



CAMDENCOUNTY

new energy. new vision.

**BOARD
OF
COMMISSIONERS**

**June 13, 2016
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.

Special accommodations for the disabled who attend public meetings can be made by contacting the Clerk to the Board 24 hours in advance at 252-338-6363, Ext. 100.

Please turn Cell Phone ringers off during the meeting.

Agenda

**Camden County Board of Commissioners
BOC - Special Meeting
June 13, 2016
7:00 PM
Historic Courtroom, Courthouse Complex**

Call to Order

ITEM I. Consideration of the agenda

ITEM II. Presentation

1. Trillium Kiosk

ITEM III. New Business (For discussion and possible action)

1. Set County Tax Rate for 2016
2. Resolution No. 2016-06-02 - Board Salaries
3. Fee Schedule for 2016-2017
4. BOC Meeting Minutes
5. Adoption of FY 16-17 Budget Ordinance No. 2016-06-01

ITEM IV. Consent Agenda

1. BOC Meeting Minutes
2. SCWSD Meeting Minutes
3. Budget Amendments

ITEM V. Other

ITEM VI. Adjourn



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Item Number: 2.1
Meeting Date: June 13, 2016

Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten

Item Title **Trillium Kiosk**

Attachments: Fact Sheet (PDF)
Brochure (PDF)
Trillium Access Point - Presentation (PDF)

Summary:

Trillium would like to install a Kiosk, offering Mental Health Assessment, in Camden County. Trillium representatives met with Chairman McLain and Stephanie Humphries and asked if the County would consider placing the Kiosk in the Library. The group visited with Krystal Lancaster at the Library who has since contacted the Library Board with the request. The library and library board of trustees are willing to have the kiosk installed for public use. There is no cost to the County other than the electricity for the computer that will be used for the assessment. Bobbie Lowe has a short presentation to provide additional information on the benefits of the Kiosk and is available to answer any questions.

Recommendation:

Motion to approve the library as the installation site for the Trillium Kiosk.



Access Point



Trillium Health Resources is strongly committed to bringing services and supports to communities we serve.

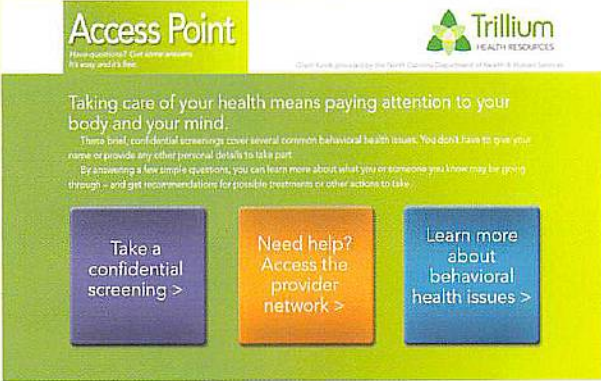
We look for innovative ways to engage individuals and families and present helpful information.

Access Point can provide help when you need it.

Benefits of Access Point for You

- * Provides anonymous, evidence-based, self-conducted screenings available online 24-hours daily for:
 - Depression
 - Bipolar Disorder
 - Post-Traumatic Stress Disorder
 - Generalized Anxiety Disorder
 - Eating Disorders
 - Alcohol Use Disorders
- * Provides immediate results to you showing how you scored
- * Presents you with local referral information
- * Includes a learning and resource section to engage you
- * Is available in English and Spanish
- * Is available from any computer or mobile device, including kiosk locations in several communities on a rotating basis
- * Allows you to use the system whenever, wherever and as often as you choose.

Transforming Lives . . .



Using Access Point Is Easy

The image above is the first thing you see when you use the Access Point program. You do not have to give your name or provide any other personal details to take part.

By answering a few simple questions, you can learn more about what you or someone you know may be going through. You can also get recommendations for possible treatments or other actions to take.

Access Point Kiosks

Trillium has several kiosks—privacy booths—in communities we serve. They meet current Americans with Disability (ADA) requirements if you use a wheel-chair or walker. These kiosks offer you the opportunity to:




- * Sit down to use the program to take a screening or look up resources
- * Talk with Trillium call center staff through a phone that goes directly and only to them
- * Take a wallet card with the Access Point web address for logging into the program at home

For More Information

To learn more about the Access Point program and kiosk locations:

- * Visit www.TrilliumNCAccessPoint.org; or
- * Visit www.TrilliumHealthResources.org and go to our AccessPoint web page; or
- * Contact Trillium at 1-877-685-2415

Revised 10.02.15
Access Point Risk Card



Access Point



Trillium Health Resources is strongly committed to bringing services and supports to communities we serve.

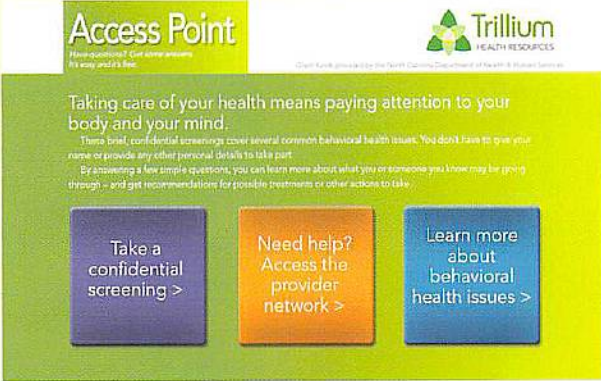
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Transforming Lives . . .



Access Point
Have questions? Get answers. It's easy and it's free.

Trillium
HEALTH RESOURCES

Taking care of your health means paying attention to your body and your mind.

These brief, confidential screenings cover several common behavioral health issues. You don't have to give your name or provide any other personal details to take part.

By answering a few simple questions, you can learn more about what you or someone you know may be going through – and get recommendations for possible treatments or other actions to take.

Take a confidential screening >

Need help? Access the provider network >

Learn more about behavioral health issues >

Using Access Point Is Easy

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Revised 10.02.15
Access Point Walk Card

URAC
ACCREDITED
URAC
ACCREDITED
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ACCREDITED

Access Point Screening Program and Community Kiosk

Bobbie Lowe, Project Coordinator, Community Resource and Development

Transforming Lives



Access Point

- The Access Point website with 24/7 screening, treatment provider information, behavioral health videos and educational materials. This website can be accessed via mobile devices such as phones, pads and tablets.
- The Access Point Community Kiosk Program which provides screening programs in a private kiosk with warm line access to Trillium's Call Center, treatment provider information, and educational materials.
- Data Utilization Dashboards

Access Point

- In March, 2015, the N.C. Division of Mental Health, Developmental Disabilities and Substance Abuse sponsored grant funds to expand capacity for use of innovative technology within the crisis services continuum.
- In May, 2015, Trillium was awarded funds for the Access Point Screening Project.
- Trillium used this grant to get Access Point started and purchase first 2 kiosks.
- Utilizing reinvestment funds, Trillium will be expanding Access Point to cover all 24 counties.

Access Point - Website Access

Access Point's online screening program at:

www.trilliumncaccesspoint.org

provides community members with 24/7 access to anonymous, online screenings.

Access Point- Website Access

Access Point

*Have questions? Get some answers.
It's easy and it's free.*



Grant funds provided by the North Carolina Department of Health & Human Services

Taking care of your health means paying attention to your body and your mind.

These brief, confidential screenings cover several common behavioral health issues. You don't have to give your name or provide any other personal details to take part.

By answering a few simple questions, you can learn more about what you or someone you know may be going through – and get recommendations for possible treatments or other actions to take.

Take a
confidential
screening >

Need help?
Access the
provider
network >

Learn more
about
behavioral
health issues >

Access Point -Screenings

- Currently, there are eight evidenced based screenings to choose from including:
 - ✦ Depression
 - ✦ Generalized Anxiety Disorder
 - ✦ Adolescent Depression
 - ✦ Bipolar Disorder
 - ✦ Alcohol Use Disorder
 - ✦ Posttraumatic Stress Disorder
 - ✦ Eating Disorder
 - ✦ Substance Use Disorder
- In the future there will be evidenced based screenings for:
 - ✦ Post-partum Depression
 - ✦ Gambling Addiction
 - ✦ Early Psychosis

Access Point - Website Access

- The evidence-based screenings, offered in English and Spanish, provide immediate feedback to the user regarding how they scored and presents them with referral information that has been customized for the Trillium catchment.
- The user can print or email results.
- They are also reminded the screening is not giving a diagnosis nor is it a substitute for a clinical evaluation.

Access Point

- The website features:
 - A Learning & Resource Center with articles available in over 75 languages
 - An inter-active Video Doctor Program for Alcohol and Depression
 - Specific action responses to indicators of suicidal ideation

Access Point - Kiosk

- Each kiosk features a 19-inch touchscreen computer with privacy screen.
- The most unique part of these kiosks is the wired-in phone line that connects directly into the Trillium Call Center for a 24/7 warm line using voice over IP technology.
- The kiosk is securely mounted in an ADA accessible sit-down privacy booth.

The Access Point Kiosks are meant to be welcoming and encourage people to take screenings.



Attachment: Trillium Access Point - Presentation (1278 : Trillium Kiosk)

Access Point

When someone begins a screening it starts with “How are You Feeling?” and lets the user know the screenings are confidential.

SMH Screening for Mental Health

Back Forward Refresh Home Keyboard Call

Trillium HEALTH RESOURCES

TAKE A SCREENING ARTICLES PRIVACY POLICY ESPAÑOL

How Are You Feeling?

Behavioral health is a key part of your overall health. Brief screenings are the quickest way to determine if you or someone you care about should connect with a mental health or substance abuse professional.

This program is completely anonymous and confidential, and immediately following the brief questionnaire you will see your results, recommendations, and key resources.

ACCESS POINT - HYDE COUNTY KIOSK

TAKE A SCREENING

Access Point- Results

The screenshot displays the Trillium Health Resources website interface. At the top left is the Trillium logo with the text 'Trillium HEALTH RESOURCES'. To the right of the logo are navigation links: 'TAKE A SCREENING' (underlined), 'ARTICLES', 'PRIVACY POLICY', and 'ESPAÑOL'. The main content area has a dark background and features the following text and elements:

Your Result:

Your responses are **consistent** with **depression**.

Your answers also indicated that you might be at risk for suicide.

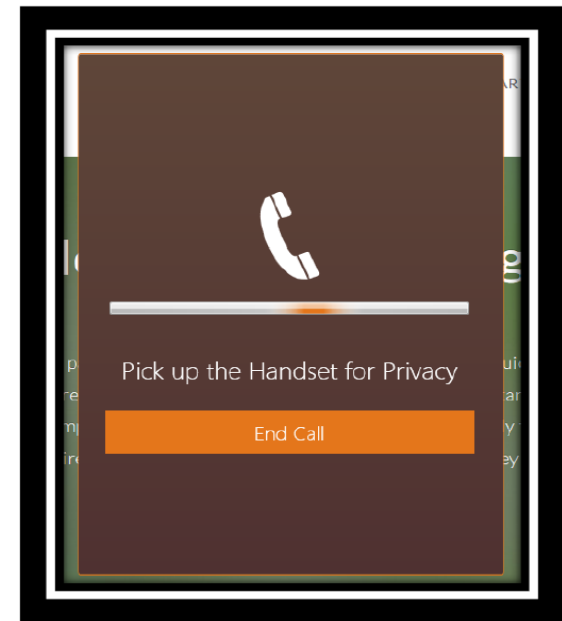
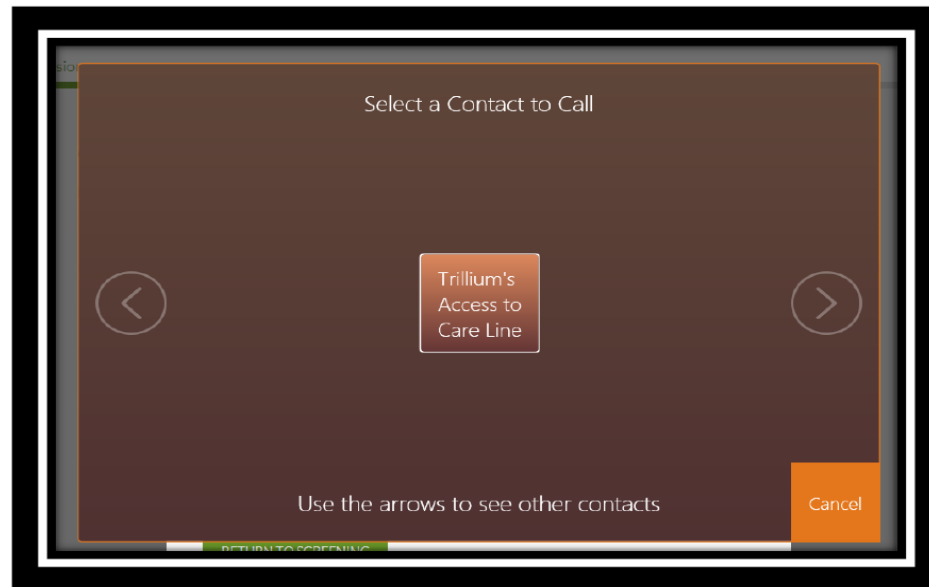
Your screening results are consistent with symptoms of depression. However, this screening is not a substitute for a clinical evaluation and cannot provide an actual diagnosis. You should contact a health professional for more information and a complete evaluation.

You are not alone. No matter who you are, or what problems you are struggling with, hurting yourself isn't the answer. Seek help as soon as possible by calling the **National Suicide Prevention Lifeline** at **1-800-273-TALK (8255)**. If this is an emergency, **dial 911** or go to your nearest emergency department.

On the right side of the page, there are three buttons: 'EMAIL RESULTS', 'RESOURCES →', and a 'SUBMIT' button. Below the 'SUBMIT' button is the text 'you will not leave this page'. At the bottom left, there is a button labeled 'REFERRAL INFORMATION ▼'.

Access Point- Kiosk

- If they choose to connect with the Trillium Call Center - they press the “Connect to the Call Center” button which will automatically dial into the Center on the phone located on the kiosk.



Access Point- Kiosk

- The phone uses voice over IP (VoIP) technology so that no phone line is required - resulting in no additional costs.
- The kiosk only requires electricity and Wi-Fi internet services.

Access Point - Kiosk Access

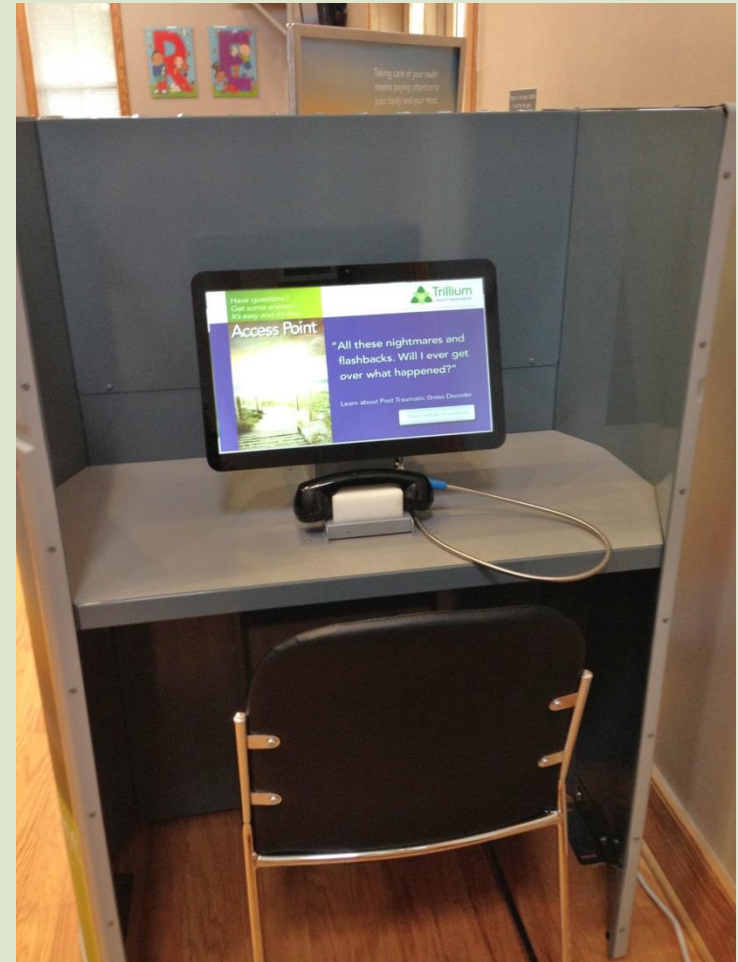
- In November of 2015, Trillium placed kiosks in
 - Dare County Health Department in Manteo
 - Hyde County Government Building in Swan Quarter.
- In Spring of 2016 we are placed kiosks
 - Brunswick County Social Services in Bolivia
 - Martin County Health Department in Williamston
 - Washington County Social Services in Plymouth
 - Carteret County Health Department in Morehead City
- The next phase will include Gates, Northampton, Camden, Currituck

Access Point - Kiosk Access



Attachment: Trillium Access Point - Presentation (1278 : Trillium Kiosk)

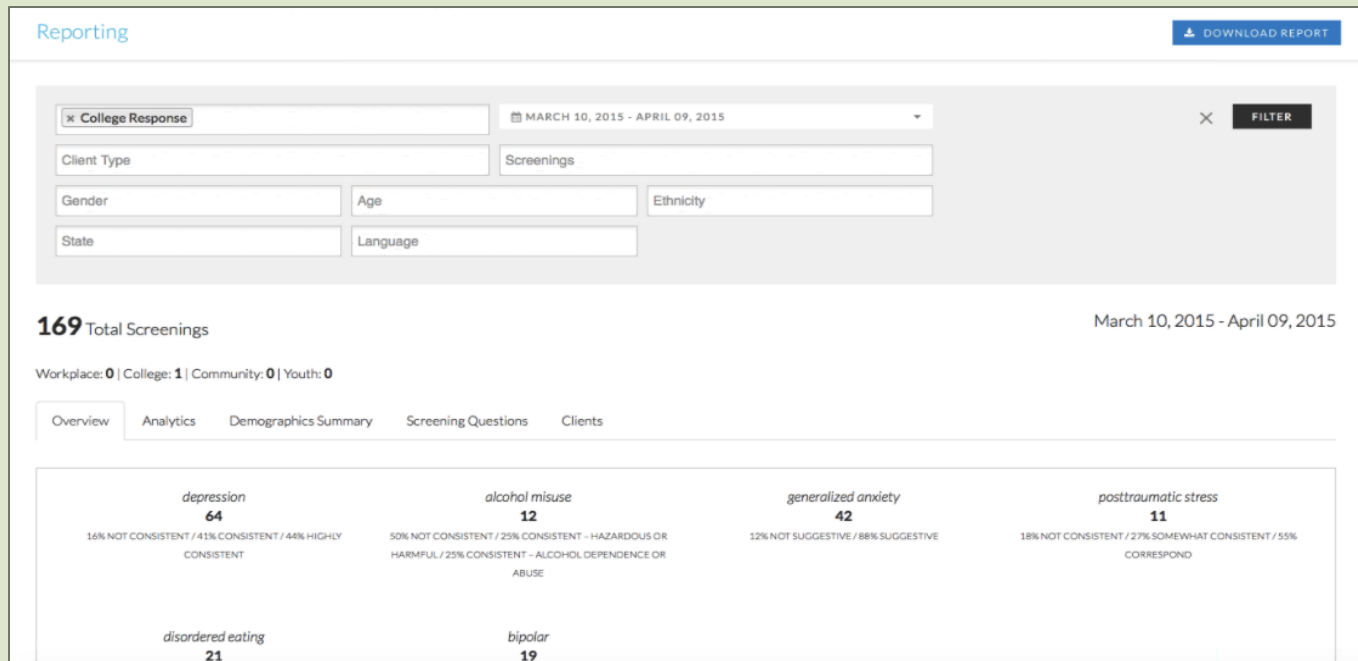
Access Point - Kiosk Access



Attachment: Trillium Access Point - Presentation (1278 : Trillium Kiosk)

Access Point - Utilization Data Dashboards

- Access Point provides an online module which monitors online usage and produces a demographic data dashboard.



Access Point - Utilization Data Dashboards

- This provides Trillium with a method of determining how many screenings have been taken, which type of screens are being taken, and the percentage of screens that come back as reflecting a need for services.

Access Point - Where We Are Now

- Since the project began, we have had over 520 visits and 328 completed screenings.

Specific Screenings Taken	
Depression	114
Anxiety	76
Bipolar	25
PTSD	25
Alcohol	31
Adolescent Depression	18
Eating Disorder	27
Substance Use	12

**Approximately 71%
responded that they would
seek help.**

- Date until April 2016

Questions?



Contact:

Bobbie Lowe

Project Coordinator

bobbie.lowe@trilliumnc.org

Phone: 866-998-2597



**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 3.1
Meeting Date: June 13, 2016

Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Stephanie Humphries

Item Title Set County Tax Rate for 2016

Attachments: estimated tax value-2016 (DOC)

SUMMARY:

The FY 2016-2017 Budget Ordinance includes the tax rate of .68 for Property Tax and .01 for Fire Tax per 100 dollars of valuation.

