYN MCDANIEL	CAMDEN	SCOTLAND RD
R	03-8965-00-44-7928.0000	3,198.72	1	WHALON & KATHLEEN MCCULLEN	SHILOH	404 SANDY HOOK RD
R	01-7998-01-08-6797.0000	3,131.98	4	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8971-00-23-2253.0000	3,016.38	1	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	03-8964-00-40-9957.0000	3,000.55	1	LASALLE SEARS HEIRS	SHILOH	291 BARTLETT RD
R	02-8935-04-63-0820.0000	2,999.75	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	01-7989-04-60-3728.0000	2,942.77	1	JAMES R. & SHIRLEY GRIFFIN	SOUTH MILLS	208 CANAL DR
R	03-8962-00-56-7217.0000	2,914.53	1	TONYA HUGHES HARRIS	SHILOH	253 WICKHAM RD
R	01-7989-04-90-6715.0000	2,900.35	4	ANDREW FEREBEE HEIRS	SOUTH MILLS	1334 343 HWY N
R	03-8952-02-59-1490.0000	2,885.65	1	CPM DEVELOPMENT, LLC	SHILOH	104 APPLEWOOD CT
R	02-8934-04-61-9891.0000	2,864.33	1	WILLIAM EDGAR STAPLES	CAMDEN	244 COUNTRY CLUB RD

07/01/15 07:57:07

Delinquencies Top-30 Unpaid

1

Roll
Attachment "A"

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	03-8899-00-45-2682.0000	10	7,095.06	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-8621.0000	10	6,199.91	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 NC N
R	03-8943-04-93-8214.0000	10	2,287.69	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7999-00-32-3510.0000	10	1,928.53	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	03-8952-00-95-8737.0000	10	1,908.86	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7090-00-60-5052.0000	10	962.62	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	10	659.94	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	633.65	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-9809-00-45-1097.0000	10	260.40	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	01-7090-00-95-5262.0000	10	255.08	JOHN F. SAWYER HEIRS	SOUTH MILL	OLD SWAMP RD
R	03-8980-00-61-1968.0000	10	218.26	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-17-2462.0000	10	141.61	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	02-8945-00-41-2060.0000	9	4,349.82	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	01-7999-00-12-8596.0000	9	1,623.08	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	9	1,129.11	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8899-00-37-0046.0000	9	162.23	ELIZABETH LONG	SHILOH	HIBISCUS
R	01-7989-00-01-1714.0000	8	9,660.86	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	01-7080-00-62-1977.0000	8	3,495.60	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8934-04-71-8470.0000	8	2,700.25	JAMES MILTON JONES ETAL	CAMDEN	267 COUNTRY CLUB RD
R	01-7988-00-91-0179.0001	8	1,918.10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	02-8935-01-19-4055.0000	8	1,219.71	ANDERSON CARTWRIGHT SR.	CAMDEN	271 SLEEPY HOLLOW RD
R	01-7988-00-14-1370.0000	8	847.10	ISAAC COSTON	SOUTH MILLS	NORTH SIDE RD
R	02-8935-03-40-3652.1000	8	782.56	HOWARD DAVENPORT	CAMDEN	117 GUMBERRY RD
R	03-8962-00-50-0273.0000	8	764.31	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7998-00-57-2800.1000	8	427.45	TINA RENEE LEARY	SOUTH MILLS	111 LINTON RD
R	01-7989-04-60-1568.0000	7	965.01	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	03-8971-00-12-0477.0000	6	18,253.49	GILBERT WAYNE OVERTON &	SHILOH	187 THOMAS POINT RD
R	02-8945-00-54-1099.0000	6	5,705.20	GERTIE LEE & JONOLA T ROUNTREE	CAMDEN	263 BELCROSS RD
R	03-8953-04-81-9832.0000	6	5,259.29	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	03-8990-00-08-7291.0000	6	4,066.47	JAMES E RHODES	SHILOH	111 CATALAN DR

07/01/15 07:57:08

Delinquencies Top-30 Oldest

1

Attachment "B"
 Road

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
✓ P	0000640	2,525.31	1	AMERICAN TOWER CORP - <i>Paid</i>		
P	0001709	1,531.32	6	JOHN MATTHEW CARTE	CAMDEN	158 HWY
P	0002482	1,349.80	1	MASTEC NORTH AMERICA	CAMDEN	
P	0001046	1,110.60	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	1,092.13	4	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	798.61	7	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0002342	789.69	1	ASSOCIATED TAX APPRAISERS		
P	0001072	778.93	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001883	655.29	4	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001739	655.07	4	COAST TO COAST POWDER COATING	CAMDEN	330 158 HWY E
P	0001827	652.02	1	KAREN BUNDY	CAMDEN	431 158 US W
P	0001695	547.68	3	GARY STEWART ELKINS	CAMDEN	150 158 HWY W
P	0000352	443.65	9	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001230	411.11	3	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001116	409.86	4	AL JORDAN	CAMDEN	390 158 HWY W
P	0000846	405.20	3	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001905	340.08	4	AAR CORPORATION ETAL	SOUTH MILLS	211 FLYING TIGER RD
P	0000248	326.53	10	ROBERT H. OWENS	CAMDEN	363 # 15
P	0001227	322.05	9	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0000956	314.49	10	HUNG PHI LE	SHILOH	103 EDGEWATER DR
P	0000010	278.61	8	SPRINT NEXTEL CORPORATION	OVERLAND PARK	
P	0000295	273.70	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000256	270.00	8	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
P	0001703	270.00	1	VAN ZANDER	MOYOCK	812 TULLS CREEK RD
P	0001672	268.26	5	DAVE SILVA	CAMDEN	390 158 HWY
P	0001693	261.90	6	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0002194	251.03	1	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001250	247.91	5	MICHELE LEE TAYLOR	SOUTH MILLS	108 BINGHAM RD
P	0001010	243.13	2	RAYBURN BURGESS	SHILOH	116 EDGEWATER DR
P	0001106	239.24	8	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST

07/01/15 07:58:01

Delinquencies Top-30 Unpaid

1

Attachment "A"
Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001046	10	1,110.60	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	10	1,092.13	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	778.93	PAM BUNDY	SHILOH	105 AARON DR
P	0000248	10	326.53	ROBERT H. OWENS	CAMDEN	363 # 15
P	0000956	10	314.49	HUNG PHI LE	SHILOH	103 EDGEWATER DR
P	0001220	10	219.05	KIMBERLY DIANE JOHNSON	SOUTH MILLS	172 KEETER BARN RD
P	0000837	10	139.42	DUC MINH LE		
P	0000316	10	122.12	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0000352	9	443.65	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001227	9	322.05	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0001106	9	239.24	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000010	8	278.61	SPRINT NEXTEL CORPORATION	OVERLAND PARK	
P	0000256	8	270.00	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
P	0001538	7	798.61	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001545	7	160.66	LOUIS RUGGERI	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001540	7	120.95	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001709	6	1,531.32	JOHN MATTHEW CARTE	CAMDEN	158 HWY
P	0001672	6	268.26	DAVE SILVA	CAMDEN	158 HWY
P	0001693	6	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	6	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001827	5	652.02	KAREN BUNDY	CAMDEN	431 158 US W
P	0001250	5	247.91	MICHELE LEE TAYLOR	SOUTH MILLS	108 BINGHAM RD
P	0002775	5	235.33	JEFFREY D & KIMBERLEE S KENNEY	SOUTH MILLS	164 MCPHERSON RD
P	0001910	5	155.91	JEFFREY GEGAN	CAMDEN	379 COUNTRY CLUB RD
P	0001883	4	655.29	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001739	4	655.07	COAST TO COAST POWDER COATING	CAMDEN	330 158 HWY E
P	0001116	4	409.86	AL JORDAN	CAMDEN	390 158 HWY W
P	0001905	4	340.08	AAR CORPORATION ETAL	SOUTH MILLS	211 FLYING TIGER RD
P	0000421	4	227.73	CLARENCE MUNDEN	CAMDEN	
P	0002081	4	217.24	ROBERT VERNON BRAY	CAMDEN	120 LAUREN LANE

07/01/15 07:58:02

Delinquencies Top-30 Oldest

Attachment "B"
Personel

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.B

New Business

Meeting Date: August 3rd, 2015
Attachments: (3 Pages)
**Submitted By: Shana Trafton,
Senior Center Director**

**ITEM TITLE: Senior Center
Participant Code of Conduct Policy**

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

New Code of Conduct for the Camden Senior Center that new and current participants will be given to sign. This will be one of a few documents included in the Camden Senior Center welcome packets.

RECOMMENDATION:

Review & Approve



Camden County Senior Center
PO Box 190
117 North NC 343
Camden, NC 27921

Phone: (252)335-2569 Fax: (252) 331-5621

Application Packet

Name: _____ Male/ Female DOB: _____

Address: _____

Phone #: _____ Email: _____

Emergency Contact: Name: _____ Phone #: _____

Participant Code of Conduct

The Camden County Senior Center is committed to serving Camden residents 55 years and older. The Senior Center staff hopes you find the Center to be a friendly place to visit where you can benefit from a variety of programs and outreach services offered. This Participant Code of Conduct is created to ensure a safe and enjoyable environment for all who utilize the center facilities.

PARTICIPANTS MUST EXHIBIT THE FOLLOWING CONDUCT:

- Be considerate and treat others with kindness, courtesy and respect.
- Be calm, patient and refrain from using abusive, obscene, threatening, harassing, insulting or suggestive language.
- Not engage in (or threaten) physical violence.
- Keep facilities clean by cleaning up after you eat and throwing away all trash.
- Be able to care for themselves while partaking in Center activities. Individuals need assistance (memory impairment, incontinence, wheelchair bound, etc.) may conditionally participate in Center activities with the aid of a self provided care attendant.
- Maintain personal cleanliness and hygiene.
- Be properly clothed at all times: shirt/top, pants/skirts, shoes/sandals. If using fitness room or class must have proper athletic attire and shoes.
- Do not consume or be under the influence of any alcoholic beverages and/or illegal drugs.
- NO CONCEALED WEAPONS are permitted in the Center.
- No smoking inside the Center.

- Do not leave or store personal possessions at the Camden County Senior Center.
- Properly utilize public restroom. If an accident occurs please let Center staff know.
- Soliciting, canvassing, and peddling will not be tolerated at the Center or the surrounding parking lot.
- Must have Volunteer Application on file to assist staff with any tasks relating to the Senior Center.
- Adhere to all posted rules and signs.

With the understanding that all participants utilizing the center will be required to abide by the Center's rules, laws, and processes, the Director or staff will use the following guidelines when addressing Code of Conduct violations.

Discipline Violations

1. **FIRST OFFENSE-** Meet with participant to discuss conduct policy, inappropriate behavior, and the violation that occurred. Staff will keep a record of the incident. Advise the violator inappropriate behavior may result in suspension from all programs and activities at the Camden County Senior Center and/or Center offsite programs and activities.
2. **SECOND OFFENSE-** Meet with participant to discuss violation. Add this incident to participant's record. At the Director's discretion participant can be suspended for one week from all programs and activities at the Camden County Senior Center and/or Center offsite programs and activities.
3. **THIRD OFFENSE-** Meet with participant to discuss violation. Staff will give written notice informing of one month suspension from all programs and activities at the Camden County Senior Center and/or Center offsite programs and activities. Participant must make appointment with the SAB Senior Advisory Board to be interviewed prior to being allowed reentry to the Center.
4. **INCIDENT OF IMMINENT DANGER-** Staff will handle imminent danger to persons or property as a police matter. When appropriate call 911 to protect the safety of participants and staff at the center. Participants will be indefinitely suspended from all programs and activities at the Camden Senior Center and/or Center offsite programs and activities. Term suspension will be determined by the Center Director, County Manager or designated department staff representatives.

The Camden Senior Center reserves the right to remove patrons from facilities, programs and services via suspension periods for any offense (first, second, third, etc) determined by the Center Director, County Manager, or designated staff representatives.

- 1. I have carefully reviewed the Release and voluntarily signed it.**
- 2. I agree to allow my picture to be used for publication.**
- 3. I have been informed of the strenuous nature of the exercise programs, and that there will not be an instructor in the exercise room.**
- 4. I have either consulted my physician, who has given his/her opinion that my physical condition allows my participation without adverse consequences, or I have, against advice, elected not to contact my physician.**
- 5. I the undersigned participant, hereby indemnify and hold harmless the Camden County Senior Center, the County of Camden here and after referred to as a host agency their agents, employees, representatives, and assigns from any claims resulting in injury or physical illness arising from the use of the equipment in the exercise room, or fitness classes.**

Thank you for making the Camden County Senior Center safe and enjoyable!

By signing below I agree that I have read, understand and will abide by the
Camden County Senior Center Policies.

Signature: _____ Date: _____

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 6.A

BOARD APPOINTMENTS

Meeting Date: August 3rd, 2015
Attachments: 1 (1 Pages)
Submitted By: Clerk to the Board

ITEM TITLE: EARL

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

At last night's Camden Library Board of Trustees meeting, members voted to recommend Vicky Hagemeister as a Camden representative on the East Albemarle Regional Library Board of Trustees. While Vicky was not able to attend the meeting, she had agreed via email to accept the position if appointed. Vicky will be replacing Wendy McPherson on the EARL board.

Krystal Lancaster
Camden County Librarian

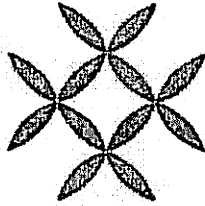
RECOMMENDATION:

Appoint Vicky Hagemeister as a Camden representative on the East Albemarle Regional Library Board to serve a four year term.

EARL BOARD MEMBERSHIP

There shall be twelve (12) members of the Board of Trustees providing equitable representation of each participating governmental unit.

- A. Camden County: three (3) members appointed by the Camden County Board of Commissioners.
- B. Currituck County: three (3) members appointed by the Currituck County Board of Commissioners.
- C. Dare County: three (3) members appointed by the Dare County Board of Commissioners.
- D. Pasquotank County: three (3) members appointed by the Pasquotank County Board of Commissioners.
- E. Members shall be appointed from the membership of the local library advisory boards according to bylaws and policies approved by each County Board of Commissioners for that library. Members shall be serving as members of the local advisory boards at the time of their appointment.
- F. Members shall serve no more than two consecutive terms with no single term longer than four years. Trustees may continue to serve out their appointed term even if their membership on the local board has ended; with the expectation they will continue to attend local library board meetings to the best of their ability.
- G. Vacancies on the Board shall be filled with appointments by the appropriate governing body to serve the remainder of the unexpired term of the member creating the vacancy.
- H. Any member missing three (3) consecutive Board meetings shall be considered to have resigned, and the County Commissioners shall appoint a new member to serve the remainder of the unexpired term upon notification by the Chairman of the Regional Library Board of Trustees.
- I. Trustees shall be paid a stipend of \$40.00 for each regional library board meeting they attend.



Application for Citizen Service - Volunteer Form

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 330 East HWY 158, mail to P.O. Box 190, Camden, North Carolina 27921 or e-mail mrenshaw@camdencountync.gov.

Name, Victoria Hagemeister

Mailing Address 115 Scotland Rd

Township you live in: Courthouse

Telephone (home) 331-2026 (business),

Email address vhagemeister@mchsi.com

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission:

*Masters degree in library science and
28 years library experience.*

Board or Commissions upon which you are interested in serving: (List on opposite side)

As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government.

Signature Victoria Hagemeister Date 4/8/15

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 7.A

CONSENT AGENDA

Meeting Date: August 3rd, 2015
Attachments: 2
Submitted By: Clerk to the Board

ITEM TITLE: Draft Meeting Minutes

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

April 6th, 2015 – BOC Meeting Minutes
April 20th, 2015 – BOC Meeting Minutes

RECOMMENDATION:

For Review and Possible Approval

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 6th, 2015

1 **Camden County Board of Commissioners**
2 **Regular Meeting**
3 **April 6th, 2015**
4 **6:30 P.M. - Closed Session**
5 **7:00 P.M. - Regular Meeting**
6 **Historic Courtroom, Courthouse Complex**
7 **Camden, North Carolina**

8
9 **MINUTES**

10
11 The regular meeting of the Camden County Board of Commissioners was held on April
12 6th, 2015 in the Historic Courtroom, Camden, North Carolina. The following
13 Commissioners were present:

14
15 Chairman Michael McLain, Vice Chair Sandra Duckwall,
16 Commissioners Garry Meiggs, Clayton Riggs and Tom White

17
18 Also attending was the County Manager Michael Renshaw, County Attorney Lauren
19 Womble and Clerk to the Board Angela Wooten. Present for purposes of making a
20 presentation(s) or providing supporting information for agenda items were the following
21 persons: Public Works Director David Credle, Tax Administrator Lisa Anderson, Finance
22 Officer Stephanie Humphries, and JCPC Director CJ Williams.

23
24 **Closed Session, 6:30 P.M. - Pursuant to G.S. 143-318.11(a)(6) – Personnel**

25
26 Commissioner Garry Meiggs made a motion to go into closed session at 6:42 PM. The
27 motion passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall, Commissioners
28 Garry Meiggs, Clayton Riggs and Tom White voting aye; no Commissioner voting no; no
29 Commissioner absent; and no Commissioner not voting.

30
31 Commissioner Tom White made a motion to come out of closed session at 6:58 PM. The
32 motion passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall, Commissioners'
33 Garry Meiggs, Clayton Riggs and Tom White voting aye; no Commissioner voting no; no
34 Commissioner absent; and no Commissioner not voting.

35
36 **Regular Session, 7:00 P.M.**

37
38 Chairman McLain called to order the April 6th, 2015 meeting of the Camden County
39 Board of Commissioners at 7:02 PM.
40
41
42
43

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 6th, 2015

44 **Invocation and Pledge of Allegiance**

45

46 Commissioner Garry Meiggs gave the invocation and led those present in the Pledge of
47 Allegiance.

48

49

50 **Public Comments**

51

52

None

53

54

55 **Consideration of Agenda**

56

57 Chairman McLain asked if there were any changes to the agenda. The County Manager
58 Mike Renshaw requested item *6.A - Draft Meeting Minutes - Remove February 2nd, 2015*
59 be removed from the consent agenda.

60

61 Commissioner Tom White made a motion to approve the agenda as amended. The
62 motion passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall, Commissioners
63 Garry Meiggs, Clayton Riggs and Tom White voting aye; no Commissioner voting no; no
64 Commissioner absent; and no Commissioner not voting.

65

66

67 **Presentations**

68

69 *Item 3.A - ECSU Chancellor - Stacey Franklin Jones*

70

71 Phases

72

- Most affordable

73

- Regional Partnership

74

- Science University

75 Commissioner Garry Meiggs states he is very thankful for the positive impact the
76 university has on the area and he thanks Chancellor for her presentation.

77

78

79

80 **Public Hearings**

81

82

None

83

84

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 6th, 2015

85

86 **Old Business**

87

88 *None*

89

90

91 **New Business**

92

93 ***Item 4.A - Waste Industries Contract Amendment***

94

95 The current contract with Waste Industries will expire on June 30th, 2015. This
96 amendment reflects a not-to-exceed 2.5% Cost of Living increase in subsequent years of
97 this agreement.

98

99 Waste Industries had agreed to and will implement the following:

100

101 • Begin adding glass to co-mingled recyclables container and eliminate the extra
102 container at each site. County will reap benefit of \$3.00 per ton from this
103 additional material being collected co-mingled and sites will benefit from space
104 to place overflow box if needed. Please note that discussion included the volatility
105 of glass recycling.

106

107 • On March 1, 2015, Waste Industries will begin opening the Camden Site on
108 Sundays from 1:00 to 6:00pm. This should improve the traffic flow on Saturdays.
109 Currently, all other sites are open on Sundays. Waste Industries will provide this
110 trial at no additional cost for three months. At the end of that time frame, County
111 will indicate whether or not the site shall be closed on Thursdays. Currently, the
112 Camden site is open on Tuesdays and Thursdays while the other sites are closed
113 on Tuesdays and Thursdays. It was agreed that any difference in hours would be
114 calculated at hourly cost of worker including benefits or \$10 per hour.

115

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 6th, 2015

CAMDEN COUNTY

AMENDED AGREEMENT

THIS AMENDED AGREEMENT, made this 6 day of April, 2015, between the County of Camden, a body politic and corporate organized and existing pursuant to the laws of the State of North Carolina, (the "County") and Waste Industries, LLC, a North Carolina corporation with its principal office in Wake County, North Carolina, (the "Company");

WITNESSETH:

THAT WHEREAS, the County found it necessary to provide the collection and transportation of certain solid waste from collection centers situated throughout Camden County to Pasquotank County Transfer Station and recycling to various agreed upon sites in an agreement between the County and the Company dated the 1st day of July 1986, Amended on the 1st day of July 2001, Amended on the 1st day of July 2003 and the 1st day of July of 2007 and amended on the 4th day of May 2009. And,

WHEREAS, the County has found the Company's performance to be satisfactory during the last twelve months; and,

WHEREAS, it is in the best interest of the County and the Company to continue the above agreements beyond the current term; and,

WHEREAS, the County Commissioners have voted to extend the current agreement for five (5) years,

NOW THEREFORE, in consideration of the mutual covenants and promises contained in the above agreements, the County and Company agree as follows:

Section 1, 1.1: Term

By mutual consent, the parties hereto agree to extend the term of this Agreement with the above referenced changes for five (5) additional years ending June 30, 2020. All other terms and conditions of this section remain the same.

Section 8, 8.4: Price Adjustment

There will be no Consumer Price Index (CPI) increase for the contract year beginning July 1, 2015. For subsequent contract years, annual price increases based on (CPI) will not exceed 2.5%.

All other terms and conditions of this section remain the same.

116

117 Commissioner Clayton Riggs made a motion to accept the contract as presented. The
118 motion passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall, Commissioners
119 Garry Meiggs, Clayton Riggs and Tom White voting aye; no Commissioner voting no; no
120 Commissioner absent; and no Commissioner not voting.

121

122 ***Item 4.B - JCPC Grant Approval FY15/16***

123

124 CJ Williams thanks the board for their support and keeping the program running. He
125 explains the 4 components involved with this Grant.

126

127 Program Components-

128

- Teen Court – for 1st time misdemeanor
- Community Service – Juvenile Court Councilor will refer Youth to the JCPC
- Crown Bears – After School Program
- Camp Blue – Summer Camp

129

130

131

132 Commissioner Garry Meiggs made a motion to approve the grant request as presented
133 and authorize staff to submit on behalf of the county. The motion passed 5-0 with
134 Chairman McLain, Vice Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton
135 Riggs and Tom White voting aye; no Commissioner voting no; no Commissioner absent;
136 and no Commissioner not voting.