RECOMMENDATION:

Motion to set the County Property Tax Rate at \$.68 per \$100 and the Fire Tax Rate at \$.01 per \$100. Watershed fees are to be included on tax bills by Watershed District as described in the 16-17 County Fee Schedule.

TO: CAMDEN COUNTY BOARD OF COMMISSIONERS

THE FOLLOWING IS THE ESTIMATED PROPERTY VALUE OF CAMDEN COUNTY:

	<u>Real</u>	<u>Personal</u>	<u>Vehicles</u>	<u>Total</u>
South Mills	343,450,413	11,389,200	32,692,625	387,532,238
Courthouse	355,233,185	16,852,789	33,672,157	405,758,131
Shiloh	212,161,882	5,668,788	18,793,774	236,624,444
Subtotal of County				1,029,914,813
Estimated Utilities				23,742,182
Total of County				1,053,656,995

FROM _____
LISA S. ANDERSON (TAX ADMINISTRATOR) DATE

TAX RATE COUNTY _____ FIRE _____ TOTAL= _____

Joyce Creek District	<u>Real</u>	<u>Personal</u>	<u>Vehicles</u>	<u>Total</u>
	200,662,150	4,652,267	22,184,265	227,498,682

JOYCE CREEK WATERSHED IMPROVEMENT TAX _____

P. MICHAEL MCLAIN, CHAIRMAN DATE

Attachment: estimated tax value-2016 (1260 : Set County Tax Rate for 2016)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 3.2
Meeting Date: June 13, 2016

Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Stephanie Humphries

Item Title Resolution No. 2016-06-02 - Board Salaries

Attachments: 16-17 Salary and Compensation Resolution DRAFT
(DOC)

Summary: The Annual Board Salaries Resolution Draft is being presented for your approval. Some changes have been made as discussed during the Budget Work Session.

Recommendation: Discussion of current Draft Resolution for changes or adoption.
Make a motion to approve
FY 16-17 Board Salaries Resolution

Resolution No. 2016-02-01

**A RESOLUTION OF THE
CAMDEN COUNTY BOARD OF COMMISSIONERS TO AMEND
SALARIES AND COMPENSATION FOR VARIOUS BOARDS AND
COMMISSIONS FOR FISCAL YEAR 2016-2017**

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

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 13th day of June 2016 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning July 1, 2016 and ending June 30, 2017,

Section 1: BOARD OF COMMISSIONERS

Chairman \$650.00 per month plus mileage.

Vice-chairman/
Board Member \$625.00 per month plus mileage

1. The monthly “salary” of the Board members shall be considered as compensation for regularly scheduled meetings of the board per the annual Meeting Calendar. Same day attendance at meetings would not be eligible for reimbursement – i.e., a closed session in advance of a board meeting.
2. Special meetings and budget work sessions in addition to the regularly scheduled Board of Commissioners meetings will be compensated at a rate of \$75 and up to \$75 for attendance at other board meetings that they have been appointed to and not already compensated for by those boards.
3. For purposes of reimbursement, eligible meetings would include those in which the board members serve and participate by virtue of their position and/or in representation of their position as a board member and/or are an invited “participant” by staff or agency/department and may include Association Ad Hoc Committee meetings, Ground Breakings and Ribbon Cuttings or any meeting at the request of the Board of Commissioners in the Commissioner’s official capacity.
4. Eligible meetings shall not include attendance to social occasions (banquets, meals (except as part of a participatory meeting), entertainment, sports, galas, fundraisers, clubs, etc.), or informal or telephonic conversations. For any fundraisers that the board decides to attend, the County will pay for the ticket if the Commissioner’s agree that the event benefits Camden County residents and serves a public purpose but will not receive meeting pay for attendance. (Must be non-partisan and non-profit)

Attachment: 16-17 Salary and Compensation Resolution DRAFT (1261 : Resolution No. 2016-06-02 - Board Salaries)

- 5. Attendance at Board appointed Board Meetings (ie. Library, DSS, ADJ) will not be reimbursable to Commissioners who are not appointed to those boards unless they are asked to attend by the appointee who is unable to attend or at the request of the Board of Commissioners in the Commissioner’s official capacity.
- 6. Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four hours and out of the county (35 mile radius of the Courthouse).
- 7. Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15.
- 8. Board members are required to submit in writing (via internal form) a voucher/request for reimbursement setting forth description of the meeting, date, time and place.

Section 2: BOARD OF ELECTIONS

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

Section 3: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS
\$30.00 per meeting plus mileage.

Section 4: SOCIAL SERVICES BOARD

Chairman	\$35.00 per meeting plus mileage.
Board Members	\$30.00 per meeting plus mileage.

Section 5: ALBEMARLE COMMISSION APPOINTMENT
\$30.00 per meeting, plus mileage and meal if required.

Section 6: AGING ADVISORY COUNCIL
\$30.00 per meeting, plus mileage and meal if required.

Section 7: RECREATION BOARD

Attachment: 16-17 Salary and Compensation Resolution DRAFT (1261 : Resolution No. 2016-06-02 - Board Salaries)

\$30.00 per meeting, plus mileage.

Section 8: JURY COMMISSION
\$ 7.25 per hour for hours worked compiling jury list.

Section 9: ECONOMIC DEVELOPMENT BOARD
\$30.00 per meeting, plus mileage.

Section 10: SENIOR CENTER BOARD
\$30.00 per meeting. No travel

Section 11: LIBRARY BOARD
\$30.00 per meeting. No travel

Section 12: AGRICULTURAL ADVISORY BOARD (Added 9/3/13)
No Compensation

Section 13: MILEAGE REIMBURSEMENT
Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15 for all compensable meetings. Any volunteer or non-paid meetings will not qualify for mileage reimbursement.

ATTEST:

(SEAL)

Clerk to the Board

P. Michael McLain, Ch. Board of Commissioners

Attachment: 16-17 Salary and Compensation Resolution DRAFT (1261 : Resolution No. 2016-06-02 - Board Salaries)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 3.3
Meeting Date: June 13, 2016

Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Stephanie Humphries

Item Title **Fee Schedule for 2016-2017**

Attachments: FY 16-17 Fee Schedule v2 (PDF)

Summary: The attached is the proposed Fee Schedule for 2016-2017. No changes other than the approved ROD Map Copy fees of \$3 and standard and legal copies at .25 and .35 each, and the change to bulk water rates.

Recommendation: **Make a motion to approve the attached Fee Schedule.**



SCHEDULE OF FEES

FY 2016-2017

Attachment: FY 16-17 Fee Schedule v2 [Revision 1] (1262 : Fee Schedule for 2016-2017)

Public Hearing was held on June 6, 2015
Schedule was adopted on June 13, 2015

CAMDEN COUNTY
2016-2017 Fee Schedule

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Attachment: FY 16-17 Fee Schedule v2 [Revision 1] (1262 : Fee Schedule for 2016-2017)

CAMDEN COUNTY
Inspections & Planning
Building Permit Fee Schedule

BUILDING PERMIT FEES

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

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

Base Fee Up to 20,000 Sq. Ft.	\$0.25/Sq. Ft.	Each Sq. Ft. over 20,000	\$0.15/Sq. Ft.
Minimum Fee	\$100.00	State Fee	\$10.00

ELECTRICAL

Residential Over 500 SQFT	\$0.15/Sq. Ft.	Service Repair	\$75.00
Minimum Fee	\$75.00	Service Change	\$75.00
Temporary Service	\$75.00	Mfg. Home Service	\$75.00

PLUMBING

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

Minimum Fee	\$100.00	Additional Units	\$25.00
Repair / Service Change	\$75.00	Same Size Change Out	\$0.00

INSULATION

Minimum Fee	\$75.00
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NATURAL GAS HOOKUP (RESIDENTIAL & COMMERCIAL STRUCTURES)

Minimum Fee (structures existing prior to 2003)	\$35.00
Minimum Fee (structures built on/after Jan 1, 2003)	\$75.00

MANUFACTURED HOMES

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

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

Inground	\$150.00	Above Ground	\$50.00
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DETACHED GARAGES, STORAGE, AND UTILITY BUILDINGS

Minimum Fee/Under 400 Sq. Ft.	\$75.00	Over 400 Sq. Ft.	\$0.18/Sq. Ft.
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CARPORT / POLE BARN / POLE SHED

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

Trade Permit Minimum Fee	\$50.00
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Inspections & Planning Dept. Fee Schedule
Revised June 6th, 2016
Page 1 of 5

SIGNS

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

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

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

ALTERATIONS / REPAIRS / IMPROVEMENTS

Up to \$5000 Gross Retail Price	\$75.00
Over \$5000 Gross Retail	50% Additions Fees

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

RENOVATION FEES

Renovations	½ New Construction Fees
-------------	-------------------------

Farm Buildings are exempt UNLESS:

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

MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY

Minimum New Construction Fees

WIND ENERGY SYSTEMS

Turbines	\$2,000.00
Reinspections	\$100.00 each

SOLAR FARMS

Panels	\$.50 per panel (minimum \$250)
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COMMERCIAL PERMIT PRICES (extras)**MECHANICAL:**

Walk-in Cooler	\$40.00 ea.
Commercial Cooking Hood	\$40.00 ea.
HVAC Fire damper/smoke damper	\$5.00 ea.

PLUMBING:

Minimum Permit Fee	\$75.00
Per fixture, trap, or similar devices	\$5.00
Per sprinkler head	\$5.00

ELECTRICAL

Electric duct heater	\$10.00 ea.
Temporary Service w/ Trailer	\$100.00 ea.
0-100 Each Receptacle/Switch/Fixture	\$75.00
Each additional opening	\$0.10 ea.
Subpanel, transformer, generator	\$20.00 ea.

Fuel dispensers, "freestanding" parking lot light poles, manufactured home pedestals \$5.00 ea.
 Exhaust fans/water heater/RAC/Spa/Motors and machinery not specified \$5.00 ea.

COMMERCIAL PERMIT PRICES (extras - Continued)

GAS

Minimum Permit Fee \$50.00
 Per outlet \$5.00

NEGLIGENCE FEES

Inspection Negligence Fee (Applies To): \$100.00

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

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

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

BUILDING PERMIT FEES DUE AT TIME OF ISSUANCE

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

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

LAND USE DEVELOPMENT FEES

LAND USE DEVELOPMENT FEES DUE AT TIME OF APPLICATION

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

Zoning Permit	\$25.00	Temporary Use Permit	\$250.00
Conditional Use Permit	\$400.00	Variance	\$500.00
Special Use Permit	\$400.00	Ordinance Amendment Request	\$500.00
Rezoning Fee			
Up to 10 Acres	\$650.00		
Over 10 Acres	\$650.00	Plus \$10 Per Acre	
Interpretation Challenge / Appeal	\$250.00 *		
Subdivision Fee			
Major Subdivision			
Sketch Plan Level	\$150.00	Per Lot	
Preliminary Plan Level	\$200.00	Per Lot	
Final Plan Level	\$50.00	Per Lot **	

Minor Subdivision	\$200.00	Per Lot **
Private Access Subdivision	\$200.00	Per Lot **

Planned Unit Development

Concept Plan	<i>See Rezoning</i>	
Master Plan and Amendments	\$1,000.00	(Includes Conditional Use Permit Fee)
Preliminary Plat Level	\$200.00	Per Lot
Final Plat Level	\$50.00	Per Lot

Commercial Site Plan Review	\$25.00	
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Stormwater Review Fees / Deposit

Major Subdivision (more than 5 acres)		\$6,000.00
Minor Commercial Site Plan Review (3 acres or less)		\$3,700.00
Major Commercial Site Plan Review *** (more than 3 acres)		\$5,400.00

LAND DISTURBING ACTIVITY

Fill Permit	\$50.00	
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NOTES:

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

** For major subdivisions / PUD, a fifteen dollar (\$15) credit per lot will be granted if the final plat is submitted both on Mylar in accordance with the Unified Development Ordinance and on diskette, in a format compatible (shape file / geodatabase) with the County's Geographic Information System (GIS) software.

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

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

* - Board of Adjustments, Planning Board, or Board of Commissioners

CAMDEN COUNTY GIS

Fee Schedule for Sale of GIS Related Data

Xerox Copy

Size	Black & White Price	Color Price
8 ½ X 11	\$.50	\$1.00
8 ½ X 14	\$.75	\$1.50
11 X 17	\$1.00	\$5.00

Plotter

Size	Black & White Price	Color Price
Up to 36 X 48	\$5.00	\$10.00

Electronic Media

Data Layers

Price: \$5.00 per CD
 \$25.00 for first layer (shape file)
 \$10.00 for each additional layer (shape file)

MrSid Compressed Digital Orthophotography

The entire set of digital orthophotography for the County: \$10.00

Customized GIS Work

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

Camden County Street Maps: \$3.00

Attachment: FY 16-17 Fee Schedule v2 [Revision 1] (1262 : Fee Schedule for 2016-2017)

CAMDEN COUNTY
Code Enforcement
 Fees for Abatement of Property by County

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

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

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

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

Attachment: FY 16-17 Fee Schedule v2 [Revision 1] (1262 : Fee Schedule for 2016-2017)

**CAMDEN COUNTY
Parks & Recreation
Fee Schedule**

Recreation Youth Sports Registration Fees:

Youth Volleyball and Basketball	\$35.00
Maximum fee per household per season.....	\$70.00
Out of County additional registration fee	\$20.00

Recreation Youth Sports Sponsor Fee:

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

Saturday Night Open Gym for Basketball

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

Thursday Night Open Gym for Adult Volleyball

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

Attachment: FY 16-17 Fee Schedule v2 [Revision 1] (1262 : Fee Schedule for 2016-2017)

CAMDEN COUNTY Register of Deeds Fee Schedule

Documents:

Deeds of Trust & Mortgages	\$56 for 1 st 15 pages, \$4 for each additional page
Instruments in General Fee	\$26 for 1 st 15 pages, \$4 for each additional page
Plats	\$21 per plat
Plat copy	\$3 per page, \$5 for certified copy per page
Right of way/ Hwy Plat	\$21 for 1 st page, \$2 for each additional page
Multiple Instrument Fee	\$25 additional fee
UCC Recording	\$38 for 2 page document
UCC Recording	\$45 for documents over 2 pages
Non Standard Doc Fee	\$25
Certified Copy of Document	\$5 for 1 st page, \$2 for each additional page
Certified Copy Vital Record	\$10 each
Amended Birth & Death	\$10 ROD & \$15 NC Vital Record
Marriage License	\$60
Delayed Marriage or Birth	\$20 including 1 certified copy
Corrected Vital Record	\$10
Legitimation	\$10
Military Records	No Fee
Notary Oath	\$10

Copies:

Photocopy Plat (18 x 24)	\$3 each
Photocopy legal or letter size	.20 each
Photocopy ledger size	.40 each

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

Office Fees

Carry Concealed Permit

New	\$90.00
Renew	\$75.00
Weapon Purchase Permit.....	\$5.00
Fingerprints.....	\$10.00

Civil Process Service

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

Other

Out of County Mental Patient Transport	\$150.00
Diskette Copy of Photos	\$10.00

Dog/Cat Tag Fee

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

*Sheriff Dept Fee Schedule
 Revised June 12, 2015*

Attachment: FY 16-17 Fee Schedule v2 [Revision 1] (1262 : Fee Schedule for 2016-2017)

CAMDEN COUNTY SENIOR CENTER Center Fee Schedule

1. The Camden County Board of Commissioners permits the use of the Camden Center after 5:00 p.m. Monday through Friday to governmental agencies and civic clubs and other clubs benefiting the county without charge provided the meeting or gathering is to conduct business pertaining to that agency or club.

2. Other non-profit agencies, clubs (civic clubs, dance clubs, bridge clubs), individuals and associations are permitted to use the Center after 5:00 p.m. Monday through Friday by paying the following fees:

All Day	\$100.00
Evenings Only	50.00
Use of the Kitchen.....	50.00

3. For-profit firms, agencies, etc. are permitted to use the Center after 5:00 p.m. by paying the following fees. A for-profit agency and/or firm would be Tupperware Products, Mary Kay Cosmetics, Bank of Currituck, Weight-Watchers, etc. If an individual or group is attempting to make a profit from a service or item to be provided or sold at the Senior Center, it will be considered a for-profit situation.

Maximum of 2 hours use.....	\$50.00
Maximum of 4 hours use.....	65.00
Maximum of 6 hours use.....	100.00
Maximum of 8 hours use.....	120.00
Use of the Kitchen.....	50.00

4. Rental Fees will not include the use of the Senior Citizens Craft Room, Exercise Room or the office space in the Center.

5. Alcoholic beverages are not permitted in the Senior Center or elsewhere on County property.

6. No confetti or like material is allowed in the Center. No streamers or like objects are allowed to be hung from the ceiling of the Center. All trash and garbage must be removed by the user.

7. Individuals signing the Use Agreement form will be required to provide a deposit in the amount of \$150 (made payable to Camden County) for the use of the Center and an additional \$150 (made payable to Camden County) for the use of the kitchen when obtaining the key to the Center. Fees are to be waived for Volunteer Fire Departments, Social Services Dept., Cooperative Extension Service, Schools, Homemakers' Club, Lions Club, Junior Women's Club, Ruritans and others.

8. Deposits will be returned when the key to the Senior center is returned, providing the facilities are left in the condition in which they were found when the user arrived and nothing has been damaged or left improperly cleaned and all furnishings and furniture have been returned to their original places.

*Senior Center Trail Fee Schedule
Revised June 4, 2007*

Attachment: FY 16-17 Fee Schedule v2 [Revision 1] (1262 : Fee Schedule for 2016-2017)

CAMDEN COUNTY
SENIOR CENTER
Trail Fee Schedule

1. For events not requiring the provision of any chairs or other equipment, the fee shall be one hundred dollars (\$100.00) and such fee shall be in addition to any other fees required under this schedule.

2. For events requiring electricity, the fee shall be ten dollars (\$10.00) per hour and such fee shall be in addition to any other fee required under this schedule.

*Fee is required prior to Trail use.

Policy for Trail use can be obtained through the Camden County Senior Center.

Senior Center Trail Fee Schedule
Approved June 4, 2001

**CAMDEN COUNTY
Tax Administration Office
Fee Schedule**

Golf Cart Permits

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

BEER AND WINE FEES

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

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

Beer at retail:

Off premises.....	\$5.00
On premises	\$15.00
Beer "on and off Premises"	\$20.00

Wine at retail:

Off premises.....	\$10.00
On premises	\$15.00
Wine "on and off premises"	\$25.00

Beer and Wine:

Beer & Wine "off premises"	\$15.00
Beer & Wine "on premises"	\$30.00
Beer & Wine "on and off premises"	\$45.00

Attachment: FY 16-17 Fee Schedule v2 [Revision 1] (1262 : Fee Schedule for 2016-2017)

CAMDEN COUNTY
South Camden Water & Sewer
Water Fee Schedule
(effective July 1, 2016)

Water Tap Fees:

¾ inch	\$4,000.00	4 inch	\$7,000.00
1 inch	\$4,500.00	6 inch	\$8,000.00
2 inch	\$5,000.00	6 inch fire svc	\$4,000.00
3 inch	\$6,000.00	Hwy158/Bore	\$2,000.00

Water Charges:

0-2,000 gal. \$24.00 per month

Additional Usage:

2001-5000 gal.	\$5.50 per 1,000 gal
5001-10,000	\$6.00 per 1,000 gal
10,001-15,000	\$6.60 per 1,000 gal
15,001-20,000	\$7.20 per 1,000 gal
20,001 and up	\$7.80 per 1,000 gal

Local Govt/Board of Education	Same as above
Bulk Water	\$6.49 per 1,000 gal
Fire Service (sprinkler systems)	\$24.00 per month
Commercial	Master meter accounts charged at the above rates per unit served.

Deposits:

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

Charges & Fees:

Open/reopen/transfer acct.	\$15.00
Reread meter/our read correct	\$15.00
Reread meter/our read incorrect:	No charge
Reconnection Fee:	\$35.00 7am-3:15pm
<i>(if not paid by 8am on disconnection day)</i>	\$60.00 3:16-5:00pm
Late payment penalty:	\$10.00
Non-Sufficient Funds:	\$25.00
Meter Tampering fee:	\$200.00
Turn off/Turn off fee:	\$15.00 <i>(per occurrence)</i>
Meter testing fee: if accurate	\$15.00 <i>(No chg if more than 2.5% inaccurate)</i>

CAMDEN COUNTY
South Camden Water & Sewer
Sewer Fee Schedule
(effective July 1, 2016)

Sewer Base Fee:

Residential	\$27.00 0-2,000 gallons
Commercial	\$37.00 0-2,000 gallons
Apartments & Townhouses	\$27.00 0-2,000 gallons

Additional Fees:

Residential	\$6.50 each additional 1,000 gallons
Commercial	\$7.50 each additional 1,000 gallons
Apartments & Townhouses	\$6.50 each additional 1,000 gallons
High Strength:	\$9.50 each additional 1,000 gallons
School, Day Care, Hospitals, Nursing Homes, Laundromats, Restaurants, Doctors, Dentists, Beauty Shops, Grocery Store, Convenient Store, Funeral Homes, Car Washes, Dry Cleaners	

Commercial: Fees are based on water meter size
Cost of sewer connection (low pressure main) with ¾ inch water service - \$8300.

Cost of sewer connection (4" gravity connection) - \$ 3500.
 The cost of sewer connection with larger than ¾ inch water service will be the responsibility of the owner, with the possibility of capacity fee being paid over time of 3-5 yrs. with no interest.

Sewer Capacity Fees

¾ inch	\$ 7,400
1 inch	\$10,500
2 inch	\$15,000
3 inch	\$24,000
4 inch	\$36,000
6 inch	\$42,000
8 inch	\$48,000
10 inch	\$54,000
12 inch	\$60,000

Residential Sewer: Approved for failing systems only.

Parts and Labor:

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

Parts:

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

Labor:

\$35 per man per hour

\$75 per hour for backhoe

\$10 per foot for bores up 2”

*Repairs requiring contracted labor will be charged at invoice cost.

Fines for Violation of Fats, Oil and Grease Control Ordinance

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

Attachment: FY 16-17 Fee Schedule v2 [Revision 1] (1262 : Fee Schedule for 2016-2017)

CAMDEN COUNTY
Public Records
Fee Schedule

Copy Fees:

Public Records (Black/White)

8 ½ x 11 and 8 ½ x 14.....	\$.15/page
With printed pictures.....	\$.30/page
11 x 17.....	\$.35/page

Public Records (Color)

8 ½ x 11 with Pictures.....	\$.50/page
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*Counties are not required to create a public record that is not already in existence. However, the municipality may elect to create the record if it determines that the record will provide an ongoing benefit to the county and/or its citizens.

Attachment: FY 16-17 Fee Schedule v2 [Revision 1] (1262 : Fee Schedule for 2016-2017)

**CAMDEN COUNTY
Public Library
Fee Schedule**

Copy Fees:

8 ½ x 11 and 8 ½ x 14 (Black /White).....	\$.10/page
8 ½ x 11 and 8 ½ x 14 (Color).....	\$.25/page
11 x 17 (Black /White).....	\$.20/page
11 x 17 (Color).....	\$.50/page
Incoming Fax	\$.10/page
Inter Library Loan	\$2.50
Proctoring.....	\$10.00

Attachment: FY 16-17 Fee Schedule v2 [Revision 1] (1262 : Fee Schedule for 2016-2017)

*Public Library Fee Schedule
Revised June 12, 2015*

CAMDEN COUNTY Stormwater/Watersheds Maintenance Fee Schedule

Rate Structure

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

1. FCPA – Fixed Cost Per Account =

Program Administrative & Committee Expenses/# accounts

		Program Administrative Expenses (Billing, Collections, Customer Service)
+		<u>Watershed Committee Expense</u>
=		Total Fixed Cost per Account (FCPA)

2. ERU – Impervious Area Rate -Equivalent Residential Units Rate = \$/1

**Average Impervious Area of a Single Family Residence = 4,500 sq. ft. = 1 ERU (Equivalent Residential Unit) which is approximately 1/10 of an acre. This impervious surface increases runoff by about 10 percent over an undeveloped acre of the same land.

3. GA – Gross Acreage Rate in \$/acre = Impervious Area Rate/10

Rate Tables

<u>Watersheds</u>	<u>Parcels</u>	<u>ERUs</u>	<u>Net Acres</u>
North River	1,170	1,037	28,476
Sawyer's Creek	762	1,969	9,436
Shiloh	2,394	1,397	17,765
<u>South Mills</u>	<u>2,917</u>	<u>3,414</u>	<u>73,345</u>
Total	7,243		

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

Per Single Family Home

*exemptions itemized in the stormwater ordinance.

CAMDEN COUNTY

Approved Fee Schedule Certification

Continuing authority of commission

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

Same-False statements

Any person who willfully makes a false statement on any fee application shall be guilty of a misdemeanor.

The forgoing instrument was duly approved and adopted at a meeting of the Camden County Board of Commissioners, said meeting date June 13th, 2016.

P. Michael McLain, Chair
Camden County Board of Commissioners

ATTEST:

Angela L. Wooten
Clerk to the Board

Attachment: FY 16-17 Fee Schedule v2 [Revision 1] (1262 : Fee Schedule for 2016-2017)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 3.4
Meeting Date: June 13, 2016

Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten

Item Title **BOC Meeting Minutes**

Attachments: 2016-01-04 BOC Minutes Final (PDF)
 2016-02-01 BOC Minutes Final (PDF)
 2016-03-07 BOC Minutes (PDF)
 2016-03-21 BOC Minutes Final (PDF)
 2016-04-04 BOC Finance WS Minutes Final (PDF)
 2016-04-04 BOC CIP WS Minutes Final (PDF)
 2016-04-04 BOC Minutes Final (PDF)

Summary:

Recommendation:

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – January 04, 2016

Camden County Board of Commissioners
BOC - Regular Meeting
January 4, 2016
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on January 04, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

WELCOME & CALL TO ORDER

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Vice Chairman	Present	
Garry Meiggs	Commissioner	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
John Morrison	County Attorney	Present	

INVOCATION & PLEDGE OF ALLEGIANCE

Chairman McLain

1. PUBLIC COMMENTS

Mike Andrews of South Mills came forward to request the board reconsider the “No Children” policy at the proposed Shooting Range for Law Enforcement Only.

Phyllis Wright of Sandy Hook Road came forward to discuss the shooting Range.

Chairman McLain advised that due to legal matters, the shooting range is being pulled from the agenda.

2. CONSIDERATION OF AGENDA

County Manager Mike Renshaw requested to pull Item 4.A Outdoor Shooting Range for Law Enforcement due to an additional legal review and Item 8.A Draft Minutes as the clerk needed to correct an error.

Motion to accept the agenda as amended.

Commissioner Garry Meiggs made a motion to approve the agenda as amended, removing Items 4.A Outdoor Shooting Range for Law Enforcement and 8.A Draft Minutes. The motion passed unanimously.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

3. NEW BUSINESS

A. County Audit for FY2014-15 by Greg Adams

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – January 04, 2016

The annual Audit was administered by Thompson, Price, Scott, Adams & Co., P.A. (A Certified Public Accounting Firm)

Greg Adams of the aforementioned firm gave a brief overview of the County's audit.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

4. PUBLIC HEARINGS

Motion to go into Public Hearings

RESULT:	PASSED [UNANIMOUS]
MOVER:	Sandra Duckwall, Vice Chairman
AYES:	McLain, Duckwall, Meiggs, Riggs, White

Special Use Permit - Green Meadows Subdivision

Chairman Mike McLain reminded everyone that this was a quasi-judicial public hearing for a Special Use Permit Preliminary Plat Green Meadows - 9 lots Major Subdivision (UDO 2013-08-04) and that everyone will be sworn in.

County Attorney John Morrison advised that anyone testifying will be sworn in, the attorneys do not need to be sworn.

Planning Director Dan Porter was sworn in by the Clerk. He explained they he will give an introduction, then the applicant will make a presentation, followed by the staff report & public comments. Questions from the board are welcome at any time.

Then stated that this a special use permit requested by Keith Nowell, represented by Hollis Ellis of CAE Inc., the permit they are applying for Green Meadows a 9 lot Major Subdivision located off Pudding Ridge Road in South Mills Township.

Property was rezoned from Basic Residential (R3-2) to Basic Residential (R3-1) on March 18, 2013 (Ordinance 2013-01-01).

Planning Board will meet to consider Special Use Permit application on September 16th and 30th, 2015 and after discussion with staff, adjacent property owners and developer, board recommended approval of the Special Use Permit for Preliminary Plat Green Meadows subdivision with the conditions as stated in Staff's Findings on a 6-1 vote.

Mr. Porter requests to submit the Staff Findings of Facts into evidence.

Mr. Gallop objects on the basis of consideration in the packet as to no injury to the value of adjoining property. G.S. 160A-393 governs quasi-judicial proceedings. The statue states you must listen to competent evidence and cannot hear evidence provided by a lay person. Mr. Porter is not an appraiser and is a lay person.

Chairman clarifies that Mr. Gallop is objecting to the statement and not the report as a whole.

The county attorney County Attorney John Morrison requests Planning Director Dan Porter come forward to answer some questions.

County Attorney John Morrison "Did you author the statement in question?" Planning Director Dan Porter replied "Yes, the staff did."

County Attorney John Morrison, "How did staff make that determination?" Planning Director Dan Porter advised, "The overall evaluation of the project, traffic considerations, and comments from the technical review committee."

Planning Director Dan Porter would like clarification pertaining to the objection if it applies to the staff findings report as a whole or just the statement.

Attorney Bill Brumsey on behalf of the applicant comes forward stating they believe all of the staff

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – January 04, 2016

findings report should be considered because the Camden County Planning Board and staff deals this all day every day and can weigh appropriately as part of the report. If the board grants Mr. Gallop's objection, they ask that it be limited solely to that section of the report.

County Attorney John Morrison "What experience do you have in appraisals or evaluating value of real-estate in Camden County?" Dan Porter testifies that he has no training or experience in appraising property values.

County Attorney John Morrison "Was this Statement a result of a contentious of the staff and technical review?" Planning Director Dan Porter replied, "The question at technical review did not address the value of property. They looked at the overall view, weather there was any danger to the public with regard to health, safety and wellness."

County Attorney John Morrison, "If the board grants the objection, the developer will have to prove that this will not devalue adjoining property."

Chairman Mike McLain, "For the record, what page of the report can this statement be found?"

Mr. Gallop, "Page 6, Findings Regarding Additional Requirements - section B."

Planning Director Dan Porter requests the report be heard in its entirety and address the section at that particular time.

The Camden County Attorney John Morrison states that if the objection is granted the staff findings report will still be heard, although the burden of proof will be on the developer to prove that there will be no injury to the value of adjoining or abutting property.

Commissioner Riggs made a motion to grant the objection by striking the statement under findings regarding additional requirements item B; injure the value of adjoining or abutting property. The motion passed unanimously.

Motion to grant the objection

Commissioner Riggs made a motion to grant the objection by striking the statement under findings regarding additional requirements item B; injure the value of adjoining or abutting property. The motion passed unanimously. Chairman McLain states the rest of the report will be received into evidence.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

Special Use Permit - Green Meadows Subdivision - Continued

Chairman McLain states the rest of the report will be received into evidence.

Dan Porter displayed a picture of the preliminary plat being proposed tonight and points out the "L" shaped piece in the center along Pudding Ridge Road. He then turned the podium over to Mr. Hollis Ellis.

Mr. Hollis Ellis is sworn in by the clerk and testifies that he is a Civil Engineer, licensed professional engineer, graduated from Old Dominion University in 1996, licensed in state of North Carolina, NC since Sept of 2001. He further confirms that he is not an attorney

John Morrison ask if there are any challenges as to Mr. Ellis as an expert in engineering regarding residential development. Hearing none, County Attorney John Morrison states the board may receive Mr. Ellis as an expert in engineering regarding residential subdivision developments.

Mr. Ellis states the intent of the subdivision in phases was to keep the project moving forward and not to lay dormant.

Mr. Ellis and his clients are here tonight to present the preliminary plat for the Green Meadows Major subdivision for approval.

County Attorney John Morrison advises questions from Mr. Brumsey will be entertained first, as he has the burden of proof, then they will entertain a cross examination from Mr. Gallop.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – January 04, 2016

Mr. Brumsey, attorney representing the developer, asks Mr. Ellis if he is familiar with the properties that surround the proposed Green Meadows 9 lot subdivision. Mr. Ellis replied, "Yes".

Mr. Brumsey, "Are you familiar with the zoning of the properties just north of the proposed development?" Mr. Ellis, "Yes, they are zoned agricultural."

Mr. Brumsey, "Are there homes located immediately to the north?" Mr. Ellis, "On the official exhibit they are zoned R52."

Chairman Mike McLain clarifies that the exhibit displays North on the right. Mr. Ellis commented, "The lot to rear of lots 1, 2, 3 and the open space area."

Mr. Brumsey, "Are there home on the property north of the proposed subdivision? Mr. Ellis, "No".

Mr. Brumsey, "Are there homes located just west of the proposed subdivision?" Mr. Ellis replied, "Yes."

Mr. Brumsey, "How about the four lots between Green Meadows and Pudding Ridge Road, are there residential homes located there?" Mr. Ellis, "Yes"

Mr. Brumsey, "What size are the proposed lots in the Green Meadows Subdivision?" Mr. Ellis, "One Acre lots".

Mr. Brumsey, "Is the open space located in the upper right side of the exhibit?" Mr. Ellis replied, "Yes, the open space is located on the northwest corner of the property."

Mr. Brumsey stated he had no further questions for Mr. Ellis.

County Attorney John Morrison called on Mr. Gallop for cross examination.

Mr. Gallop is an attorney representing Mr. & Mrs. Hall.

Mr. Gallop asked Mr. Ellis if he is an engineer licensed in the states of North Carolina and Virginia. Mr. Ellis replied, "Yes."

Mr. Gallop, "Do you work for CAE, Inc.?" Mr. Ellis, "Yes."

Mr. Gallop, "Are they licensed as a corporation in the State of Virginia?" Mr. Ellis, "Yes, and we are registered as a foreign corporation in the state of North Carolina."

Mr. Gallop, "Are they licensed as an engineering firm in North Carolina?" Mr. Ellis, "Yes."

Mr. Gallop, "Are you a licensed surveyor? Mr. Ellis replied, "No."

Mr. Gallop "And the firm is not a licensed surveying firm in the state of North Carolina? Mr. Ellis replied "That is correct."

Mr. Gallop asks if the 2 drawings are in fact the same preliminary plat drawings before the board tonight.

Mr. Ellis confirmed the drawings were in fact the same drawings presented to the board.

Mr. Gallop asks Mr. Ellis to confirm the revision dates on the drawings presented to the board tonight.

Mr. Ellis confirms the preliminary plat drawings have dates of November 12, 2015.

Mr. Ellis confirms the 2 drawings are in fact the only 2 drawings that are being submitted as the preliminary plot.

Mr. Gallop, "Did you certify that this plat was drawn under your supervision from an actual survey completed under your supervision?" Mr. Ellis, "Yes, that is correct."

Mr. Gallop, "that the boundaries, not surveyed, are clearly indicated as drawn from information found in Book 268 on page 325?" Mr. Ellis, "Yes."

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Mr. Gallop, "that the ratio of precision as calculated is 30 and this plat was prepared in accordance with GS 47-30?" Mr. Ellis, "Yes."

Mr. Gallop, "Did you certify the plat as an engineer and not the surveyor?" Mr. Ellis, "That is correct. I do not have a license to survey in the state of North Carolina."

County Attorney John Morrison asked Mr. Ellis if he is qualified to survey in the state of North Carolina. Mr. Ellis replied he does not hold a professional surveying license in North Carolina.

County Attorney John Morrison, "Do you have any training or education in surveying?" Mr. Ellis replied, "Yes, courses and experience in surveying is required as part of the civil engineering curriculum."

Mr. Gallop, "Did you actually survey this property?" Mr. Ellis, "We had a licensed surveyor, survey the property."

Mr. Gallop, "Since the first four lots were taken?" Mr. Ellis states the property was based off book 268, the original boundary was based off of the entire property from 2008."

Mr. Gallop, "So... No one surveyed any of the lines for the lots shown here?" Mr. Ellis confirmed, "No, because we are not at Final Subdivision Plat."

Mr. Gallop, "Are there plans for a retention pond?" Mr. Ellis confirms there are plans to have a retention pond in the area labeled open space in the northwest corner.

They point toward a red arrow displayed overhead.

Mr. Gallop asks, "Do you have the actual square footage of each lot on the preliminary plat?" Mr. Ellis states per the code only have to show the acreage.

Mr. Gallop, "What Code states you only have to show acreage?" Mr. Ellis advises Camden County Code.

Mr. Gallop "Does the plat show buffers you intend to install?" Mr. Ellis, "The only buffer shown is the easement, no landscaping requirement."

Mr. Gallop "What about trees along the roadway?" Mr. Ellis, "No, sir."

Mr. Gallop "What is a Site triangle?" Mr. Ellis "Clear area or zone, area cannot have obstructions, area for vehicles, ensures the area will always be free from obstructions."

Mr. Gallop, "Are they shown on the plat?" Mr. Ellis "Site triangles would be shown on the subdivision construction plans as they are a NCDOT requirement."

Mr. Gallop "What is a MBL?" Mr. Ellis "Minimum Building Line."

Mr. Gallop "What is the setback line along the roadway?" Mr. Ellis "50 foot setback along the roadway around the curve is 100 foot."

Mr. Gallop "What are the rear and side setbacks on the plat?" Mr. Ellis "Rear setback is 10 and the side is also 10 foot."

Mr. Gallop, "You filed a proposed preliminary plat initially dated, August 7th, 2015 that went to the planning board, is that correct?" Mr. Ellis, "Yes sir."

Mr. Gallop, "That plan had a cul-de-sac in the curve of this road, is that correct?" Mr. Ellis replied, "Yes, that is correct."

Mr. Gallop, "When you went to the planning board of September 16th, it ended up changing to drop that cul-de-sac, didn't it?" Mr. Ellis, "That is correct."

Mr. Gallop, "So you had one road with a long curve that went all the way to the back?" Mr. Ellis, "That was to break the road into two parts, so that it would not be one continuous road. Due to the configuration of the subdivision, we would not meet the minimum center line radius. Therefore we broke it up into two different streets. That's where the two road names came in, one is Ann Lane

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coming in and the other is Atkinson Court going to the rear.”

Mr. Gallop, “So on September 16th the planning Board saw the cul-de-sac?” Mr. Ellis, “That is correct.”

Mr. Gallop, “Then you had to make some adjustments for open space?” Mr. Ellis, “That is correct.”

Mr. Gallop, “So you dropped the cul-de-sac in the curve, right?” Mr. Ellis, “That is correct.”

Mr. Gallop, “Then did you have a problem with DOT because of the centerline turn radius didn’t match with what they required?” Mr. Ellis replied, “That was the reason we changed and went with two streets. That has always been an issue. It is now an intersection without a cul-de-sac and two stop signs, one coming into the subdivision and then a left turn another stop sign then turning right. It is a two legged intersection.”

Mr. Gallop, “So the name of the road shown on the roadway is Atkinson Court, is that right?” Mr. Ellis, “Yes.”

Mr. Gallop, “Is that the original name the planning board saw? Mr. Ellis, “Yes.”

Mr. Gallop, “So, then you added a new name of Ann Lane, is that correct?” Mr. Ellis, “Yes.”

Mr. Gallop, “and that was added between the September 29th planning board meeting and today, right?” Mr. Ellis, “yes, that is correct.”

Mr. Gallop, “That addition has never been to the planning board, right? Mr. Ellis, “that is correct.”

Mr. Gallop, “and so the planning board has never seen that name change?”

John Morrison, the County’s Attorney, “Has the planning board seen the plan, which removes the cul-de-sac and replaces it with the two roads?” Mr. Ellis confirmed, “Yes, they approved that plan at the hearing preceding this one.”

John Morrison confirmed that only change the planning board has not seen and approved is the street name change.

Mr. Gallop asks, “Is that really correct?” “There were plat changes and plan changes beyond just the street name since the planning board.” Mr. Ellis, “No sir.”

Mr. Gallop, “Didn’t you move the mailboxes around?” Mr. Ellis replied, “No, there has been no physical change within the subdivision itself, although even the mailbox changes were seen at the last planning board hearing, that was all moved around at the same time.”

Mr. Gallop, “But the planning board meeting was September 29th and this revision is dated 11/12. Is that correct?” Mr. Ellis, “Yes.”

Mr. Gallop, “You have made other changes with regard to roadways. Is that correct?” Mr. Ellis, “Just the name change.”

Mr. Gallop, “Does this plat show the construction details for the roadway?” Mr. Ellis, “No, sir. That is on the construction plan.”

Mr. Gallop, “Does the preliminary plat show all easements and right-of-ways within 50 feet of the exterior property lines of the subdivision?” Mr. Ellis, “Yes, it does.”

Mr. Gallop, “Does it show any easements along the 4 lots, previously subdivided?” Mr. Ellis, “No, we are not showing those because we are not directly impacting them.”

Mr. Gallop, “Does the preliminary plat show all existing natural and manmade features?” Mr. Ellis, “Yes.”

Mr. Gallop, “Does it show the tree line of any wooded areas?” Mr. Ellis, No we are not showing any tree line, we are showing the change in soils?”