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 6th, 2015

137

138 ***Item 4.C - Monthly Tax Report***

139

140 Tax Administrator Lisa Anderson came before the board to present the following
141 monthly tax report.

<u>MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS</u>		
<u>OUTSTANDING TAX DELINQUENCIES BY YEAR</u>		
<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2014	428,327.36	13,277.46
2013	115,028.40	11,418.76
2012	41,395.91	13,730.78
2011	20,977.68	10,983.62
2010	20,763.53	6,472.66
2009	7,623.30	6,080.07
2008	6,133.35	6,354.62
2007	6,133.10	9,853.28
2006	2,119.03	14,493.82
2005	1,690.71	26,536.96
TOTAL REAL PROPERTY TAX UNCOLLECTED		650,192.37
TOTAL PERSONAL PROPERTY UNCOLLECTED		119,202.03
TEN YEAR PERCENTAGE COLLECTION RATE		98.87%
COLLECTION FOR 2015 vs. 2014		142,644.37 vs. 115,803.48
<u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u>		
2014	93.49%	
2013	98.20%	
2012	99.23%	
<u>THIRTY LARGEST UNPAID ACCOUNTS</u>		
SEE ATTACHMENT "A"		
<u>THIRTY OLDEST UNPAID ACCOUNTS</u>		
SEE ATTACHMENT "B"		

CAMDEN COUNTY BOARD OF COMMISSIONERS
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EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING February 2015
 BY TAX ADMINISTRATOR

77	NUMBER DELINQUENCY NOTICES SENT
27	FOLLOWUP REQUESTS FOR PAYMENT SENT
6	NUMBER OF WAGE GARNISHMENTS ISSUED
10	NUMBER OF BANK GARNISHMENTS ISSUED
6	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
0	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
21	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
0	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
0	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
0	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
0	NUMBER OF JUDGMENTS FILED

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7080-00-17-0129.0000	29,258.43	1	CAMDEN SQUARE ASSOCIATES	SOUTH MILLS	187 THOMAS POINT RD
R	03-8973-00-12-0477.0000	18,454.38	1	GILBERT WAYNE OVERTON &	SHILOH	HORSESHOE RD
R	01-7979-00-61-7358.0000	3,979.14	1	NOTOMAC TIMBER INVESTMENTS #17	SOUTH MILLS	HORSESHOE RD
R	01-7989-00-01-1714.0000	9,660.86	1	CHARLES MILLER HEIRS	CAMDEN	431 158 US W
R	02-8923-00-19-2774.0000	9,070.52	1	HALSTEAD VENTURE PARTNERS, LLC	CAMDEN	150 SAND HILLS RD
R	02-8944-00-31-2148.0000	7,239.15	1	CEL HARRINGTON	SHILOH	HOLLY RD
R	03-8899-00-45-2682.0000	7,095.06	1	SEAMARK INC.	CAMDEN	152 158 US W
R	02-8934-01-17-4778.0000	7,030.98	1	LARRY G. LAMB SR	SOUTH MILLS	1289 343 HWY N
R	01-7998-01-08-8621.0000	6,199.91	1	WILLIE L. TURNER ETAL	SHILOH	110 DRIFTWOOD DR
R	03-8961-00-58-4506.0000	5,953.06	1	MARREN DEAN RIGGS	SHILOH	103 WESLEY RD
R	02-8972-00-51-8423.0000	5,904.26	1	BRITTON OVERTON	CAMDEN	263 BELCROSS RD
R	02-8945-00-54-1099.0000	5,709.69	1	GERTIE LEE & JONOLA T ROUNTREE	CAMDEN	175 MCKINNEY RD
R	02-8946-00-87-4715.0000	5,430.92	1	MARK M. BRIGMAN SR & LISA L.	SHILOH	117 SUNSET AVE
R	01-8943-04-74-1506.0000	5,428.11	1	ELLIOTT & DONNA JACOBS	SHILOH	113 TROTMAN RD
R	01-8953-04-81-9832.0000	5,259.29	1	MAIDIA S. CECIL HEIRS	SOUTH MILLS	TROTTERS WAY
R	01-8900-00-36-9596.0000	5,160.52	1	SULA B. JOYNER	CAMDEN	150 158 US W
R	02-8934-01-18-6901.0000	4,988.61	1	LINDA SUE LAMB HINTON	CAMDEN	168 BUSHELL RD
R	02-8945-00-41-2060.0000	4,495.88	1	LASELLE ETHERIDGE SR.	SOUTH MILLS	112 PINE RIDGE DR
R	01-7999-00-02-7813.0000	4,287.46	1	DINA TERESA WANNY	SHILOH	156 WALSTON LN
R	01-8952-01-39-5259.0000	4,081.98	1	CHARLES RAY SANTRY	SHILOH	111 CATALAN DR
R	01-8990-00-08-7291.0000	4,064.47	1	JAMES S RHODES	CAMDEN	125 CROWN AVE
R	01-8943-04-83-8516.0000	3,873.23	1	JOES FAMILY CHILDRENS TRUST	SHILOH	113 RAILBOAT RD
R	01-8889-00-48-0580.0000	3,863.73	1	HECTOR C. PALALAY & MILAGROS O	CAMDEN	197 158 US E
R	02-8935-04-63-0820.0000	3,842.99	1	BELCROSS PROPERTIES, LLC	CAMDEN	SCOTLAND RD
R	02-8916-00-21-4428.0000	3,791.57	1	CAROLYN MCDANIEL	CAMDEN	290 NORTH RIVER RD
R	02-8955-00-26-8802.0000	3,622.40	1	KINBERLY S MUTTA	SHILOH	343 HWY S
R	02-8932-01-49-1090.0000	3,621.40	1	DRACHMA, INC & SIMSON BAAI, LLC	CAMDEN	109 CANAL ST
R	02-8943-01-26-1507.0000	3,587.53	1	ROBERT L & WACY O WELSH	SOUTH MILLS	117 OTTERS PL
R	01-7080-00-62-1977.0000	3,495.60	8	SANDERS CROSSING OF CAMDEN CO	SHILOH	404 SANDY HOOK RD
R	03-8965-00-44-7928.0000	3,394.21	1	KHALON & KATHLEEN MCCULLEN	SHILOH	

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	03-8899-00-45-2682.0000	7,095.06	10	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-8621.0000	6,199.91	10	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	03-8943-04-93-8214.0000	6,287.69	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7999-00-32-3510.0000	1,928.53	10	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	03-8952-00-95-8737.0000	1,908.86	10	AUDREY TILLET	SHILOH	171 WICK RD
R	01-7090-00-60-5052.0000	962.62	10	JOS GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	659.94	10	MARIE NEECEB	CAMDEN	IVV NECK RD
R	02-8936-00-24-7426.0000	633.65	10	BERNICE PUGH	CAMDEN	113 HURBORN ST
R	03-9809-00-45-1097.0000	260.40	10	MICHAEL OBER	SHILOH	CENTERSPOINT RD
R	01-7090-00-95-5262.0000	255.08	10	JOHN P. SAWYER HEIRS	SOUTH MILL	OLD SWAMP RD
R	03-8980-00-61-1968.0000	218.26	10	WILLIAMSURG VACATION	SHILOH	CAMDEN POINT RD
R	03-8909-00-17-2861.0000	181.61	10	YODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	02-8945-00-41-2060.0000	4,405.88	9	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	01-7989-00-12-8596.0000	1,423.08	9	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	1,129.11	9	CHRISTINE REDDICK	SOUTH MILLS	105 SLOOFPIELD RD
R	03-8899-00-37-0046.0000	152.23	9	ELIZABETH LONG	SHILOH	HIBISCUS
R	01-7989-00-01-1714.0000	9,460.86	8	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	01-7080-00-62-1977.0000	3,495.60	8	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8934-04-71-8470.0000	2,749.90	8	JAMES MILTON JONES ETAL	CAMDEN	267 COUNTRY CLUB RD
R	01-7988-00-91-0179.0001	1,918.10	8	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	02-8935-01-19-4095.0000	1,219.71	8	ANDERSON CARTWRIGHT SR.	CAMDEN	
R	01-7988-00-14-1370.0000	847.10	8	ISAAC COSTON	SOUTH MILLS	271 SLEEPY HOLLOW RD
R	02-8933-03-40-3652.1000	782.56	8	HOWARD DAVENPORT	CAMDEN	NORTH SIDE RD
R	03-8962-00-50-0273.0000	764.31	8	DAISEY WILLIAMS BURBANK	SHILOH	117 SUMBERRY RD
R	01-7998-00-57-2800.1000	427.45	8	TINA KENEZ LEARY	SOUTH MILLS	RANMOSE CREEK RD
R	01-7989-04-60-1968.0000	965.01	7	EMMA BRITZ HEIRS	SOUTH MILLS	111 LINTON RD
R	03-8971-00-12-0877.0000	18,454.38	6	GILBERT WAYNE OVERTON &	SHILOH	116 BLOODFIELD RD
R	02-8945-00-54-1099.0000	5,709.69	6	GERTIE LEE & JONOLA T ROUNTREE	SHILOH	187 THOMAS POINT RD
R	03-8953-04-81-9832.0000	5,259.29	6	MAIDIA S. CECIL HEIRS	CAMDEN	263 BELCROSS RD
R	03-8990-00-08-7291.0000	4,066.47	6	JAMES S RHODES	SHILOH	113 TROTMAN RD
					SHILOH	111 CATALAN DR

CAMDEN COUNTY BOARD OF COMMISSIONERS
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Roll	Parcel Number	Unpaid Amount	YrsDly	Taxpayer Name	City	Property Address
P	0000640	2,525.31	1	AMERICAN TOMER CORP		
P	0001709	1,531.32	6	JOHN MATTHEW CARTE	CAMDEN	158 HWY
P	0002482	1,349.80	1	WASTE NORTH AMERICA	CAMDEN	
P	0001046	1,110.60	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000718	1,092.13	4	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001838	758.61	7	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0002342	789.69	9	ASSOCIATED TAX APPRAISERS		
P	0001072	778.93	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001546	749.77	4	HUNG LE TRAN	CAMDEN	431 158 US W
P	0001881	655.29	4	GEORGE ROWLAND	CAMDEN	255 SAILBOAT ROAD
P	0001739	655.07	4	COAST TO COAST POWDER COATING	CAMDEN	330 158 HWY E
P	0001827	652.02	1	KAREN BUNDY	CAMDEN	431 158 US W
P	0001695	547.64	1	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000295	494.29	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000659	479.52	1	RICKY'S WELDING, INC.	SHILOH	864 SANDY HOOK RD
P	0000352	443.65	9	ROBERT P. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001230	411.11	3	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001116	409.86	4	AL JORDAN	CAMDEN	390 158 HWY W
P	0000846	405.20	1	TOAN TRAN	SHILOH	257 SAILBOAT RD
P	0001905	340.08	4	AAR CORPORATION ETAL	SOUTH MILLS	211 FLYING TIGER RD
P	0000248	326.53	10	ROBERT H. OWENS	CAMDEN	363 F 15
P	0000297	322.05	9	THUAN NGOC TRAN	SHILOH	103 EDGEWATER DR
P	0000956	314.49	10	HUNG PHI LE	SHILOH	114 JARRINGTON ISLAND
P	0000010	312.24	2	ADAM D. & TRACY J.W. JONES	SHAMBORO	
P	0000256	278.61	8	SPRINT NEXTEL CORPORATION	OVERLAND PARK	
P	0001703	270.00	8	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
P	0001672	270.00	1	VAN ZANDER	MOYOCK	812 TULLS CREEK RD
P	0001693	268.26	6	DAVE SILVA	CAMDEN	390 158 HWY
P	0002194	261.90	6	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0002194	251.03	1	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S

Roll	Parcel Number	YrsDly	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001046	10	1,110.60	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000718	10	1,092.13	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	778.93	PAM BUNDY	SHILOH	105 AARON DR
P	0000248	10	326.53	ROBERT H. OWENS	CAMDEN	363 F 15
P	0000956	10	314.49	HUNG PHI LE	SHILOH	103 EDGEWATER DR
P	0001229	10	219.05	KIMBERLY DIANE JOHNSON	SOUTH MILLS	172 KESTER BARN RD
P	0000837	10	139.42	DIC WITH LS		
P	0000316	10	122.12	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0000352	9	443.65	ROBERT P. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001227	9	322.05	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0001104	9	239.24	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000010	8	278.61	SPRINT NEXTEL CORPORATION	OVERLAND PARK	
P	0000256	8	270.00	JAMES E. NASH	SOUTH MILLS	1097 343 HWY N
P	0001538	7	150.66	LOUIS RUGGERI	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001545	7	139.42	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001709	6	1,531.32	JOHN MATTHEW CARTE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001693	6	268.26	DAVE SILVA	CAMDEN	158 HWY W
P	0001673	6	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001827	6	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001250	5	452.02	KAREN BUNDY	CAMDEN	431 158 US W
P	0001910	5	155.91	MICHELLE LIS TAYLOR	SOUTH MILLS	108 BINGHAM RD
P	0001546	4	655.29	JEFFREY GREGAN	CAMDEN	179 COUNTRY CLUB RD
P	0001739	4	749.77	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001116	4	409.86	HUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001805	4	405.86	AL JORDAN	CAMDEN	330 158 HWY E
P	0000421	4	227.73	AAR CORPORATION ETAL	SOUTH MILLS	390 158 HWY W
P	0002081	4	217.24	CARENCE HUNDEN	CAMDEN	211 FLYING TIGER RD
P	0002081	4	217.24	ROBERT VERNON BRAY	CAMDEN	120 LAUREN LANE

142

143 Commissioner Clayton Riggs made a motion to approve the monthly tax report
 144 as presented by the tax administrator. The motion passed 5-0 with Chairman
 145 McLain, Vice Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton
 146 Riggs and Tom White voting aye; no Commissioner voting no; no Commissioner
 147 absent; and no Commissioner not voting.

148

149

150 ***Item 4.D - Museum Tract Lighting***

151

152 After consulting with the Camden Museum Planning Committee and Museum of
 153 the Albemarle staff, the County Manager requested bids for 120V LED track
 154 lighting for the Camden History Museum. Museum lighting specialists with the
 155 Museum of the Albemarle assisted the Camden Museum Planning Committee in
 156 developing specifications for the required track lighting. A total of two project
 157 bids for the associated lighting equipment and hangars were received (included
 158 in the Board packet). Triangle Electrical Associates for Manufacturers submitted
 159 a bid in the amount of \$4,263 excluding shipping costs and tax. Rexel has
 160 submitted a bid in the amount of \$5,328.75.

161

162 In addition to the purchase of the above required lighting hardware, the County

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163 Manager also requested bids for the installation of this equipment from licensed
164 electrical contractors. Two bids for this installation were received. The first
165 installation bid was submitted by Kight Electric in the amount of \$475. The
166 second bid was submitted by Coker Electric in the amount of \$1,200.

167
168 Commissioner Clayton Riggs made a motion to authorize the county manager to
169 purchase lights for \$4263.00 and further negotiate with Kight Electric to have the
170 installation for \$475.00. The motion passed 5-0 with Chairman McLain, Vice
171 Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton Riggs and Tom
172 White voting aye; no Commissioner voting no; no Commissioner absent; and no
173 Commissioner not voting.

174

175

176 **Board Appointments**

177

178 ***Item 5.A - Senior Advisory Board***

179

180 The following four Senior Advisory board members appointments have expired.
181 All four have volunteered to serve again.

182

- 183 • EDITH POOLE JENNINGS , RE-APPOINTMENT, 3YRS
- 184 • PATRICIA DELANO, RE-APPOINTMENT, 3YRS
- 185 • DOROTHY DRAKE, RE-APPOINTMENT, 3YRS
- 186 • REED ADAMS, RE-APPOINTMENT, 2YRS

187 Commissioner Tom White made a motion to reappoint the four senior advisory
188 board members as presented. The motion passed 5-0 with Chairman McLain,
189 Vice Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton Riggs and
190 Tom White voting aye; no Commissioner voting no; no Commissioner absent;
191 and no Commissioner not voting.

192

193

194 **Consent Agenda**

195

196 Vice Chair Sandra Duckwall made a motion to approve the consent agenda as
197 amended. The motion passed 5-0 with Chairman McLain, Vice Chair Sandra
198 Duckwall, Commissioners Garry Meiggs, Clayton Riggs and Tom White voting
199 aye; no Commissioner voting no; no Commissioner absent; and no Commissioner
200 not voting.

201

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 6th, 2015

202

203 ***Consent Agenda***

204

205 ***Item 6.A - Draft Minutes***

206

- 207 • January 5th, 2015
- 208 • January 20th, 2015

209

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211 ***Item 6.B - County Audit Contract***

212

213 The Finance Officer recommends that the Board of Commissioners award
214 Thompson, Price, Scott, and Adams with a three (3) year agreement for the
215 provision of audit services for both the County and Tourism Development
216 Authority audit in the total amount of \$25,300 in Year 1, \$25,350 in Year 2, and
217 \$25,400 in Year 3.

218

219

220 ***Item 6.C - School Budget Amendments***

221

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	32,483.00	
5400	School Leadership Services	20.00	
6500	Operational Support Services		32,483.00
6900	Policy, Ldrship, & Pub Relations		20.00
Explanation:			
Total Appropriation in Current Budget		\$	2,329,452.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	2,329,452.00

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 6th, 2015

Code Number	Description of Code	Amount	
		Increase	Decrease
Decrease:			
5100	Regular Instructional Programs		82,050.00
5200	Special Instructional Programs		.00
5800	School Based Support Services	2,250.00	
6100	Support & Development Serv.		14,300.00
Explanation: Appropriate Fund Balance from PEP Grant Funds for prior years.			
Total Appropriation in Current Budget		\$	1,397,278.00
Amount of Increase/Decrease of Above Amendment			70,000.00
Total Appropriation in Current Amended Budget		\$	1,467,278.00

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category 1 Projects	.00	
Explanation:			
Total Appropriation in Current Budget		\$	658,748.60
Amount of Increase / (Decrease) of Above Amendment			+ .00
Total Appropriation in Current Amended Budget		\$	658,748.60

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CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 6th, 2015

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Item 6.D - Tax Collection Report

Tax Collection Report			
February 2015			
Day	Amount	Amount	Name of Account
2	3,821.54		
3	18,184.75		\$0.59 - Refund
4	3,111.90		
5	2,017.88		
6	5,518.83		
9	6,358.81		
10	182.04		\$10.94 - Refund
	4,513.13		
11	4,152.37		
12	7,705.80		
13	3,145.39		
16	4,117.72		
18	7,459.45		
19	2,112.89		\$22.47 - Refund
20	362,962.10		
23	7,998.40		\$.01 - Refund
24	28,183.51		
25	5,917.24		\$0.67 - Refund/\$1.00 - Over
26	12,890.41		\$5,338.73 - Refund
27	1,015.33		
	18,418.10		
	1,289.87		
\$512,076.56		\$0.00	
\$512,076.56			
-\$5,378.94 Refund			
-\$1.00 Over			
\$0.00 Shortage			
\$0.00 Adjustment			
\$506,696.62			

Submitted by: Maria S. Anderson Date: 3-9-15
Approved by: [Signature] Date: 4-6-2015


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CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 6th, 2015

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Item 6.E - Tax Refunds, Pickups, & Releases

REFUNDS OVER \$100.00



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Vehicle Make	Vehicle Model	Vehicle Year	Plate No.	Plate Type	Plate Fee	Plate Renewal	Plate Expiration	Plate Status	Vehicle Description	Vehicle Value	Vehicle Class	Publication Date	Tax	Levy	Levy Through	Amount	Total Change				
LINCOLN	130 FUS	2012	SOON HILLS	ADULT	\$30	000-000-115	4/30/15	ADULT	ADULT	\$10,000.00	ADULT	03/23/15 04:11 PM	1	5%	03/23/15	\$0.00	(\$1.00)				
JOBORN	1180	2012	SOON HILLS	ADULT	\$30	000-000-115	4/30/15	ADULT	ADULT	\$10,000.00	ADULT	03/23/15 04:11 PM	1	5%	03/23/15	\$0.00	(\$1.00)				
Total																2	10%	03/23/15	\$0.00	(\$2.00)	\$11.00

Submitted by Lisa S. Anderson Date 2-26-15
 Lisa S. Anderson, Tax Administrator Camden County

Approved By P. Michael McLain Date 4-6-2015
 P. Michael McLain, Chairman Camden County Board of Commissioners

REFUNDS OVER \$100.00



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Vehicle Make	Vehicle Model	Vehicle Year	Plate No.	Plate Type	Plate Fee	Plate Renewal	Plate Expiration	Plate Status	Vehicle Description	Vehicle Value	Vehicle Class	Publication Date	Tax	Levy	Levy Through	Amount	Total Change				
ALFA	15	2011	SOON HILLS	ADULT	\$30	000-000-115	4/30/15	ADULT	ADULT	\$10,000.00	ADULT	03/23/15 04:11 PM	1	5%	03/23/15	\$0.00	(\$1.00)				
Total																1	5%	03/23/15	\$0.00	(\$1.00)	\$11.00

Submitted by Lisa S. Anderson Date 3-3-15
 Lisa S. Anderson, Tax Administrator Camden County

Approved By P. Michael McLain Date 4-6-2015
 P. Michael McLain, Chairman Camden County Board of Commissioners

NCVTS Tax System 2/24/15 14:47:04

Refunds to be Issued by Finance Office

CAMDEN COUNTY Page

Refunds 109.49 4,677.38 Total Refunds	Rec'd To: 185 LILLY RD SOON HILLS NC 27978 BUTT DAVIS RAYMOND 185 LILLY RD SOON HILLS NC 27978	Reference: MILITARY EXEMPT 2012 V 0034236 MILITARY EXEMPT	Drawer/Transaction Info: 20150226 00 217089
---	---	--	--

Submitted by Lisa S. Anderson Date 2-26-15
 Lisa S. Anderson, Tax Administrator Camden County

Approved by P. Michael McLain Date April 6th, 2015
 P. Michael McLain, Chairman Camden County Board of Commissioners

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CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 6th, 2015

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Item 6.F - Tax Authorization to Collect (May Renewals)

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
15,748.53	17,576.20	8,789.70	42,114.43

Witness my hand and official seal this 6th day of April, 2015



J. M. [Signature]
Chairman, Camden County Board of Commissioners

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Item 6.G - Volunteer Forms

Library Board of Trustees	
<p>If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 330 East HWY 15B, mail to P.O. Box 190, Camden, North Carolina 27921 or e-mail mvnshaw@camdencountync.gov.</p>	
Name <u>Mary Leigh Barrett</u>	
Mailing Address <u>202 Valley Road; Camden, N.C. 27921</u>	
Township you live in: <u>Camden</u>	
Telephone (home) <u>331-2961</u> (business)	
Email address <u>maryleighb@embarrmail.com</u>	
Are you a registered voter? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Have you ever been convicted of a felony? Yes <input type="radio"/> No <input checked="" type="radio"/>	
<p>Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission:</p> <p><u>K-12 - Library Certification</u> <u>BS in Education Grades 1-8</u> <u>Taught in Classroom for 10 years</u> <u>Librarian in Public School Library - 15 years</u> <u>Current President of Friends of the Library in Camden</u></p> <p>Board or Commissions upon which you are interested in serving: (List on opposite side) <u>Library Board</u></p>	
<p>As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government.</p>	
Signature <u>Mary Leigh Barrett</u> Date <u>March 1, 2015</u>	

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 6th, 2015

Camden Economic Development Commission

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 330 East HWY 158, mail to P.O. Box 190, Camden, North Carolina 27921 or e-mail mshshaw@camdencountync.gov

Name: Philip S. Faison

Mailing Address: PO Box 41 Camden

Township you live in: Court House

Telephone (home): 207 66142 (business)

Email address: PHILIPFAISON@gmail.com

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission:
Asst Commissioner

Board or Commissions upon which you are interested in serving: (List on opposite side)
Economic Development

As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government.

Signature: P. Faison Date: 3/16/15

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Item 6.H - Resolution in Opposition of Sunday Hunting

Resolution No. 2015-01-01
 Resolution in Opposition of Sunday Hunting

WHEREAS, Sunday is a day of rest and a religious "holy" day, or day set apart, for many of our residents; and,

WHEREAS, Sunday is a family day for many of our resident families; and,

WHEREAS, our local culture has a history of honoring and valuing The Ten Commandments and the specific commitment to remember the Sabbath and keep it holy, or set apart; and,

WHEREAS, we have many outdoor enthusiasts who compete with hunters for time in the woods and outdoor areas, including, but not limited to, hikers, campers, runners, cyclists, equestrians, bird watchers, and photographers; and,

WHEREAS, Sunday is the one day of the week during hunting season when non-hunters can safely enjoy the woods and outdoor areas used by hunters on the other six days of the week; and,

WHEREAS, with loss of farms and open spaces, outdoor areas are increasing valuable and sought after by all our citizens, and it is reasonable to balance access to the woods and outdoor areas.

THEREFORE, BE IT RESOLVED that the County Board of Commissioners opposes hunting on Sunday and the legalization of any gun hunting activities on Sunday, and urges the NC General Assembly to defeat any bills proposing gun hunting on Sunday.

ADOPTED, this the 6th day of April, 2015, in Camden County, North Carolina.

ATTEST: Angela Wilson  [Signature]
 Clerk to the Board Chairman of County Commissioners

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CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 6th, 2015

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Item 6.I - Resolution in Support of US 17 Upgrade

	<p>Resolution No. 2015-01-02</p> <p>Resolution strongly supporting FS-1501A to upgrade US 17 from Williamston to the Virginia State Line to an interstate highway.</p> <p>Whereas, the North Carolina Department of Transportation is conducting a feasibility study for Project FS-1501A to upgrade US 13/US 17 from US 64 in Williamston to the Virginia State Line; and</p> <p>Whereas, this is part of an effort to designate this corridor as an Interstate Highway; and</p> <p>Whereas, Camden County is North Carolina's gateway county from Virginia along this highway and has already begun to see the growth influences from the Norfolk/Chesapeake/Virginia Beach metropolitan area; and</p> <p>Whereas, in fact a large portion of Camden's population commutes to Virginia for work; and</p> <p>Whereas, the length of US 17 through Camden county is a little over 4 miles and the county has prepared a corridor plan that anticipates both residential and commercial growth in this part of the county; and</p> <p>Whereas, the county is providing a catalyst for this growth with a recently completed 100 acre Eco Industrial Park; and</p> <p>Whereas, the County, along with its regional and State economic development partners are actively engaged in marketing this important corridor as a prospective business location for companies interested in northeastern North Carolina. Importantly, the connectivity to the Hampton Roads, Virginia market is critical to the movement of the employee base as well as products and services that are considering locating in the corridor; and</p> <p>Whereas, the Port of Virginia and the associated maritime logistics related opportunities play an important role in the future business acquisition and development of this part of Camden County; and</p> <p>Whereas, improving traffic flow and accessibility in the North Carolina and Virginia markets is a prime element in location consideration on the part of industry;</p>
	<p>Now therefore be it resolved that: Camden County strongly supports FS-1501A to upgrade US 17 from Williamston to the Virginia State Line to an interstate highway, and offers the attached response as input for the feasibility study.</p> <p>ADOPTED, this the 6th day of April, 2015, in Camden County, North Carolina.</p> <p>ATTEST:  Clerk to the Board</p> <p>  Chairman of County Commissioners</p>

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Commissioner's Report

- Vice Chairwoman Sandra Duckwall presented the monthly Library report
 - Commissioner Garry Meiggs advised that the ARHS director will move forward looking for solutions to help funding.
-
- Dollar General Grand Opening will be Saturday May 9th at 7:30 am
 - April 18th Tar Wheel Bike Event
 - May 2nd Paddle for the Border

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 6th, 2015

299

300 **County Manager's Report**

301

302 County Manager Mike Renshaw had the following items to report:

- 303
- Budget Survey is posted on the county website – the public is encouraged
- 304 to participate.

305

306

307 **Information from Board and Staff**

308

309 The following items were provided to the Board for their information, and a copy
310 of these items is maintained in the Clerk's office.

311

312 A. GOVERNOR'S State Budget Summary

313 B. Annual Advisory Opinion Newsletter)

314 C. BizConnect Broadband Pilot Grant Program

315 D. NCACC Legislative Bulletin – March 6, 2015

316 E. NCACC Legislative Bulletin - March 13, 2015

317 F. NCACC Legislative Bulletin - March 20, 2015

318 G. Register of Deeds Monthly Report – February

319 H. SPCA February Meeting Minutes

320 I. New Direction for Workforce System

321 J. State Tourism Industry

322 K. Sheriff's Monthly Report – February

323 L. US Census Report

324 M. Fraud Unit Steps Up

325 N. Finance Monthly Reports

326 O. North Carolina Secretary of Commerce Statement on SB326

327 P. Senate unveils plan to convert local sales taxes to state revenue

328 Q. Monthly Sales Tax Report

329 R. Library Monthly Report

330 S. Register of Deeds - check journal report

331 T. Northeast Economic Developers

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CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 6th, 2015

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338 **Meeting Adjourned**

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340 At 7:53 PM, Chairman McLain asked if there were any other matters to come
341 before the Board of Commissioners, hearing none, and by acclamation the
342 meeting was adjourned.