Mr. Gallop, “Does it show any trees of 18 inch or more in diameter?” Mr. Ellis, “No, there are none.”

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John Morrison clarified that there are no trees of 18 inches or more in diameter; therefore, there is nothing to show.

Mr. Gallop, "Does it show existing contour lines at 2 foot intervals?"

John Morrison asked Mr. Gallop what he means by contour lines. Mr. Gallop replied that he was not sure, although it is listed in the Camden County Code. Mr. Ellis advised, "Contour lines are the changes in elevations. Yes, we are showing the contour lines in 2 foot intervals. We are also showing spot elevations as well."

Mr. Gallop, "For lots on a cul-de-sac, Can you tell me the width of the lot at a 50 foot setback?" Mr. Ellis, "They would have to measure it, is not denoted on the plat. However, we are establishing the minimum setback line at the cul-de-sac (Lot 4) at 100 feet, which exceeds the required 50 foot minimum."

Mr. Gallop, "Tell me what this minimum requirement of 50 feet is." Mr. Ellis, "That is per the Camden County Zoning Ordinance."

Mr. Gallop, "So the 50 feet you are talking about is the lot width. It has to be a minimum of 50 feet wide and you measured it at 100 foot setback. Is that correct?" Mr. Ellis, "Actually no, the minimum lot width is, well I can't remember what it is per the county code requirement."

Mr. Gallop, "But I cannot tell, from the plat what the width is." Mr. Ellis, "Right, you would have to scale it."

John Morrison asked Mr. Ellis if it is his testimony that the plat is drawn to scale and that it can be measured to determine if it meets the requirements as stated in the UDO. Mr. Ellis, "Yes sir, it is drawn to a 1 inch to 80 foot scale."

John Morrison asked Mr. Ellis as an expert in engineering did he have an opinion, as to whether that distance has been met and if the plat was measured would it show that. Mr. Ellis replied, "Yes." Mr. Morrison, "What is that opinion?" Mr. Ellis replied that he would have to measure it and did not have the equipment with him to do so.

John Morrison, "So, you do not know and therefore do not have an expert opinion."

Mr. Gallop stated he had no further questions for Mr. Ellis.

John Morrison asked Mr. Brumsey if he had any redirect.

Mr. Brumsey asked Mr. Ellis, "Regarding the last question about the width requirements, you could measure the width based on the information given in the plat. Is that correct?" Mr. Ellis, "Yes."

Mr. Brumsey, "and that is your expert opinion based on your expertise in surveying? Is that correct?" Mr. Ellis, "Yes sir."

Mr. Brumsey asked Mr. Ellis "Is it your testimony that the only change made to the plat between the September 29th or 30th planning board meeting the name of the street?" Mr. Ellis replied "yes" Mr. Brumsey, "So none of the physical dimensions of the plat have changed?" Mr. Ellis, "Yes, that is correct." Mr. Brumsey then asked if any of the lot lines changed, "Mr. Ellis confirmed, "No, none of the lot lines changed. The cul-de-sac was removed in order to create the additional open space."

Mr. Brumsey, "But the removal of the cul-de-sac was reflected on the plat on the last meeting of the planning board and that plat was approved by the planning board. Is that correct?" Mr. Ellis, "Yes, that is correct."

Mr. Brumsey, "and is it your opinion, that plat is in compliance with the Camden County UDO?"

Mr. Gallop objects.

John Morrison made a recommendation to sustain it on the basis that he is not an attorney; therefore, he cannot argue a statement of law. "That it is in legal compliance."

Chairman McLain calls for a motion to accept the recommendation made by the County's Attorney John Morrison.

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Commissioner Garry Meiggs asked for clarification.

John Morrison recommends Mr. Brumsey inquire as to whether or not Mr. Ellis is familiar with the requirements of the Camden County UDO regarding this plat and if as an engineer he has met the engineering requirements. Mr. Ellis replied, "Yes, sir"

John Morrison stated that the Planning Director, Dan Porter, had some questions.

Chairman McLain asked if the board should rule on the objection.

Mr. Gallop stated he did not object to the question as stated by John Morrison and would consider the other sustained as Mr. Ellis did not answer. He adds that his clients are Christie and Bruce Hall.

Mr. Gallop objects to Dan Porter asking questions.

Mr. Morrison recommends the board gather more facts by allowing Dan Porter to come forward with his questions.

Chairman McLain asks if anyone objects to Mr. Porter asking question. Hearing none, he calls on Dan Porter to come forward with his question.

Mr. Porter asks Mr. Ellis if he is familiar with the UDO requirement that construction plans must be submitted along with the preliminary plat to be considered for approval. Mr. Ellis replied, "Yes sir." Mr. Porter then asked if the construction plans were submitted and if they were included the packet that was submitted to the board. Again Mr. Ellis replied, "Yes sir. That is correct."

John Morrison informed the board, it was their turn to ask the witness questions.

Commissioner Riggs asks what an 18 inch tree has to do with a flat piece of land. Mr. Morrison explains that the Camden County UDO requires that trees of 18 inches in diameter are shown on the plat. Mr. Ellis has testified that the plat does not show any such trees because there are none.

Chairman calls for any further questions from the board. Hearing none he calls on Mr. Brumsey to come forward with questions for Dan Porter.

Mr. Brumsey asks Mr. Porter what is position in the county is and how long has he been in this position. Mr. Porter states that he is the Planning Director and has been the planning director for eleven years.

Mr. Brumsey, "and are you familiar with the Green Meadows subdivision plat that is the topic of tonight's public Hearing?" Mr. Porter, "I am." Mr. Brumsey, "does the plat meet the requirements of the Camden County UDO?"

Mr. Gallop objects.

John Morrison asks Mr. Porter his experience in Planning and his education. Mr. Porter advised the board he has worked in planning in various capacities for about 40 years. Mr. Porter also advised that he has a Masters in political Science and has attended several courses in planning through the UNC School of Government in Chapel Hill. Finally, "Have you functioned as a planning officer in any other local government?" Mr. Porter replied, "Not as a planning director but in other planning departments." John Morrison, "and are you familiar with the Camden County Unified Development Ordinance?" Mr. Porter, "Yes, I am familiar with the Camden County UDO."

John Morrison states that he believes Dan Porter is entitled to give that opinion.

Mr. Gallop responded that Mr. Porter is not an attorney.

John Morrison, "I think he qualifies as an expert in the Unified Development Ordinance and as I previously stated, you are not required to believe the testimony of an expert. You can believe all, some or none of what the expert says. He is also now subject to cross examination by Mr. Gallop. Mr. Gallop has the opportunity to show, by questioning, that the UDO is not in compliance." He then gives Mr. Brumsey the opportunity for further questioning.

Mr. Brumsey to Dan Porter, "Does the preliminary plat submitted for Green Meadows comply with the

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Camden County UDO?” Mr. Porter, “to the best of our knowledge... Yes, it does.” Mr. Brumsey thanks Dan Porter as he had no further questions for Dan Porter.

John Morrison calls on Mr. Gallop to come forward with his questions for Dan Porter.

Mr. Gallop, “so you just testified that all the requirements of the UDO were met by this preliminary plat. Is that correct?” Mr. Porter, “That is correct.”

Mr. Gallop, “and you mentioned that there were plans and construction plans. Does this board have copies of those plans?”

Mr. Porter, “Yes, construction plans were submitted as a condition of preliminary plat approval.” He also confirmed that the board does have those plans.

Mr. Gallop asked, “This is an R3-1 zoning district. Is that correct?”

Mr. Porter, “Yes”

Mr. Gallop, “What is the lot setback for a R3-1 zoning district for residential lots?” Mr. Porter replied, “In this district, it is 50 feet from the right of way.” Mr. Gallop then asked, “What is the setback for side and rear lines?” Mr. Porter stated 10 feet.

Mr. Gallop, “Are you sure about that?” Mr. Porter, “setback in the rear is 10 feet and I would have to look at my table to be sure.” Mr. Gallop, “Would you have to look at section 151.63?” Mr. Porter, “yes.” Mr. Gallop showed Mr. Porter a piece of paper asking him if it was a copy of section 151.63. Mr. Porter stated that it is section 151.63 and that he was not correct, “The rear and side setback is 25 feet.”

Mr. Gallop, “So if all of the plans show 10 foot, doesn’t that mean that it does not meet the requirements of the Camden County UDO?” Mr. Porter confirmed, “Yes, that is correct.”

Mr. Gallop, “and Mr. Ellis testified earlier that there is no requirement to put trees along a new street right of way. Is that correct?” Mr. Porter advised that Mr. Ellis was not correct there is a requirement. Mr. Gallop asked Dan to explain the requirement. Mr. Porter explained, “50 feet off the center line and there is a distance between trees. If the road is within the property there is a requirement to put trees along both sides of the road, but this road is adjacent to other properties and we did not see the requirement result in trees along both sides of the road.

Mr. Gallop, “Does the ordinance provision actually say that you do not have to put trees on both sides?” Mr. Porter advises, “No the ordinance says you have to put landscaping trees along both sides of the road.”

Mr. Gallop, “Doesn’t the ordinance say that you have to show everything you are going to chance in that preliminary plat?” Mr. Porter is unsure and asks Mr. Gallop to restate his reference. Mr. Gallop refers to the appendix of the ordinance and asked, “If the ordinance does require you to show all proposed natural and man-made features, that you are proposing to create on the property, and all the buffers and trees associated with the road are not shown. Doesn’t that mean the ordinance has not been met?”

Mr. Brumsey objects.

John Morrison sustains the objection and advises Mr. Gallop to specifically address and show the witness the requirement of the ordinance. Then you can ask if the ordinance requirement has been met.

RECESS

Chairman McLain calls for a recess at 8:16 PM to allow the clerk to make copies for the board.

RECONVENE

Chairman McLain reconvenes the meeting and asks Mr. Gallop to confirm that the copies given to the board to review are in fact the same copies he submitted.

Mr. Gallop advises that the board should have three documents from the Camden County Unified Development Ordinance before them.

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1. Chapter 151.232
2. Chapter 151.233
3. Chapter 151 appendix

Mr. Brumsey, states Mr. Nowell respectfully asks the board for a continuance to address the technical issues presented tonight.

Mr. Gallop replied, "We object to continuance, we have already had a continuance and a number of these items were raised to the planning board and continually not been addressed. His clients are spending attorney fees; they have hired an engineer and a surveying firm present tonight to testify. There are some hurdles they believe can only be address by denying the plat approval and have Mr. Nowell start the process from the beginning."

John Morrison advises the board that it is in their discretion to grant or deny the request to continue.

Chairman McLain called for a motion.

Commissioner Garry Meiggs asked if they should come out of the hearing before voting. John Morrison advised the board to vote while in this public hearing.

Commissioner Clayton Riggs wants to know if they can move forward with the Public Hearing to hear testimony from the expert witnesses to reveal all technical issues, recess the hearing tonight and allow the developer time to address all technical issues. Then reconvene on another night to hear the closing statements.

There was much discussion pertaining changing the plat to correct the technical issues, identifying that significant changes would first need to be approved by the planning board.

Dan Porter confirms that changing the setbacks would require planning board approval.

Chairman McLain asks what happens if they vote to deny, can they start fresh and submit a new plat to the planning board.

Dan Porter states there is a twelve month waiting period should they choose to amend this plat, although they can apply with a different preliminary plat.

Garry Meiggs makes a motion to approve the developer's request to continue.

Motion to grant the continuance

Vice Chairman Garry Meiggs made a motion to grant the continuance requested by the developer. The motion passed by a 4-1 vote with Commissioners Tom White, Garry Meiggs, Sandra Duckwall and Clayton Riggs voting Aye, Chairman Mike McLain voting no, no commissioners absent and no commissioners not voting.

RESULT:	PASSED [4 TO 1]
MOVER:	Garry Meiggs, Commissioner
AYES:	Duckwall, Meiggs, Riggs, White
NAYS:	McLain

Special Use Permit - Green Meadows Subdivision - Continued

John Morrison advised that the board must now pick a date to have the developer bring it back to the board.

Commissioner Tom Whites asks Dan Porter if this will have to go back to the planning board for approval.

Dan Porter replied that he would need to know specifically what changes are planned to make that decision. If planning board approval is required, the planning board could hear these changes in February, it would there will be an additional thirty days before the board of commissioners could hear these changes.

Commissioner Garry Meiggs made a motion to set this continuance to May 2nd.

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A man from the public interrupts, "I have been here on this issue, two or three times, and the main thing is you want to dig across my land. I come here with a sick family member and I'm here spending my times because somebody is letting the ball drop. Thank you"

Commissioner Garry Meiggs makes a motion to recess this public hearing until Monday May 2nd, at 7:00 PM.

- A. Reconvene Public Hearing – Special Use Permit Preliminary Plat Green Meadows – 9 Lot Major Subdivision (UDO 2013-08-04)

Commissioner Garry Meiggs makes a motion to recess this public hearing until Monday May 2nd, at 7:00 PM. The motion passed unanimously.

RESULT:	RECESSED [UNANIMOUS]	Next: 5/2/2016 7:00 PM
MOVER:	Garry Meiggs, Commissioner	
AYES:	McLain, Duckwall, Meiggs, Riggs, White	

Motion to come out of the public hearing

Commissioner Garry Meiggs made a motion to come out of the public hearing. The motion passed unanimously.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

- B. 1131 : Special Use Permit - Outdoor Shooting Range for Law Enforcement

RESULT:	WITHDRAWN
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5. CONSENT AGENDA

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

- A. Budget Amendment
- B. MOU Sentara-Camden
- C. February Renewals
- D. Tax Refunds, Pickups & Releases

6. COMMISSIONERS' REPORT

Chairman McLain mentioned the following;

- *Albemarle Commission is requesting the board appoint a staff member or commissioner to help in creating a biking website. Garry Meiggs nominates Chairman McLain. Chairman McLain accepts.*
- *Chairman McLain is on the Albemarle Commission's Agenda to be appointed as Secretary.*
- *FEMA Flood Maps is included in the Information section of the board packet.*

7. COUNTY MANAGER'S REPORT

The County Manager announced that Austin Brown has been selected as the new Agriculture Agent.

8. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

- A. Supplement Process for Southern Flounder
- B. November 2015 Employment Figures
- C. EMS Response Times – November 2015
- D. Currituck Resolution to Delay Consideration of Tolling Ferry Routes

Attachment: 2016-01-04 BOC Minutes Final (1275 : BOC Meeting Minutes)

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E. Floodplain Mapping Program

9. OTHER MATTERS

Closed Session

Motion to amend the agenda

Add item 9.A Closed Session to discuss a matter pursuant to the Attorney Client Privilege.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Sandra Duckwall, Vice Chairman
AYES:	McLain, Duckwall, Meiggs, Riggs, White

Motion to enter Closed Session

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

Motion to come out of Closed Session

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

10. ADJOURN

Chairman McLain adjourned the Commissioners meeting at 9:25 PM.

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Camden County Board of Commissioners
BOC - Regular Meeting
February 1, 2016
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on February 01, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

WELCOME & CALL TO ORDER

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Vice Chairman	Present	
Garry Meiggs	Commissioner	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
John Morrison	County Attorney	Present	

INVOCATION & PLEDGE OF ALLEGIANCE

Commissioner Gary Meiggs

1. PUBLIC COMMENTS

None

2. CONSIDERATION OF AGENDA

Motion to accept the Agenda as presented

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

3. PRESENTATIONS

A. Kids First, Inc Presentation

Kids First, Inc Presentation

Kate Ross

Kids First, Inc.

1825 West City Drive

Elizabeth City, NC 27909

www.kidsfirstinc.org

4. OLD BUSINESS

A. CCP Lighting Existing Fields & Field Drainage Issues

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The County Parks and Recreation Director Tim White was asked to obtain a price for lighting existing fields at the Camden Community Park to help provide adequate field space for athletic programming. He presented an aerial of the proposed fields to be illuminated and a quote to perform the work by Torrence GE Sports Lighting. He stated that adjacent fields at the Community Park already have GE lights purchased from Torrence and new compatible GE products will allow savings by using existing panel boxes, wiring, hardware and poles currently installed at the park.

Tim recommended addressing a couple of areas at the community park that currently drain poorly. With the addition of lights these areas will now become more frequently used and needs to be fixed to allow for maximum programming.

Commissioner Riggs believes the quote from Torrence is high and recommends staff to solicit bids for lighting the Open Space and obtain a cost estimate for the drain tiles, have the lighting bids and drainage estimates ready for the upcoming budget.

The County Manager Mike Renshaw commented that lighting the open space will help alleviate some of the field congestion in the immediate future and recommends added the McPherson Athletic Complex to the Capital Improvement Plan. Tim White advised that with board approval he is ready to apply for the PARTF Grant and reminded the board that it will require a 50% match.

Commissioner Riggs made a motion directing staff to solicit bids for lighting the Open Space.

RESULT:	TABLED [UNANIMOUS]	Next: 5/26/2016 2:00 PM
MOVER:	Clayton Riggs, Commissioner	
AYES:	McLain, Duckwall, Meiggs, Riggs, White	

5. PUBLIC HEARINGS

None

6. NEW BUSINESS

- A. Resolution in Support of Requesting Improvements to the Raised Traffic Median Adjacent to 152 US HWY 158 West

RESOLUTION No. 2016-02-01

Resolution in Support of Requesting Improvements
to the Raised Traffic Median Adjacent to 152 US HWY 158 West

WHEREAS, the recently completed highway widening improvements along the US HWY 158 corridor have resulted in a larger number of vehicles traveling through Camden County along the US HWY 158 corridor and;

WHEREAS, both vehicular safety and adequate ingress and egress from local businesses along the US HWY 158 corridor are important and;

WHEREAS, there have been multiple complaints from both motorists as well as the business located at 152 US HWY 158 West that the existing raised center median is creating a safety hazard for motorist traveling east along US HWY 158, as it does not provide adequate distance for more than a single vehicle to safely enter the left turn lane and;

WHEREAS, the inadequate distance of this turn lane creates a safety hazard, in which the second vehicle within the center turn lane protrudes in to the eastbound traffic lanes thereby creating a bottle neck for oncoming motorists.

NOW THEREFORE BE IT RESOLVED, that the Camden County Board of Commissioners does hereby request that the North Carolina Department of Transportation thoroughly investigate this matter by way of a highway safety study and alleviate the concern through reducing the existing length of the raised median and/or extending the left turn lane enough to permit three turning vehicles to safely and simultaneously enter the adjacent turn lane at 152 US HWY 158 West.

This the 1st day of February 2016.

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RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

7. BOARD APPOINTMENTS

A. Camden County CAC's

Motion to Direct staff to advertise the vacancy

As the County does not have a volunteer to fill the vacancy, Chairman McLain directed staff to advertise the vacancy on the County Website and provide any updates at the next regular meeting.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

8. CONSENT AGENDA

RESULT:	ACCEPT AS PRESENTED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

- A. Draft Minutes - November 16, 2015
 - B. Budget Amendment - BA012
 - C. CCS Budget Amendments
 - D. Tax Collection Report
 - E. Pickups, Releases & Refunds
 - F. Volunteer Application - Economic Development Commission
 - G. Contract for the Purchase and Sale of Real Property
 - H. Resolution No. 2016-02-02 to Amend Board Member Salaries
- Resolution No. 2016-02-02**

**A RESOLUTION OF THE
 CAMDEN COUNTY BOARD OF COMMISSIONERS TO AMEND
 SALARIES AND COMPENSATION FOR VARIOUS BOARDS AND
 COMMISSIONS FOR FISCAL YEAR 2015-2016**

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

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 1st day of February 2016 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning January 1, 2016 and ending June 30, 2016 (FY2015-2016),

Section 1: BOARD OF ELECTIONS

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

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – February 01, 2016

Assistants Election Day at \$100.00 per day. \$20 for instruction day.

Section 2: BOARD OF COMMISSIONERS

Chairman \$550.00 per month plus mileage.

Vice-chairman/
Board Member \$525.00 per month plus mileage

Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four hours and out of the county (35 mile radius of the Courthouse). Special meetings and budget work sessions in addition to the two regularly scheduled Board of Commissioners meetings will be compensated \$75 and up to \$75 for attendance at other board meetings that they have been appointed to and not already compensated for by those boards.

Section 3: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS
\$30.00 per meeting plus mileage.

Section 4: SOCIAL SERVICES BOARD

Chairman \$35.00 per meeting plus mileage.

Board Members \$30.00 per meeting plus mileage.

Section 5: ALBEMARLE COMMISSION APPOINTMENT
\$30.00 per meeting plus mileage and meal if required.

Section 6: AGING ADVISORY COUNCIL
\$30.00 per meeting plus mileage and meal if required.

Section 7: RECREATION BOARD
\$30.00 per meeting plus mileage.

Section 8: JURY COMMISSION
\$ 7.25 per hour for hours worked compiling jury list.

Section 9: ECONOMIC DEVELOPMENT BOARD
\$30.00 per meeting plus mileage.

Section 10: SENIOR CENTER BOARD
\$30.00 per meeting. No travel

Section 11: LIBRARY BOARD (Added 9/3/13)
\$30.00 per meeting. No travel

Section 12: AGRICULTURAL ADVISORY BOARD (Added 9/3/13)
No Compensation

Section 13: MILEAGE REIMBURSEMENT
Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15.

I. Ba0013

J. Surplus Property – Sheriff

9. COMMISSIONERS' REPORT

Chairman McLain

- River City is accepting applications from elderly, low income, and disabled families for Free Home Repairs.

Commissioner Riggs

- The Tax Policy Committee will meet tomorrow Feb 3rd at 10:00 AM.

Commissioner White

- Sheriff Tony Perry received an award from the Elizabeth City Chamber.

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – February 01, 2016

Commissioner Duckwall

- Library statistics for January 2016 show that the library continues to see high usage.

10. COUNTY MANAGER'S REPORT

Mike Renshaw

There will be a Public Hearing for the Region Hazard Mitigation Plan Thursday at 7:00 PM in the Pasquotank Public Safety Building located at 200 East Colonial Elizabeth City, NC.

RECESS TO SOUTH CAMDEN WATER & SEWER DISTRICT BOARD OF DIRECTORS MEETING AT 7:50 PM.

RECONVENE COMMISSIONERS' MEETING AT 7:55 PM.

11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

- A. Camden County Public Library January 2016 Statistics Report
- B. Resolution Supporting Prevention Partners statewide Wellness Initiative
- C. Resolution Supporting Connect Nc Bond Act

12. OTHER MATTERS

None

13. ADJOURN

As there were no other matters to come before the board, Chairman McLain adjourned the Board of Commissioners meeting at 7:56 PM.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 07, 2016

Camden County Board of Commissioners
BOC - Regular Meeting
March 7, 2016
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on March 07, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

WELCOME & CALL TO ORDER

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Vice Chairman	Absent	
Garry Meiggs	Commissioner	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
John Morrison	County Attorney	Present	
Lisa Anderson	Tax Administrator	Present	
Stephanie Humphries	Finance Director	Present	

CLOSED SESSION

Enter Closed Session at 6:00 PM

The board entered closed session pursuant to G.S. 143-318.11(a)(3) to consult with Attorney to discuss matters relating to potential litigation and current litigation Case Number: 215-cv-00021 - Camden County et al v. Northeastern Community development Corporation et al.

RESULT: PASSED [UNANIMOUS]
MOVER: Tom White, Commissioner
AYES: McLain, Meiggs, Riggs, White
ABSENT: Duckwall

Out of Closed Session at 7:55 PM

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: McLain, Meiggs, Riggs, White
ABSENT: Duckwall

INVOCATION & PLEDGE OF ALLEGIANCE

Chairman McLain gave the Invocation & Pledge of Allegiance.

Chairman McLain

1. PUBLIC COMMENTS

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – March 07, 2016

None

2. CONSIDERATION OF AGENDA

Motion to accept the agenda as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

3. PRESENTATIONS

A. Cardinal Awards

Chairman Mike McLain presented the State Cardinal Award to three Camden County employees with 30+ years of public service.

- Clarann Mansfield
- Miles Gregory
- Sylvia Holley

4. OLD BUSINESS

None

5. NEW BUSINESS

A. Monthly Tax Report - Dec 2015

Monthly Tax Report for December 2015

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

B. Monthly Tax Report - Jan 2016

Monthly Tax Report for January 2016

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

C. ConnectNC Bond

RESOLUTION	No.	2016-03-01
IN SUPPORT OF THE CONNECT NC BOND ACT		

WHEREAS, the North Carolina General Assembly and Governor McCrory approved the Connect NC Bond Act during the 2015 Legislative Session; and
WHEREAS, The \$2 billion bond will connect North Carolina to the 21st century through statewide investments in education, parks, safety, recreation, and water and sewer infrastructure; and
WHEREAS, The Connect NC bond will allow the state of North Carolina to pay for 50-year assets with 20-year financing without increasing taxes; and
WHEREAS, the Connect NC Bond will invest \$75 million in State Parks across the state to repair and renovate, as well as update select facilities to make them more accessible to children with disabilities and Veterans with disabilities, and:
WHEREAS, the Dismal Swamp State Park will receive \$990.750 of the \$75 million for state park improvements.
WHEREAS, The Connect NC Bond Act will invest \$1.3 billion dollars to the state's Universities and Community Colleges; and,
WHEREAS, the College of the Albemarle will receive \$6.5 million to upgrade and construct facilities to offer state-of-the-art learning experiences for the citizens of North East North Carolina.
WHEREAS, Elizabeth City State University will receive \$13 million for capital improvements to modernize and enhance existing facilities.
WHEREAS, the Connect NC Bond will provide \$300 million statewide for water and sewer infrastructure loans and grants; and,

Attachment: 2016-03-07 BOC Minutes (1275 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 07, 2016

WHEREAS, \$180 million will be invested in agriculture, which contributes \$78 billion to the state’s economy and accounts for 17 percent of the state’s revenue; and
WHEREAS, \$70 million will be invested in modernizing National Guard facilities, which will also make the guard eligible for additional federal funding, as North Carolina moves towards more centralized facilities.
NOW, THEREFORE, BE IT RESOLVED, that the Camden County Board of Commissioners supports the \$2 Billion Connect NC Bond that invests in North Carolina’s future, and encourages its citizens and votes to approve the Connect NC Bond.
APPROVED, this the 7th day of March, 2016.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

D. Resolution No. 2016-03-02 Opposing the Discontinuance of the Existing Tier Designation System

RESOLUTION	No.	2016-03-02
Opposing Discontinuance of the Economic Development Tier System		

Whereas, the Program Evaluation Division of the North Carolina General Assembly has issued Report Number 2015-11 under the date of December 14, 2015 with recommendations to:

- Discontinue the Economic Development Tier System for all non-economic development programs by July 1, 2017
- Sunset the tier system for all economic development programs as of July 1, 2018
- Form a legislative commission to reexamine the State’s strategy for identifying and assisting economically distressed communities

Whereas, Camden County is developmentally and economically distressed due to the lack of critical water, sewer, gas and broadband infrastructure to attract job producing industrial and commercial businesses, and;

Whereas, Camden County has very few commercial and industrial jobs inside the county forcing our residents to travel outside the County and State for employment resulting in an 87% outmigration of jobs, and;

Whereas, discontinuing the tier system will negatively impact Camden County’s ability to attract State funds to build critical infrastructure to attract businesses and jobs to the county, and;

Whereas, without State funding assistance local taxes must be increased to fund infrastructure and these costs will be borne by a very small population base, and;

Whereas, historically Camden County has benefited from designation as a Tier 1 economically distressed county through the award of State funding for multiple critical infrastructure projects in support of attracting private investment and job creation, and;

Now, therefore, be it resolved that the County of Camden opposes discontinuance of the existing tier designation system until a new system is in place, and;

Now, therefore, be it further resolved that the County of Camden hereby recommends any new economic distress classification system consider the following factors related to:

- Out migration of jobs due to limited local employment opportunities
- Average wages generated by businesses within the county boundaries
- Commercial/industrial property valuation per capita

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

E. Proposal for Phase II WWTP Geohydrology Study

Garry Meiggs made a motion to authorize the County Manager to execute the contract as presented.

Proposal Hydrogeologic and Soils Analysis; Williams Site
 Camden. NC. EAA Prop INF 080715B

This proposal offers hydrogeologic and soil evaluation of the William's Tract, which is located approximately 1 mile east of the intersection of Rt 34 and US 58 Camden, N.C. This evaluation is to determine suitability of the site for wastewater disposal using infiltration basins. The proposal is divided into two phases. Phase I, is similar in scope to the investigation for the site off of Rt 343, that we completed in June 2015, except that there will be geotechnical borings and survey support at the Williams Tract. Phase II is to further evaluate the hydrogeology and soils needed for permitting, in the event that Camden County, wishes to pursue obtaining a Non-Discharge Permit from N.C.D.W.R. Phase II provides cost estimates for the soils, agronomic and hydrogeologic analysis needed for permitting.

Phase I:

The first phase offers a preliminary analysis similar to the report we completed in June, with the addition of twelve geotechnical borings by GET. The geotechnical boring logs will be used to configure the basins using the best sand aquifer matrix feasible, taking into account potential setbacks. With this mapping to locate a test

Attachment: 2016-03-07 BOC Minutes (1275 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 07, 2016

well site, we will construct the aquifer test wells; perform the aquifer test, so that we can build the preliminary models.

This phase includes soil analysis, test well construction; aquifer testing and construction of a steady state computer model (MODFLOW) so that we can evaluate alternatives.

Phase II

The second phase would be to complete all Soil, Agronomic and Hydrogeologic Analyses needed for permitting: This proposed evaluation will be to continue to analyze the site for high rate infiltration using basins to conform with 15A NCAC 2T .0706 (a or b) and requirements in the associated policy documents. This analysis will also conform with the rules change from 15A NCAC 2H .0200 to 15ACNC 2T .0700 (2006) and subsequent policies pertaining to soils, and hydrogeologic analysis.

The following policies need to be included in the site evaluation protocol:

May 31, 2007, "Hydrogeologic Investigation and Reporting Policy"

May 31, 2007, "Groundwater Modeling Policy"

September 12, 2008, "Soil Scientist Evaluation Policy"

September 12, 2008, "Water Balance Calculation Policy"

SCHEDULE

We propose to complete the Phase 1 evaluation within eight weeks of receiving notice to proceed. However, delays may be possible depending on the time to receive the results of the survey support and drawings.

Fees:

Phase I: - Preliminary Analysis of Design Alternatives:

Construct piezometers (12) - Map water table surface	\$ 1,800.0 0
Survey support (estimate)	\$ 1,000.0 0
Soils Analysis - evaluate geotechnical borings and map aquifer	\$ 2,800.0 0
Construct two wells for aquifer testing	\$ 2,500.0 0
Perform aquifer testing and analysis	\$ 2,800.0 0
Build and Refine Calibration Model	\$ 2,500.0 0
Analyze Options using Steady State Loading Model - Letter Report	\$ <u>2,600.0</u> 0
Subtotal:	\$16,00 0.00
Geotechnical Borings and services GET	\$8,260. 00
Total Phase I	\$24,26 0.00

Phase II: - Additional efforts to finalize support for NC DWR Permit Application Support:

Perform Water Balance - Hydraulic Conductivity Analyses\$

2,800.00

Perform Sensitivity Analysis \$

Attachment: 2016-03-07 BOC Minutes (1275 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 07, 2016

	2,380.0
	0
Loading Model Analysis	\$ 6,160.0
	0
Solute Transport Modeling	\$ 5,800.0
	0
Report	\$ 2,640.0
	<u>0</u>
Total Phase II:	\$19,78
	0.00
Total through permitting	\$44,04
	0.00

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: Garry Meiggs, Tom White
AYES: McLain, Meiggs, Riggs, White
ABSENT: Duckwall

6. BOARD APPOINTMENTS

- A. Camden County CAC's
- B. Motion to reappoint

RESULT: PASSED [UNANIMOUS]
MOVER: Clayton Riggs, Commissioner
AYES: McLain, Meiggs, Riggs, White
ABSENT: Duckwall

7. CONSENT AGENDA

RESULT: ACCEPT AS PRESENTED [UNANIMOUS]
MOVER: Tom White, Commissioner
AYES: McLain, Meiggs, Riggs, White
ABSENT: Duckwall

- A. Draft Minutes
- B. Budget Amendment - Ba0014-0019
- C. CCS Budget Amendments
- D. Tax Collection Report - January
- E. Authorization to Collect April Renewal
- F. Pick-Ups/Releases/Refunds
- G. Letter in Support of Offshore Energy
- H. FY 2015-2016 Addendum with Trillium Health Resources
- I. Surplus Sheriff - Console 2
- J. Surplus Sheriff - Light
- K. Surplus Sheriff - Tires
- L. Surplus Sheriff - Radar

Attachment: 2016-03-07 BOC Minutes (1275 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – March 07, 2016

- M. Surplus Sheriff - Siren-Light Box
- N. Surplus Sheriff - Mace Holder
- O. Surplus Sheriff - 1999 Dodge Durango
- P. Board of Social Services

8. COMMISSIONERS' REPORT

9. COUNTY MANAGER'S REPORT

RECESS TO SOUTH CAMDEN WATER & SEWER DISTRICT BOARD OF DIRECTORS MEETING

Recess to South Camden Water & Sewer District Board of Directors Meeting

Recess to South Camden Water & Sewer District Board of Directors Meeting at 7:28 PM

RESULT:	PASSED [UNANIMOUS]
MOVER:	P. Michael McLain, Chairman
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

RECONVENE COMMISSIONERS' MEETING

Reconvene Commissioners' Meeting

Reconvene Commissioners' Meeting at 7:29 PM

RESULT:	PASSED [UNANIMOUS]
MOVER:	P. Michael McLain, Chairman
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

10. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

- A. Sales & Use Tax Report
- B. Monthly Report - Register of Deeds
- C. Camden Public Library Statistics February 2016 Report
- D. Trillium Reports and Budget Requests for New Year

11. OTHER MATTERS

12. ADJOURN AT 7:35 PM

Attachment: 2016-03-07 BOC Minutes (1275 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 21, 2016

Camden County Board of Commissioners
BOC - Regular Meeting
March 21, 2016
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on March 21, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

WELCOME & CALL TO ORDER

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Commissioner	Present	
Garry Meiggs	Vice Chairman	Absent	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
John Morrison	County Attorney	Present	

INVOCATION & PLEDGE OF ALLEGIANCE

Boy Scout Troop 158

- 1. PUBLIC COMMENTS**
- 2. CONSIDERATION OF AGENDA**

Manager Renshaw requested to add a Closed Session as Item 12.A.

- A. Motion to approve the agenda as amended

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

- 3. PRESENTATIONS**
 - A. Space Needs Presentation
 - B. NCDOT Traffic Safety Improvement: US17/Business 17
 - C. Presentation by Sheriff Tony Perry
 - D. Report to the People

4. OLD BUSINESS

None

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – March 21, 2016

5. PUBLIC HEARINGS

None

6. NEW BUSINESS

A. Monthly Tax Report

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

B. Noblitt S&E

Commissioner White made a motion approve funding of \$6400 and authorize the County Manager to execute the attached contract with E T Hyman Surveying.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

C. Streetlight Policy Amendments

Camden County Village Core Streetlight Funding Policy

Adopted: March 19, 2012

Revised: March 21, 2016

I. Purpose of Village Core Streetlight Policy

The Camden County Board of Commissioners recognizes the added value of having specific areas of the County illuminated at night through the use of street lighting. In recognition that a role of local government is to serve the public interest with regards to quality of life and public safety concerns, the Board further recognizes the following three goals which collectively act to serve that interest:

- To provide for the safety of nighttime traffic operations within village core areas.
- To provide a sense of safety and security of pedestrians travelling along arterial transportation corridors within village core areas.
- To serve as a deterrence for criminal activity within village core areas, or areas with a history of special public safety need as identified by the Sheriff of Camden County.

The purpose of this policy is to create a set of objective criteria which the Board may, at its sole discretion, consider when deciding to fund the operation of existing or future streetlights within village core areas of the County. County funding for such existing or future streetlights shall only provide for monthly electricity costs and fees paid to the provider/owner of such equipment and shall not include the installation or direct maintenance of such equipment.

Consistent with the public interest goals described above, the Board of Commissioners shall only consider the funding of electricity costs and associated fees for streetlights located along a local thoroughfare and within the public right-of-way. Under no circumstances will consideration be given for the funding of streetlights located on private, residential or commercial property.

The existence of this policy shall not in any manner require the County to fund either the ongoing electricity costs and associated fees of existing street lights nor the funding of any future street light improvements within village core areas of the County.

II. Policy Implementation

Definitions and Minimum Qualifying Thresholds

For the purpose of this policy, the term *village core area* shall be defined as those areas of the County containing population clusters of at least 250 residents within a one quarter (1/4) square mile radius and four (4) or more businesses within that same radius.

Local thoroughfare is defined according to North Carolina Department of Transportation (NCDOT) and American Association of State Highway and Transportation Officials (AASHTO) standards and shall include roadways with no controlled access restrictions serving a high access, moderate to low mobility functional purpose.

In addition, vehicle traffic count volumes along the local thoroughfare illuminated by the street lights must be equal to or greater than 400 vehicles per day. Data to be used for this determination shall be obtained through the North Carolina Department of Transportation.

The Board of Commissioners may consider a request to fund monthly electric costs and associated fees for street lighting only upon written request from at least two of the following three sources:

- Petition signed by a minimum of twenty (20) adult residents living within the village core area being considered.
- Written request of a tax exempt non-profit or faith-based organization serving within the village core area being considered.

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – March 21, 2016

3. Written request from two or more businesses located within the village core area being considered.

The Board of Commissioners may also consider a request to fund monthly electric costs and associated fees for street lighting upon written request of the Sheriff of Camden County followed by a public presentation at a regularly scheduled Board of Commissioner's meeting.

III. Fiscal Impact and Future Policy Modifications

Should the Board of Commissioners decide that it is in the public interest that the County should fund the monthly electric bills and associated fees of village core area streetlights, such funds as required shall be appropriated for the fiscal year or portion thereof.

Future funding shall be contingent upon budget availability. The County reserves the right to cancel funding at any time.

The Board of Commissioners shall periodically review this policy and reserves the right to modify its provisions at any time.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

Motion to amend the Streetlight Policy

Amend the existing Street Lighting policy to include an exception for Citizen Safety upon recommendation from the Sheriffs department.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

Motion to approve the Belcross Streetlight request.

Approve the Belcross street light request with the new amended policy, as the request meets three of the four criteria requirements.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

7. BOARD APPOINTMENTS

- A. Camden County CAC's

Motion to appoint

Appoint Clarann Mansfield and Dana Rabon Smith to serve on the Adult Care Home Community Advisory Committee for one year terms to expire 3/20/2017.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

8. CONSENT AGENDA

Commissioner Tom White made a motion to approve the consent agenda as presented.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

- A. Budget Amendments
B. CCS Budget Amendments
C. Proclamation

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 21, 2016

- D. Tax Collection Report - Feb
- E. Vehicle Refunds Over \$100.00
- F. DMV Monthly Report
- G. Audit Contracts
- H. Surplus Item-DSS
- I. Set Hearing Date

9. COMMISSIONERS' REPORT

10. COUNTY MANAGER'S REPORT

11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

- A. EMS Reports
- B. Sales Tax, LTT, Utilities Report
- C. Broadbandio Update

12. OTHER MATTERS

Closed Session

- A. Motion to enter Closed Session

At 8:29 PM the board entered Closed Session pursuant to N.C.G.S. 143-318.11(a)(6) - Personnel.

RESULT:	PASSED [UNANIMOUS]
MOVER:	P. Michael McLain, Chairman
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

- B. Motion to come out of closed session.

The board came out of Closed Session at 8:37 PM.

RESULT:	PASSED [UNANIMOUS]
MOVER:	P. Michael McLain, Chairman
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

- C. County Manager Resignation

Chairman McLain announced that during Closed Session County Manager Michael Renshaw has resigned his position as County Manager effective April 22, 2016. Chairman McLain directed staff to start advertising for a new County Manager.

13. ADJOURN

With no other matters before the Board of Commissioners adjourned at 8:42 PM.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

Camden County Board of Commissioners

BOC - Work Session

April 4, 2016

3:00 PM

**Historic Courtroom, Courthouse Complex
 Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on April 04, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

CALL TO ORDER

Vice Chairman Garry Meiggs called the work session to order at 3:10 PM.

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Late	3:15 PM
Sandra Duckwall	Commissioner	Present	
Garry Meiggs	Vice Chairman	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
Stephanie Humphries	Finance Director	Present	

I. POLICY AND PROCEDURE

- A. Finance, Investments, Travel

II. BUDGET INDICATIONS

- A. Revenues
 B. Expenses/Salary Requests
 C. Pay for Performance Proposal

PERFORMANCE PAY PROPOSAL

**HUMAN RESOURCES DEPARTMENT
 & FINANCE OFFICER**

May 24, 2016

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I. Introduction

The last Pay for Performance offered was in 2003. With little room for advancement within the county, it is important to build a structure to incentivize employees to perform to their highest potential. Currently, the pay system is widely based on an aging pay study where staff starts employment at a minimum salary and are only rewarded for years of service through an annual longevity payment with no incentive or reward for satisfactory or above satisfactory performance. This creates a phenomenon known as “salary compression”. Our current annual performance evaluations easily lend a fair and objective rating system to rely on for the pay for performance system.

In addition to providing an incentive to improve performance, this system would unify pay options. We have inconsistency through the 2% certification provided only to the water system employees and the Career Path Plan only provided for Sheriff Deputies. No pay incentive is available to other employees within the County which affects employee morale.