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Chairman Michael McLain
Camden County Board of Commissioners

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348 ATTEST:

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352 Angela L. Wooten
353 Clerk to the Board

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 7.B

Consent Agenda

Meeting Date: August 3rd, 2015

Attachments: 1

Submitted By: Budget & Finance Officers

ITEM TITLE: Budget Amendments

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

2015-16-BA001 - One Mill Park

RECOMMENDATION:

Review & Approve Budget Amendments

2015-16-BA001
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, 2016.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
65399617-439900	Fund Balance Appropriated	\$ 41,074.00	
65330617-439710	County Contribution	\$115,556.00	
656170-574095	Playground	\$119,714.00	
656170-574302	Site Development	\$ 36,916.00	
10399400-439900	Fund Balance Appropriated	\$115,556.00	
106900-519210	One Mill Park Project	\$115,556.00	

This Budget Amendment is made to increase budget for One Mill Park project expenditures in current Fiscal Year.

This will result in a decrease of \$0 in 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 3rd day of August, 2015.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 7.C

Consent Agenda

Meeting Date: August 3rd, 2015

Attachments: 1

Submitted By: Tax Office

ITEM TITLE: Tax Collection Report

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

Tax Collection Report

RECOMMENDATION:

Review & Approve

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 7.D

Consent Agenda

Meeting Date: August 3rd, 2015

Attachments: 1

Submitted By: Tax Office

ITEM TITLE: Tax Refunds, Pickups & Releases

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

Tax Refunds, Pickups & Releases

RECOMMENDATION:

Review & Approve

<u>NAME</u>	<u>REASON</u>	<u>TYPE NO.</u>
Susan Barry allenburg	\$187.88 Turned in plates	Pick-Up/18006 25225256
Jonnie Mercer Heirs	\$1,346.25 Refund - 5 years double billed	Pick-Up/17907 Multiple bills
Vivian Ruth Johnson	\$109.08 Wrong code - not military	Pick-Up/17856 V-72897-14

ACS Tax System
7/09/15 14:35:42

REFUNDS OVER \$100.00

CAMDEN COUNTY

Refunds to be Issued by Finance Office

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
782.13	COMMONWEALTH USA SETTLEMENTS 100 PARK MANOR DR. STE 200 PITTSBURGH PA 15205	2013 R 02-8943-01-26-1507.0000 overpayment	20150430 1 218700
269.25	OSCAR AND GAIL BUTTS 119 MERCER DRIVE CAMDEN NC 27921	2014 R 02-8944-00-88-8574.0000 REFUND PER MR MORRISON/DOUBLEB	20150707 99 219277
269.25	OSCAR AND GAIL BUTTS 119 MERCER DRIVE CAMDEN NC 27921	2013 R 02-8944-00-88-8574.0000 REFUND PER MR MORRISON/DOUBLEB	20150707 99 219278
269.25	OSCAR AND GAIL BUTTS 119 MERCER DRIVE CAMDEN NC 27921	2012 R 02-8944-00-88-8574.0000 REFUND PER MR MORRISON/DOUBLEB	20150707 99 219279
269.25	OSCAR AND GAIL BUTTS 119 MERCER DRIVE CAMDEN NC 27921	2011 R 02-8944-00-88-8574.0000 REFUND PER MR MORRISON/DOUBLEB	20150707 99 219280
269.25	OSCAR AND GAIL BUTTS 119 MERCER DRIVE CAMDEN NC 27921	2010 R 02-8944-00-88-8574.0000 REFUND PER MR MORRISON/DOUBLEB	20150707 99 219281
2,128.38	Total Refunds		

Submitted by Lisa S. Anderson Date 7-9-15
Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____
P. Michael McLain, Chairman Camden County Board of Commissioners

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 7.E

Consent Agenda

Meeting Date: August 3rd, 2015

Attachments: 1

Submitted By: Tax Office

ITEM TITLE: Authorization to Collect

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

Authorization to Collect – September renewals

RECOMMENDATION:

Review & Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County September Ren. Due 10/15/15 (NEW SYSTEM)

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
15,070.68	15,749.54	8,577.40	39,397.62

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



Application for Citizen Service -Volunteer Form

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 330 East HWY 158, and mail to: P.O. Box 190, Camden, North Carolina 27921 or e-mail mrenshaw@camdencountync.gov.

Name: Michael Jeffcoat

Mailing Address: 112 Camden Avenue, Camden NC 27921

Township you live in: Taylor's Beach

Telephone (home): 252 333 2966 (business): None

Email address: mij8955@gmail.gwu.edu

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: Retired USMC, 18 years experience in public school education as a classroom teacher and school based administrator. Still licensed in NC. Hold Masters and Education Specialist degrees. Currently full time student at
(Education) COA (nursing program).

Boards or Commissions upon which you are interested in serving: Library

As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government

Signature: Michael Jeffcoat Date: 23 July, 2015

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 7.G

Meeting Date: August 3, 2015

Attachments: Sketch Plan/Staff Findings/Development Impact Statement

Submitted By: Planning Department

ITEM TITLE: Set Public Meeting; Sketch Plan
Mill Run - Common Open Space Major
Subdivision (UDO 2015-06-07)

SUMMARY:

Harbinger Land & Timber LLC/Assorted Development Corporation has applied for Sketch Plan approval for Mill Run Subdivision (45 lots) as a Common Open Space (Article 151.290 of the Camden County Code of Ordinances) Major Subdivision. Application went to the Planning Board on July 15, 2015 and after presentation by Planning Staff and discussion made a recommendation to approve the yield plan/sketch plan with the recommendations listed in Planning Staffs Findings.

RECOMMENDATION:

Set public meeting for Tuesday, September 8, 2015

MOTION MADE BY:

M. McLain _____

S. Duckwall _____

G. Meiggs _____

T. White _____

C. Riggs _____

NO MOTION _____

VOTE:

M. McLain _____

S. Duckwall _____

G. Meiggs _____

T. White _____

C. Riggs _____

ABSENT _____

RECUSED _____

STAFF REPORT

UDO 2015-06-07
Sketch Plan Mill Run Common Open
Space Major Subdivision

PROJECT INFORMATION

File Reference:	UDO 2015-06-07	Application Received:	6/8/15
Project Name;	N/A	By:	David Parks, Permit Officer
PIN:	01-7090-00-07-6888	Application Fee paid:	\$6,750 Check #2040
	01-7090-00-17-0117	Completeness of Application:	Application is generally complete
Applicant:	Harbinger Land & Timber, LLC & Assorted Development Corp – Gary Dunston	Documents received upon filing of application or otherwise included:	
Address:	P.O. Box 4	A.	Land Use Application
Phone:	Harbinger NC 27941	B.	Sketch Plan
Email:	(252) 202-1100	C.	Development Impact Statement
Agent for Applicant:	Bissell Professional Group Mark Bissell	D.	Perc Tests (4) from Albemarle Regional Health Services
Address:	3512 N. Croatan Hwy		
Phone:	(252) 261-1760		
Email:			
Current Owner of Record:	Same as applicant		
Meeting Dates:			
7/15/2015	Planning Board – Recommended Approval on a 7-0 vote with recommendations from staff		

PROJECT LOCATION:

Street Address: Property fronted by Sandy Lane, Keeter Barn and Sharon Church Roads
Location Description: South Mills Township

Vicinity Map:





REQUEST: Sketch Plan Mill Run Common Open Space Major Subdivision – 45 lots (smallest proposed lot size 22,880 sf or approximately .5 acres) **Article 151.290 of the Code of Ordinances.**

AREA CALCULATIONS:

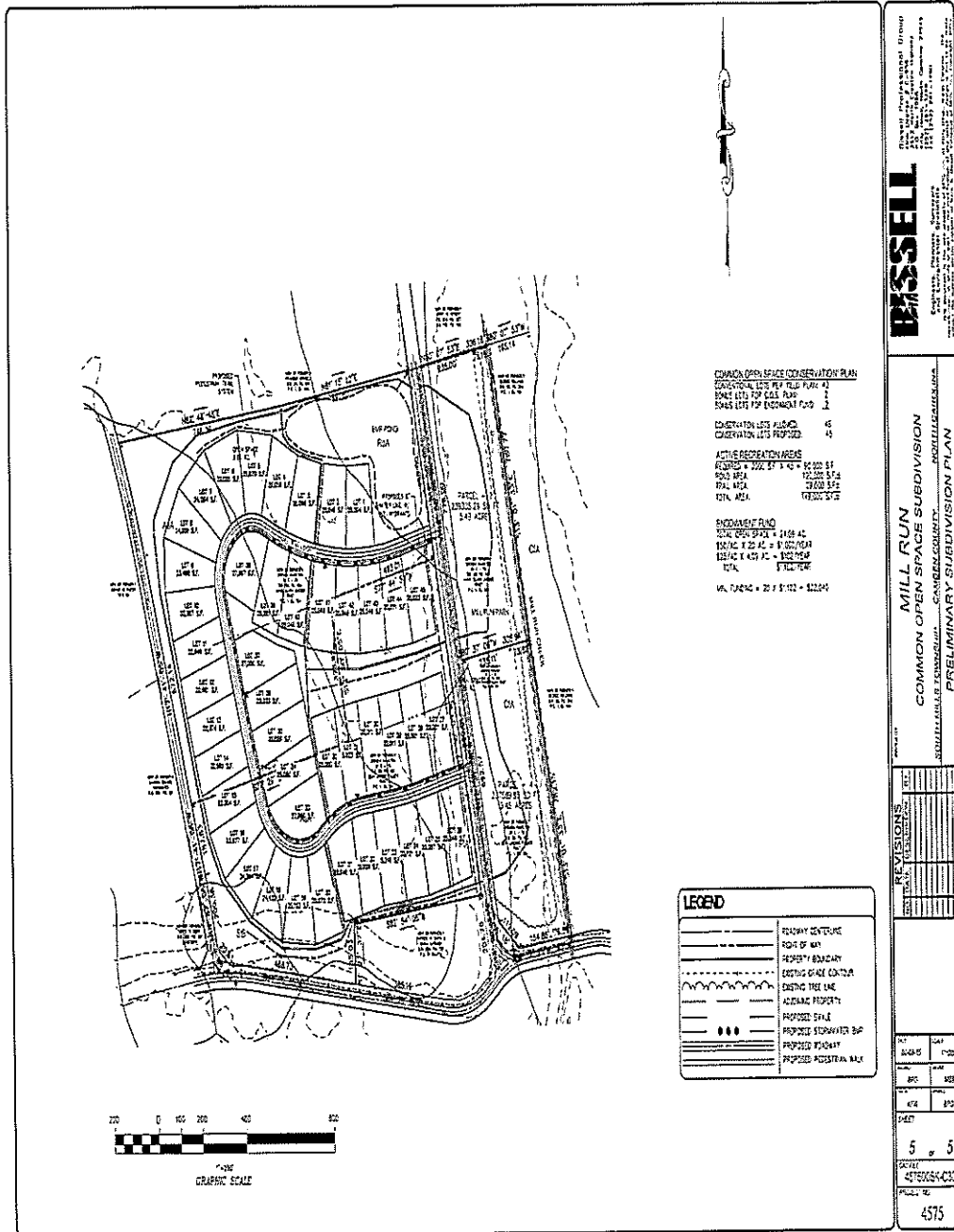
Net Development Area: 51.28 ac.
 5% Open Space: 2.56 ac.
 Open Space provided: 3.04 ac
 Area in streets: 1.67 ac
 Area available for lots: 46.57 ac.

PRELIMINARY YIELD PLAN

1 Acre lots in R3-1: 37 lots
 2 Acre lots in R3-2: 5 lots
 5% C.O.S. bonus: 2 lots
 Optional Endowment Fund Bonus: 2 lots
 Yield including Bonuses: 46 lots



PROPOSED COMMON OPEN SPACE PLAN



SITE DATA

Lot size:	Two lots approximately 54 acres total.
Flood Zone:	Zone X (Located outside the 100 & 500 year flood)
Zoning District(s):	Basic Residential (R3-1 & R3-2 (wooded areas))
Adjacent property uses:	Predominantly agriculture with some residential.
Streets:	Shall be dedicated to public under control of NCDOT.
Street name:	Mill Run Loop
Open Space:	23.69 acres
Landscaping:	Landscaping Plan required at Preliminary plat.
Buffering:	Per Article 151.232 (N), a 50' landscaped vegetative buffer required along all property lines that abut non-residential uses.
Recreational Land:	Per Article 151.294 (B)(4) A minimum of 2,000 square feet of open space per dwelling must be designated and improved for active recreation. 45 lots X 2,000 = 95,000 sf or 2.1 acres. Per Article 151.232 (I) (3) Recreational Land: The developer shall at the County's option make a payment to the county of the amount of money equal to the value of the 2.1 acres as it would be appraised following its subdivision.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Mill Run Ditch.

Distance & description of nearest outfall: Mill Run Ditch is located to the east of the wooded portion of the property and will probably be utilized as the outfall.

TECHNICAL REVIEW STAFF (SKETCH PLAN) COMMENTS

1. **South Mills Water.** Has adequate water to supply development.
 2. **Albemarle Regional Health Department.** Perc test completed on 4 lots (10% of lots required to be perc tested). Detailed Site Plans required at building permit due to the size of lots.
 3. **South Mills Fire Department.** No response.
 4. **Pasquotank EMS (Central Communications).** Approved subdivision and road name.
 5. **Sheriff's Office.** Approved
 6. **South Mills Post Office** – Community Mail boxes required at entrance.
 7. **Superintendent/Transportation Director of Schools.** Covered bus shelters required.
 8. **Camden Soil & Water Conservationist.** Approved
 9. **NCDOT.** Reviewed no comments at this time.
 10. **Parks & Recreation.** Request fee in lieu of required recreational land/improvements.
-

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent Inconsistent

2035 Comprehensive Plan

Consistent Inconsistent

Property zoned R3-1 (farmland) is consistent as area is designated as Rural Residential.

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

Property abuts Sandy Lane (SR 1227) (unpaved), Keeter Barn (SR 1226) and Sharon Church (SR 1231) Roads

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No

Endangering the public health and safety?

Application does not appear to endanger public health and safety.

Yes No

Injure the value of adjoining or abutting property.

Application does not appear to injure the value of adjoining or abutting property.

EXCEED PUBLIC FACILITIES:

Yes No

Schools: Proposed development will generate 20 students (.44 per household X 45 households). High School over capacity: **2014/2015 capacity: 570 Enrollment: 628**

Yes No

Fire and rescue: No response

Yes No

Law Enforcement:

PLANNING BOARD RECOMMENDATION:

Planning Board recommended approval of Sketch Plan Mill Run Major Subdivision with the following recommendations:

- Reflect the 55' Army Corp drainage easement along western side of Mill Run Ditch.
- Per Parks & Recreation recommend BOC require the fee in lieu of the recreational requirements (Camden County Code Article 151.232 (I) addresses options).
- Recommend the increase the Site Triangle at intersection of Lilly and Sharon Church Roads.
- Adhere to all technical review staff comments.



Land Use/Development Application

County of Camden, North Carolina

Depending upon the type of proposal, the proposal may require a Zoning Permit, Conditional Use Permit, or Special Use Permit. This form is used as the start of application process. All applicants must submit a site plan (see "Minimum Site Plan Requirements") and a valid Health Department permit. Applicants for a Conditional Use Permit or Special Use Permit should review the "Requirements for Conditional Use Permit and Special Use Permit Applications".

Applicants for a subdivision must submit this form as their Special Use Permit application.

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

Please Do Not Write in this Box	
PIN: 01-7090-00-07-6888	<u>01-7090-00-17-0117</u>
UDO#	<u>2015-06-07</u>
Date Received:	<u>6/18/15</u>
Received by:	<u>DP</u>
Zoning District:	<u>R3-1/R3-2</u>
Fee Paid \$	<u>\$ 6,750.00</u> 0.00

PLEASE PRINT OR TYPE

pd
CK #
2040

Applicant's Name: Harbinger Land & Timber, LLC & Assorted Development Corporation

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

Gary Dunston / MARK DISSELL

Applicant's Mailing Address: P.O. Box 4

Harbinger, NC 27941

Daytime Phone Number: (252) 202-1100

Street Address Location of Property: Off Sharon Church, Keeter Barn & Sandy Lane

General Description of Proposal: Common Open Space Major Subdivision Sketch Plan for

~~lots this phase~~ MILL RUN - 45 lots

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

Signed:

Dated: 6-18-2015

* Information to be filled out by Planning Department

* Is the Property in a Watershed Protection area? NO

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

June 17, 2015

TO: Camden County staff and Board Members

From: Garland H. "Gary" Dunstan Jr, Principal of Harbinger Land & Timber LLC; and of Assorted Development Corp.

Subject: Mill Run Subdivision

I have appointed Mark Bissell of Bissell Professional Group to act on my behalf and make decisions for the property we hope to develop as Mill Run. Please make any contacts through Mark and copy me with the correspondence and submittals.

Thank you for working with me, and for all of your help with this project. We hope that Mill Run will be a very nice place to live and one the County will be proud of having.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Dunstan, Jr.", with a stylized flourish at the end.

Garland H. "Gary" Dunstan, Jr., President
Harbinger Land & Timber, LLC and
Assorted Development Corporation

cc: Mark Bissell

CAMDEN COUNTY
NORTH CAROLINA



VICINITY MAP
SCALE = 5000'

MILL RUN

SOUTH MILLS TOWNSHIP CAMDEN COUNTY NORTH CAROLINA

GENERAL NOTES:

1. PROJECT NAME: MILL RUN SUBDIVISION
2. OWNER/APPLICANT: HARBINGER LAND & TIMBER, LLC
P.O. BOX 4
HARBINGER, NC 27941
3. PROPERTY DATA:
PARCEL ID# 01-7090-00-07-688, 01-7090-00-17-0117
PRIMARY ADDRESS: SHARON CHURCH ROAD SOUTH MILLS, NC
RECORDED REFERENCES: 01E - 76
PROPERTY ZONING: BASIC RESIDENTIAL R3-1
5. SUBJECT PROPERTY IS LOCATED IN F.I.R.M. ZONE X. REFERENCE F.I.R.M. PANEL # 3721709000J, EFFECTIVE DATE: October 5, 2004. (SUBJECT TO CHANGE BY F.E.M.A.)

SHEET INDEX

SHEET	DESCRIPTION
1	COVER SHEET AND SITE LOCATION
2	EXISTING CONDITIONS
3	YIELD PLAN
4	CONSERVATION PLAN
5	PRELIMINARY PLAN

Basell Professional Group
202 South Pine Bluff
Rt. 1, Box 1000
N.W. Raleigh, North Carolina 27602
Tel: 919.877.1000
Fax: 919.877.1001

BASSELL
Survey, Planning, Engineering
& Environmental Services
1000 S. W. 11th St., Suite 1000
Fort Lauderdale, FL 33304-3701

MILL RUN
COMMON OPEN SPACE SUBDIVISION
SOUTH MILLS TOWNSHIP CAMDEN COUNTY NORTH CAROLINA
COVER SHEET, NOTES AND LOCATION MAP

REVISIONS

NO.	DATE	DESCRIPTION

PRELIMINARY
FOR REVIEW
PURPOSES ONLY

DATE	SCALE
0.00 TO	1/4"
1.00 TO	1/8"
2.00 TO	3/16"
3.00 TO	1/4"

SHEET
1 of 5

PROJECT NO.
4562

The Coastal Experts

DEVELOPMENT IMPACT STATEMENT

FOR

Mill Run

45-lot Common Open Space (Conservation) Subdivision

South Mills Township

OWNER/DEVELOPER:

Harbinger Land & Timber, LLC

P.O. Box 4

Harbinger, NC 27941

June 30, 2015

**PRELIMINARY
For Review Purposes Only**

MILL RUN

TABLE OF CONTENTS

LOCATION MAP AND DEVELOPMENT PLAN

PART 1: PHYSICAL ANALYSIS

- **Expected Housing Unit Types**
- **Projected Values**
- **Phasing of Project**

PART 2: MARKET ANALYSIS

- **Market Area & Plan**
- **Supply and Demand Considerations**
- **Development Profile**

PART 3: ENVIRONMENTAL IMPACT

- **Estimated Water Consumption**
- **Wastewater Treatment Disposal**
- **Stormwater**

PART 4: FISCAL ANALYSIS

- **Estimated Total Property Valuation**
- **Tax Revenue (Annual)**
- **Other Revenue Sources**

PART 5: TRAFFIC ANALYSIS

- **General Site and Land Use**
- **Trip Generation**
- **Directional Distribution**
- **Volume Impact**

MILL RUN

PART 1

PHYSICAL ANALYSIS

**PHYSICAL ANALYSIS
FOR
MILL RUN**

Expected Housing Unit Types:

MILL RUN will be a common open space (conservation) subdivision with approximately 45 lots situated within substantial community open space areas. Typical houses at MILL RUN will range from 2,000 to 2,500 square feet. Houses will be a mixture of one- and two-story structures, and will typically have a minimum of two bathrooms with three or four bedrooms. A mixture of modern-styled upscale homes is anticipated, similar to the representative models that are presented on the following pages.

Projected Values:

The developer anticipates selling individual lots to a preferred builder or builders, who will in turn build out the development. The developer estimates the total land value at the time of sale to be between \$2.25 million and \$2.7 million; at build-out, the developer estimates that the subdivision's total valuation will be in the range of \$13.5 million to \$17 million, as further shown in the fiscal impact section of this report.

Phasing of the Project:

The developer anticipates building the infrastructure in a single phase. Erosion control and stormwater management facilities will be constructed first, followed by site grading and roadway construction, and lastly, the addition of site amenities such as trails and landscaping. Based on a review of the history of other projects in the area, and on the expectations of the developer in the current housing market in the area, it is anticipated that the subdivision will build out in about three years.



First Floor - 1,493 sq. ft.
Second Floor - 927 sq. ft.
Total Heated - 2,420 sq. ft.
Garage - 528 sq. ft.
Opt Dormer - 68 sq. ft.



First Floor - 898 sq. ft.
Second Floor - 1,344 sq. ft.
Total Heated - 2,242 sq. ft.
Garage - 495 sq. ft.



First floor - 2,107 Sq. Ft.
FROG - 345 Sq. Ft.
Total Heated - 2,452 Sq. Ft.
Garage - 462 Sq. Ft.
Opt. Sunroom - 224 Sq. Ft.
Opt. FROG half bath - 25 Sq. Ft.
Opt. FROG full bath - 86 Sq. Ft.



First Floor - 1,664 sq. ft.
FROG - 382 sq. ft.
Total Heated - 2,046 sq. ft.
Opt. FROG Full Bath - 112 sq. ft.
Garage - 418 sq. ft.
Opt. Mater Suite - 68 sq. ft.

MILL RUN

PART 2

MARKET ANALYSIS

HOUSING MARKET ANALYSIS FOR MILL RUN

Market Area and Plan:

The primary target market will be two-fold. There appears to be a strong market of retirees who want to be in the Camden County and particularly the South Mills area of the county. Second, there is a opportunity to capture some of the “move-up” housing market for those who prefer the rural environment of northeastern North Carolina to what is offered in Tidewater Virginia. The developer plans, in concert with the preferred builder, to offer attractive and affordable builder packages in Mill Run.

Supply and Demand Considerations:

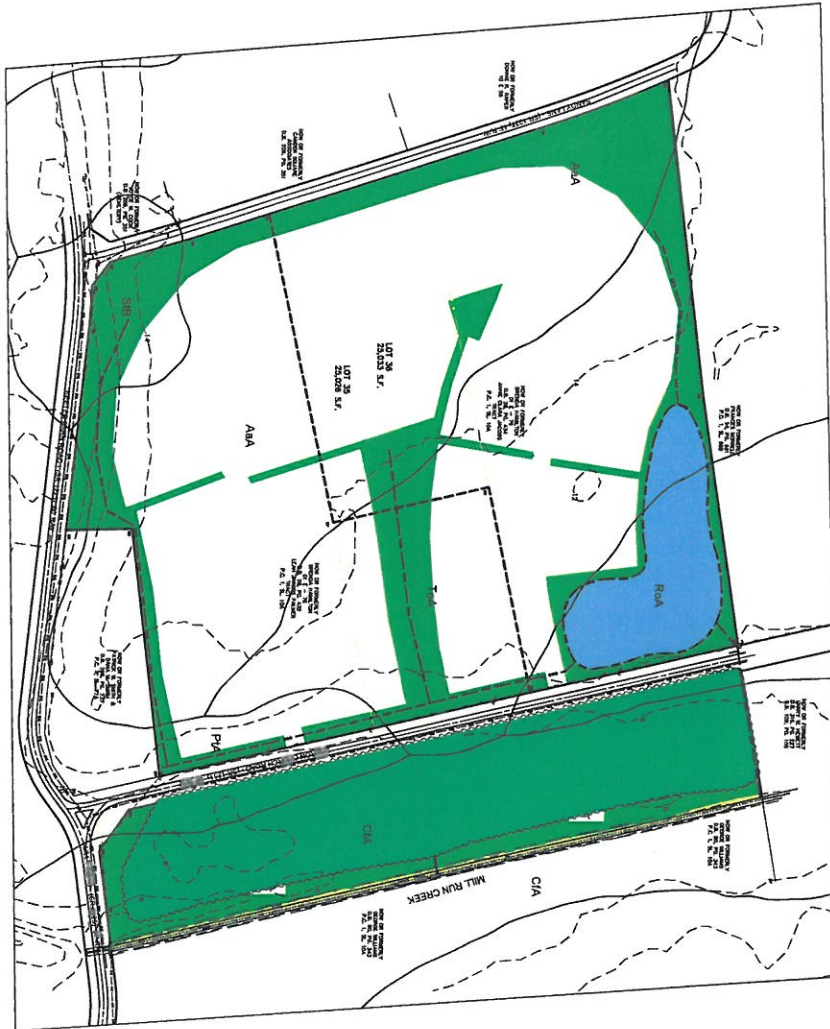
Camden County’s housing market has been in somewhat of a slump for the past several years, but there are now signs of increasing interest in new property ownership in the area. New residents not only bring income and wealth to the area, but they create the demand for housing - which brings construction jobs to the county. MILL RUN is designed to provide a small, quiet upscale community with strict restrictive covenants for permanent residents of Camden County.

Development Profile:

MILL RUN will be a development of well-coordinated single-family dwellings. The project is anticipated to reach build out in approximately three years. Strict covenants and required approval of construction by an architectural review committee will ensure that the homes in MILL RUN are upscale in design and size, with homes ranging from 2,000 to 2,500 square feet. Existing woodlands will be preserved, and a community trail system will wind through the open space areas for the enjoyment of the residents. The development’s design pulls homes away from existing state roads; vegetative screening will also increase the community’s overall aesthetic value. The preliminary subdivision plan for this development is shown on the following page.