II. Reasons for Proposal

1. Pay For Performance

- Pay is heavily based on longevity with no reward for performance

2. Employee Morale

- Fair and Equitable Compensation amongst staff

3. Employee Retention

- Lack of room for advancement may result in loss of competent and qualified staff and added costs to train their replacements

Attachment: 2016-04-04 BOC Finance WS Minutes Final (1275 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

III. Assumptions

1. Proposal should be affordable for County with little to no impact on citizens (no tax increase)
2. Proposal should reward performance (increase productivity)
3. Proposal should consider market compensation (counties of equal size, access to comparable jobs/applicants in the area)

IV. Outcomes

1. Provide 2 to 3 options for consideration; include a Baseline (standard COLA)
2. Provide cost for each option

A. OPTIONS

Baseline: (\$104,983)-Our Current Annual Cost

1. Longevity not changed (\$40,179)
2. Standard COLA (2%) (\$64,804)

Option 1: (\$87,217) -A reduction to our Current Annual Cost

Adds Performance Pay with no change to Longevity

1. Longevity not changed (\$40,179)
2. Include increases to allow pay for performance (\$50,394)
3. Include COLA (\$64,804)
4. Savings on Health (\$68,160)

Option 2: (\$68,385) -A reduction to our Current Annual Cost

Adds Performance Pay and changes automatic Longevity to Performance Based

1. Longevity now performance Based (\$21,347)
2. Include increases to allow pay for performance (\$50,394)
3. Include COLA (\$64,804)
4. Savings on Health (\$68,160)

Option 3: (\$36,823)- A reduction to our Current Annual Cost

No changes with savings on Health Care

- | | | | |
|----------------------|------|---------|------------|
| 3. Longevity | not | changed | (\$40,179) |
| 4. Standard | COLA | (2%) | (\$64,804) |
| 5. Savings on Health | | | (\$68,160) |

V. Management Discussion

While we have provided several options, we believe that the County should move to a pay for performance system with a tier for longevity (Option 2) that is also based on performance not just years of service. As stated, our current annual performance evaluations easily lend a fair rating system to rely on for the pay for performance system. We believe that this would be a positive addition to our current pay system that is separate from the need for an annual COLA.

The cost to the county would be minimal when taking into consideration the reduction in the standard Longevity payment and a reduction in our current health care costs utilizing the current 70/30 health plan. We would actually be looking at a reduction to overall cost in the salaries and health insurance line items. We also suggest the Pay for Performance not be annual but on a three year basis. Employees can only move up to the full percentage but could not get a compounding percentage each year.

The benefits to the county include creating a fair and equitable reward system for employees. The result has proven to be increased productivity and higher employee satisfaction.

VI. Tables

Performance Pay		Longevity: Performance Based		Longevity Schedule	
Rating	Increase	Rating	Longevity %	Years	Longevity
1.00-1.99	0%	1.00-1.99	0%	25	3.0%
2.00-2.24	0%	2.00-2.24	50%	20	3.0%
2.24-	1%	2.24-2.74	50%	15	2.5%

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CAMDEN COUNTY BOARD OF COMMISSIONERS
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2.74					
2.75-	2%	2.75-2.99	75%	10	2.0%
2.99					
3.00-	3%	3.00-3.24	75%	5	1.5%
3.24					
3.25-	4%	3.25-4.00	100%	3	1.0%
4.00					

VII. Example

Employee 1: \$30,000 per year with 5 Years of Service

Current:

Year 1: Performance Rating (2)
 $\$30,000 + \text{COLA \& Longevity} =$
 $\$30,000 + \$600 + \$450 = \$31,050$

Proposed:

Year 1: Performance Rating (2)
 $\$30,000 + \text{PP} + \text{COLA \& Longevity} =$
 $\$30,000 + \$300 + \$600 + \$112.50 = \$31,012.50$

As you can see, the difference is not significant but gives the employee an incentive to get a better rating next year (our goal) which would increase the Performance Pay and the Longevity Payment.

Current:

Year 2: Performance Rating (2.5)
 $\$30,600 + \text{COLA \& Longevity} =$
 $\$30,600 + \$612 + \$468.18 = \$31,680.18$

Proposed:

Year 2: Performance Rating (2.5)
 $\$30,900 + \text{PP} + \text{COLA \& Longevity} =$
 $\$30,900 + \$618 + \$618 + \$231.72 = \$32,367.72$

VIII. Implementation

Implementation Options: 3 year Plan vs. Annual Plan

1. 3 year plan uses a 4% Performance Pay incentive. **(\$68,385 16-17)**

Employees Performance Pay can go up with improved performance but will not receive an annual increase on top of the previous year's performance pay increase. The Performance Pay Plan will be reviewed in 3 years for cost and effectiveness. Employees who fall in performance will also fall in pay. Employees exceeding performance requirements get higher pay increases.

Maximum Cost: \$127,879 maximum over 3 years/Expect \$90,000 3yr max.

2. Annual Plan uses a 2% increase to all employees at a rating of 2 or better. Below a 2 gets no increase, above 2 gets full 2% annually. **(\$88,453 16-17)**

Doesn't allow for incentive to improve above meeting standards but does give incentive for anyone below standards to improve. Also doesn't reward high performing staff. This plan would provide 2% annually for any staff meeting performance requirements.

Maximum Cost: \$191,817 maximum over 3 years/Expect \$154,890 3yr max.

Notes: Only Full Time and Part Time-Non-Varied employees qualify for the incentive pay. Part-Time-Varied employees and those on probation do not qualify for the incentive.

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 04, 2016

III. BOARD SALARIES

A. Board Salaries

Resolution No. 2016-02-02

**A RESOLUTION OF THE
CAMDEN COUNTY BOARD OF COMMISSIONERS TO AMEND
SALARIES AND COMPENSATION FOR VARIOUS BOARDS AND
COMMISSIONS FOR FISCAL YEAR 2015-2016**

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

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 1st day of February 2016 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning January 1, 2016 and ending June 30, 2016 (FY2015-2016),

Section 1: BOARD OF ELECTIONS

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

Section 2: BOARD OF COMMISSIONERS

- Chairman \$550.00 per month plus mileage.
- Vice-chairman/
Board Member \$525.00 per month plus mileage

Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four hours and out of the county (35 mile radius of the Courthouse). Special meetings and budget work sessions in addition to the two regularly scheduled Board of Commissioners meetings will be compensated \$75 and up to \$75 for attendance at other board meetings that they have been appointed to and not already compensated for by those boards.

Section 3: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS
\$30.00 per meeting plus mileage.

Section 4: SOCIAL SERVICES BOARD

- Chairman \$35.00 per meeting plus mileage.
- Board Members \$30.00 per meeting plus mileage.

Section 5: ALBEMARLE COMMISSION APPOINTMENT
\$30.00 per meeting plus mileage and meal if required.

Section 6: AGING ADVISORY COUNCIL
\$30.00 per meeting plus mileage and meal if required.

Section 7: RECREATION BOARD
\$30.00 per meeting plus mileage.

Attachment: 2016-04-04 BOC Finance WS Minutes Final (1275 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
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- Section 8: JURY COMMISSION**
\$ 7.25 per hour for hours worked compiling jury list.
- Section 9: ECONOMIC DEVELOPMENT BOARD**
\$30.00 per meeting plus mileage.
- Section 10: SENIOR CENTER BOARD**
\$30.00 per meeting. No travel
- Section 11: LIBRARY BOARD (Added 9/3/13)**
\$30.00 per meeting. No travel
- Section 12: AGRICULTURAL ADVISORY BOARD (Added 9/3/13)**
No Compensation
- Section 13: MILEAGE REIMBURSEMENT**
Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15.

ATTEST:

(SEAL)

 Clerk to the Board

 P. Michael McLain, Ch.. Board of Commissioners

IV. SPACE NEEDS/CIP FUNDING

A. Space Needs/CIP Funding

A. FUNDING OPTIONS

a. CIP FUNDING Year 16-17

B. RETIRING DEBT PAYMENTS

a. Current Debt 2016-2025

Capital Improvement 2017-2021

CIP FUNDING Year 16-17	PL	Capital Cost	General Fund	Capital Fund	School Capital Fund	Enterprise Fund	Grants	Debt Financing	Sales Tax
Beginning Balance			7,702,191	2,782,966	334,003	954,411			400,000
INFRASTRUCTURE (Water, Sewer)									
Wastewater									
Camden Core WWTP w/Bus Park Ext.	2017	2,706,900		1,000,000		253,450	1,553,450		
Wastewater Extension-Country Club -158	1	1,171,000							
FACILITIES (Offices, Parks, Service Bldgs except Health & Safety)									
Government Buildings									
Administrative Complex	2	3,160,000						3,160,000	
Parks & Recreation									
Recreational & Community Center	3	TBD							
South Mills Community Park	3	175,000							
DSC Bike & Pedl Completion	2	1,300,000							
COUNTY CIP Total			-	1,000,000	-	253,450	1,553,450	3,160,000	
Schools									
High School Construction	2021	21,000,000			170,000				5400,000
School Bldg Improvements		22,020,274							
SCHOOL CIP TOTAL		43,020,274	-	-	170,000		-	-	
<i>Additions</i>									
				300,000	150,000				
Ending Balance			7,702,191	2,082,966	314,003	700,961	1,553,450	3,160,000	

Attachment: 2016-04-04 BOC Finance WS Minutes Final (1275 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

Current Debt		2016-2017	2017-2018	2018-2018	2018-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
SCHOOLS										
QZABII 0%		\$112,334	\$112,334							
\$2,000,000	2018									
Loan 2.29%		\$60,510	\$59,316	\$58,122	\$56,927	\$55,733	\$54,539	\$53,345		
\$572,000	2023									
Int.Sch. USDA 4.25%		\$520,000	\$520,000	\$520,000	\$520,000	\$520,000	\$520,000	\$520,000	\$520,000	\$520,000
\$10,000,000	2046									
INFRASTRUCTURE										
PHASE I		\$93,494	\$93,494	\$93,493	\$93,494	\$93,493	\$93,494	\$93,494	\$93,494	\$93,494
\$1,274,000	2032									
PHASE II BRP		\$45,024	\$45,133	\$44,243	\$43,352	\$42,461	\$41,570			
\$406,791	2022									
2.19%										
R/O PLANT										
\$910,732		\$111,767	\$109,652	\$107,537	\$105,422	\$103,307				
2.09%	2021									
R/O Upgrade		\$32,684	\$32,684	\$32,684	\$32,684	\$32,684	\$32,684	\$32,684	\$32,684	\$32,684
653,680.00	2032									
HEALTH & SAFETY										
VFD-Truck		\$45,235	\$45,235	\$45,235	\$45,235					
\$453,000	2020									
VFD-Station		\$57,402	\$55,992	\$54,582	\$53,172	\$51,761	\$50,351	\$48,941	\$47,531	\$46,121
\$725,000	2030									
FACILITIES										
Jail-Alt District		\$174,225	\$171,806	\$169,387	\$166,968	\$164,548	\$162,129	\$159,710	\$157,290	\$154,872
\$3,040,000	2037?									
Morrisette Property										
\$600,000	2015									
Noblitt Property		\$150,000								
\$1,350,000	2017									
Courthouse		\$20,297	\$20,297	\$20,297	\$20,297	\$20,297	\$20,297	\$20,297	\$20,297	\$20,297
\$264,000	2026									
YEAR TOTALS		\$1,321,335	\$1,164,716	\$1,045,943	\$1,039,144	\$1,032,523	\$924,713	\$879,530	\$823,765	\$768,447
Proposed New Debt										
Admin Building	2023			\$467,000	\$467,000	\$467,000	\$467,000	\$467,000	\$467,000	\$467,000
New Revenue Source										
Retired Debt		\$150,000	\$300,000	\$412,334	\$412,334	\$412,334	\$412,334	\$412,334	\$412,334	\$412,334
Restricted Sales Tax		\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Total		\$550,000	\$700,000	\$812,334	\$812,334	\$812,334	\$812,334	\$812,334	\$812,334	\$812,334
Reserved		\$550,000	\$1,250,000	\$1,595,334	\$1,940,668	\$2,286,002	\$2,631,336	\$2,976,670	\$3,322,004	\$3,667,338
County GF Increase		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Proposed New Debt										
Admin Building	2023			\$467,000	\$467,000	\$467,000	\$467,000	\$467,000	\$467,000	\$467,000
OCHS*	2038						\$2,360,050	\$2,323,720	\$2,275,280	\$2,226,840
New Revenue Source										
Retired Debt		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Restricted Sales Tax		\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Total		\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000
State School Fund		\$600,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000
Reserved		\$1,150,000	\$1,830,000	\$2,043,000	\$2,256,000	\$2,469,000	\$321,950	\$0	\$0	\$0
County GF Increase		\$0	\$0	\$0	\$0	\$0	\$0	\$1,788,770	\$2,052,280	\$2,013,840

Attachment: 2016-04-04 BOC Finance WS Minutes Final (1275 : BOC Meeting Minutes)

V. RECESS

Chairman McLain recessed the work session at 5:09 PM.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

Camden County Board of Commissioners
BOC - Work Session
April 4, 2016
5:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on April 04, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

RECONVENE

The Board of Commissioners reconvened at 5:10 PM.

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Commissioner	Present	
Garry Meiggs	Vice Chairman	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
Stephanie Humphries	Finance Director	Present	

I. CIP

A. CIP Draft

The County Manager Mike Renshaw initiated a discussion regarding reviewed the Capital Improvement Program for 2017-2021.

Sheriff Tony Perry requested the board consider adding a Mobile Command Center to the Capital Improvement Program.

II. ADJOURN

The Board of Commissioners adjourned the work session at 6:15 PM.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

Camden County Board of Commissioners

BOC - Regular Meeting

April 4, 2016

7:00 PM

**Historic Courtroom, Courthouse Complex
 Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on April 04, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

WELCOME & CALL TO ORDER

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Commissioner	Present	
Garry Meiggs	Vice Chairman	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
John Morrison	County Attorney	Present	

INVOCATION & PLEDGE OF ALLEGIANCE

Commissioner Clayton Riggs

1. PUBLIC COMMENTS

None

2. CONSIDERATION OF AGENDA

Motion to Amend the Agenda

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

3. PRESENTATIONS

A. NCCCMA - County Manager Position

B. Senior Tar Heel Updates

4. OLD BUSINESS

5. PUBLIC HEARINGS

6. NEW BUSINESS

A. 2015 Advertisement of Tax Liens on Real Property

1. Motion to accept the attached report from the Tax administrator that, as of March 31, 2016 the total amount of unpaid taxes for the current fiscal year that are liens on real property is

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

\$321,211.72 and that this figure shall change over time with collections and releases.

2. Motion to set the 2015 tax liens on real property advertising date of April 25, 2016.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Garry Meiggs, Vice Chairman
AYES:	McLain, Duckwall, Meiggs, Riggs, White

7. BOARD APPOINTMENTS

8. CONSENT AGENDA

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Garry Meiggs, Vice Chairman
AYES:	McLain, Duckwall, Meiggs, Riggs, White

- A. MOTION TO AMENDA THE CONSENT AGENDA
- B. Draft Minutes
- C. Volunteer - CEDC
- D. Surplus Wastewater Pumps
- E. 1160: Set Public Hearing - Ordinance 2016-03-01 has been moved to Other Matters
- F. Resolution No, 2016-04-01

**RESOLUTION ADOPTING THE
 ALBEMARLE REGIONAL HAZARD MITIGATION PLAN UPDATE**

WHEREAS, the citizens and property within Camden County are subject to the effects of natural hazards and man-made hazard events that pose threats to lives and cause damages to property, and with the knowledge and experience that certain areas, i.e., flood hazard areas, are particularly susceptible to flood hazard events; and

WHEREAS, Camden County desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3, and 4 of Article 18 of Chapter 153 A; and Article 6 of Chapter 153A of the North Carolina General Statutes, has delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina, in Article 1 of Chapter 166A of the North Carolina General Statutes (adopted in Session Law 2001-214 --- Senate Bill 300 effective July 1, 2001), has stated in Item 6.01(b) (2) "For a state of disaster proclaimed pursuant to G.S. 166A-6(a) after August 1, 2002, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act;" and

WHEREAS, it is the intent of the Board of Commissioners of Camden County to fulfill this obligation in order that Camden County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan and update it every five years in order to receive future Hazard Mitigation Grant Program Funds; and

NOW, THEREFORE, be it resolved that the Board of Commissioners of Camden County hereby:

1. Adopts the Albemarle Regional Hazard Mitigation Plan; and
2. Vests the Emergency Management Coordinator with the responsibility, authority, and the means to:
 - a) Inform all concerned parties of this action.
 - b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map, and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation of existing hazards.

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – April 04, 2016

3. Appoints the Emergency Management Coordinator to assure that the Hazard Mitigation Plan is review annually and in greater detail at least once every five years.
4. Agrees to take such other official action as may be reasonably necessary to carry out the strategies outlined within the 2015 Albemarle Regional Hazard Mitigation Plan.

G. NC DPS - Community Programs - County Funding Plan

9. COMMISSIONERS' REPORT

Commissioner Riggs attended Family Game Night at the Camden Library.

- Life Size Scrabble
- Wii Games
- Board Games
- 30 Children total

Commissioner Meiggs attended the NCACC Executive Board Meeting

- Tier Status is a large concern for many smaller counties.

10. COUNTY MANAGER'S REPORT

None

RECESS TO SOUTH CAMDEN WATER & SEWER DISTRICT BOARD OF DIRECTORS MEETING

The Board of Commissioners recessed at 7:48 PM to the South Camden Water & Sewer District Board of Directors Meeting.

RECONVENE COMMISSIONERS' MEETING

Reconvene Commissioners' Meeting at 7:52 PM.

11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

- A. March 2016 Library Statistics
- B. N.C. Ethics Commission

12. OTHER MATTERS

- A. Motion to recuse

Commissioner Riggs made a motion to recuse Chairman McLain from discussion and any action pertaining to Ordinance No. 2016-03-01 Law Enforcement Shooting Range.

The motion passed unanimously, Chairman McLain removed himself from the board room and did not participate in discussion or action.

RESULT:	PASSED [4 TO 0]
MOVER:	Clayton Riggs, Commissioner
AYES:	Duckwall, Meiggs, Riggs, White
RECUSED:	McLain

- B. Ordinance No. 2016-03-01 - Proposed Amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code of Ordinances

Commissioner Riggs made a motion to set the Public Hearing Date for Ordinance No. 2016-03-01 to May 2nd, 2016.

Ordinance No. 2016-03-01

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:

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

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
§ 151.334 TABLE OF PERMISSIBLE USES.

U S E#	DESCRIPTION	R - 1	R - 2	R - 3	C C D	N C D	I C	M C	G U D	I -	I -
6. 31 0	- Outdoor Firing Range - Law Enforcement Only Subject to §151.347(S <u>N</u>)								S	S	S

§ 151.347 SPECIFIC STANDARDS

(N) *Outdoor Firing Range - Law Enforcement Only*

- (1) *Outdoor law enforcement shooting ranges shall be located on a site or parcel with area of at least ten acres.*
- (2) *No part of a shooting range shall be located within 200 feet of any property line and less than 2,000 feet from any residential dwelling or school (as measured from the firing line in the direction of the line of fire).*
- (3) *Shooting range facilities shall be constructed, at a minimum to include the following protective barriers:*
 - (a) *Backstops with a minimum height of twenty (20) feet.*
 - (b) *Side berms or walls with a minimum height of eight (8) feet.*
 - (c) *Firing line covers of overhead safety baffles for rifle fire only.*
- (4) *Range shall be enclosed by a six (6) foot chain link fence with a lockable gate at the entrance.*
- (5) *Weapons types are restricted to pistol, rifle, or shotgun. The use of explosives or any target that detonates _____ is _____ prohibited.*
- (6) *Hours of operations shall be 9:00 AM to 8:00 PM, Monday through Thursday. The discharge of weapons or shooting activities shall not occur on Friday through Sunday.*
- (7) *Range shall be utilized by duly sworn law enforcement personnel only except as provided in standard _____ (8) _____ below.*
- (8) *No individuals under the age of 18 are permitted on the range during any practice or qualification of firearms unless such individual is participating in a organized Camden County approved function, properly supervised onsite by Camden County law enforcement personnel. All activities shall adhere to the Sheriff's Policy and Procedure manual for the site.*
- (9) *No Trespassing Signs shall be posted along range fence lines every 150 feet.*
- (10) *The operators of the shooting range shall provide proof of accident and liability insurance coverage. A minimum coverage of \$1,000,000 per individual and \$2,000,000 in the aggregate shall be maintained.*
- (11) *Sheriff shall provide an annual Affidavit of Compliance to the Board of Commissioners stating*

Attachment: 2016-04-04 BOC Minutes Final (1275 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
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the shooting range meets all Camden County Code standards for the use and all conditions of the Special Use Permit.