DEVELOPMENT SUMMARY

TOTAL AREA OF TRACT:	51.89 AC.
C.O.E. JURISDICTIONS:	0.61 AC.
NET AREA FOR COMPUTATIONS:	51.28 AC.
10% FOR ROADS:	5.13 AC.
REQUIRED OPEN SPACE (50% OF 46.15):	46.15 AC.
PLUS C.O.E. JURISDICTION:	23.08 AC.
TOTAL REQUIRED OPEN SPACE:	0.61 AC.
MINIMUM LOTS SIZE =	22,871 SQ. FT.



CONSERVATION AREA SUMMARY

PRIMARY CONSERVATION AREAS:	0.61 AC.
SECONDARY CONSERVATION AREAS:	23.48 AC.
TOTAL CONSERVATION AREAS:	24.09 AC.

SOIL TYPES

- AOA ALTAVISTA FINE SANDY LOAM
- CIA CAPE FEAR SILT LOAM
- PIA PORTSMOUTH FINE SANDY LOAM
- ROA ROANOKE SILT LOAM
- TOA TOMOTLEY FINE SANDY LOAM



DATE:	06-08-19	SCALE:	1"=200'
CONTRACT NO.:	457500SJK-C0D2	SHEET:	4 OF 5
PROJECT NO.:	4575		

REVISIONS			
NO.	DATE	DESCRIPTION	BY

PROJECT: **MILL RUN**
COMMON OPEN SPACE SUBDIVISION
 SOUTH MILLS TOWNSHIP CAMDEN COUNTY NORTH CAROLINA
PRELIMINARY CONSERVATION PLAN

BISSELL Professional Group
 Firm License # C-956
 3512 North Croatan Highway
 P.O. Box 1056
 Killy Hawk, North Carolina 27949
 (252) 281-3266
 FAX (252) 281-1760

Engineers, Planners, Surveyors
 and Environmental Specialists

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LEGEND	
	ROADWAY CENTERLINE
	RIGHT OF WAY
	PROPERTY BOUNDARY
	EXISTING GRADE CONTOUR
	EXISTING TREE LINE
	ADJOINING PROPERTY
	PROPOSED SWALE
	PROPOSED STORMWATER BMP
	PROPOSED ROADWAY
	PROPOSED PEDESTRIAN WALK

COMMON OPEN SPACE (CONSERVATION) PLAN
 CONVENTIONAL LOTS FOR C.O.S. PLAN: 2
 BONUS LOTS FOR C.O.S. PLAN: 2
 CONSERVATION LOTS PROPOSED: 46
 ACTIVE RECREATION AREAS REQUIRED: 45
 TRAIL AREA: 29,000 S.F.
 TOTAL AREA: 178,000 S.F.
ENDOWMENT FUND: 24.08 AC.
 \$50/AC X 24 AC = \$1,200/ACR
 \$25/AC X 4.08 AC = \$102/ACR
 TOTAL: \$1,302/ACR
 MIN. FUNDING = 20 X \$1,102 = \$22,040

REVISIONS			
NO.	DATE	DESCRIPTION	BY

DATE: 06-06-15	SCALE: 1"=200'
DRAWN BY: BPC	CHECKED BY: MSB
DESIGNED BY: KFW	APPROVED BY: BPC

SHEET: 5 OF 5
 COO FILE: 457500SK-C3D2
 PROJECT NO: 4575

MILL RUN
COMMON OPEN SPACE SUBDIVISION
 SOUTH MILLS TOWNSHIP CAMDEN COUNTY NORTH CAROLINA
PRELIMINARY SUBDIVISION PLAN

BISSELL
 PROFESSIONAL GROUP
 Engineers, Planners, Surveyors and Environmental Specialists

Bissell Professional Group
 Firm License # C-956
 2512 North Croatan Highway
 P.O. Box 11068
 Kitty Hawk, North Carolina 27949
 (252) 261-5256
 FAX (252) 261-1760

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MILL RUN

PART 3

ENVIRONMENTAL IMPACT

ENVIRONMENTAL IMPACT (WATER AND WASTEWATER)

MILL RUN is designed to be a 45-lot residential subdivision, with water supply to be provided by South Mills Water Association, and with each lot to be served by an individual septic system, since the property's soils, discussed in more detail below, are provisionally suitable for septic system installation. There is an existing 6-inch waterline on Keeter Barn Road that will be tapped and extended into the subdivision to provide both potable water distribution and fire protection to the development.

Estimated Water Consumption and Sewage Disposal:

The basis of design for the wastewater systems for the houses in this development will be 120 gallons per day per bedroom, in accordance with state rules, with three and four bedrooms per house. Since the subdivision will utilize South Mills water, the basic design flow for water per house will be 400 gallons, as prescribed by the NC Public Water Supply Section. The basis of design for the water and sewer facilities for this project is therefore as follows:

Water: 45 Single Family Dwellings at 400 GPD/Dwelling =	18,000 GPD
Wastewater: 45 Dwellings at 3.5 BR average@ 120 GPD/BR =	18,900 GPD

Wastewater Disposal:

The Camden County soils mapping shows the largest portion of the site characterized by Altavista fine sandy loam, a moderately well-drained soil, and Tomotley fine sandy loam, which is somewhat less well drained. Albemarle Regional Health Services has performed a preliminary site evaluation, testing the site for on-site wastewater system suitability in representative areas, and determined that the majority of the soils are provisionally suitable for development. The developer plans to install individual septic systems for the lots within the development. The ARHS reports for the testing that has been performed are included on the following pages.

Stormwater:

Collector swales and infiltration swales will be installed as needed along lot lines. The soils are relatively sandy and the development will be a low-density project. A stormwater detention pond will be constructed to detain the difference between pre- and post-development runoff. The details of the stormwater plan will be designed in consultation with Camden County's Engineer and its stormwater regulations, as well as those promulgated by the North Carolina Division of Energy, Minerals and Land Resources (NCDEMLR).

MILL RUN

PART 4

FISCAL ANALYSIS

**FISCAL IMPACT STATEMENT
FOR
MILL RUN**

The following is a summary of the details of the anticipated Fiscal Impact for Mill Run , for the 45 lots proposed as part of the application for sketch plan approval:

A. Estimated Total Property Valuation, Pre-Buildout:

45 lots @ average valuation \$50-60,000/lot (use \$55,000) = \$2,475,000

Estimated Total Property Valuation, Buildout:

45 lots/homes average valuation \$300-380,000/home (use \$340,000 average) = \$15,300,000

B. Tax Revenue (Annual):

The positive operational impact on Currituck County at full buildout is estimated to be as follows:

Ad Valorem Tax: \$0.68/100 x \$15,300,000	= \$ 104,040
Fire Tax: 0.01/100 x \$15,300,000	= \$ 1,530
TOTAL, Estimated Annual Tax Revenue:	= \$105,570

C. Other Revenue Sources:

Transfer Taxes on Lot Sales: 1.0% x \$2,475,000	= \$ 24,750
Transfer Taxes on Home Sales: 1.0% x \$15,300,000	= \$153,000
Revenue Stamps: 0.02% x (\$2,475,000 + \$15,300,000)	= \$ 3,555
Subtotal:	= \$181,305
Development Review Fees: 45 lots @ \$400/lot	= \$ 18,000
Stormwater Review Fees:	= \$ 6,000
Building Permit Fees: 45 houses @ \$1,300/house average	= \$ 58,500
Subtotal:	\$ 82,500
TOTAL, Estimated Other Revenue:	= \$263,805

MILL RUN

PART 5

TRAFFIC ANALYSIS

**TRAFFIC IMPACT ANALYSIS
FOR
MILL RUN**

- A. General Site and Land Use Description:** The proposed project is to be developed on a 52+/-acre site fronting on SR 1225 and SR 1231 northeast of the South Mills community. The site will have 45 single-family houses.
- B. Trip Generation:** Using the standard NCDOT total of approximately 10 trips per house per day, the project at buildout is anticipated to generate the following traffic volume at buildout, anticipated for 3 - 4 years after final plat recordation.

45 dwelling units @ 10 trips/day: 450 trips/day

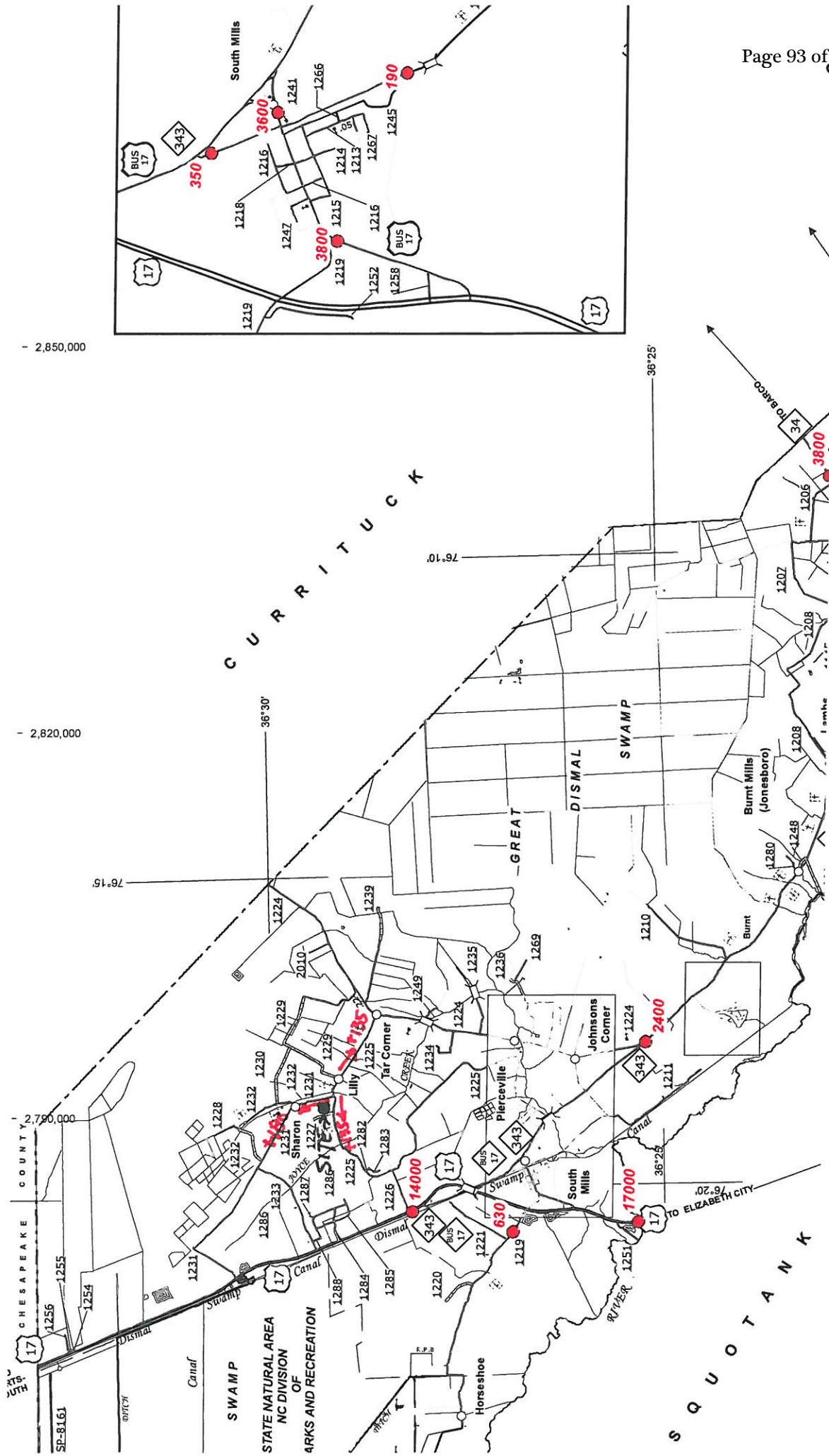
- C. Directional Distribution of Vehicle Trips:** Of the projected 450 daily trips, it is estimated that approximately 40 % will travel north along Sharon Church (SR 1231) toward US 17, about 30% will travel west toward South Mills along Keeter Barn Road (SR 1225), and the other 30% will travel east on Keeter Barn toward Moyock. This results in the following daily traffic additions to these existing roadways, as shown on the attached NCDOT traffic volume map:

- Sharon Church Road (SR 1231): 180 trips/day
 - Keeter Barn Road (SR 1225) –West: 135 trips/day
 - Keeter Barn Road (SR 1225) – East: 135 trips/day
- Total: 450 trips/day

D. Volume Impact

The North Carolina Department of Transportation has very limited information on the volumes of existing traffic on the secondary roads in the vicinity of the proposed development. The latest data available, from 2013, shows average daily traffic volumes on similar roads in the area ranging from about 300 to about 600 vehicles per day. Latest available traffic counts on US 17 show approximately 14,000 vehicles per day for a section of the highway north of the project site. The additional traffic volume will be less than 1-1/2% of the total current traffic volume on US 17.

The addition of 135 to 180 trips per day on the secondary roads in the vicinity of the development site is not expected to lower the levels of service on these existing lightly-traveled roadways.



- 2,850,000

- 2,820,000

- 2,790,000

SP-8161

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 7.H

Consent Agenda

Meeting Date: August 3rd, 2015

Attachments: 5 (20 Pages)

Submitted By: Clerk to the Board

**ITEM TITLE: Resolution No. 2015-08-01
Stepping Up**

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

Stepping Up is a national initiative to reduce the number of people with mental illnesses in county jails. NACo is one of several partners in this effort, which also includes the National Sheriffs Association and the National Alliance on Mental Illness (NAMI).

NACo has provided many resources on its website to support counties who are interested in this issue. Attached are examples of some of some of the many resources provided through the initiative.

NACo program resources will be provided free of charge, however nominal costs may be incurred in hosting future committee meetings.

RECOMMENDATION:

Review and Approve Resolution No. 2015-08-01

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 7.H

Consent Agenda

Meeting Date: August 3rd, 2015

Attachments: 5 (20 Pages)

Submitted By: Clerk to the Board

**ITEM TITLE: Resolution No. 2015-08-01
Stepping Up**

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RECOMMENDATION:

Review and Approve Resolution No. 2015-08-01

STEPPING UP: A National Initiative to Reduce the Number of People with Mental Illnesses in Jails

THERE WAS A TIME WHEN NEWS OF JAILS serving more people with mental illnesses than in-patient treatment facilities was shocking. Now, it is not surprising to hear that jails across the nation serve an estimated 2 million people with serious mental illnesses each year¹—almost three-quarters of whom also have substance use disorders²—or that the prevalence of people with serious mental illnesses in jails is three to six times higher than for the general population.³ Once incarcerated, they tend to stay longer in jail and upon release are at a higher risk of returning than individuals without these disorders.

The human toll—and its cost to taxpayers—is staggering. Jails spend two to three times more on adults with mental illnesses that require intervention than on people without those needs,⁴ yet often do not see improvements in recidivism or recovery. Despite counties’ tremendous efforts to address this problem, they are often thwarted by significant obstacles, such as coordinating multiple systems and operating with minimal resources. Without change, large numbers of people with mental illnesses will continue to cycle through the criminal justice system, often resulting in missed opportunities to link them to treatment, tragic outcomes, inefficient use of funding, and failure to improve public safety.

The National Initiative

Recognizing the critical role local and state officials play in supporting change, the [National Association of Counties \(NACo\)](#), the [Council of State Governments \(CSG\) Justice Center](#), and the [American Psychiatric Foundation \(APF\)](#) have come together to lead a national initiative to help advance counties’ efforts to reduce the number of adults with mental and co-occurring substance use disorders in jails. With support from the U.S. Justice Department’s [Bureau of Justice Assistance](#), the initiative will build on the many innovative and proven practices being implemented across the country. The initiative engages a diverse group of organizations with expertise on these issues, including those representing sheriffs, jail administrators, judges, community corrections professionals, treatment providers, people with mental illnesses and their families, mental health and substance use program directors, and other stakeholders.

The initiative is about creating a long-term, national movement—not a moment in time—to raise awareness of the factors contributing to the over-representation of people with mental illnesses in jails, and then using practices and strategies that work to drive those numbers down. The initiative has two key components:

1. **A CALL TO ACTION** demonstrating strong county and state leadership and a shared commitment to a multi-step planning process that can achieve concrete results for jails in counties of all sizes.

The Call to Action is more than a vague promise for reform; it focuses on developing an actionable plan that can be used to achieve county and state system changes. As part of this Call to Action, county elected officials are being asked to pass a resolution and work with other leaders (e.g., the sheriff, district attorney, treatment providers, and state policymakers), people with mental illnesses and their advocates, and other stakeholders on the following six actions:

- **Convene or draw on a diverse team** of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails.

- **Collect and review prevalence numbers and assess individuals' needs** to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels.
- **Examine treatment and service capacity** to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community.
- **Develop a plan** with measurable outcomes that draws on the jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers.
- **Implement research-based approaches** that advance the plan.
- **Create a process to track progress** using data and information systems, and to report on successes.

In addition to county leaders, national and state associations, criminal justice and behavioral health professionals, state and local policymakers, others with jail authority, and individuals committed to reducing the number of people with mental illnesses in jails should sign on to the Call to Action. Stepping Up participants will receive an online toolkit keyed to the six actions, with a series of exercises and related distance-learning opportunities, peer-to-peer exchanges, and key resources from initiative partners.⁵ The online toolkit will include self-assessment checklists and information to assist participants working in counties in identifying how much progress they have already made and a planning template to help county teams develop data-driven strategies that are tailored to local needs.

2. **A NATIONAL SUMMIT** to advance county-led plans to reduce the number of people with mental illnesses in jails.

Supported by the American Psychiatric Foundation, a summit will be convened in the spring of 2016 in Washington, DC, that includes counties that have signed on to the Call to Action, as well as state officials and community stakeholders such as criminal justice professionals, treatment providers, people with mental illnesses and their advocates, and other subject-matter experts. The summit will help counties advance their plans and measure progress, and identify a core group of counties that are poised to lead others in their regions. Follow-up assistance will be provided to participants to help refine strategies that can be used in counties across the nation. After the 2016 summit, participants will be notified of potential opportunities for sites to be selected for more intensive assistance through federal and private grant programs.

Although much of the initiative focuses on county efforts, states will be engaged at every step to ensure that their legislative mandates, policies, and resource-allocation decisions do not create barriers to plan implementation.

To learn more about the initiative or to join the Call to Action, go to StepUpTogether.org.

Endnotes

1. Steadman, Henry, et al., "Prevalence of Serious Mental Illness among Jail Inmates." *Psychiatric Services* 60, no. 6 (2009): 761–765. These numbers refer to jail admissions. Even greater numbers of individuals have mental illnesses that are not "serious" mental illnesses, but still require resource-intensive responses.
2. Abram, Karen M., and Linda A. Teplin, "Co-occurring Disorders Among Mentally Ill Jail Detainees," *American Psychologist* 46, no. 10 (1991): 1036–1045.
3. Steadman, Henry, et al., "Prevalence of Serious Mental Illness among Jail Inmates."
4. See, e.g., Swanson, Jeffery, et al., *Costs of Criminal Justice Involvement in Connecticut: Final Report* (Durham: Duke University School of Medicine, 2011).
5. Among the key partners are the [National Alliance on Mental Illness](#); [Major County Sheriffs' Association](#); [National Association of County Behavioral Health & Developmental Disability Directors](#); [National Association of State Alcohol and Drug Abuse Directors](#); [National Association of State Mental Health Program Directors](#); [National Council for Behavioral Health](#); [National Sheriffs' Association](#); and [Policy Research Associates](#).



A National Initiative to Reduce the
Number of People with Mental Illnesses
in Jails

Technical Assistance Module 1 Planning Guide

Convene a Diverse Team of Leaders and Stakeholders

Stepping Up Planning Guides

This is one of five planning guides designed to help counties and other participants complete the action steps supported under *Stepping Up*. The planning guides, which are just one of the many materials available to counties and their partners through this initiative, are meant to facilitate a collaborative planning process and help users identify the types of assistance that will meet their distinct needs. To learn more about available technical assistance resources, or to ask specific questions, please visit the [Resources Toolkit](#) page.



Overview of *Stepping Up* Technical Assistance

Support for Counties and Their Partners

Stepping Up brings together dedicated state and county officials, behavioral health and criminal justice professionals, people with mental illnesses, and other community stakeholders and provides them with the necessary resources to advance local efforts to reduce the number of people with mental illnesses in jails by engaging in a comprehensive, outcome-oriented planning and implementation process.

Technical Assistance Modules

There are five technical assistance modules available, which are intended to help county leaders complete the [six steps](#) supported by the initiative.

- **Module 1:** Convene a diverse team of leaders and stakeholders
- **Module 2:** Collect and review data on the prevalence of people with mental illnesses in jails and assess their treatment needs
- **Module 3:** Examine treatment and service capacity and identify policy and resource barriers to minimizing individuals' contact with the justice system and providing needed treatment and supports
- **Module 4:** Develop a plan with measurable outcomes that uses research-based approaches¹
- **Module 5:** Create a process to track and report on progress

Each module includes a planning guide with exercises to help facilitate discussion and planning efforts among county leaders, as well as a larger suite of resources (see sidebar).

Counties will be starting at different stages in the planning process—many have already made significant strides towards achieving the objectives of this initiative while others may be at the beginning of this process. Users should tailor these resources to the distinct needs and strengths of a county. Although the webinar schedule is designed to help pace planning teams

¹ Module 4 covers two of the *Stepping Up* action steps: develop a plan and use research-based approaches.

Stepping Up Technical Assistance (TA) Resources

TA Module Resources

The five TA modules include:

- ❖ A planning guide
- ❖ Training webinar(s) providing information on how to successfully complete each module
- ❖ A curated resource library with research, case studies, and other tools
- ❖ Distance-based learning opportunities on key topics of interest or audiences (e.g., the needs of rural counties)
- ❖ Peer-to-peer exchanges to share best practices and discuss common challenges
- ❖ The ability to ask targeted questions of experts
- ❖ Supplemental tools that can help facilitate discussions among your planning team

These resources are being made available at

[Resources Toolkit](#)

National Summit

A summit will be convened in the spring of 2016 in Washington, D.C., to bring together counties to advance their planning efforts and inform participants about opportunities for more intensive assistance through federal and private grant programs and other forms of support.

This planning guide and other tools will help your county prepare for this summit and position your county to be competitive for any future TA opportunities.

through these modules in a sequential fashion, the exercises may be completed in any order or speed.

Overview of Module 1: Convene a Diverse Team of Leaders and Stakeholders

The Module 1 Planning Guide will help your county achieve the following objectives:

- Designate or bring together a collaborative, diverse group of agency decision makers and stakeholders who are committed to safely reducing the number of adults with mental illnesses in jail and can serve as a planning team for this initiative
- Identify the specific roles different stakeholders in your county will play in the planning process, from executive policymakers, to line staff, to community representatives

Why This Module Is Important

Reducing the number of adults with mental illnesses in jails requires a cross-system, collaborative approach: no single system can accomplish this goal alone. It is essential to bring together the key decision makers and community leaders who can effect change. Many counties already have mechanisms in place for bringing various disciplines and change agents together in consistent and strategic ways, such as criminal justice/mental health task forces, local criminal justice coordinating committees, or reentry committees. Other counties will be identifying the right people and agencies to include in their collaborative for the first time.

Counties developing a new planning team for this initiative may wish to consider including representatives such as county elected officials; the jail administrator; local law enforcement; behavioral health services administrators and providers; court administrators and judges; prosecutors; defense attorneys; community supervision representatives; pretrial personnel; reentry professionals; people with mental illnesses, and their family members and advocates; researchers; municipal representatives such as mayors; and people from faith-based organizations. Counties may also want to consider inviting representatives of state-level government agencies and community-based service providers to participate in the group. Each locality should select the right people and disciplines based on their needs.

To drive an effective planning process, clear roles and responsibilities for the different participants engaged in your initiative are necessary. For example, planning teams might include an executive-level team that oversees the planning process and can make decisions on behalf of key agencies, a core team

□

Suggested Strategy for Completing This TA Module

1. Identify leaders and stakeholders in your community who have signed the *Stepping Up* Call to Action or expressed/demonstrated a commitment to the issues.
2. Designate a point person to lead the completion of this planning guide and establish the planning team.
3. Complete exercise 1A. This exercise will help you identify additional individuals and groups that can support your planning effort.
4. Review the *Getting Started with Stepping Up* webinar, which provides key information to help you complete exercise 1B.
5. Complete exercise 1B to determine which existing groups or individuals will need to be on the planning team and identify gaps in representation and the right individuals to fill them.
6. Access supplemental resources to advance your planning efforts.

that meets more frequently to develop the plan, and working groups that focus on specific issue areas and the inclusion of diverse perspectives. This module will help you structure your planning team appropriately, delineate roles, and develop clear goals and objectives.

Exercise 1A: Identify What You Have

Suggested Strategy to Complete Exercise 1A: *This module will help you establish your planning team—as such, the stakeholders engaged in this initiative should start by identifying a point person to take the lead in completing the Module 1 planning guide for assembling your team (e.g., a CJCC coordinator). This point person should complete the exercise to assess which existing committees, task forces, or other groups and stakeholders can serve as a planning team for Stepping Up, or to establish a new group.*

Instructions: Answer the questions in the boxes that follow.

1. Do you have an existing group in your county that could be leveraged for this initiative (e.g., a criminal justice coordinating council, reentry working group, or criminal justice/mental health task force)? If so, what is the name and role of this group?
 -

2. If so, who are the members/positions/organizations included in the group?

Name	Position/Title	Organization

3. Who are the champions in your county for reducing the number of people with mental illnesses in the criminal justice system that you could engage on this initiative (e.g., a county elected official, judge, corrections director, county behavioral health director, or mental health advocate)? What are the opportunities for, and barriers to, engaging them?

Name/Position	Opportunities	Barriers

4. Who are the state champions (e.g., a judge, state mental health program director, state legislator, or representative of the governor's office) that you could engage in this initiative? What are the opportunities for, and barriers to, involving these champions?

Name/Position	Opportunities	Barriers

5. How will you introduce these groups and individuals to the goals of *Stepping Up* in order to engage them in the effort (e.g., invite them to a meeting of the stakeholder group, send a press release, share the county resolution)?

□

Exercise 1B: Identify What You Need

Suggested Strategy to Complete Exercise 1B: The designated point person should complete the following exercise with all stakeholders who have been identified thus far for participation in your planning effort. This exercise will help round out your planning team. You may find it useful to review the [Getting Started with Stepping Up webinar](#) for Module 1 before completing this exercise.

Instructions: Complete the following table. Assess whether each goal in the left-hand column is being met, and if not, identify action steps to accomplish this goal.

Goal	Goal being met?		Action steps to accomplish goal
	Yes	No	
County has designated a planning team to advance <i>Stepping Up</i> and complete the six action steps.			
The planning team is composed of a diverse group of leaders and local stakeholders, including representatives.			
Relevant state champions, policymakers, or those sitting on state policy committees/working groups have been invited to participate in the planning team or are otherwise engaged.			
Policymakers and decision makers from relevant agencies are positioned to play an active role in the planning process (e.g., may serve on an executive leadership team).			
There is clear documentation of the planning team's goals, membership, and purpose (may be formalized through an MOU or LOA).			
The planning team is staffed to ensure planning work can be completed and is coordinated across multiple systems.			
Members of the planning team and any subgroups are scheduled to meet regularly.			
The participants have a process for reporting on progress (internally and externally).			

Wrapping Up and Preparing for Module 2

The exercises in this planning guide are designed to help you identify existing assets and develop a strategy to meet the goals of Module 1. Upon their completion, ensure there is a plan to implement any identified action steps and seek any additional guidance and support you need.

As your planning team comes together, make sure they are informed about the technical assistance resources and encourage them to [register](#) for the webinar for Module 2: *Stepping Up: Strategies to Measure Prevalence and Assess the Needs of Individuals with Mental Illnesses in Jails*, which is scheduled for Tuesday, June 30 at 2 p.m. ET.

Module 1 Key Resources

The resources below are meant to guide and assist with the exercises for Module 1. For additional tools and publications, please visit the [Key Resources](#).

- [Getting It Right: Collaborative Problem Solving for Criminal Justice](#)
- [Guidelines for Developing a Criminal Justice Coordinating Committee \(CJCC\)](#)
- [Information Sharing in Criminal Justice—Mental Health Collaborations: Working with HIPAA and Other Privacy Laws](#)

This Planning Guide has been prepared for [Stepping Up](#) participants. The guide is supported by the [Bureau of Justice Assistance](#), U.S. Department of Justice, under grant number *2012-CZ-BX-K071*, which supports the National Reentry Resource Center (NRRC). The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. The views expressed do not necessarily reflect the official position or policies of the U.S. Department of Justice.

The guide was developed by the Council of State Governments (CSG) Justice Center in partnership with the National Association of Counties (NACo) and the American Psychiatric Foundation as part of the *Stepping Up* suite of technical assistance resources.

The Stepping Up Initiative

Key Resources

Module 1: Convene a diverse team of leaders and stakeholders

[Community Conversations About Mental Health: Discussion Guide](#)

Designed to help people and organizations who want to organize community conversations around mental health break down misperceptions and promote recovery; find innovative community-based solutions to treatment barriers; and develop clear steps for communities to address mental health needs. (SAMHSA)

[The Criminal Justice Coordinating Council Network Mini-Guide Series: Managing a CJCC in a Small Jurisdiction](#)

Interviews with two coordinators from criminal justice coordinating councils in small jurisdictions, who highlight the importance of having a coordinating council as well as the struggles they've faced and the useful solutions they've implemented. (The Justice Management Institute)

[Criminal Justice/Mental Health Consensus Project](#)

Helps policymakers and criminal justice and mental health professionals improve the response to people with mental illnesses who become involved in, or are at risk of involvement in, the criminal justice system. Chapter V focuses on improving collaboration. (CSG Justice Center)

[Engaging Stakeholders in Your Project](#)

Thirteen strategies to engage the community in problem-solving justice initiatives that practitioners have found successful. (Center for Court Innovation)

[Getting It Right: Collaborative Problem Solving for Criminal Justice](#)

Spells out a “practical team-based approach to envisioning the kind of criminal justice system a community wants; assessing the current system; and planning and implementing strategies for ‘getting it right’” (ix). (National Institute of Corrections)

[Information Sharing in Criminal Justice–Mental Health Collaborations: Working with HIPAA and Other Privacy Laws](#)

Intended to help criminal justice officials work with health professionals to better use information from both systems to reduce, when appropriate, criminal justice involvement for people with mental illnesses and provide better links to treatment. (CSG Justice Center and BJA)

[Involving Peers in Criminal Justice & Problem-Solving Collaboratives](#)

Defines the titles and roles of people who are involved in criminal justice and behavioral health collaboratives and provides guidance on how to include people impacted by the justice system. (SAMHSA'S GAINS Center)

[NAMI: Engage Your Community](#)

Suggestions for how mental health awareness advocates can work with their community to make changes. (NAMI)

[Guidelines for Developing a Criminal Justice Coordinating Committee](#)

Strategies and considerations for developing an effective criminal justice coordinating committee to assist jurisdictions in alleviating jail crowding and accomplishing other criminal justice system improvements. (National Institute of Corrections)

[Guidelines for Staffing a Local Criminal Justice Coordinating Committee](#)

The logistics of staffing a local criminal justice coordinating committee, including what the costs are to develop a staff and how staff can be funded, trained, and evaluated. (National Institute of Corrections)

[Howard County Behavioral Health Task Force](#)

An example of a county Behavioral Health Task Force. (Howard County, Maryland Mental Health Authority)

[Multnomah County \(Oregon\) Local Public Safety Coordinating Council](#)

An example of a county criminal justice coordinating council. (NACo)

[National Network of Criminal Justice Coordinating Councils](#)

More information and resources about criminal justice coordinating councils. (The Justice Management Institute)

[Ten Ways to Engage People Affected by Mental Illness in Your Community](#)

NAMI has developed a list of steps that county leaders and other Stepping Up partners can take to engage people with mental illnesses and their families in efforts to reduce the number of people with mental illnesses in jails.

Module 2: Collect and review data on the prevalence of people with mental illnesses in jails and assess their treatment need

[Archived Webinar: Working with Data for Mental Health Court Practitioners, Part One: Data Collection and Manipulation](#)

An orientation to data collection in mental health courts and concrete skills for working with data in Microsoft Excel. (CSG Justice Center)

[Archived Webinar: Risk-Need-Responsivity 101: A Primer for SCA and JMHCP Grant Recipients](#)

Information on Risk-Need-Responsivity as well as guidance on implementing risk assessment tools to direct resources and support recidivism-reduction strategies. (CSG Justice Center)

[Closing the Gap: Using Criminal Justice and Public Health Data to Improve the Identification of Mental Illness](#)

Information to improve the identification of mental health needs for a specific population; improve the delivery of mental health services; support the design of new policies and programs; and establish a baseline against which to measure the effectiveness of new initiatives. (Vera Institute of Justice)

[How to Collect and Analyze Data: A Manual for Sheriffs and Jail Administrators](#)

The third edition of a useful guide for anyone who needs to gather and analyze data concerning various jail-related issues, with guidance on how information can fuel policy decision-making. (National Institute of Corrections)

[Mental Health Screens for Corrections](#)

Highlights two projects to create and validate mental health screening instruments that corrections staff can use during intake. The researchers created short questionnaires, reproduced in the appendices that accurately identify inmates who require mental health interventions. (National Institute of Justice)

[Reducing Criminal Recidivism for Justice-Involved Persons with Mental Illness: Risk/Needs/Responsivity and Cognitive-Behavioral Interventions](#)

A brief introduction and review of Risk-Need-Responsivity, the “leading offender recidivism-targeted intervention paradigm.” (SAMHSA’S GAINS Center)

[Risk Assessment Instruments Validated and Implemented in Correctional Settings in the United States: An Empirical Guide](#)

Foundational knowledge and a working framework of risk assessment instruments for criminal justice and social service agencies, practitioners, and policymakers. (CSG Justice Center)

[Screening and Assessment of Co-occurring Disorders in the Justice System](#)

An overview of the systemic and clinical challenges involved in the screening and assessment of people with co-occurring disorders who are involved in the criminal justice system, and a review of current assessment practices and instruments. (University of South Florida, SAMHSA’s GAINS Center)

[Working with People with Mental Illness Involved in the Criminal Justice System: What Mental Health Service Providers Need to Know](#)

What mental health service providers should know about the criminal justice system, the people they serve and how they can best meet the needs of people with mental illnesses in the justice system. (SAMHSA’S GAINS Center)

Module 3: Examine treatment and service capacity and identify policy and resource barriers to minimizing individuals’ contact with the justice system and providing needed treatment and supports

[Adults with Behavioral Health Needs Under Correctional Supervision: A Shared Framework for Reducing Recidivism and Promoting Recovery](#)

An evidence-based framework for prioritizing resources based on assessments of individuals’ risk of committing a future crime and their treatment and support needs, along with a proposed structure for agencies to build collaborative responses. (CSG Justice Center)

[Archived Webinar: Addressing Co-Occurring Disorders in Adult Court-Based Programs](#)

An overview of how court-based programs (e.g., problem-solving courts) can effectively address the needs

of participants who have both mental health and substance use disorders, including discussion on what these programs can do to ensure their success. (CSG Justice Center)

[Blueprint for Success: The Bexar County Model \(How to Set Up a Jail Diversion Program in Your Community\)](#)

A step-by-step guide to help other communities develop the conceptual framework and collaborations necessary for a successful jail diversion program. (Bexar County Jail Diversion Program)

[County Jails and the Affordable Care Act: Enrolling Eligible Individuals in Health Coverage](#)

Information on healthcare coverage eligibility and enrollment for qualified individuals who are held in county jails or are preparing to reenter the community, with examples of existing county-based enrollment strategies. (NACo)

[Developing a Comprehensive Plan for Mental Health & Criminal Justice Collaboration: The Sequential Intercept Model](#)

A conceptual framework for communities to organize targeted strategies for people involved with the criminal justice system who have serious mental illnesses. (SAMHSA'S GAINS Center)

[Franklin County, Ohio – A County Justice and Behavioral Health Systems Improvement Project](#)

An extensive data analysis coupled with more than 50 in-person interviews with local and state leaders led to these key recommendations for reducing the number of people with behavioral health disorders who cycle in and out of jail in Franklin County, Ohio. (CSG Justice Center)

[Guidelines for the Successful Transition of People with Behavioral Health Disorders from Jail and Prison](#)

Promotes the criminal justice partnerships necessary to develop successful approaches to identifying individuals in need of services, determining what services these individuals need, and addressing those needs during their transition from incarceration to community-based treatment and provision. (SAMHSA'S GAINS Center)

[A Guide to Implementing Police-Based Diversion Programs for People with Mental Illness](#)

Describes specialized police response program models, identifies common program characteristics, details implementation steps, and offers lessons learned. (SAMHSA'S GAINS Center)

[Improving Responses to People with Mental Illnesses: The Essential Elements of a Specialized Law Enforcement-Based Program](#)

Ten essential elements for any specialized law enforcement-based response program and a common framework for program design and implementation, designed to promote positive outcomes while being sensitive to every jurisdiction's distinct needs and resources. (CSG Justice Center and PERF)

[Improving Responses to People with Mental Illnesses: The Essential Elements of a Mental Health Court](#)

Ten essential elements to mental health court design and implementation. (CSG Justice Center)

[Improving Responses to People with Mental Illnesses: The Essential Elements of Specialized Probation Initiatives](#)

Ten key components found in successful initiatives to improve outcomes for people with mental illnesses

under probation supervision and specific recommendations for responding to this population's complex treatment and service needs. (CSG Justice Center and PERF)

[Jail Diversion: Strategies for Persons with Serious Mental Illness](#)

Jail diversion strategies for people who have mental illness. (The National Association of Mental Health Planning and Advisory Councils)

[Judges' Guide to Mental Illness in the Courtroom](#)

A two-page bench card to help judges recognize the signs of possible mental illnesses among individuals in the courtroom and respond sensitively and productively. (CSG Justice Center)

[Mapping the Criminal Justice System to Connect Justice-Involved Individuals with Treatment and Health Care under the Affordable Care Act](#)

A guide for states and local jurisdictions interested in using system mapping to maximize opportunities for criminal justice and health care system integration and efficiency through the Affordable Care Act. (National Institute of Corrections)

Module 4: Develop a plan with measurable outcomes that uses research-based approaches

[A Checklist for Implementing Evidence-Based Practices and Programs for Justice-Involved Adults with Behavioral Health Disorders](#)

An easy-to-use checklist intended to help behavioral health agencies assess their use of evidence-based practices. (SAMHSA's GAINS Center and CSG Justice Center)

[Criminal Justice/Mental Health Consensus Project \(Chapter VIII\)](#)

Helps policymakers and criminal justice and mental health professionals improve the response to people with mental illnesses who become involved in, or are at risk of involvement in, the criminal justice system. Chapter VIII focuses on measuring and evaluating outcomes. (CSG Justice Center)

[Michigan: Diversion Strategies Workgroup Executive Summary](#)

Includes information on Michigan's Diversion Action Plan, which is an example of a plan for state system change in the diversion of individuals with mental illness away from incarceration and to monitored treatment. (Michigan State Diversion Strategies Workgroup)

[New York City, NY: Mayor's Task Force on Behavioral Health and the Criminal Justice System: Action Plan 2014](#)

An example of a comprehensive plan to reduce the number of people with mental health and substance use problems in New York City's jails. (City of New York Mayor's Task Force)

[Practical Advice on Jail Diversion: Ten Years of Learnings on Jail Diversion from the CMHS National GAINS Center](#)

An explanation of how to develop and implement a jail diversion program for people with mental illnesses and co-occurring substance use disorders. (SAMHSA's GAINS Center)

[The Processing and Treatment of Mentally Ill Persons in the Criminal Justice System: A Scan of Practice and Background Analysis](#)

look at the national landscape of mental health care for people with mental illnesses in the criminal justice system, including a state-by-state scan of current practices that can be used for comparative purposes. (Urban Institute)

Module 5: Create a process to track and report on progress

[Archived Webinar: Working with Data for Mental Health Court Practitioners, Part Two: Data Analysis and Communication](#)

Perspectives on data analysis, including considerations for doing cost-benefit analyses, and suggestions for generating data-based communications for internal and external audiences. (CSG Justice Center)

[CSG Justice Center Performance Measurement Resources](#)

Multiple resources on performance measurement to aid practitioners who struggle with how to measure the results and impact of their initiatives.

[Keeping Your Criminal Justice Coordinating Committee Going Strong](#)

Three key components that underpin teams that work especially well in developing effective solutions and information on the formation of the Criminal Justice Coordinating Council Network. (National Institute of Corrections)

[Measuring Performance of CJCCs](#)

An overview on measuring the performance of criminal justice coordinating councils, what is happening in local jurisdictions around performance measurement, and several specific examples of how to gain feedback from members. (The Justice Management Institute)

[State Substance Abuse Agencies, Program Management, and Data Utilization: Case Studies of Eleven States](#)

Results from case studies of 11 states demonstrate that the Single State Agencies (SSAs) for Substance Abuse Services have put forth significant effort to develop data-driven information systems that guide program management and policymaking decisions. (NASADAD)

[Story County, Iowa: Three Year Strategic Plan for MH/DD Services: Progress Report](#)

An example of how to measure progress after the implementation of a strategic plan. (Story County, Iowa)

MENTAL HEALTH AND CRIMINAL JUSTICE

CASE STUDY: Mecklenburg County, N.C.

METROPOLITAN
CHARLOTTE

POPULATION:
1,012,539*

JAIL BED
CAPACITY:

2,600

AVERAGE
DAILY JAIL
POPULATION:

1,450

BACKGROUND

The Mecklenburg County Jail is one of the largest mental health providers in the county and the state. Each day, at least 12 people with a history of mental illness are booked into the jail. Despite a decrease in jail bookings since 2010, the number of positive screens for a history of mental illness increased from four percent of all bookings in 2010 to 12 percent in 2014. The jail's medical provider conducted 1,127 new patient visits for psychiatry in 2014 and 1,135 follow-up psychiatry visits. While incarcerated, people with mental illnesses often display significantly negative reactions and trauma responses to being jailed.

In 2005, a committee was convened to look at the jail crowding problem in Mecklenburg County. Leaders had started to see an increase in their jail population and were considering building another jail when the sheriff, public defender, district attorney, police chief and Provided Services Organization came together to discuss other options and solutions. Over the course of 18 months, this committee worked with community partners to develop a flow chart, conduct point-in-time surveys and create a plan for reducing the number of people with mental illnesses in their jail by creating a continuum of diversion programs and practices.

JAIL DIVERSION CONTINUUM

Jail Diversion Clinician at Jail Central
Mental Health and Drug Treatment Courts
Clinician at Public Defender's Office
MeckFUSE
Crisis Intervention Teams
Mobile Crisis

Mecklenburg County has seen a dramatic reduction in its jail population, partially due to these efforts, but leaders understand there are more opportunities. The original committee continues to meet quarterly to discuss solutions to new and continuing challenges with this population. Future work may include a crisis stabilization center to better meet the needs of people with acute mental health treatment needs who do not require hospitalization or trips to the emergency room.

CRISIS INTERVENTION TEAM

The [Charlotte-Mecklenburg Crisis Intervention Team](#) (CIT) began in 2008 and has trained more than 800 law enforcement officers from every municipality in the county, as well as the Sheriff's Department and Veteran's Administration security officers. The CIT program begins with a 40-hour law enforcement training focused on increased knowledge and de-escalation skill building, with the ultimate goal of diverting appropriate individuals to treatment and preventing harm to all parties involved. The program has an intentional focus on trauma-informed treatment and the involvement of peers and family members at each step of the program planning, facilitation and evaluation.

The CIT program works by identifying individuals in mental health crises through calls for service regarding suicide, active mental health crisis, substance abuse crisis and developmental disabilities. CIT-trained officers are dispatched to respond to the scene for assistance. Officers assess the situation and use de-escalation and other skills to determine the best course of action. As the CIT program is a community-based collaboration between law enforcement and mental health agencies, the next step is to connect individuals with appropriate services in coordination with the National Alliance on Mental Illness (NAMI) Charlotte and other local service providers.

MECKFUSE

In 2012, the jail diversion committee turned its attention to re-searching effective supportive housing models for people with mental illnesses that would reduce recidivism and costs, and discovered the Corporation for Supportive Housing's (CSH) Frequent User Systems Engagement, or FUSE, model. The committee engaged local housing organizations to participate in the planning effort for the initiative, including the Men's Shelter of Charlotte and the Salvation Army Center of Hope.

To develop the program, Mecklenburg County hired CSH to consult on the planning process. The resulting [Mecklenburg County FUSE initiative](#) (MeckFUSE) is an interagency effort providing 45 new units of supportive housing to individuals that cycle between the criminal justice system and homeless shelters in the county. It is a housing program for homeless men and women with health issues who have been frequent users of Mecklenburg's jail, street camps, shelters and hospitals.

MECKFUSE PARTICIPANTS

- More than half of MeckFUSE participants have spent time in a jail or prison and most have spent years – if not decades – homeless prior to joining.
- More than half of MeckFUSE participants are on medication for a mental illness.

To identify MeckFUSE tenants, a data match between the local Homeless Management Information System and the county jail identifies individuals who are repeatedly cycling between shelters and jail. The contracted service provider, [Urban Ministry Center](#) (UMC), uses the list to perform in-reach to the jail and local shelters, as well as to those living on the street. Potential participants are assessed for behavioral health conditions, a requirement for eligibility. Once eligible, tenants are quickly housed in one of a number of units UMC has worked with local landlords to secure. Tenants receive voluntary wraparound support services. All housing and services are paid for through county

diversion funds at a cost of about \$900,000 per year. Since it began operating, the program has placed 57 clients in housing. Mecklenburg County has become a model of effective use of the FUSE Blueprint as a framework for program planning and implementation, and received the CSH Project of the Year award in 2014.

PRELIMINARY OUTCOMES

The University of North Carolina at Charlotte has been contracted to evaluate MeckFUSE over a three-year period. Preliminary findings have shown that:

- MeckFUSE has been able to retain 88 percent of clients over an 18-month period
- Clients report better health ratings, increased access to services and fewer self-reported arrests/jail stays than the year prior to their participation
- MeckFUSE has been able to reduce cost burden to health care systems: the average annual bill pre-MeckFUSE was \$4,358 (median: \$1,600) compared to the average bill after entry into MeckFUSE at \$1,261 (median: \$819)
- The average number of hospital visits for MeckFUSE participants fell from 10 per year to two.

Mecklenburg County provided three years of funding for MeckFUSE through its general fund for a total cost of about \$3,000,000. A small portion of this money went to CSH for technical assistance and to UNC-Charlotte for evaluation. The majority of the funding goes directly to UMC for services and rental subsidies. MeckFUSE leadership anticipates continued funding for the program after the three-year period, pending continued positive results.

RESOURCES

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*Mecklenburg County, North Carolina. U.S. Census Bureau.
Available at: <http://quickfacts.census.gov/qfd/states/37/37119.html>.
Accessed June 19, 2015.

P. MICHAEL McLAIN
Chairman

SANDRA J. DUCKWALL
Vice Chairman

GARRY W. MEIGGS
CLAYTON D. RIGGS
TOM WHITE



CAMDENCOUNTY
new energy. new vision.

MICHAEL RENSHAW
County Manager

ANGELA WOOTEN
Clerk to the Board

JOHN S. MORRISON
County Attorney

Resolution No. 2015-08-01

**“Stepping Up Initiative to
Reduce the Number of People with Mental Illnesses in Jails”**

WHEREAS, counties routinely provide treatment services to the estimated 2 million people with serious mental illnesses booked into jails each year; and,

WHEREAS, prevalence rates of serious mental illnesses in confinement facilities are three to six times higher than for the general population, with statistics showing that almost 13% of North Carolina’s prison population requires some type of intervention due to mental health issues; and,

WHEREAS, almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders; and,

WHEREAS, adults with mental illnesses tend to stay longer in jail and upon release are at a higher risk of recidivism than people without these disorders; and,

WHEREAS, county jails spend two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs; and,

WHEREAS, without the appropriate treatment and services, people with mental illnesses can continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals, their families, and their communities; and,

WHEREAS, county jails are generally an unsafe environment for those with mental health treatment needs; and,

WHEREAS, the North Carolina Association of County Commissioners has undertaken a serious effort to address the local service needs of those with mental illnesses through the appointment of a special Task Force; and,

WHEREAS, Camden County, like all counties, takes pride in our responsibility to protect and enhance the health, welfare and safety of our residents in efficient, safe, and socially just ways; and,

WHEREAS, through the Stepping Up Initiative, the National Association of Counties, the Council of State Governments Justice Center and the American Psychiatric Foundation are encouraging counties to reduce the number of people with mental illnesses in county jails; and,

THEREFORE, BE IT RESOLVED by the Board of Commissioners, Camden County,

1. That the Board of Commissioners does hereby sign on to the Call to Action to reduce the number of people with mental illnesses in our county jail and commits to sharing

lessons learned with other counties in North Carolina and across the country to support the Stepping Up Initiative; and

2. That the Board of Commissioners will utilize resources available through the Stepping Up Initiative and other resources provided by the Council of State Governments Justice Center to convene a diverse team of leaders and decision makers from multiple agencies who are committed to safely reducing the number of people with mental illnesses in jails; and,

3. That this team will utilize the comprehensive resources available through the Stepping Up Initiative to develop a plan to reduce the number of people with mental illness in the county jail for 2016-2020, consistent with the Council of State Governments Justice Center report and recommendations, to be presented to the Board of Commissioners at its first meeting in December 2015.

PASSED AND APPROVED in this _____ day of _____, 2015.

ATTEST: _____

Clerk to the Board

Chairman of County Commissioners

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 7.I

Consent Agenda

Meeting Date: August 3rd, 2015
Attachments: 1 (9 Pages)
Submitted By: Michael Renshaw, County Manager

ITEM TITLE: Proposed Amendment to
**Parks & Recreation and Camden County
 Schools Memorandum of Understanding**

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

The attached Memorandum of Understanding (MOU) between Parks & Recreation and Camden County Public Schools was recently approved on July 6, 2015. Since that time, the Parks & Recreation Director has advised the County Manager that an old provision under Section IV of the MOU requires that all recognized sport organization participants must reside in either Camden County or Pasquotank County.

The Parks & Recreation Director further advised that a few Sharks Football players that have recently completed registration and properly submitted their roster information physically reside in Currituck County. The County Manager, in consultation with the Parks & Recreation Director and County Attorney, believe that this previous requirement for either Camden or Pasquotank residency was merely a result of our prior relationship with Pasquotank County for the joint provision of recreational programming. It was also recommended that the existing MOU under Section IV be amended to correct this outdated requirement and include Currituck County residents

as eligible to participate under the recognized sport organization classification.

RECOMMENDATION:

The County Manager recommends that the Board of Commissioners amend Section IV of the current MOU to include Currituck County residency as eligible to participate under the provisions of recognized sport organizations.

Camden County Parks & Recreation and Camden County Schools

Memorandum of Understanding

I. Purpose

This document embodies the policies and procedures which govern facility use and users in order to insure optimal maintenance of athletic fields and other recreational facilities, owned by Camden County and by the Camden County Board of Education (BOE) and to assure fair and efficient access to those facilities.

The primary use of county recreation areas and facilities is for public recreation activities. The primary uses of school recreational facilities are (a) during school hours for school use exclusively (generally 8:30 a.m. to 5:35 p.m. on days school is in session and (b) during non-school hours, and on non-school days, for school and community use.

Factors to be considered in determining permission for use, as well as permission for type of use, are: current capital improvements or rehabilitation, regular maintenance, facility condition, extent of wear and tear to be caused by use, coordination of uses, efficient scheduling, location of facility, and availability of services at a facility.