RESULT:	SET DATE FOR PUBLIC HEARING [4 TO 0]	Next: 5/2/2016 7:00 PM
MOVER:	Clayton Riggs, Commissioner	
AYES:	Duckwall, Meiggs, Riggs, White	
RECUSED:	McLain	

13. ADJOURN

The Board of Commissioners adjourned at 7:55 PM.

Attachment: 2016-04-04 BOC Minutes Final (1275 : BOC Meeting Minutes)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 3.5
Meeting Date: June 13, 2016

Submitted By: Stephanie Humphries, Finance Director
 Finance
 Prepared by: Stephanie Humphries

Item Title Adoption of FY 16-17 Budget Ordinance No. 2016-06-01

Attachments: 16-17 BUDGET ORDINANCE (DOC)

Summary:

Ordinance No. 2016-06-01 - FY 16-17 Annual Budget for Camden County.
 The Public Hearing was held on June 6th, 2016.

Clarification/Changes

ARTICLE XXIV

This year's ordinance includes clarification on who can and can't sign contracts on behalf of the County (no change to the process, only clarifies in writing), increases Budget Officer's approval from \$7,000 to \$10,000 approval and clarifies allowable bank accounts.

ARTICLE XXIV

(Sections 4-6) also clarifies and documents current procedure.

Recommendation:

Motion to approve Ordinance No. 2016-06-01 FY 2016-2017 Budget.

Ordinance No. ~~2016-06-02~~
AN ORDINANCE OF
THE BOARD OF COUNTY COMMISSIONERS OF
CAMDEN COUNTY, NORTH CAROLINA,
RELATING TO THE FY 2016 – 2017 BUDGET

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

ARTICLE I. BUDGET ORDINANCE

This Ordinance hereby incorporates, in its entirety, this Budget for the County of Camden for FY 2016-2017, adopted by the Board of Commissioners on June 13, 2016. Said Ordinance may hereafter be referred to as the “Budget Ordinance”.

ARTICLE II. GENERAL FUND

SECTION 1 – Appropriations: The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017 in accordance with the Budget Ordinance and the chart of accounts heretofore established for this county.

Governing Body.....	\$119,136
County Administration.....	200,251
Elections.....	116,851
Finance.....	214,116
Personnel.....	71,130
Tax Supervisor.....	414,567
Register of Deeds.....	221,055
Planning.....	341,366
Inspections.....	140,901
Economic Development Commission.....	156,002
Building & Grounds.....	363,434
Sheriff.....	1,651,620
School Resource Officer (SRO).....	72,590
Court Facilities.....	27,064
Public Works Administration.....	110,870
Fleet Vehicles.....	15,000
Traffic.....	2,060
Solid Waste.....	632,996
Public Health.....	124,599
Extension.....	126,715
Legals.....	64,500
Parks & Recreation.....	245,441
DDJP (JCPC).....	62,288
Senior Center.....	129,273
Non-Departmental.....	180,400
Museum.....	4,638
Soil/Water Conservation.....	63,370
Capital Outlay/Debt Service.....	1,397,608

Attachment: 16-17 BUDGET ORDINANCE (1276 : Ordinance No. 2016-06-01 - FY 16-17 Annual Budget)

Youth Council.....	2,365
County Public Library.....	195,866
Special Appropriations:	
Albemarle Commission	6,971
Alb. Dist. Jail Operations.....	416,068
College of the Albemarle	45,000
Conservation/Forestry.....	69,033
Central Communications	509,287
Emergency Management	18,313
RC&D	750
S. Camden Water & Sewer	72,403
Schools – Current Expense	2,300,000
Schools – Contribution to Capital Reserve.....	298,758
MLK Funding	300
Albemarle Hopeline	2,000
Food Pantry/Bank	2,000
Special Funding	2,103
Social Services	325,000
EMS	499,550
CH&S Fire Commission Four Cents	245,095
South Mills Fire Commission Four Cents	147,859
4-H Insurance.....	53,004
Contingency	40,000
TOTAL GENERAL FUND	\$ 12,521,566

SECTION 2 – Revenues: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Ad Valorem and Vehicle Taxes:	
Budget Year	\$6,781,863
Prior Years Summary.....	413,750
Penalties and Interest	50,000
House Bill 1779	150
Other Taxes and Licenses:	
State 1 cent Sales Tax	590,000
Local Sales Tax - Art. 40	275,000
Local Sales Tax - Art. 42	145,000
Restricted Sales Tax.....	40,000
Unrestricted Intergovernmental:	
ABC Profits.....	36,000
Refuge Revenue Sharing.....	8,500
Beer and Wine Tax	46,000
Utilities Franchise Fees.....	625,000
Medicaid Hold Harmless	500,000
Restricted Intergovernmental:	
State Grants – JJDP.....	51,907
Soil/Water Funds	3,600
S/W Technician Grant.....	23,125

Attachment: 16-17 BUDGET ORDINANCE (1276 : Ordinance No. 2016-06-01 - FY 16-17 Annual Budget)

Capital Reserve & Transfer Tax for Capital Debt Service	379,764
Court Facilities Fees	21,480
Alb. Comm. Nutrition Site	6,840
School Resource Officer	37,838
School Capital Reserve Fund for School Debt Service	991,602
Senior Center Grant	3,900
Fees and Permits:	
Register of Deeds Fees	124,200
Building Permits and Planning Fees	77,150
Land Use Fees	10,000
Leased Property	20,000
Tire Disposal Dist	14,000
White Goods Disposal Dist	2,600
Recyclables	6,000
Disposables Tax Distribution	5,000
Electronics Management	800
Cable Franchise Fee	70,000
Gun Permit Fees	15,000
Golf Cart Fees	300
Pet/Privilege Licenses	250
5 Cents Per Bottle Fees	3,600
Recreation Fees	20,500
Library Fees	4,200
Sales and Services:	
Jail Fees	3,000
Sheriff's Officer Fees	22,000
Sale of Fixed Assets	4,500
LESO Sheriff's Equipment Disposal	10,000
Fines & Forfeitures	60,000
911 Fees for GIS	30,500
Other:	
Sheriff's Department Grants & Donations	7,400
Wellness Grant	2,350
Interest	46,000
Miscellaneous	28,409
Fund Balance Committed	334,000
Appropriated Fund Balance	568,488
TOTAL GENERAL FUND	\$ 12,521,566

ARTICLE III. SOUTH CAMDEN WATER/SEWER DISTRICT FUND

The following amounts are hereby appropriated in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

R/O Plant Operation Expenses	404,478
Waste Water Operation Expenses	221,578
Distribution Expenses	412,827
Debt Service	<u>283,968</u>
	\$1,322,851

Attachment: 16-17 BUDGET ORDINANCE (1276 : Ordinance No. 2016-06-01 - FY 16-17 Annual Budget)

It is estimated that the following revenues will be available in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Sale of Water.....	992,500
Sewer Fees	106,597
Connection Fees.....	30,000
Miscellaneous	40,000
Fund Balance Appropriated	81,351
General Fund Contribution	<u>72,403</u>
	\$1,322,851

ARTICLE IV. WATER/SEWER UPGRADE FEE FUND

The following amounts are hereby appropriated in the Impact Fee Fund for the purpose of collecting funds from new construction projects which will have an impact on the infrastructure of Camden County and establishing Membrane Reserve for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Fund Reserve	43,500
Membrane Reserve	<u>72,000</u>
	\$115,500
R/O-Distribution	43,500
Membrane Reserve	32,000
Fund Balance Appropriated	<u>40,000</u>
	\$115,500

ARTICLE V. WATER/SEWER PROJECT FUND

The following amounts are hereby appropriated in the Water/Sewer Project Fund for the purpose of water/sewer infrastructure projects for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Project Expenditures	<u>40,000</u>
	\$115,500
Fund Balance Appropriated	1,153,450
Golden LEAF Grant.....	200,000
Economic Development Administration	<u>1,353,450</u>
	\$2,706,900

ARTICLE VI. COURTHOUSE & SHILOH FIRE COMMISSION FUND

The following amounts are hereby appropriated in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

General Expenses.....	230,050
Debt Service.....	<u>119,500</u>
	\$349,550

Attachment: 16-17 BUDGET ORDINANCE (1276 : Ordinance No. 2016-06-01 - FY 16-17 Annual Budget)

It is estimated that the following revenues will be available in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Fire Tax	61,274
4 Cent County Match	245,095
Leased Property	9,000
Interest Earnings	1,500
Fund Balance Appropriated	<u>32,681</u>
	\$349,550

ARTICLE VII. SOUTH MILLS FIRE COMMISSION FUND

The following amounts are hereby appropriated in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

General Expenses.....	125,975
Debt Service.....	<u>105,000</u>
	\$230,975

It is estimated that the following revenues will be available in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Fire Tax	36,965
4 Cent County Match	147,859
Interest.....	2,000
Fund Balance Appropriated	<u>44,151</u>
	\$230,975

ARTICLE VIII. SOCIAL SERVICES

The following amounts are hereby appropriated in the Social Services Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Public Assistance	303,482
Administrative Expenses	<u>1,025,122</u>
	\$1,328,604

It is estimated that the following revenues will be available in the Social Services Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

County Appropriations.....	325,000
Fund Balance Appropriated	80,494
State/Federal Funds.....	<u>923,110</u>
	\$1,328,604

DSS Trust Fund Revenues	\$27,388
DSS Trust Fund Expenses	\$27,388

Attachment: 16-17 BUDGET ORDINANCE (1276 : Ordinance No. 2016-06-01 - FY 16-17 Annual Budget)

ARTICLE IX. JOYCE CREEK DRAINAGE PROJECT FUND

The following amounts are hereby appropriated in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

General Upkeep on project \$44,680

It is estimated that the following revenues will be available in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Watershed Improvement Fee 43,680
Miscellaneous 1,000
\$44,680

ARTICLE X. FEREBEE COURTHOUSE TRUST FUND

For purposes of summary only, the following amounts are hereby appropriated in the Nancy M. & H. C. Ferebee, III Courthouse Trust for the restoration of the 1847 Camden County Courthouse for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Fund Reserves \$1,530

Trust Revenues..... \$1,530

ARTICLE XI. REVALUATION RESERVE FUND

The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Reserved for Revaluation Expenses..... \$241,730

Fund Balance Appropriated \$240,230

Interest..... 1,500
\$241,730

ARTICLE XII. CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Debt Service..... 353,864

Capital Projects 382,700

USDA Debt Reserve 398,300
\$1,134,864

It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Attachment: 16-17 BUDGET ORDINANCE (1276 : Ordinance No. 2016-06-01 - FY 16-17 Annual Budget)

Land Transfer Tax Collections	370,000
Restricted Sales Tax.....	40,000
Investment Earnings.....	20,000
County Contribution	325,000
Fund Balance Appropriated	<u>379,864</u>
	\$1,134,864

ARTICLE XIII. SCHOOL CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the School Capital Reserve Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Debt Service.....	692,844
School Capital Outlay	298,758
USDA Reserve.....	540,300
Camden Plantation Funds for Capital Outlay	<u>292,434</u>
	\$1,824,336

It is estimated that the following revenues will be available in the School Capital Reserve Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Local Option & Restricted Sales Tax	905,000
Investment Earnings.....	6,000
Camden Plantation	150,000
County Contribution	398,383
Fund Balance Appropriated	<u>365,036</u>
	\$1,824,336

ARTICLE XIV. DISMAL SWAMP VISITOR CENTER FUND

The following amounts are hereby appropriated in the Dismal Swamp Visitor Center Fund for the purpose of operating the Center with funds received from NCDOT for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Center Operating Expenses.....	\$159,407
DOT Funds.....	142,857
Gift Shop Contribution	9,000
Miscellaneous	50
Tourism Authority Contribution.....	<u>7,500</u>
	\$159,407

The following amounts are hereby appropriated in the Dismal Swamp Gift Shop Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Gift Shop Revenues	\$30,500
Gift Shop Expenses.....	\$30,500

Attachment: 16-17 BUDGET ORDINANCE (1276 : Ordinance No. 2016-06-01 - FY 16-17 Annual Budget)

ARTICLE XV. COMMUNITY PARK TRUST FUND

The following amounts are hereby appropriated in the Community Park Trust Fund for the upkeep and maintenance of the Community Park, Senior Trail, Dismal Swamp Bike Trail, Shiloh Landing and One Mill Park for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Park Operations.....	\$164,300
County Contribution	\$116,800
Interest.....	500
Fund Balance Appropriated	<u>47,000</u>
	\$164,300

ARTICLE XVI. REGISTER OF DEEDS AUTOMATION ENHANCEMENT AND PRESERVATION FUND

The following amounts are hereby appropriated in the Register of Deeds Automation Enhancement and Preservation Fund for the purpose of funding for computer and imaging technology for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Technology	\$9,720
Register of Deeds Technology Funds	5,000
Interest.....	100
Fund Balance Appropriated	<u>4,620</u>
	\$9,720

ARTICLE XVII. CODE ENFORCEMENT REVOLVING FUND

The following amounts are hereby appropriated in the Code Enforcement Revolving Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Demolition Expenses	\$13,000
Fee Collection	\$13,000

ARTICLE XVIII. STORMWATER MANAGEMENT UTILITY FUNDS

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

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **South Mills Watershed Fund** (Fund 36) for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Attachment: 16-17 BUDGET ORDINANCE (1276 : Ordinance No. 2016-06-01 - FY 16-17 Annual Budget)

Watershed Expenses & Reserve	\$57,340
Estimated Revenue.....	\$57,340

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **Sawyer’s Creek Watershed Fund** (Fund 37) for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Watershed Expenses & Reserve	\$24,100
Estimated Revenue.....	\$24,100

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **North River Watershed Fund** (Fund 38) for the fiscal year July 1, 2016 and ending June 30, 2017.

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

The following estimated revenues will be available for funding the programs designed to protect and manage water quality and quantity in the **Shiloh Watershed Fund** (Fund 39) for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Watershed Expenses	\$15,050
Estimated Interest & Fees Collected.....	\$15,050

ARTICLE XIX. TOURISM DEVELOPMENT AUTHORITY

The following amounts are hereby appropriated in the Tourism Development Authority budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

General Expenses.....	38,500
Dismal Swamp Visitor Center	<u>7,500</u>
	\$46,000
Occupancy Tax Collections	22,000
Interest Earnings	500
Appropriated Fund Balance	<u>23,500</u>
	\$46,000

ARTICLE XX. TAX PENALTIES SCHOOL FUND

The following amounts are hereby appropriated in the Tax Penalties School Fund budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

School Current Expense.....	\$12,600
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It is estimate that the following revenues will be available in the Tax Penalties School Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Tax Penalties	5,000
Interest on Investments	100
Fund Balance Appropriated	<u>7,500</u>
	\$12,600

ARTICLE XXI. EDC PROJECT FUND

The following amounts are hereby appropriated in the EDC Project Fund for the purpose of developing the ECO Industrial Park in South Mills for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Capital Outlay	500
Economic Dev Incentive.....	<u>40,000</u>
	\$40,500
Interest earned.....	500
Fund Balance Appropriated	<u>40,000</u>
	\$40,500

ARTICLE XXII. SCHOOL APPROPRIATIONS

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

SECTION 2 – For purposes of summary only as the actual figures are contained in the Budget Ordinance, the total appropriation for Current Expense from the General Fund is \$2,300,000.

SECTION 3 – Except as otherwise provided in this Budget Ordinance, this Budget Ordinance hereby incorporates by reference in its entirety the “PROPOSED BUDGET OF THE CAMDEN COUNTY BOARD OF EDUCATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 and ENDING JUNE 30, 2017” as presented to the Board of Commissioners, and all language in said Proposed Budget is incorporated into this Ordinance as if it were included within the body of this Ordinance. Said Proposed Budget may hereafter be referred to as the “School Budget”. The county budget does not include any special appropriation for the supplement for teachers’ salaries. This will have to be included in the school budget.

ARTICLE XXIII. TAX LEVY

SECTION 1 – There is hereby levied at the rate of sixty-four cents (68 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2016, for the purpose of raising the revenue listed in the General Fund, Article II., Section 2, of this Ordinance.

Attachment: 16-17 BUDGET ORDINANCE (1276 : Ordinance No. 2016-06-01 - FY 16-17 Annual Budget)

SECTION 2 – There is hereby levied at the rate of four cents (4 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2016, for the purpose of raising the revenue to equal the expenditures listed as CH&S Fire Commission Four Cents and South Mills Fire Commission Four Cents in the General Fund, Article II, Section 1, of this Ordinance.

SECTION 3 – The rate of tax as shown in Section 1 and 2 above is based upon a total valuation of property for the purpose of taxation of \$1,053,656,995 and an estimated collection rate of ninety-six percent (95.385%) for real property and ninety-nine percent (95.385%) for vehicles.

SECTION 4 – There is hereby levied a tax at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for the taxes as of January 1, 2016, located within the South Mills Fire Protection District for the purpose of raising the revenue listed in the South Mills Fire Commission Fund, Article V., of this Ordinance.

SECTION 5 – The rate of tax as shown in Section 4 above is based upon a total valuation of property for the purpose of taxation of \$387,532,238 with an estimated collection rate of ninety-six point twenty-eight percent (95.385%).

SECTION 6 – There is hereby levied at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2016, located within the Courthouse-Shiloh Fire Protection District for the purpose of raising the revenue listed in the Courthouse-Shiloh Fire Commission Fund, Article IV, of the Ordinance.

SECTION 7 – The rate of tax as shown in Section 6 above is based upon a total valuation of property for the purpose of taxation of \$642,382,575 and an estimated collection rate of ninety-six point twenty-eight percent (95.385%).

ARTICLE XXIV. OTHER PROVISIONS

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

- (a) He may transfer amounts between objects of expenditure within a department except salary amounts without limitations.
- (b) He may transfer amounts up to \$5,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.
- (c) He may not transfer any amounts between funds or from any contingency appropriation within any fund.
- (d) He will assign legal costs to departments based upon the legal issue involved.
- (e) He is authorized to approve expenditures up to ten thousand dollars.

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

- (a) As provided by G.S. 159-25 (b), the Board has authorized dual signatures for each check or draft that is made on County funds. The signatures on the County accounts have been approved by the Board of Commissioners.
- (b) All legal outstanding encumbrances at June 30, 2016 are hereby carried forward and re-appropriated as an amendment to the budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017.
- (c) The Board authorizes one principal account as the central depository for funds received by the Finance Director. Other accounts authorized by the Board can be used for special purposes such as the enterprise fund and various trust accounts. Current accounting techniques shall be used to assure that all funds will be properly accounted for in the financial records of the County.

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

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

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

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

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

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

A public hearing on this Budget Ordinance was held on June 6, 2016.

~~This Budget Ordinance was adopted on the 16th day of June, 2014 with Commissioners Sandra Duckwall, Garry Meiggs, Michael McLain, Clayton Riggs, and Tom White voting aye, and no Commissioner voting no.~~

CAMDEN COUNTY BOARD OF COMMISSIONERS

P. Michael McLain, Chair

Garry Meiggs, Vice-Chairman

ATTEST:

Angela Wooten
Clerk to the Board

Stephanie Humphries
Interim Budget Officer/County Manager

Attachment: 16-17 BUDGET ORDINANCE (1276 : Ordinance No. 2016-06-01 - FY 16-17 Annual Budget)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 4.1
Meeting Date: June 13, 2016

Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten

Item Title **BOC Meeting Minutes**

Attachments: 2016-01-04 BOC Minutes Final (PDF)
2016-02-01 BOC Minutes Final (PDF)
2016-03-07 BOC MINUTES FINAL (PDF)
2016-03-21 BOC Minutes Final (PDF)
2016-04-04 BOC Finance WS Minutes Final (PDF)
2016-04-04 BOC CIP WS Minutes Final (PDF)
2016-04-04 BOC Minutes Final (PDF)
2016-05-24 BOC Budget WS MINUTES Final.pdf
(PDF)
2016-05-24 BOC Budget WS MINUTES Final (PDF)

ATTACHMENTS:

BOC Minutes for the following meeting dates:

Jan 4, 2016 - BOC Meeting
Feb 2, 2016 - BOC Meeting
Mar 7, 2016 - BOC Meeting
Mar 21, 2016 - BOC Meeting
April 4, 2016 - BOC Worksession
April 4, 2016 - BOC Worksession
April 4, 2016 - BOC Meeting
May 24, 2016 - BOC Budget Worksession



Recommendation:

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – January 04, 2016

Camden County Board of Commissioners
BOC - Regular Meeting
January 4, 2016
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on January 04, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

WELCOME & CALL TO ORDER

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Vice Chairman	Present	
Garry Meiggs	Commissioner	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
John Morrison	County Attorney	Present	

INVOCATION & PLEDGE OF ALLEGIANCE

Chairman McLain

1. PUBLIC COMMENTS

Mike Andrews of South Mills came forward to request the board reconsider the "No Children" policy at the proposed Shooting Range for Law Enforcement Only.

Phyllis Wright of Sandy Hook Road came forward to discuss the shooting Range.