All parties must comply with Federal and State anti-discrimination laws. All facility users shall comply with all applicable federal, state and local laws; such user shall pay all the costs, expenses, fines, penalties, and damages which may be imposed upon the owner of the property by reason of, or arising out of, the user's failure to fully and promptly comply with all legal requirements and observe all the provisions of this policy.

II. List of Facilities Governed

The outdoor athletic fields and outdoor and indoor facilities within Camden County are legally controlled as follows:

A. Board of Education Athletic Fields and Recreational Facilities

<u>School</u>	<u>Field/Facility</u>
Grandy Primary/Intermediate	Gymnasium
Camden County Middle School	Baseball Field Basketball Courts (outdoor) Football/Soccer Field Gymnasium Softball Field
Camden County High School	Baseball Field Football Field Gymnasium Softball Field (Central Office Complex)

B. Camden County Recreation Areas

<u>Locations</u>	<u>Field/Facility</u>
Camden Community Park	Baseball/Softball Field 1 Baseball/Softball Field 2 Baseball/Softball Field 3 Baseball/Softball Field 4 Baseball/Softball Field 5 Baseball/Softball Field 6 Baseball/Softball Field 7 Basketball Court (outdoor) Football/Soccer (existing) Football/Soccer (expansion) Pavilion Open Space Tennis Court Track and Field Walking Trail
Great Dismal Swamp	Walking/Biking Trail

III. Priority of Use by Category

Permits for field/facility use are issued by category in which the organization or event is placed. Category I user/event has priority over Category II and lower user/event. Within a category; Subcategory A has a priority over B, B over C, etc. If there is a dispute within a category, the facility representative will decide priority.

Category I Permit Use

BOE Public School Activities for grades Pre-K – 12
These activities include physical education and academic activities, Camden County Schools' extra-curricular and co-curricular programs as well as school parent/teacher athletic organization.

Category II Permit Use

- A. Parks and Recreation Directly Sponsored Activities
These activities include programs run by the Recreation Department, such as day camps, after school programs, program offerings and special events.
- B. Recognized sports organizations comprised of 100% Camden County Participants
- C. Recognized sports organization comprised of highest number of Camden County Participants

D. Recognized Sports Organizations

The following volunteer sports organizations are recognized by Camden County Parks and Recreation Department, according to the rules noted below:

Camden Babe Ruth Association, Inc.
Shiloh Sharks Inc.

- E. A written roster, copy of the registration forms and proof of insurance (Section IV (A) below) must be submitted annually at the time of application to the issuing entity. No permits will be issued unless this criterion is met.

Category III Permits

- A. Camden County Service Agencies/Community Partners
These groups include Camden 4-H, Boy Scouts and Girl Scouts.
- B. Other volunteer sports organizations requesting use of field space and/or facilities. Such volunteer sports organizations must also provide to the Camden County Parks and Recreation Department (and Camden County Board of Education when requesting use of School fields and/or facilities) written rosters, copies of registration forms, and proof of insurance as required in Section IV (A).

Category IV Permits

- A. Private Group Field/Facility Requests
These groups are made up of citizens of Camden County, or businesses based in Camden County, who request the use of facilities on an occasional basis when space is available.
- B. Privately Operated Programs
Camden County Parks and Recreation Department and Board of Education facilities will not be made available for organizations, entities, individuals or groups for the purpose of providing recreational services to youth or adults if the event to be operated is on a for-profit basis.

NOTE: All "Category II through IV permits will provide the notice that a program carried on by a "Category I" organization can claim priority in unusual circumstances. The Parks & Recreation Department and Camden County Board of Education reserve the right to request written copies of all team rosters, and registration forms complete with names, addresses, places of employment and insurance requirements.

IV. Procedure and Criteria for Parks and Recreation Recognized Status

- A. A county organization, whose primary function is to provide recreational activities within the community, may seek to obtain recognized status with the Recreation Department and where applicable Camden County Board of Education (BOE) by satisfactorily fulfilling the following requirements:
- A demonstrated need for providing the activity is evidenced and capacity/field space exists to meet that need.
 - Activity is provided strictly on a non-profit basis. In support of such, each organization shall provide written documentation in the form of either a Determination Letter issued by the Internal Revenue Service and a copy of its non-profit corporation Articles of Incorporation filed with the Corporations Division of the Secretary of State's Office.
 - All participants must reside in ~~either~~ Camden County, Currituck County or Pasquotank County.
 - All participants, including instructors, coaches, officials and players are covered under a liability and accident insurance plan approved by the Recreation Department and by the Camden County Board of Education or its designee where Camden County School facilities are requested. The approved insurance plan shall list the County, and Camden County Board of Education where School facilities are used, as additional co-insured and a copy will be maintained on file with the Recreation Department and Camden County Board of Education where applicable. The amounts of such insurance shall not be less than ONE MILLION DOLLARS (\$1,000,000.00) bodily injury each occurrence/aggregate and ONE MILLION DOLLARS (\$1,000,000) property damage each occurrence/aggregate or ONE MILLION DOLLARS (\$1,000,000) bodily injury and property damage combined single limits each occurrence/aggregate. Further, such policy shall provide that any termination, cancellation, or reduction in coverage shall immediately be reported by the insurer to the County.
 - All coaches training, screening and certification programs, which are required by organizations affiliation, are properly enforced.
 - The organization is a member of, or affiliated with a local, state, regional or national organization recognized as such, which provides rules and regulations governing play and organization requirements.
- B. If an organization, other than those listed, seeks recognized status, it must complete the required form and explain its compliance with the above criteria. The organization must be approved by the Recreation Department, Recreation Advisory Board, BOE, and Board of Commissioners (BOC).

V. Allocation of Fields and Facilities

A. Supervision

The Camden County Schools' Athletic Director and the Parks and Recreation Coordinator will collaborate, coordinate and schedule the allocation of the fields and facility for Category 1 – 2 uses.

The primary responsibility of Camden County Schools' Athletic Director will be to oversee the athletic facilities of the schools and coordinate the

allocation of such with their respective principal and the County Parks and Recreation Coordinator. The primary responsibility of the Parks and Recreation Coordinator will be to oversee the County's park facilities and will coordinate with the School System's Athletic Director and principal. All applicable user groups will receive a copy of the Facilities Use Application and fee schedule. A copy will be posted on the Parks and Recreation Department website and a hard copy will be made available to any resident who requests one from the Parks and Recreation Department and/or at the school the request is being made. It is recognized that each group may further subdivide the time among its entity; conflicts among such teams and groups are not addressed by this policy. For users other than Category 1 and 2, a formal application and permit are required signed by both the County Parks Director and the County's Schools' Athletic Director and Principal.

B. Priority Assignment

Priority of assignment within Category 3/4 permits will be granted equitably to applicants who have submitted all required information and paperwork on dates of assignment. Requests for the same facility at the same time will be scheduled on a first come/first serve basis.

Certain field users maintain an "affiliation" with recognized organizations. Each recognized organization may determine whether it will provide fields from its allotted time to affiliated programs. Affiliated users may not gain a priority over other recognized organizations by virtue of such affiliation.

Any assigned user must notify the Recreation Coordinator and/or Athletic Director of expected non-use of a particular athletic facility, at a particular time. Every effort should be made to do so at least seven (7) calendar days in advance. This non-use does not apply to weather cancellations.

Notes Concerning Scheduling

Scheduling assignments will be made based upon the categories established in section III above.

C. Game Delays

CCHS, CCMS and Camden youth sports activities are often subject to delays due to late arriving opponents and/or officials, or emergencies. In such cases, use may extend beyond the normal time. Likewise, overtime and extra innings can require additional time. Other users take their starting time subject to CCHS, CCMS sports' right to complete their games.

D. Makeup Schedule

Under unusual circumstances, CCHS and CCMS sports, including makeup games, have the right to bump a previously scheduled activity. Every effort should be made to limit such late rescheduling. Other school

system use (for example, elementary school fairs, campouts, intramurals, etc.) are known well in advance and have priority provided at least 30 days notice is given of the event. Parks and Recreation Director and Athletic Director will make every effort to notify affected users as soon as possible of all cancellations.

E. Field Closings Due to Weather

All users of athletic fields are subject to the determination of field playing conditions on a daily basis. The school system Athletic Director will make all decisions concerning CCHS and CCMS athletic events. For all other user groups, determination is made on week-days at 2 pm by the Recreation Coordinator, or his designee, for both Camden County and BOE fields; the Recreation Coordinator will consult with the school system Athletic Director or principal concerning the impact upon CCHS and CCMS athletics and any special consideration to be given. Generally, all users are subject to the same standard for closure. Nevertheless, determination will be made on a field-by-field basis, as well as a user-by-user basis where conditions are such that some fields may be playable while others are not, and some users may do less damage by use than others. At later times and weekends, each organization is required to close its fields if injury may result to participants or if damage to the playing surface, affecting not only its continued use by this user but also use by others in this season and in the following season, will occur. If in doubt, the field will be closed. Users must notify the Recreation Coordinator, or designee, if they have closed the field so other users questioning whether to close their fields can be so advised.

F. Athletic Camps/Clinics

This category will include instructional activities that extend beyond one day and for which a separate fee or tuition is charged. Camps must be open to all youth regardless of skill level. Sports camps will be limited to one week (five days) duration for any given age group or similar category (gender, ability, etc.). Camps may be scheduled at Camden County and BOE facilities. All sports camps are limited to two camps per organization each year. Organizations may only conduct programs within their sport. All camps, no matter on which facility, must be scheduled through the Parks and Recreation Director and comply with facility owners other requirements. This regulation only applies to non-school sponsored activities.

G. Special Events

Every effort should be made to accommodate such events (for example, sports tournaments, parades, fireworks, festivals, Relay for Life, etc.) no matter what priority is assigned. Exceptions to stated policy may be granted for such special events.

VI. Field Modification

Modifications are prohibited unless expressly authorized in writing by the owner. Any substantial proposed changes to fields or parks should be submitted to the school system's Athletic Director, principal and Parks and Recreation Director to consider the impact upon facility use. Those requested changes, along with a recommendation, will then be forwarded to the BOE, and or BOC for consideration.

This would include the development of active recreation areas from property not currently used for this purpose. It would include the installation of fences, structures, scoreboards, permanent stands and permanent lighting.

It would not include the replacement of any current structure (an old backstop with a new one of roughly the same size) or the repair or replacement of existing fencing. These types of items will be the responsibility of the Recreation Coordinator, Athletic Director, or a designee.

The placement location of all movable items (portable stands, port-a-johns, soccer goals, batting cages, blocking sleds, temporary fencing, etc.) will be the responsibility of the Recreation Coordinator, Athletic Director, or a designee. They may delegate seasonal authority to co-sponsored organizations regarding the management of these items.

VII. Facility Use Rules and Regulations

- A. Use of any active recreation area by a group of more than ten (10) participants is authorized by permit only.
- B. Please have a copy of the permit with you at all times while on the field or at the facility.
- C. User groups may not give their permitted time to another group. All changes must be made through the Recreation Coordinator, Athletic Director, or a designee.
- D. Use of alcoholic beverages or controlled substances of any kind, use of profane, loud, threatening, insulting, indecent and abusive language is prohibited.
- E. Any user who abuses the fields/facilities shall have the privilege revoked, pay for any damages and/or fees incurred and may have future requests denied. The fields/facilities will be carefully monitored for proper usage.
- F. The Parks and Recreation Coordinator, Athletic Director, School administrator reserves the right to cancel or restrict the use of fields and facilities by any user group should we determine it is in the best interest of the county, schools, citizens of the county, or our fields and facilities.

- G. Use of amplifiers for music, announcements or otherwise is not permitted to be unreasonably loud. The limit to such volume must be so that it is barely audible 30 yards from the limits of the playing area. No loudspeaker use is permitted before 8:00 a.m.
- H. Athletic fields/facilities may not be used before 8:00 a.m. or after dusk, except where lights are utilized. Practices and games should be scheduled to end by 10:00 pm with the lights to be turned off as soon as clean up and pick up of participants allow.
- I. Use of portable lighting by any group shall require an on-site meeting at the beginning of every season to determine the placement of the portable lights. Those locations shall be recorded by the Parks and Recreational Coordinator and the user group. It will be the User Groups responsibility to ensure the lights are maintained in the correct locations. Every effort shall be made that the lights used will only light the playing surface and not exceed the field area.
- J. All trash must be placed in proper receptacles. Users are expected to leave the facility in the same condition in which it was found, or better.
- K. Only temporary signs or banners may be posted during events and must be removed at the conclusion of the use of the facility.
- L. No one shall drive a motorized vehicle of any kind onto recreational fields.
- M. Parking is allowed in designated areas only. It is the responsibility of the user group to enforce all parking regulations and to make sure vehicles are parked properly.
- N. No concession privilege will be extended by virtue of facility use. Concession privileges must have the approval of the Parks and Recreation Coordinator and Athletic Director.
- O. There will be no open fires on Camden County and BOE property.
- P. Warm-ups for the next scheduled event must be performed so as not to interfere with existing event and so as not to endanger the welfare of all participants, spectators and facilities.
- Q. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. It is the responsibility of the user group to inform all parents, spectators, and coaches of the field/facility rules.
- R. In the event of problems with the equipment or facilities, the Recreation Coordinator, and or Athletic Director, or designees must be contacted immediately.
- S. No public urination or defecation. Any user group that desires a "port-o-john" at a site must gain approval from the Park and

Recreational/Athletic Director for it. They will also be responsible for the site location and screening of the facility if appropriate.

- T. Clothes must be changed in rest rooms and/or locker rooms only.
- U. No first aid or medical supplies are available at fields; they should be provided by the user group. The user must have communication for emergency situations or law enforcement.
- V. No animals except those which are trained to assist the disabled will be allowed on or inside Camden County and BOE property.

VIII. Memorandum Renewal/Amendment

This memorandum of understanding will be renewed annually at the joint meeting between the Camden County Board of Education and Camden County Board of Commissioners. If either party wishes to change this policy they must give written notification to the other party 30 days prior to this date. Amendments to this memorandum require written approval by both parties.

 P. Michael McLain, Chair
 Camden County Board of Commissioners

Date: _____

 Christian Overton, Chair
 Camden County Board of Education

Date: _____

 Melvin Hawkins
 Superintendent of Schools

Date: _____

 Michael R. Renshaw
 County Manager

Date: _____

**Camden County
South Camden Water & Sewer District**

AGENDA ITEM SUMMARY SHEET

Item Number 5.A

Meeting Date: 8/3/15

Attachments: 1 (1 Pages)

**Submitted By: David Credle, Public Works
Manager**

ITEM TITLE: Monthly Update to the Board

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

Report to the Board about the work orders, locates and general maintenance water / sewer items for the month of July.

RECOMMENDATION:

Information only.

- AUTOMOTIVE
- INDUSTRIAL



- GAS TANKS
- HEAT EXCHANGER

GLENROCK RADIATOR SERVICE, INC.

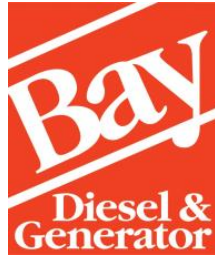
5552 VIRGINIA BEACH BLVD.

NORFOLK, VIRGINIA 23502

Phone 461-8100

Customer's Order No.		Date		7/20/15	
Name		Camden County			
Address					
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD. PAID OUT
	✓				
QUAN.	DESCRIPTION	PRICE	AMOUNT		
1	Industrial radiator New piece				7800.00
(757)461-8100					
GLENROCK RADIATOR SERV 5552 VIRGINIA BEACH BLV NORFOLK, VA 235022418					
TERMINAL ID:		003133402			
MERCHANT #:		345346988883			
VISA					
#XXXXXXXXXXXX7433					
SALE					
BATCH: 000757		INVOICE: 057436			
DATE: JUL 20, 15		TIME: 15:13			
SQ: 001		AUTH NO: 068066			
TOTAL		\$8268.00			
CUSTOMER COPY					
All claims and returned goods MUST be accompanied by this bill.					TAX
35461		Received By		468.00	
				TOTAL	
				8268.00	

Bay Diesel Corporation



SALES ESTIMATE

DATE: July 2, 2015
COMPANY: Camden County WTP
ATTN: Tommy
PHONE: (252) 335-1216
FAX:
E-MAIL: tsawyer@camdencountync.gov

QUOTED BY: Mike Henderson
QUOTE NUMBER: MCH07022015A



PAGE 1 OF 1
Valid for 30 Days

EQUIPMENT: 600 Kw Generac SN: 2068180
LOCATED AT: 103 Water Plant Dr. Camden, Nc 27921
SCOPE OF WORK: Remove & replace radiator
Inspection of radiator revealed damage to radiator core. Estimated 2 days to perform disconnects on bad radiator, make ready for am crane usage (removal/replacement), coolant and multiple hose replacements. Once unit is reconnected, coolant will be added and unit test ran to ensure operation and is leak free.

Table with 5 columns: Qty, Part Number, Description, Unit Price, Extended. Rows include Labor (4,750.00), Truck (225.00), Radiator (39,437.50), Hoses, cap (802.12), Coolant 50/50 (337.20), and Crane rental 1 day (975.20).

Summary table with 2 columns: Description, Amount. Rows include Total (46,527.02), Environmental Fees (199.00), Freight (800.00), and GRAND TOTAL \$ 47,526.02.

NOTES AND EXCEPTIONS

- 1.) Bay Diesel Terms & Conditions apply. See attached or visit www.baydiesel.com for details.
2.) Payment terms are Net 30 with an open account or by prepayment.
3.) Quotation does not include the cost of repairing hidden damage. A separate estimate will be provided for additional repairs.
4.) This equipment will be out of service during repair.
5.) A cancellation or restock penalty will apply to all special order parts.

Approved By

Date

Purchase Order Number

3736 Cook Boulevard
Chesapeake, Virginia 23323
(757) 485-0075
(757) 485-0232 Fax

3026 Wentworth Avenue NW
Roanoke, Virginia 24012
(540) 613-0921
(540) 301-3602 Fax

700 Semmes Avenue
Richmond, Virginia 23224
(804) 230-3495
(804) 230-3497 Fax



BAY DIESEL CORPORATION TERMS AND CONDITIONS

Our contracts for repairs, parts, new equipment sales and services (“Work”) are entered into by us solely on the basis of the limited liabilities set forth herein. When accepted, our proposal for Work and these terms and conditions shall constitute the entire agreement between the parties. We expressly reject any terms and conditions proposed by the Customer unless accepted in writing and executed by an officer of Bay Diesel.

If this project is for the purchase of new equipment, Bay Diesel is quoting this project as a material supplier only and is, therefore, exempt from provisions in the contract documents, if any, pertaining to subcontractor bonds and retainages. The equipment and services listed in this quotation are being offered as our interpretation of the specification and application requirements. Bay Diesel makes no guaranty or warranty of the approximate available date of new equipment delivery. Any such date specified is merely an estimated date of shipment or delivery received from the manufacturer. Performance by Bay Diesel shall be subject to “Force Majeure” which term is hereby declared to include all circumstances beyond the direct and immediate control of Bay Diesel.

Bay Diesel warrants its workmanship and materials to be free from defects for sixty (60) days from completion or termination of the Work for any reason. For new equipment purchases, Bay Diesel will use its efforts to pass on to Customer all manufacturers’ warranties applicable to the Work. In the event of defective workmanship or materials, Customer must notify Bay Diesel immediately and give Bay Diesel representatives the opportunity to inspect the defect before it is repaired. Our sole obligation and Customer’s sole remedy will be the repair or replacement of the defect. For warranty repairs performed by Bay Diesel, Customer shall be responsible for travel time and expenses to and from the location where the work is to be performed. Bay Diesel shall not, in any event, be liable for consequential, incidental or contingent damages, including, but not limited to, lost revenues, lost profits, delay, demurrage, or lost opportunities. In no event shall our aggregate liability exceed \$100,000 or the Work price, whichever is less.

The foregoing is exclusive and in lieu of all other warranties and representations, whether statutory, expressed or implied, including, but not limited to, warranties of merchantability, fitness for any particular purpose and workmanlike service.

Should our account not be paid when due, a service and handling charge of 2% per month shall be added. Customer agrees to pay all costs of collection, including reasonable attorneys’ fees. If there is a building or vessel involved, Bay Diesel is also relying on the credit of the building or vessel and does not waive its lien.

Different terms or more extensive liability will be accepted if an agreement in writing is executed by Bay Diesel and Customer prior to commencement of the Work, and the price for the Work is adjusted to reflect the additional risk and insurance exposure.

Any dispute related to our Work shall be litigated either in the U.S. District Court for the Eastern District of Virginia, Norfolk Division, or the Circuit Court for the City of Norfolk, Virginia. No litigation may be initiated by Customer more than one (1) year after completion or cessation of the Work.

(REV 3/16/07)

3736 Cook Boulevard
Chesapeake, VA 23323-1604
(757) 485-0075
(757) 485-0232 FAX

800-215-4005

700 Semmes Avenue
Richmond, VA 23224
(804) 230-3495
(804) 230-3497 FAX

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 10

INFORMATION

Meeting Date: August 3rd, 2015

Attachments:

Submitted By: Various Department Heads

ITEM TITLE: INFORMATION

SUMMARY:

- A. Library Monthly Report - July
- B. Library Annual Report – FY 14-15
- C. Industrial Commission

RECOMMENDATION:

Information Only

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

Camden County Public Library July 1-27 Statistics

- **Visitor Count:** 2331
- **Days/Hours Open:** 22/242
- **# Items in Collection:** 11,880 (Opening Day Collection # Items = 4,755)
- **Total Check Outs/Renewals:** 3,999
- **Library Card Holders:** 2,198
- **Computer/ Wireless Use:** 865/45
- **Juvenile Programs :** 13 programs /260 attendance
- **Adult Programs :** 3 programs / 11 attendance
- **Meeting Room:** 8 reservations / 63 attendance

FY 2014-2015	Camden	Corolla	Currituck	Hatteras	KDH	Manteo	Moyock	Pasq.	Pasq Bkmb	ALL
check outs	30,398	8,976	34,651	18,407	98,780	47,672	44,808	87,314	3,838	
renewals	7,421	1,008	6,596	4,609	22,037	8,230	7,569	15,529	1,340	
	37,819	9,984	41,247	23,016	120,817	55,902	52,377	102,843	5,178	449,183
% of total circulation	8.42%	2.22%	9.18%	5.12%	26.90%	12.45%	11.66%	22.90%	1.15%	
	Camden	Corolla	Currituck	Hatteras	KDH	Manteo	Moyock	Pasq	Pasq Bkmb	ALL
1 YEAR CHANGE IN CIRC	38.39%	-11.43%	-3.35%	-6.61%	-3.72%	2.62%	-11.05%	-9.16%	46.40%	3.45%
2 YEAR CHANGE IN CIRC	<i>new</i>	-8.63%	-13.44%	-8.50%	-11.24%	-0.10%	-7.40%	-22.33%	-32.37%	-4.92%
3 YEAR CHANGE IN CIRC	<i>new</i>	-5.21%	-27.76%	-15.49%	-14.39%	-3.44%	-6.81%	-21.64%	-35.42%	-8.21%

July 10, 2015

**Industrial Commission Focuses on Combating Fraud;
Collects Nearly \$1 Million for Public Schools**

FOR IMMEDIATE RELEASE

Raleigh, N.C. - Nearly \$1 million dollars in civil penalties from North Carolina businesses that operate without required workers' compensation insurance coverage was collected by the state Industrial Commission's Fraud and Compliance team during the past fiscal year. The proceeds from these penalties go to a state fund used exclusively for maintaining the public school system.

In fiscal year 2014-2015, the Commission collected \$992,965 in civil penalties. This is nearly triple the amount collected in fiscal year 2013-2014, and a five-fold increase from fiscal year 2012-2013 collections. The Commission collected an additional \$311,630 in non-fraud penalties in fiscal year 2014-2015 that will also go to public schools.

"Unlawful employers that fail to provide required workers' compensation insurance coverage are a drain on North Carolina's legitimate businesses, health care providers, and taxpayers," said Industrial Commission Chairman Andrew T. Heath. "The Industrial Commission's efforts to bring businesses into compliance are reflective of Governor McCrory's commitment to protecting North Carolina's workforce and business community."

Chairman Heath credited the Commission's hard-working Compliance and Fraud Investigative Division staff, as well as the Commission's fraud alerting tool, the Noncompliant Employer Targeting System (NETS), with enabling the Commission to quickly identify employers that are required by law to maintain a valid workers' compensation insurance policy, but have failed to do so. NETS, created in conjunction with the Government Data Analytics Center (GDAC) and SAS Institute Inc., uses data from various state agencies to create a list of potentially noncompliant businesses which the Commission then reviews.

When a noncompliant employer is identified, the Commission takes both corrective and punitive measures. Under North Carolina law, noncompliant businesses may be assessed a civil penalty and charged criminally for failing to carry workers' compensation insurance. The Commission conducts proactive, on-site enforcement operations on businesses identified by NETS as being uninsured despite having past contact with the Commission. As a result of these operations, 101 misdemeanor charges were filed in fiscal year 2014-2015 following enforcement operations in Durham, Guilford, Mecklenburg, Pitt, and Wake counties.

"While I am pleased with our progress in cracking down on employer non-compliance, the Commission will continue its intensive enforcement initiatives until every business meets its obligations under the Workers' Compensation Act," said Chairman Heath. "Unethical and illegitimate business owners will find no safe harbor here in North Carolina."

Contact: Kim Genardo
Communications Director
North Carolina Department of Commerce
(919)733-3438

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 20th, 2015

1 **Camden County Board of Commissioners**
2 **Regular Meeting**
3 **April 20th, 2015**
4 **6:00 P.M. - Closed Session**
5 **7:00 P.M. - Regular Meeting**
6 **Historic Courtroom, Courthouse Complex**
7 **Camden, North Carolina**

8
9 **MINUTES**

10
11 The regular meeting of the Camden County Board of Commissioners was held
12 on April 20th, 2015 in the historic Courtroom, Camden, North Carolina. The
13 following Commissioners were present:

14
15 Chairman Michael McLain, Vice Chair Sandra Duckwall,
16 Commissioners Garry Meiggs, Clayton Riggs and Tom White

17
18
19 Also attending were County Manager Michael Renshaw, and Clerk to the Board
20 Angela L. Wooten. Present for purposes of making a presentation(s) or providing
21 supporting information for agenda items were the following persons: Register of
22 Deeds Tammy Krauss, Tax Administrator Lisa Anderson, Public Works Director
23 David Credle.

24
25 **Call To Order**

26
27 Chairman Michael McLain called to order the April 20th, 2015 meeting of the
28 Camden County Board of Commissioners at 6:02 PM.

29
30 -----
31 Commissioner Tom White made a motion to go into a Closed Session at 6:03 PM.
32 The motion passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall,
33 Commissioners Garry Meiggs, Clayton Riggs and Tom White voting aye; no
34 Commissioner voting no; no Commissioner absent; and no Commissioner not
35 voting.

36
37 **Closed Session**

- 38 • Pursuant to G.S. 143-318.11(a)(3) – Potential Litigation
39 • Pursuant to G.S. 143-318.11(a)(5) – Contract Negotiations
40 • Pursuant to G.S. 143-318.11(a)(6) – Personnel

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 20th, 2015

41

42 Commissioner Garry Meiggs made a motion to come out of Closed Session at
43 6:42 PM. The motion passed 5-0 with Chairman McLain, Vice Chair Sandra
44 Duckwall, Commissioners Garry Meiggs, Clayton Riggs and Tom White voting
45 aye; no Commissioner voting no; no Commissioner absent; and no Commissioner
46 not voting.

47

48

49 **Re-Convened @ 7:00 PM**

50

51 **Invocation and Pledge of Allegiance**

52

53 Commissioner Clayton Riggs gave the invocation and led those present in the
54 Pledge of Allegiance.

55

56

57 **Public Comments**

58

59 David Forbes of 100 Ridge Rd in Camden came before the board with the
60 following comments pertaining to:

61

62

63 **151.404 MANDATORY STANDARDS FOR LAND DISTURBANCE ACTIVITIES.**

64

65 *I. In the cases of natural grade differences greater than nine inches between*
66 *adjoining lots of the subject property, the county may require (based on*
67 *size and shape of lot) a stormwater management plan prepared by a state*
68 *licensed engineer, land surveyor, or landscape architect that deviate from*
69 *these requirements. The stormwater plan shall verify that the proposed*
70 *development will not create flooding or nuisance conditions on the lower*
71 *adjacent lots. In no case shall the rear and side yard no fill zones be*
72 *encroached upon with fill.*

73

74 Mr. Forbes is being held up from building on 111 Dogwood Dr. due to the
75 requirements stated above. He is working with a local engineering company and
76 the county planning department to establish a wastewater drainage plan.

77

78 Mr. Forbes makes the following requests of the Commissioners:

79

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 20th, 2015

- 80 1. They look into this Ordinance.
81 2. They provide copies of any policies or set of guidelines the county uses to
82 determine if such a plan will be required.
83 3. He would like to know who makes the final decision.

84 Chairman McLain explains that the Commissioner do not respond during the
85 meeting and thanks Mr. Forbes for his time.
86

87
88 **Consideration of Agenda**

89
90 Chairman Michael McLain asked if there were any changes to the agenda. Vice
91 Chairwoman Sandra Duckwall requested to add New Business *Item 4.E - North*
92 *River Campground Grant Repayment*.

93
94 Commissioner Garry Meiggs made a motion to approve the agenda as amended.
95 The motion passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall,
96 Commissioners Garry Meiggs, Clayton Riggs and Tom White voting aye; no
97 Commissioner voting no; no Commissioner absent; and no Commissioner not
98 voting.
99

100
101 **Presentations**

102
103 ***Item 3.A - ECBH & CoastalCare Presentation***

104
105 Presentation by Leza Wainwright, ECBH Executive Director & Bland Baker,
106 ECBH Northern Region Director on the Consolidation of East Carolina
107 Behavioral Health and CoastalCare and Request to Approve a Resolution of
108 Support for an Alternative Governance Structure for the Area Authority serving
109 Camden County.
110

111
112
113 ***Item 3.B - Proposed Consolidation of Cooperative Extension Services***

114
115 The County Manager Mike Renshaw explains that State has revised the NC
116 Cooperative Extension funding formula from 70% State/30% County to 50%
117 State/50% County. He introduces Cooperative Extension director Cameron Lowe.
118

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 20th, 2015

- 119 Ms. Lowe explains the results of a year strategic planning process.
120 ➤ Core Program Identification
121 ➤ Bolstering Communication and Branding Image
122 ➤ Strengthening Capacity for Impact through Collaboration and
123 Partnerships
124 ➤ Core staffing model to distribute resources more efficiently.

125 NC Coop Ext provides direct support to North Carolinas #1 industry, agricultural.
126 Agriculture representing a \$78 billion dollar impact to the state of NC and a \$60
127 million dollar impact to Camden County.

128
129 The Current staffing model only utilizes about \$29,000 of the budgeted \$42,000
130 to provide:

- 131 ➤ 1 Agent
132 ➤ 1 Administrative Assistant

133 The new core staffing model designed by NCSU includes

- 134 ➤ 1 Ag Agent - (funded at 50/50)
135 ➤ 1 4H Agent - (funded at 50/50)
136 ➤ 1 Administrative Assistant - (funded at 50/50)
137 ➤ ½ Family and Consumer Science Agent – (funded at 34/33/33)

138 The combined staffing model will cost \$86,000.

139 The standalone staffing model will cost \$75,000.

140

141 There was much discussion among the board and staff pertaining to the benefits
142 and drawbacks of the proposed solutions.

143

144

145

146 ***Item 3.C - NCACC April Board Update Video***

147

148 The board watched the April 20, 2015 video update from the NCACC.

149

150

151 **Public Hearings - NONE**

152

153

154 **Old Business - NONE**

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 20th, 2015

155

156

157 **New Business**

158

159 ***Item 4.A - Register of Deeds Courthouse Software System***



160

161 Register of Deeds Tammie Krauss has conducted extensive research as to an
162 optional software package for use in the Register of Deeds Office. The Register of
163 Deeds Office has utilized Cott Software Systems since March 2011 (see attached
164 contract agreement). Several issues related to technical support and customer
165 service have been identified since entering into this agreement with Cott Software
166 Systems. In addition, the current contract with Cott Software Systems expires on
167 June 30, 2015.





168

169 The Register of Deeds has spoken with Raleigh-based software vendor
170 Courthouse Software System (CSS). Based upon discussions with other nearby
171 jurisdictions that currently use CSS, the Register of Deeds is confident that this
172 system offers a more user-friendly and customer-focused software solution.
173 Additionally, the Register of Deeds believes that CSS provides more effective and
174 timely technical support for the office staff. The Register of Deeds has obtained a
175 proposed contract agreement from CSS that better meets the needs of her office.

176

<p style="text-align: center;">Courthouse Computer Systems – Software as a Service Agreement</p> <p>AGREEMENT made by and between Courthouse Computer Systems, Inc. ("Licensor") and the Camden County Register of Deeds office ("Licensee").</p> <p>The "Agreement" covers software licensing, software support, and website maintenance for a contract period of May 1st 2015 through June 30th 2017 as outlined below:</p> <p>1. Definitions</p> <p>1.1. "Designated Environment" means the computer equipment currently in place in the office.</p> <p>1.2. "Error" means a material failure of the Software to function in conformity with the Specifications.</p> <p>1.3. "Licensed Copies" means the number of copies of the Software being licensed to the Licensee.</p> <p>1.4. "Location(s)" means the Licensee office at 117 N Highway 343 Camden NC 27921.</p> <p>1.5. "Office" means the Camden County Register of Deeds office.</p> <p>1.6. "Software" refers to any of the supported software modules defined in section two of this Agreement.</p> <p>2. Software Modules Included</p> <ol style="list-style-type: none"> 1. Document Recording and Cashiering 2. Document Indexing 3. Document Retrieval 4. Document Imaging 5. Internet Document Retrieval 6. Fee Reporting 7. Vital Records Management 8. Marriage License Issuance <p>Functionality incorporated within these software modules includes, but is not limited to:</p> <ol style="list-style-type: none"> 1. The ability to easily export records in the system in an ASCII text file format to ensure forward compatibility without costly data conversion if the county decides to switch to a different software vendor at a later date. This guarantees complete safety and security by ensuring that your data will always be readable in the future. The Register of Deeds office can create and store these files on a daily basis. 2. The seamless integration of Point Of Sale (POS) entities with the indexing system. The POS module operates as the office cash register by controlling the cash drawer, printing receipts, and producing detailed ledger reports of all transactions. 3. The immediate availability of recorded documents for in-office retrieval. If desired, original documents may be scanned immediately for viewing on retrieval stations throughout the office. <p style="text-align: right;"> Page 1</p>	<ol style="list-style-type: none"> 4. The automatic generation of monthly reports that reference the complete set of financial data maintained in the system. 5. The ability to print traditional index books on-demand. 6. The ability to print traditional document books on-demand. <p>3. Services Provided by Licensor</p> <ol style="list-style-type: none"> 1. Data Conversion - The Licensor will convert all existing TIFF document images for inclusion in the Document Imaging software module. Licensor will also convert and load all indexing data from the existing software system. All document image conversion and computerized index data conversion will be conducted as part of the Agreement. Forty hours of document image conversion and computerized index data conversion is included as part of the Agreement. Licensor fully expects that no additional time will be required for data conversion. Licensor warrants that it will justify in writing all hours spent on data conversion that are above forty hours and that the total of such hours must be reasonable. 2. Website Maintenance - The Licensor will provide internet hosting of Land Record indexes and images for the Licensee. The Licensee will have the capability to upload new index information and images on a daily basis. 3. Telephone Support - The Licensor will provide telephone numbers that can be used as needed by the Licensee for assistance regarding the supported Software Modules and services. Telephone support is available during normal business hours (9:00AM to 5:00PM Monday through Friday). Licensor responds to all telephone support issues based upon the criticality of the issue, with systems that are completely non-functional receiving highest priority. Licensor endeavors, but does not guarantee, to respond to all non-critical issues within one business day. 4. Remote Support - Licensor will provide remote on-line support for the software modules through direct broadband connectivity provide by the Licensee. Remote online support allows the Licensor to perform system troubleshooting and make certain updates or configuration changes more quickly. 5. Additional Services - The Licensor is available to provide additional services as needed at separately negotiated rates that are not included within the terms of this Agreement. These services include, but are not limited to, electronic recording, automatic image reduction of sensitive data, back-file document scanning, and making images of old index books electronically searchable. <p>4. Licensee Responsibilities</p> <ol style="list-style-type: none"> 1. Licensee shall provide a list of passwords for all users on each supported machine. 2. Licensee shall periodically complete a total backup of all databases maintained by the office. 3. Licensee shall permit free and full access, including access remote access, to the Supported Hardware in order for Licensor to provide service. <p style="text-align: right;"> Page 2</p>
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CAMDEN COUNTY BOARD OF COMMISSIONERS
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<p>4. Licensee shall provide equipment that is dependable and sufficient to meet the needs of the office.</p> <p>5. Licensee shall provide remote connectivity so that Licensor can securely connect to the network and access individual machines in the Register of Deeds office to provide support.</p> <p>5. Software License Licensor grants Licensee a non-exclusive, non-transferable license to use up to four copies of the CCS Workstation Software and Documentation solely for its internal operations at the Location(s) and on the Designated Environment for the term of this Agreement. Licensor grants Licensee a non-exclusive, non-transferable license to use up to two copies of the CCS Search Software and Documentation solely for its internal operations at the Location(s) and on the Designated Environment for the term of this Agreement. All Software and Documentation remains the property of the Licensor. Licensee agrees to not make unauthorized copies of the Software and Documentation.</p> <p>Notwithstanding the foregoing, however, all data generated by or for Licensee, arising from the Software, Services or Documentation (the "Data") shall be and remain at all times the sole property of the Licensee. At any time and at its sole discretion, the Licensee may migrate the Data to other software. The Data is stored using open standards and architecture. Each data set and table is well-documented, enabling conversion to a different system at the Licensee's sole discretion without the need for proprietary software, licenses, or approvals to which the Licensee does not have full and irrevocable rights and access as part of the use agreement for the Software and underlying system.</p> <p>6. Proprietary Rights Licensee acknowledges and agrees that the copyright, patent, trade secret, and all other intellectual property rights of whatever nature in the Software or Documentation are and shall remain the property of the Licensor, and nothing in this Agreement should be construed as transferring any aspect of such rights to the Licensee.</p> <p>7. Confidentiality</p> <p>7.1 Confidential Information "Confidential Information", shall mean the Software, Documentation, and terms and conditions of this Agreement. Licensee acknowledges the confidential and proprietary nature of the Confidential Information and agrees that it shall not reveal or disclose any Confidential Information for any purpose to any other person, firm, corporation, or other entity, other than office or county employees with a need to know such confidential information to perform employment responsibilities consistent with Licensee's rights under this Agreement. Licensee shall safeguard and protect the Confidential Information from theft, piracy, or unauthorized access in a manner at least consistent with the protections Licensee uses to protect its own most confidential information.</p>  <p style="text-align: right;">Page 3</p>	<p>7.2 Unauthorized Disclosure Licensee shall notify Licensor immediately upon discovery of any prohibited use or disclosure of Confidential Information, or any other breach of confidentiality and shall fully cooperate with the efforts of Licensor to regain possession of the Confidential Information and to prevent the further prohibited use or disclosure of the Confidential Information.</p> <p>8. Warranty</p> <p>8.1 Operation Licensor represents to Licensee that: (1) during the Agreement Period, the Software shall operate without any Errors; and (2) upon notification to Licensor during the Agreement Period of any errors, Licensor will, during its normal business hours and at no cost to Licensee, use reasonable efforts to correct such Errors which are reproducible and verifiable by Licensor.</p> <p>8.2 Connection In the event that Licensee notifies Licensor of an Error during the Agreement Period, Licensor's sole liability, and Licensee's sole remedy, will be Licensor's use of reasonable efforts to correct such Errors or, in Licensor's sole discretion, to refund a portion of the prepaid Price applicable to the portion of the Software which is defective.</p> <p>9. Price For the Software License and Maintenance Services outlined in this Agreement, Licensee agrees to pay Licensor an annual amount of nine thousand seven hundred twenty dollars and no cents (\$9,720.00). The Licensor agrees that the annual maintenance and support fee for the services outlined in this Agreement will not increase for the duration of the Agreement. The annual fee will not be applied until July 1st, 2015.</p> <p>Additional Software Licenses for the integrated CCS Workstation application are available to be added for a one-time fee of \$4000 per license and additional Public Inquiry software licenses can be obtained for \$2000 per license. These licensing costs will be prorated to reflect the portion of this agreement that they are utilized. Software maintenance for additional software licenses are annually billed at \$800 a license for CCS Workstation and \$400 a license for Public Inquiry.</p> <p>The Annual Software Maintenance and Service fee will not increase for the duration of the Agreement.</p> <p>10. Optional Additional Services Customization and Extensive Data Conversion - Additional time allotments for initial data conversion and software customization are available on a time and materials basis of \$125 per hour.</p>  <p style="text-align: right;">Page 4</p>
<p>11. Term and Termination of Agreement</p> <p>11.1 Termination and Remedy Licensee may terminate the Agreement without prejudice to any other remedy Licensee may have, in the event of any material breach of this Agreement which is not remedied within thirty days of Licensee's notice to Licensor of the breach and Licensee's intent to terminate the License. Termination shall not relieve Licensee's obligations to pay all amounts that are already accrued and owing or which Licensor has agreed to pay.</p> <p>11.2 Breach The Licensor may terminate this Agreement, without prejudice to any other remedy Licensee may have, immediately without further obligation to Licensee, in the event of any breach by Licensee, which cannot be remedied within thirty days of Licensor's notice to Licensee of the breach and Licensor's intent to terminate the License.</p> <p>11.3 Cessation of Use Upon Termination of this Agreement, Licensee will cease using the Software and Documentation and return all copies of the Software, Documentation, and all other Confidential Information in its possession or custody all copies of such materials residing in computer memory. Licensee shall be entitled to enter the Location(s) to retrieve any Software, Documentation, and any other Confidential Information. Licensee shall, within ten days from the effective date of termination, certify in writing that all copies of the Software and Documentation have been returned, deleted, and destroyed.</p> <p>11.4 Non-Appropriation Licensee acknowledges that Licensor is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.</p> <p>In the event that public funds are unavailable and not appropriated for the performance of Licensee's obligations under this contract, then this contract shall automatically expire without penalty to Licensee thirty (30) days after written notice to Licensor of the unavailability and non-appropriation of public funds. It is expressly agreed that Licensee shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.</p> <p>In the event of a change in the Licensee's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects Licensee's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to</p>  <p style="text-align: right;">Page 5</p>	<p>Licensee upon written notice to Licensor of such limitation or change in Licensee's legal authority</p> <p>12. Renewal This Agreement will renew automatically for subsequent terms of one year. Licensee shall notify Licensor sixty days in advance of the renewal date of any changes to the Agreement. Acceptance will be assumed if the Licensee does not notify Licensor at least thirty days prior to the renewal date.</p> <p>13. Validity If any part of this Agreement is held to be illegal or unenforceable, the validity or enforceability of the remainder of this Agreement shall not be affected.</p> <p>14. Survival Sections 6, 7, and 8 shall survive the termination of this Agreement for any reason.</p> <p>15. Entire Agreement This Agreement and its schedules and Addendums comprise the entire Agreement between the parties for licensing and support and is not subject to change or modification except by written Agreement signed by both parties.</p> <p>LICENSOR: <i>Charles A. Riggs, III</i> Signature Charles A. Riggs, III Name President Title 5/16/2015 Date</p> <p>LICENSEE: <i>Michael A. Johnson</i> Signature MICHAEL A. JOHNSON Name COUNTY MANAGER Title 4/16/2015 Date</p> <p>This instrument has been provided to the County of Camden, New Jersey, for recording by the Local Government Designated Fiscal Control Act. <i>Michael A. Johnson</i> Witness/Notary Public</p>  <p style="text-align: right;">Page 6</p>

177
178
179
180

Commissioner Clayton Riggs made a motion to authorize the county manager to notify Cott Software Systems and execute the contract as presented by

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 20th, 2015

181 Courthouse Software System. The motion passed 5-0 with Chairman McLain,
182 Vice Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton Riggs and
183 Tom White voting aye; no Commissioner voting no; no Commissioner absent;
184 and no Commissioner not voting.

185

186

187

188 ***Item 4.B - Proposal for Preliminary Engineering Analyses for Wastewater***
189 ***Treatment Facility, Camden Core-Area***

190

191 In June 2010 the County retained the services of McGill Associates to produce a
192 Long Range Water and Sewer Comprehensive Master Plan 2010- 2030 (attached
193 to this report). The purpose of this Plan was to examine future water and
194 wastewater treatment plant (WWTP) needs within the County. The Plan describes
195 the existing WWTP which was constructed in South Mills Township in 2007 and
196 brought online in March 2008. The Plan also describes the treatment challenges
197 of pumping existing and projected waste flow from the Core Area (Courthouse
198 Township) to the existing plant located in South Mills and makes
199 recommendation for a second WWTP to be located in the Core Area.

200

201 Based upon the above Plan recommendations as well as ongoing and projected
202 commercial and residential growth projected to occur within the next two years,
203 staff began researching various WWTP options for the Core Area that would
204 provide cost-effective wastewater treatment. During consultations with engineers
205 and experts in the field of wastewater treatment, extensive information was
206 obtained concerning the use of amphidrome highrate infiltration technology as a
207 means for treatment. This technology involves the construction of underground
208 treatment/reaction chambers and the use of sand ponds that effectively treat
209 wastewater to meet or exceed State standards. Benefits to this amphidrome
210 technology include requiring far less land acquisition as large spray-field acreage,
211 as is currently used at the existing South Mills WWTP, is not required. Another
212 benefit is in reduced operating costs associated with electricity usage for plant
213 blower fans (these blowers run less often) and reduced treatment chemical usage
214 due to more consistent temperatures due to the fact that the waste reaction
215 chambers are buried underground. Staff recently toured an Amphidrome system
216 WWTP in Currituck County (Maple Commerce Park) which was constructed
217 approximately two years ago and has been very successful.

218

219 Staff intends to make application this fiscal year for an Economic Development
220 Agency (EDA) grant which, if awarded, would provide funding for plant

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 20th, 2015

221 construction in the amount of \$500,000. The application deadline for this federal
222 grant is June 12, 2015.

223

224 In order to better meet the County's wastewater treatment needs and prepare the
225 required EDA grant application materials, staff is recommending that a viable
226 WWTP site of 15-20 acres capable of supporting the operation of an amphidrome
227 technology plant be identified within the Core Area and that preliminary geology
228 and hydrology analyses be performed in preparation for site acquisition. Staff has
229 had discussions with the owner of a 20 acre parcel located along HWY 343 South
230 and the owner has indicated that he would permit these analyses on his property
231 with the understanding that a potential land purchase would be contingent upon
232 a positive engineering site report.

233

234 Hyman Robey Engineering has provided a fee proposal of \$8,000 to prepare the
235 EDA required Preliminary Engineering Report (PER) which includes preparation
236 of a schematic site plan as well as a project construction feasibility analysis and
237 report concerning permit requirements and construction timelines. Hyman
238 Robey has committed to completing this PER by June 5 in order to meet EDA
239 grant submittal timelines.

240

241 Additionally Edwin Andrews, a geology and hydrology scientist with extensive
242 professional experience in amphidrome high-rate infiltration technology in this
243 region has provided a fee proposal of \$15,000 to conduct geo-hydrology testing of
244 the HWY 343 South site and prepare an evaluation as to the suitability of this
245 preferred site for the construction of a Core Area WWTP.

246

247 In the event that the preliminary geology and hydrology analyses and the PER
248 are positive and indicate suitability for an amphidrome WWTP at the preferred
249 HWY 343 South site, the County Manager and County Attorney would request
250 authorization from the Board of Commissioners to negotiate the purchase of this
251 site.

252

253 Commissioner Clayton Riggs made a motion to approve the Preliminary
254 Engineering Report by Hyman Robey Engineering and authorize the county
255 manager to execute a contract to get the preliminary grant application started.
256 The motion passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall,
257 Commissioners Garry Meiggs, Clayton Riggs and Tom White voting aye; no
258 Commissioner voting no; no Commissioner absent; and no Commissioner not
259 voting.

260

CAMDEN COUNTY BOARD OF COMMISSIONERS
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261 Commissioner Clayton Riggs made a motion to approve the \$15,000 proposal
262 submitted by Edwin Andrews to conduct geo-hydrology testing and to authorize
263 the county manager to execute the contract. The motion passed 5-0 with
264 Chairman McLain, Vice Chair Sandra Duckwall, Commissioners Garry Meiggs,
265 Clayton Riggs and Tom White voting aye; no Commissioner voting no; no
266 Commissioner absent; and no Commissioner not voting.

267
268

269 ***Item 4.C - Set Hearing Dates-2015 Board of Equalization and Review***

270

271 Tax Administrator Lisa Anderson advised the board that pursuant to G.S. 105-
272 322(e), the hearing dates for the 2015 Board of Equalization and Review need to
273 be set in order to advertise at the appropriate time.

274

275 She recommended that the Board of Equalization & Review convene on May 4th,
276 2015 and adjourn September 21st, 2015.

277

278 Commissioner Garry Meiggs made a motion to approve the hearing dates as
279 presented by the tax Administrator. The motion passed 5-0 with Chairman
280 McLain, Vice Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton
281 Riggs and Tom White voting aye; no Commissioner voting no; no Commissioner
282 absent; and no Commissioner not voting.

283
284

285 ***Item 4.D - 2014 Advertisement of Tax Liens on real property***

286

287 Tax Administrator, Lisa Anderson stated that pursuant to G.S. 105-369(a), the Tax
288 Administrator must report to the County Commissioners the total amount of
289 unpaid taxes on real property for the current fiscal year that currently have liens.
290 Ms. Anderson presented the April 15th report of unpaid taxes on real property
291 with current liens totaling \$326,834.98 also mentioning that the figure shall
292 change over time with collections and releases.

293

294 Pursuant to G.S. 105-369(c), the County Commissioners need to set the date for
295 advertising the tax lien for real property. Ms. Anderson recommends setting the
296 advertising date to April 27th, 2015

297

298 Commissioner Garry Meiggs made a motion to approve the recommendations as
299 presented by the tax administrator. The motion passed 5-0 with Chairman
300 McLain, Vice Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton

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301 Riggs and Tom White voting aye; no Commissioner voting no; no Commissioner
302 absent; and no Commissioner not voting.

303
304

305 ***Item 4.E - North River Campground Grant Repayment***

306

307 Chairman McLain requests to be recused from this agenda item as on the agenda.

308

309 The county attorney states that he conferred with Chairman McLain and based on
310 the details of that conversation Chairman McLain has valid reason to be recused
311 as they are a client of his.

312

313 Vice Chairman Sandra Duckwall calls for a motion to recuse Chairman McLain
314 from this agenda item. Commissioner Clayton Riggs makes a motion to recuse
315 Chairman McLain from this agenda item. The motion passes 5-0 with Chairman
316 McLain, Vice Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton
317 Riggs and Tom White voting aye; no Commissioner voting no; no Commissioner
318 absent; and no Commissioner not voting.

319

320 Chairman McLain steps down and leaves the room as Vice Chairwoman Sandra
321 Duckwall steps up as Chair.

322

323 Vice Chair Duckwall states that based on action taken in closed session regarding
324 North River Campground the board will need to make two motions.

325

326 Commissioner Tom White made a motion to authorize the county manager and
327 county attorney to pay and recoup grant funds. The motion passed 4-0 with Vice
328 Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton Riggs and Tom
329 White voting aye; no Commissioner voting no; no Commissioner absent; and
330 Chairman McLain not voting.

331

332 Commissioner Tom White made a motion to authorize a budget amendment
333 consistent with the action taken in the first motion. The motion passed 4-0 with
334 Vice Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton Riggs and
335 Tom White voting aye; no Commissioner voting no; no Commissioner absent;
336 and Chairman McLain not voting.

337

338 Chairman McLain reenters the room and takes his seat as Chairman.

339

340

CAMDEN COUNTY BOARD OF COMMISSIONERS
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341

342 **Board Appointments**

343

344 ***Item 5.A - Library Board of Trustees***

345

346 The County manager advised the board that the recommended appointment to
 347 the Library Board of Trustees Victoria Hagemeister has 25 years of experience
 348 working in public libraries' and has her Master's degree in Library Science,
 349

April 21st, 2015

Jonathan Wark
 Camden County Public Library
 104 Investors Way
 Units CDEF
 Camden, NC. 27921

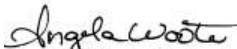
RE: Appointment to Library Board of Trustees

Dear Mr. Wark:

Please be advised, on April 20th, 2015, the Camden County Board of Commissioners appointed Victoria Hagemeister to the Library Board of Trustees with a 3 year term expiring 4/19/2018.

If you have any questions, please do not hesitate to call.

Sincerely,


 Angela L. Wooten, Clerk to the Board
 Camden County Board of Commissioners

cc: Board of Commissioners
 File

350

351 Commissioner Garry Meiggs made a motion to appoint Victoria Hagemeister to
 352 the Library Board of Trustees for a 3 year term expiring 4/19/2018. The motion
 353 passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall, Commissioners
 354 Garry Meiggs, Clayton Riggs and Tom White voting aye; no Commissioner
 355 voting no; no Commissioner absent; and no Commissioner not voting.
 356

357

358 **Consent Agenda**

359

360 Commissioner Tom White made a motion to approve the consent agenda as
 361 presented. The motion passed 5-0 with Chairman McLain, Vice Chair Sandra
 362 Duckwall, Commissioners Garry Meiggs, Clayton Riggs and Tom White voting
 363 aye; no Commissioner voting no; no Commissioner absent; and no Commissioner
 364 not voting.

365

366

CAMDEN COUNTY BOARD OF COMMISSIONERS
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387

Item 6.C - Tax Authorization to Collect (June Renewals)


STATE OF NORTH CAROLINA
 COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County June Ren. Due 7/15/15 (NEW SYSTEM)

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
16,383.92	17,264.64	10,265.64	43,914.20

Witness my hand and official seal this 20th day of April 2015



[Signature]
 Chairman, Camden County Board of Commissioners

[Signature]
 Clerk of 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.

[Signature]
 Tax Administrator of Camden County

388

389

390

391

Item 6.D - Tax Refunds, Pickups, & Releases

Brenda Hamilton/Betty J.Doherty	Roll Back Tax	\$3,382.01	Pick-Up/17741
Brenda Hamilton/Betty J.Doherty	Roll Back Tax	\$4,004.90	Pick-Up/17740
Joann Trueblood	Deferred taxes should have been calculated	\$399.25	Adjustment/17763 R-86829-14
Joann Trueblood	Deferred taxes should have been calculated	\$399.25	Adjustment/17764 R-72493-13
Joann Trueblood	Deferred taxes should have been calculated	\$399.25	Adjustment/17765 R-65599-12
Joann Trueblood	Deferred taxes should have been calculated	\$399.25	Adjustment/17766 R-58766-11

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395

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396
 397

Item 6.E - Resolution in Support of WW II Coastwise Merchant Mariners

<p style="text-align: center;">Resolution No. 2015-04-03</p> <p style="text-align: center;">A RESOLUTION OF THE NORTH CAROLINA CAMDEN COUNTY BOARD OF COMMISSIONERS IN SUPPORT OF AN ALTERNATIVE METHOD OF RECOGNITION FOR VETERANS STATUS TO WW II COASTWISE MERCHANT MARINERS</p> <p>Findings 1: Some US Merchant Marine Seamen of WW II gained veteran status under a court ruling via Schmacher, Willner, et al. V. Secretary of the Air Force Edward C. Aldridge, Jr 665 F Supp 41 (D.D.C. 1987). The USCG later required they meet certain eligibility requirements.</p> <p>Findings 2: Some 10,000 to 30,000 coastwise seagoing tug and barge seaman have been or may be denied recognition upon application because actions taken by government agencies (prior to P. L. 95-302) have removed required eligibility records from being available to the veteran.</p> <p>Findings 3: Commandant, USCG Ltr 5719 Ltr of 09 Apr 2000 states, "The US Government did not issue mariner credentials to females during the World War II."</p> <p>Findings 4: USCG Information Sheet #77 (April 1992) identifies acceptable forms of documentation for eligibility meeting the requirements pursuant to Schmacher v. Aldridge, 655 40(D.C. 1987).</p> <p style="margin-left: 20px;">a. Certificate of Discharge (Form 781A) b. Continuous Discharge Books (ship's deck/engine logbooks. (Non-military document) c. Company letters showing vessel names and dates of voyages. (Non-military document)</p> <p>Findings 5: Commandant USCGC Order of 20 March, 1944 relieves masters of tugs, trawlers and seagoing barges of the responsibility of submitting reports of seamen shipped or discharged on forms 781A. This action removes item (a) from the eligibility list in Findings 4.</p> <p>Findings 6: USCG Information Sheet # 77 (April, 1992) further states "Deck logs were traditionally considered to be the property of the owners of the ships. After World War II, however, the deck and engine logbooks of vessels operated by the War Shipping Administration were turned over to that agency by the ship owners, and were destroyed during the 1970s because they were too cumbersome to keep and too costly to maintain." This action effectively eliminates item (b) from the eligibility list in Findings 4.</p> <p>Findings 7: Company letters showing vessel names and dates of voyages are highly suspect of ever existing due to the strict orders prohibiting even the discussion of ship/troop movement. Then consider item (c) of Findings 4 should be removed from the eligibility list. USCG Info Sheet # 77, page 2 refers.</p>	<p>Findings 8: Excerpts from Pres. Roosevelt's fireside Chat 23: On the Home Front (Oct. 12, 1942) "In order to keep stepping up our production, we have had to add millions of workers to the total labor force of the Nation. "In order to do this, we shall be compelled to use older men, and handicapped people, and more women, and even grown boys and girls, wherever possible and reasonable, to replace men of military age and fitness; to use their summer vacations, to work somewhere in the war industries." Underage combatants had served in all of America's wars from the time of the Revolution. The unknown number who served in the Second World War perpetuated that legacy. They served with distinction and valor, and indisputably demonstrated that, despite their age, they could serve as well as those around them.</p> <p>Findings 9: Post the Revolutionary War, many Acts of Congress were enacted to provide pensions to those veterans applying for support. Thousands of servicemen were without documented service and remained without any viable means to prove service. Excerpts from documents retained at the NARA provide: Generally the process required an applicant to appear before a court of record in the State of his or her residence to describe under oath the service for which a pension was claimed. This establishes precedence for using certified oaths in conjunction with the Social Security documents as alternative documentation.</p> <p>Findings (10): US CG Official Shipping/Discharge documents (Forms 781A) were obtained from the National Archives and Records Administration, Wash. DC that contained information proving Active Duty (AD) services for some WW II coastwise barge and tug Mariners. Together with information obtained via a FOIA request to the National Maritime Center, research brought forth additional information. Research conducted between June-August 2013, in concert with the NMC, using official records of 1172 coastwise mariners and the USCG Merchant Marine Casualties of WW II report of 1950 identified:</p> <p style="text-align: center;">WW II Coastwise Mariners Listing: Excel Sheet #1</p> <p>1172 Mariners identified via official USCG Shipping/Discharge Forms 781A 84 Mariners may have been women according to their feminine sounding names; OR 7.2% 1038 Mariners' ages were specified. Ages ranged from 10 to 78. 583 Mariners identified within draft age and included those in 4F status; OR 53.1% of known ages. 325 Mariners identified at over the draft age of 37; OR 49.6% of known ages. 114 Mariners with age not specified; OR 09.7% 47 Mariners who served were under the age of 17; OR 4.4% of known ages. 16 Mariners KIA with 1 receiving DD Form 1300.</p> <p style="text-align: center;">National Maritime Form DD 214 Listing: Excel Sheet #2</p> <p>794 Mariners were identified on NMC Coastwise Mariners listing identifying Active Duty services. 291 Mariners on NMC listing had no USCG MMLD numbers listed; OR 36.6% 85 Mariners issued DD Form 214 from NMC listing; OR 10.7% of NMC; OR 7.2% of WW II CMM</p> <p style="text-align: center;">Merchant Marine KIA & MIA Casualties from all causes - #521 * (usmm.org)</p> <p>5662 Mariner Casualties from USCG per 1950 Report * (USCG 1950 casualty report) 3859 Mariner Casualties from Other Sources * (Additional sources - Art. Moore and US Congress)</p>
<p style="text-align: center;">Merchant Marine Casualties recognized by all sources - 414</p> <p>344 Mariner Casualties from USCG 1950 Casualty Report * (USCG 1950 casualty report) 70 Mariner Casualties from NMC report & not listed on USCG 1950 Casualty List * (NMC DD 1300 Report) 1 Mariner in NMC DD 1300 files as having received Form DD 1300 yet 16 identified on WW II CMM listing</p> <p>Rationale: 9521 Merchant Mariners KIA or MIA serving and only 414 receiving Veteran status.</p> <p>Findings 11: The USCG cannot provide a true estimate of merchant mariners serving in WW II. GAO/HEHS-97-196R refers. Estimates range from 250,000 to 840,000 from recognized historians and GAO audit. None of these historians were aware of these 10,000 to 30,000 coastwise merchant seamen where many served without proper credentials and were not included in above estimates. Some were elderly handicapped; others women and some were school children who served in billets, drew wages and paid taxes. They served on the same vessels in the same hostile war zones and performed the same services alongside others who were documented. Yet, only about 91,000 merchant mariners have been recognized as veterans with just 1192 of these veterans in receipt of compensation or pension benefits the VA refers. This is a vast disparity in ratio of the other service branches.</p> <p>Findings 12: DOD and NARA Agreement N1-330-04-1 of Jul. 08, 2004 puts in place a procedure to transfer military personnel files of individuals from all services, (including civilian personnel or contractual groups who were later accorded military status under the provisions of Schmacher, Willner, et al. V. Secretary of the Air Force Edward C. Aldridge, Jr 665 F Supp 41 (D.D.C. 1987). This agreement affects military personnel records of individuals 62 years after separation from service. Action has taken place for all except the US Merchant Marine IAW above stated court order. This inaction by the Department of Homeland Security via (COMDT USCG) has caused many of the mariners to have gone unrecognized for their services. Many seafarers have passed without ever gaining recognition or benefits and soon all will be history. National Personnel Records Center estimate there are between 1400 to 2500 Cubic feet of Shipping/Discharge documents being stored at the NARA district offices and NMC yet to be transferred to the National Personnel Records Center in St. Louis, Missouri. NMC cites about 91,000 out of 250,000 to 840,000 have ever received recognition as veterans, and, with many unable to gain access because of age and health condition requiring assistance for others outside family. Had compliance taken place, these records would have been available to all and providing the mariner a chance to be recognized many years ago and enjoying the benefits awarded to them via court order.</p> <p>Whereas (1): By court order, Schmacher v. Aldridge 665 F Supp 41 (D.D.C. 1987) provided for veteran status to certain US Merchant Marine seamen during WW II (07 December, 1941 to 31 December, 1946) with the same benefits accorded all veterans as administered by the Veterans Administration. There were no provisions for the elderly handicapped, women or schoolchildren to even be considered for their services as mariners serving anywhere within the US Merchant Marine providing an avenue to veteran status.</p> <p>Whereas (2): The USCG Information Sheet #77 of Apr. 1992 identifies specific criteria to be used to prove active duty performed by an individual seaman for the purpose of attaining veteran status and findings (5), (6) & (7) identified specific official government actions that removed these particular documents from the reach of the mariner. This clearly identifies the requirement to put in place a method of utilizing alternative documentation and other approved methods to replace specific documents removed from use by the government actions cited elsewhere in this document.</p>	<p>Whereas (3): Women were removed from ships at the onset of WW II and not allowed to serve in any capacity by direction of the War Shipping Administrator, Admiral Emory S. Land. The Captains of the Ports (USCG COTP) were given specific directions to deny official USCG maritime credentials to any woman requesting them. They served but without official credentials in every capacity on most vessels. Families were the sole crew on many barges throughout the WW II and afterwards. Companies welcomed this arrangement because critical crew replacements were reduced considerably. This allowed those barges to move the bulk war materials more quickly and freed the more able bodied seaman to man the larger seagoing ships taking vital supplies to troops on all the fronts, keeping the enemy from our doors. A win win situation vital to war defense. To date there is no law or other avenue recognizing women as veterans of the US Merchant Marine during WW II.</p> <p>Whereas (4): President Roosevelt's speech of 12 Oct. 1942 puts in place the use of elderly and handicapped individuals, school children and women in an effort to support war efforts by replacing men of military age and fitness, and in stepping up our production of war materials for those on the front lines. Because of this speech, women, the elderly disabled and schoolchildren entered the varied war defense plant services in droves and many found their way into the coastwise barge and tug trades as well.</p> <p>Whereas (5): DOD & NARA Agreement N1-330-04-1 of July 08, 2004 provides for the transfer of military records to the National Personnel Records Center, St. Louis, MO for use as archival records, open to the public. But inaction by the DHS for the mariner in over 10 years has caused the veteran loss of due access of his records that may have accorded him recognition as a veteran. Recommend Congressional inquiry into delay of WW II Merchant Mariners personal records.</p> <p>Whereas (6): Previously attempted bills, HR 1288 and S-3161, would have provided for alternative records to be used in place of records lost, destroyed or denied for coastwise seamen affected, and allowed women and school children be recognized for their services rendered for the first time ever. There are no laws in place to allow for resolution of this issue.</p> <p>Whereas (7): The elderly disabled, children and women have served in every war this nation has ever known. Most have served without recognition but history is replete with actions of young children stepping up to serve, some receiving our highest honors and others serving in our highest ranks of service, congress and the presidency. e.g. President Andrew Jackson (age 13); America's first Admiral, David Glasgow Farragut was appointed a midshipman at (age 9) by President James Madison, Willie Johnson (age 11) was recipient of the Medal of Honor, Albert Cohen of Memphis TN who enlisted at age 11 & KIA age 15. History is filled with children defending this nation and Coastwise Mariners had their fair share of them. Findings #9 & #10 provide support info.</p> <p>Whereas (8): Although they served gallantly and with honor, actions taken against those that were elderly and disabled, school children and women by denying them official credentials during WW II is considered discrimination today.</p> <p>Whereas (9): The process used to determine whether an individual performed service under honorable conditions that satisfies the requirements of a coastwise merchant seaman who is recognized as having performed active duty service under the court ruling via Schmacher, Willner, et al. V. Secretary of the Air Force Edward C. Aldridge Jr 665 F Supp 41 (D.D.C.1987). There are no considerations in any existing legislation that provides for women who served, under aged schoolchildren or elderly handicapped seaman any avenue to attain veteran status. Nor is there a current avenue to use alternative methods of recognition or other actions that have proved effective in past wars for use in lieu of documents that were denied and/or destroyed by several specific official government actions.</p>

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The following actions are recommended:

(1) Initiate congressional actions to: Provide sufficient response to support Merchant Mariners' provisions of HR 1288 (with wording intact to insure all coastwise barge and tugboat mariners who served during WW II (regardless of age, gender or disability) are recognized as veterans in accordance with or similar to court ruling via Schmacher, Willner, et al. V. Secretary of the Air Force Edward C. Aldridge, Jr. 665 F Supp 41 (D.D.C 1987), granting veterans status.

(2) Initiate congressional inquiry into: Delay of WW II Merchant Mariners personnel records movement to National Military Personnel Center.

(3) Initiate congressional actions to: Recognize WW II Mariners identified as KIA/MIA as Veterans of this Nation.

Now, therefore, be it resolved that: the Camden County Board of Commissioners hereby supports these efforts on behalf of the World War II Coastwise Merchant Mariners and urges our Representatives in the Senate (Senators Richard Burr and Thom Tillis) and in the House (Representative Walter Jones) to fully support and initiate whatever actions necessary, including full support of HR 1288, "WW II Merchant Mariners Service Act", to pass legislation approving the above findings and recommendations.

Adopted, this the 20th day of April, 2015, in Camden County, North Carolina.

ATTEST: 
 Angela W. Wooster
 Clerk to the Board


 P. Michael McLain, Chairman
 Camden County
 Board of Commissioners



398

399

400

401

Item 6.F - Surplus Sales on Gov Deals

Item	Highest Bid
2006 Ford Crown Vic – VIN#2FAFP71W36X16353 –171,614 miles	\$1350.00
Old X300 John Deere Mower – 42” deck for parts only	\$230.00
Two Treadmills – Nautilus SportSeries T518 – Condition unknown	\$137.67

402

403

404

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405

406

Item 6.G - HWY 158 Landscape Agreements

<p>NORTH CAROLINA CAMDEN COUNTY</p> <p>NORTH CAROLINA DEPARTMENT OF TRANSPORTATION</p> <p style="text-align: center;">AND</p> <p>CAMDEN COUNTY</p> <p>THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Camden County, a municipal corporation, hereinafter referred to as the "County."</p> <p style="text-align: center;">WITNESSETH:</p> <p>WHEREAS, Section 1113 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA – LU), requires that the Surface Transportation Program funds be available for transportation enhancement activities in the Statewide Transportation Improvement Program; and,</p> <p>WHEREAS, the County has requested enhancement funding for certain landscape plantings in Camden County; and,</p> <p>WHEREAS, the Department has agreed to participate in the costs of said plantings, subject to conditions hereinafter set forth; and,</p> <p>WHEREAS, the Department and the County have also agreed to the maintenance of said plantings as hereinafter set out;</p> <p>NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:</p>	<p style="text-align: center;">LANDSCAPE AGREEMENT</p> <p style="text-align: right;">DATE: 11/05/2014</p> <p style="text-align: right;">Project: R-2414B</p> <p style="text-align: right;">WBS Element: 34430.3.3</p> <p style="text-align: right;">CFDA: 20.205</p> <p>Agreement ID #5203 1</p>
<p>Department of Transportation Right of Way Manual. The County shall be solely responsible for all damages and claims for damages associated with the acquisition of right of way.</p> <p>4. The County, at no expense to the Department, shall be responsible for the relocation and adjustment of all utilities in conflict with the landscape planting.</p> <p>CONSTRUCTION</p> <p>5. The Department shall, without expense to the County, prepare the site and install the plantings, or have the plantings installed by contract, in accordance with the approved project plans. All work shall be performed in accordance with the Department's standard landscaping policies and procedures for highways. Upon completion of the planting, the Department shall maintain the plantings for a three year warranty period, at no expense to the County.</p> <p>MAINTENANCE</p> <p>6. Upon completion of a three year warranty period, the Department shall notify County in writing when the County shall assume responsibility for all maintenance and replacement of the landscape materials. Maintenance shall include, but not be limited to, the following: watering, mulching, pruning, fertilizing, weeding, pest control, mowing, and replacing plant materials. All costs of maintenance shall be borne by the County.</p> <p>7. The County agrees to continually maintain all plantings in accordance with generally accepted horticultural practices. The Department shall have the right to periodically inspect the maintenance practices being utilized by the County.</p> <p>8. If the Department determines that the County is not properly maintaining the plantings, the Department shall notify the County. If proper maintenance is not performed by the County within a reasonable time after notification, the County agrees that the Department shall perform the necessary maintenance, or at the Department's option, shall return the planted area to a natural condition (i.e. seeded and mulched, etc.). It is further agreed that the costs of the restoration shall be reimbursed to the Department by the County. Reimbursement to the Department shall be made in one final payment within sixty (60) days of invoicing by the Department. The Department shall charge a late payment penalty and interest on any unpaid balance due in accordance with N.C.G.S. § 147-86.23.</p> <p>9. In the event these plantings require relocation or removal for highway construction, reconstruction, maintenance or safety, the County shall be given the option to remove or relocate any plantings it considers salvageable immediately upon notification by the Department, at no expense to the Department.</p> <p>Agreement ID #5203 3</p>	

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project activities performed pursuant to this Agreement including construction of the Project. The Department shall not be responsible for any damages or claims for damages, which may be initiated by third parties.

- 20. All terms and conditions of this Agreement are dependent upon and subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.
- 21. Where either the Department or the FHWA determines that the funds paid to the County for this Project are not used in accordance with the terms of this Agreement, or if the cost of work done by the Department exceed the funding award, the Department will bill the County.
- 22. If the County decides to terminate the Project without the concurrence of the Department, the County shall reimburse the Department one hundred percent (100%) of all costs expended by the Department and associated with the Project.
- 23. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, officer, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).

Agreement ID #5203

5

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the County by authority duly given.

L.S. ATTEST:

CAMDEN COUNTY

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by _____ of the local governing body of the Camden County as attested to by the signature of _____ Clerk of said governing body on _____ (DATE)

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

(SEAL)

(FRANCE OFFICER)

Federal Tax Identification Number: _____

Remittance Address:
Camden County

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)

Agreement ID #5253

6

CAMDEN COUNTY BOARD OF COMMISSIONERS
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409 ***Item 6.H - Set Public Hearing - Ordinance 2015-04-01***

410

411 Ordinance 2015-04-01 Rezoning Application (UDO 2015-03-11)

412 Harbinger Land & Timber LLC and Assorted Development Corp – Gary Dunston

413

414 Mr. Gary Dunstan owner/part owner of both properties has applied to rezone
415 approximately 41 (farmland) of the 50 plus acres from Basic Residential (R3-2) to
416 Basic Residential (R3-1). Property located at the intersections of Sandy Lane,
417 Keeter Barn and Sharon Church Roads in South Mills Township. Staff presented
418 the rezoning to the Planning Board on April 15, 2015 with the applicant present
419 and after discussion the Planning Board made the following motions:

420 1. Consistency Statement: Approved a motion that the application for
421 rezoning was consistent with both the CAMA Land Use Plan and
422 Comprehensive Plan as both allowed densities of 1 acre lots.

423 2. Motion was made and approved to rezone the 41 acres (farmland) from
424 Basic Residential (R3-2) to Basic Residential R3-1).

425 Set Public Hearing for Monday, May 4, 2015.

426

427

428 **Commissioner's Report**

429

430 Commissioner Riggs mentioned the Adequate Public Facilities Committee meet
431 and believes they are off to a great start.

432

433 Chairman McLain thanks the Camden Sheriff's office and the Pasquotank-
434 Camden EMS for their service at the Annual TarWheel.

435

- 436
- Paddle for the Boarder at the state park May 2nd
 - Dollar General Grand Opening is May 9th at 7:30 am.
- 437

438

439

440 **County Manager's Report**

441

442 County Manager Mike Renshaw had the following items to report:

- 443
- Dollar General has had a soft opening and is doing very well
 - Kids Talk Government Day – May 15th, 2015
 - Budget work sessions will be May 19th and May 21st
- 444
- 445

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446

447

448 **Recess Commissioner's Meeting**

449

450

451

SOUTH CAMDEN WATER & SEWER DISTRICT
BOARD OF DIRECTORS

452

453

454 **Call to Order**

455

456 Chairman McLain called the SCWSD Board of Directors meeting to order at 8:28
457 pm.

458

459 **Public Comments** - None

460

461 **Consideration of Agenda**

462

463 Commissioner Riggs made a motion to approve the agenda as presented. The
464 motion passed 5-0 with Chairman McLain, Vice Chair Sandra Duckwall,
465 Commissioners Garry Meiggs, Clayton Riggs and Tom White voting aye; no
466 Commissioner voting no; no Commissioner absent; and no Commissioner not
467 voting.

468

469 **New Business** - *4.A. Fire Flow Requirements for New Subdivision*

470

471 Public Works director David Credle comes to the board to present proposed Fire
472 Flow requirements. He advised the board of two recent events provoking this
473 proposal.

- 474 • A 9 lot subdivision in South Mills, Green Meadows, was 1000 feet away
475 from 6 inch water main. South Mills Water is requiring the developer to
476 upgrade this section to 6 inch water main.

- 477 • Neck Road residents in Shiloh are subject to high insurance rates due to
478 not having any fire flow, hydrants or fire protection.

479 David Credle is recommending that the county should be uniform and therefore
480 would like to enforce the same requirements as South Mills Water.

481

482 Sandra Duckwall made a motion to approve the fire flow requirements for New
483 Subdivisions. The motion passed 5-0 with Chairman McLain, Vice Chair Sandra
484 Duckwall, Commissioners Garry Meiggs, Clayton Riggs and Tom White voting

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485 aye; no Commissioner voting no; no Commissioner absent; and no Commissioner
486 not voting.

487

488 **Other Business**

489

490 Commissioner Riggs would like an update from the Fire Flow measurements.
491 David Credle states that all of the fire hydrants have been identified, located,
492 entered into a maintenance schedule. The Fire Departments are doing the actual
493 flow tests and David is unsure of the current status of their tests.

494

495 **Adjourn**

496

497 At 8:35 PM, Chairman Michael McLain asked if there were any other matters to
498 come before the South Camden Water & Sewer District Board of Directors,
499 hearing none the meeting was adjourned.

500

501

502 **Reconvene Commissioner's Meeting**

503

504

505 **Information from Board and Staff**

506

507 The following items were provided to the Board for their information, and a copy
508 of these items is maintained in the Clerk's office.

509

- 510 A. Economic Impacts of Wind Projects
- 511 B. Grid and Military Impacts of Wind Projects
- 512 C. Health Impacts of Wind Projects
- 513 D. Wildlife and Environmental Impacts of Wind Projects
- 514 E. County of Scotland Resolution regarding HB 589
- 515 F. AC-Monday Morning Briefing-April 13
- 516 G. PCEMS Reports-March 2015
- 517 H. NCACC Risk Management Pool-Stewardship Report
- 518 I. AC April 16 2015 Agenda Packet

519

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CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 20th, 2015

525

526 **Meeting Adjourned**

527

528 At 8:37 PM, Chairman Michael McLain asked if there were any other matters to
529 come before the Board of Commissioners, hearing none, and by acclamation the
530 meeting was adjourned.

531

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534

Chairman Michael McLain
Camden County Board of Commissioners

535

536

537

538 ATTEST:

539

540

541

542 Angela L. Wooten
543 Clerk to the Board