Chairman McLain advised that due to legal matters, the shooting range is being pulled from the agenda.

2. CONSIDERATION OF AGENDA

County Manager Mike Renshaw requested to pull Item 4.A Outdoor Shooting Range for Law Enforcement due to an additional legal review and Item 8.A Draft Minutes as the clerk needed to correct an error.

Motion to accept the agenda as amended.

Commissioner Garry Meiggs made a motion to approve the agenda as amended, removing Items 4.A Outdoor Shooting Range for Law Enforcement and 8.A Draft Minutes. The motion passed unanimously.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

3. NEW BUSINESS

A. County Audit for FY2014-15 by Greg Adams

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – January 04, 2016

The annual Audit was administered by Thompson, Price, Scott, Adams & Co., P.A. (A Certified Public Accounting Firm)

Greg Adams of the aforementioned firm gave a brief overview of the County's audit.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

4. PUBLIC HEARINGS

Motion to go into Public Hearings

RESULT:	PASSED [UNANIMOUS]
MOVER:	Sandra Duckwall, Vice Chairman
AYES:	McLain, Duckwall, Meiggs, Riggs, White

Special Use Permit - Green Meadows Subdivision

Chairman Mike McLain reminded everyone that this was a quasi-judicial public hearing for a Special Use Permit Preliminary Plat Green Meadows - 9 lots Major Subdivision (UDO 2013-08-04) and that everyone will be sworn in.

County Attorney John Morrison advised that anyone testifying will be sworn in, the attorneys do not need to be sworn.

Planning Director Dan Porter was sworn in by the Clerk. He explained they he will give an introduction, then the applicant will make a presentation, followed by the staff report & public comments. Questions from the board are welcome at any time.

Then stated that this a special use permit requested by Keith Nowell, represented by Hollis Ellis of CAE Inc., the permit they are applying for Green Meadows a 9 lot Major Subdivision located off Pudding Ridge Road in South Mills Township.

Property was rezoned from Basic Residential (R3-2) to Basic Residential (R3-1) on March 18, 2013 (Ordinance 2013-01-01).

Planning Board will meet to consider Special Use Permit application on September 16th and 30th, 2015 and after discussion with staff, adjacent property owners and developer, board recommended approval of the Special Use Permit for Preliminary Plat Green Meadows subdivision with the conditions as stated in Staff's Findings on a 6-1 vote.

Mr. Porter requests to submit the Staff Findings of Facts into evidence.

Mr. Gallop objects on the basis of consideration in the packet as to no injury to the value of adjoining property. G.S. 160A-393 governs quasi-judicial proceedings. The statue states you must listen to competent evidence and cannot hear evidence provided by a lay person. Mr. Porter is not an appraiser and is a lay person.

Chairman clarifies that Mr. Gallop is objecting to the statement and not the report as a whole.

The county attorney County Attorney John Morrison requests Planning Director Dan Porter come forward to answer some questions.

County Attorney John Morrison "Did you author the statement in question?" Planning Director Dan Porter replied "Yes, the staff did."

County Attorney John Morrison, "How did staff make that determination?" Planning Director Dan Porter advised, "The overall evaluation of the project, traffic considerations, and comments from the technical review committee."

Planning Director Dan Porter would like clarification pertaining to the objection if it applies to the staff findings report as a whole or just the statement.

Attorney Bill Brumsey on behalf of the applicant comes forward stating they believe all of the staff

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findings report should be considered because the Camden County Planning Board and staff deals this all day every day and can weigh appropriately as part of the report. If the board grants Mr. Gallop's objection, they ask that it be limited solely to that section of the report.

County Attorney John Morrison "What experience do you have in appraisals or evaluating value of real-estate in Camden County?" Dan Porter testifies that he has no training or experience in appraising property values.

County Attorney John Morrison "Was this Statement a result of a contentious of the staff and technical review?" Planning Director Dan Porter replied, "The question at technical review did not address the value of property. They looked at the overall view, weather there was any danger to the public with regard to health, safety and wellness."

County Attorney John Morrison, "If the board grants the objection, the developer will have to prove that this will not devalue adjoining property."

Chairman Mike McLain, "For the record, what page of the report can this statement be found?"

Mr. Gallop, "Page 6, Findings Regarding Additional Requirements - section B."

Planning Director Dan Porter requests the report be heard in its entirety and address the section at that particular time.

The Camden County Attorney John Morrison states that if the objection is granted the staff findings report will still be heard, although the burden of proof will be on the developer to prove that there will be no injury to the value of adjoining or abutting property.

Commissioner Riggs made a motion to grant the objection by striking the statement under findings regarding additional requirements item B; injure the value of adjoining or abutting property. The motion passed unanimously.

Motion to grant the objection

Commissioner Riggs made a motion to grant the objection by striking the statement under findings regarding additional requirements item B; injure the value of adjoining or abutting property. The motion passed unanimously. Chairman McLain states the rest of the report will be received into evidence.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

Special Use Permit - Green Meadows Subdivision - Continued

Chairman McLain states the rest of the report will be received into evidence.

Dan Porter displayed a picture of the preliminary plat being proposed tonight and points out the "L" shaped piece in the center along Pudding Ridge Road. He then turned the podium over to Mr. Hollis Ellis.

Mr. Hollis Ellis is sworn in by the clerk and testifies that he is a Civil Engineer, licensed professional engineer, graduated from Old Dominion University in 1996, licensed in state of North Carolina, NC since Sept of 2001. He further confirms that he is not an attorney

John Morrison ask if there are any challenges as to Mr. Ellis as an expert in engineering regarding residential development. Hearing none, County Attorney John Morrison states the board may receive Mr. Ellis as an expert in engineering regarding residential subdivision developments.

Mr. Ellis states the intent of the subdivision in phases was to keep the project moving forward and not to lay dormant.

Mr. Ellis and his clients are here tonight to present the preliminary plat for the Green Meadows Major subdivision for approval.

County Attorney John Morrison advises questions from Mr. Brumsey will be entertained first, as he has the burden of proof, then they will entertain a cross examination from Mr. Gallop.

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Mr. Brumsey, attorney representing the developer, asks Mr. Ellis if he is familiar with the properties that surround the proposed Green Meadows 9 lot subdivision. Mr. Ellis replied, "Yes".

Mr. Brumsey, "Are you familiar with the zoning of the properties just north of the proposed development?" Mr. Ellis, "Yes, they are zoned agricultural."

Mr. Brumsey, "Are there homes located immediately to the north?" Mr. Ellis, "On the official exhibit they are zoned R52."

Chairman Mike McLain clarifies that the exhibit displays North on the right. Mr. Ellis commented, "The lot to rear of lots 1, 2, 3 and the open space area."

Mr. Brumsey, "Are there home on the property north of the proposed subdivision? Mr. Ellis, "No".

Mr. Brumsey, "Are there homes located just west of the proposed subdivision?" Mr. Ellis replied, "Yes."

Mr. Brumsey, "How about the four lots between Green Meadows and Pudding Ridge Road, are there residential homes located there?" Mr. Ellis, "Yes"

Mr. Brumsey, "What size are the proposed lots in the Green Meadows Subdivision?" Mr. Ellis, "One Acre lots".

Mr. Brumsey, "Is the open space located in the upper right side of the exhibit?" Mr. Ellis replied, "Yes, the open space is located on the northwest corner of the property."

Mr. Brumsey stated he had no further questions for Mr. Ellis.

County Attorney John Morrison called on Mr. Gallop for cross examination.

Mr. Gallop is an attorney representing Mr. & Mrs. Hall.

Mr. Gallop asked Mr. Ellis if he is an engineer licensed in the states of North Carolina and Virginia. Mr. Ellis replied, "Yes."

Mr. Gallop, "Do you work for CAE, Inc.?" Mr. Ellis, "Yes."

Mr. Gallop, "Are they licensed as a corporation in the State of Virginia?" Mr. Ellis, "Yes, and we are registered as a foreign corporation in the state of North Carolina."

Mr. Gallop, "Are they licensed as an engineering firm in North Carolina?" Mr. Ellis, "Yes."

Mr. Gallop, "Are you a licensed surveyor? Mr. Ellis replied, "No."

Mr. Gallop "And the firm is not a licensed surveying firm in the state of North Carolina? Mr. Ellis replied "That is correct."

Mr. Gallop asks if the 2 drawings are in fact the same preliminary plat drawings before the board tonight.

Mr. Ellis confirmed the drawings were in fact the same drawings presented to the board.

Mr. Gallop asks Mr. Ellis to confirm the revision dates on the drawings presented to the board tonight.

Mr. Ellis confirms the preliminary plat drawings have dates of November 12, 2015.

Mr. Ellis confirms the 2 drawings are in fact the only 2 drawings that are being submitted as the preliminary plot.

Mr. Gallop, "Did you certify that this plat was drawn under your supervision from an actual survey completed under your supervision?" Mr. Ellis, "Yes, that is correct."

Mr. Gallop, "that the boundaries, not surveyed, are clearly indicated as drawn from information found in Book 268 on page 325?" Mr. Ellis, "Yes."

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Mr. Gallop, "that the ratio of precision as calculated is 30 and this plat was prepared in accordance with GS 47-30?" Mr. Ellis, "Yes."

Mr. Gallop, "Did you certify the plat as an engineer and not the surveyor?" Mr. Ellis, "That is correct. I do not have a license to survey in the state of North Carolina."

County Attorney John Morrison asked Mr. Ellis if he is qualified to survey in the state of North Carolina. Mr. Ellis replied he does not hold a professional surveying license in North Carolina.

County Attorney John Morrison, "Do you have any training or education in surveying?" Mr. Ellis replied, "Yes, courses and experience in surveying is required as part of the civil engineering curriculum."

Mr. Gallop, "Did you actually survey this property?" Mr. Ellis, "We had a licensed surveyor, survey the property."

Mr. Gallop, "Since the first four lots were taken?" Mr. Ellis states the property was based off book 268, the original boundary was based off of the entire property from 2008."

Mr. Gallop, "So... No one surveyed any of the lines for the lots shown here?" Mr. Ellis confirmed, "No, because we are not at Final Subdivision Plat."

Mr. Gallop, "Are there plans for a retention pond?" Mr. Ellis confirms there are plans to have a retention pond in the area labeled open space in the northwest corner.

They point toward a red arrow displayed overhead.

Mr. Gallop asks, "Do you have the actual square footage of each lot on the preliminary plat?" Mr. Ellis states per the code only have to show the acreage.

Mr. Gallop, "What Code states you only have to show acreage?" Mr. Ellis advises Camden County Code.

Mr. Gallop "Does the plat show buffers you intend to install?" Mr. Ellis, "The only buffer shown is the easement, no landscaping requirement."

Mr. Gallop "What about trees along the roadway?" Mr. Ellis, "No, sir."

Mr. Gallop "What is a Site triangle?" Mr. Ellis "Clear area or zone, area cannot have obstructions, area for vehicles, ensures the area will always be free from obstructions."

Mr. Gallop, "Are they shown on the plat?" Mr. Ellis "Site triangles would be shown on the subdivision construction plans as they are a NCDOT requirement."

Mr. Gallop "What is a MBL?" Mr. Ellis "Minimum Building Line."

Mr. Gallop "What is the setback line along the roadway?" Mr. Ellis "50 foot setback along the roadway around the curve is 100 foot."

Mr. Gallop "What are the rear and side setbacks on the plat?" Mr. Ellis "Rear setback is 10 and the side is also 10 foot."

Mr. Gallop, "You filed a proposed preliminary plat initially dated, August 7th, 2015 that went to the planning board, is that correct?" Mr. Ellis, "Yes sir."

Mr. Gallop, "That plan had a cul-de-sac in the curve of this road, is that correct?" Mr. Ellis replied, "Yes, that is correct."

Mr. Gallop, "When you went to the planning board of September 16th, it ended up changing to drop that cul-de-sac, didn't it?" Mr. Ellis, "That is correct."

Mr. Gallop, "So you had one road with a long curve that went all the way to the back?" Mr. Ellis, "That was to break the road into two parts, so that it would not be one continuous road. Due to the configuration of the subdivision, we would not meet the minimum center line radius. Therefore we broke it up into two different streets. That's where the two road names came in, one is Ann Lane

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coming in and the other is Atkinson Court going to the rear.”

Mr. Gallop, “So on September 16th the planning Board saw the cul-de-sac?” Mr. Ellis, “That is correct.”

Mr. Gallop, “Then you had to make some adjustments for open space?” Mr. Ellis, “That is correct.”

Mr. Gallop, “So you dropped the cul-de-sac in the curve, right?” Mr. Ellis, “That is correct.”

Mr. Gallop, “Then did you have a problem with DOT because of the centerline turn radius didn’t match with what they required?” Mr. Ellis replied, “That was the reason we changed and went with two streets. That has always been an issue. It is now an intersection without a cul-de-sac and two stop signs, one coming into the subdivision and then a left turn another stop sign then turning right. It is a two legged intersection.”

Mr. Gallop, “So the name of the road shown on the roadway is Atkinson Court, is that right?” Mr. Ellis, “Yes.”

Mr. Gallop, “Is that the original name the planning board saw? Mr. Ellis, “Yes.”

Mr. Gallop, “So, then you added a new name of Ann Lane, is that correct?” Mr. Ellis, “Yes.”

Mr. Gallop, “and that was added between the September 29th planning board meeting and today, right?” Mr. Ellis, “yes, that is correct.”

Mr. Gallop, “That addition has never been to the planning board, right? Mr. Ellis, “that is correct.”

Mr. Gallop, “and so the planning board has never seen that name change?”

John Morrison, the County’s Attorney, “Has the planning board seen the plan, which removes the cul-de-sac and replaces it with the two roads?” Mr. Ellis confirmed, “Yes, they approved that plan at the hearing preceding this one.”

John Morrison confirmed that only change the planning board has not seen and approved is the street name change.

Mr. Gallop asks, “Is that really correct?” “There were plat changes and plan changes beyond just the street name since the planning board.” Mr. Ellis, “No sir.”

Mr. Gallop, “Didn’t you move the mailboxes around?” Mr. Ellis replied, “No, there has been no physical change within the subdivision itself, although even the mailbox changes were seen at the last planning board hearing, that was all moved around at the same time.”

Mr. Gallop, “But the planning board meeting was September 29th and this revision is dated 11/12. Is that correct?” Mr. Ellis, “Yes.”

Mr. Gallop, “You have made other changes with regard to roadways. Is that correct?” Mr. Ellis, “Just the name change.”

Mr. Gallop, “Does this plat show the construction details for the roadway?” Mr. Ellis, “No, sir. That is on the construction plan.”

Mr. Gallop, “Does the preliminary plat show all easements and right-of-ways within 50 feet of the exterior property lines of the subdivision?” Mr. Ellis, “Yes, it does.”

Mr. Gallop, “Does it show any easements along the 4 lots, previously subdivided?” Mr. Ellis, “No, we are not showing those because we are not directly impacting them.”

Mr. Gallop, “Does the preliminary plat show all existing natural and manmade features?” Mr. Ellis, “Yes.”

Mr. Gallop, “Does it show the tree line of any wooded areas?” Mr. Ellis, No we are not showing any tree line, we are showing the change in soils?”

Mr. Gallop, “Does it show any trees of 18 inch or more in diameter?” Mr. Ellis, “No, there are none.”

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John Morrison clarified that there are no trees of 18 inches or more in diameter; therefore, there is nothing to show.

Mr. Gallop, "Does it show existing contour lines at 2 foot intervals?"

John Morrison asked Mr. Gallop what he means by contour lines. Mr. Gallop replied that he was not sure, although it is listed in the Camden County Code. Mr. Ellis advised, "Contour lines are the changes in elevations. Yes, we are showing the contour lines in 2 foot intervals. We are also showing spot elevations as well."

Mr. Gallop, "For lots on a cul-de-sac, Can you tell me the width of the lot at a 50 foot setback?" Mr. Ellis, "They would have to measure it, is not denoted on the plat. However, we are establishing the minimum setback line at the cul-de-sac (Lot 4) at 100 feet, which exceeds the required 50 foot minimum."

Mr. Gallop, "Tell me what this minimum requirement of 50 feet is." Mr. Ellis, "That is per the Camden County Zoning Ordinance."

Mr. Gallop, "So the 50 feet you are talking about is the lot width. It has to be a minimum of 50 feet wide and you measured it at 100 foot setback. Is that correct?" Mr. Ellis, "Actually no, the minimum lot width is, well I can't remember what it is per the county code requirement."

Mr. Gallop, "But I cannot tell, from the plat what the width is." Mr. Ellis, "Right, you would have to scale it."

John Morrison asked Mr. Ellis if it is his testimony that the plat is drawn to scale and that it can be measured to determine if it meets the requirements as stated in the UDO. Mr. Ellis, "Yes sir, it is drawn to a 1 inch to 80 foot scale."

John Morrison asked Mr. Ellis as an expert in engineering did he have an opinion, as to whether that distance has been met and if the plat was measured would it show that. Mr. Ellis replied, "Yes." Mr. Morrison, "What is that opinion?" Mr. Ellis replied that he would have to measure it and did not have the equipment with him to do so.

John Morrison, "So, you do not know and therefore do not have an expert opinion."

Mr. Gallop stated he had no further questions for Mr. Ellis.

John Morrison asked Mr. Brumsey if he had any redirect.

Mr. Brumsey asked Mr. Ellis, "Regarding the last question about the width requirements, you could measure the width based on the information given in the plat. Is that correct?" Mr. Ellis, "Yes."

Mr. Brumsey, "and that is your expert opinion based on your expertise in surveying? Is that correct?" Mr. Ellis, "Yes sir."

Mr. Brumsey asked Mr. Ellis "Is it your testimony that the only change made to the plat between the September 29th or 30th planning board meeting the name of the street?" Mr. Ellis replied "yes" Mr. Brumsey, "So none of the physical dimensions of the plat have changed?" Mr. Ellis, "Yes, that is correct." Mr. Brumsey then asked if any of the lot lines changed, "Mr. Ellis confirmed, "No, none of the lot lines changed. The cul-de-sac was removed in order to create the additional open space."

Mr. Brumsey, "But the removal of the cul-de-sac was reflected on the plat on the last meeting of the planning board and that plat was approved by the planning board. Is that correct?" Mr. Ellis, "Yes, that is correct."

Mr. Brumsey, "and is it your opinion, that plat is in compliance with the Camden County UDO?"

Mr. Gallop objects.

John Morrison made a recommendation to sustain it on the basis that he is not an attorney; therefore, he cannot argue a statement of law. "That it is in legal compliance."

Chairman McLain calls for a motion to accept the recommendation made by the County's Attorney John Morrison.

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Commissioner Garry Meiggs asked for clarification.

John Morrison recommends Mr. Brumsey inquire as to whether or not Mr. Ellis is familiar with the requirements of the Camden County UDO regarding this plat and if as an engineer he has met the engineering requirements. Mr. Ellis replied, "Yes, sir"

John Morrison stated that the Planning Director, Dan Porter, had some questions.

Chairman McLain asked if the board should rule on the objection.

Mr. Gallop stated he did not object to the question as stated by John Morrison and would consider the other sustained as Mr. Ellis did not answer. He adds that his clients are Christie and Bruce Hall.

Mr. Gallop objects to Dan Porter asking questions.

Mr. Morrison recommends the board gather more facts by allowing Dan Porter to come forward with his questions.

Chairman McLain asks if anyone objects to Mr. Porter asking question. Hearing none, he calls on Dan Porter to come forward with his question.

Mr. Porter asks Mr. Ellis if he is familiar with the UDO requirement that construction plans must be submitted along with the preliminary plat to be considered for approval. Mr. Ellis replied, "Yes sir." Mr. Porter then asked if the construction plans were submitted and if they were included the packet that was submitted to the board. Again Mr. Ellis replied, "Yes sir. That is correct."

John Morrison informed the board, it was their turn to ask the witness questions.

Commissioner Riggs asks what an 18 inch tree has to do with a flat piece of land. Mr. Morrison explains that the Camden County UDO requires that trees of 18 inches in diameter are shown on the plat. Mr. Ellis has testified that the plat does not show any such trees because there are none.

Chairman calls for any further questions from the board. Hearing none he calls on Mr. Brumsey to come forward with questions for Dan Porter.

Mr. Brumsey asks Mr. Porter what is position in the county is and how long has he been in this position. Mr. Porter states that he is the Planning Director and has been the planning director for eleven years.

Mr. Brumsey, "and are you familiar with the Green Meadows subdivision plat that is the topic of tonight's public Hearing?" Mr. Porter, "I am." Mr. Brumsey, "does the plat meet the requirements of the Camden County UDO?"

Mr. Gallop objects.

John Morrison asks Mr. Porter his experience in Planning and his education. Mr. Porter advised the board he has worked in planning in various capacities for about 40 years. Mr. Porter also advised that he has a Masters in political Science and has attended several courses in planning through the UNC School of Government in Chapel Hill. Finally, "Have you functioned as a planning officer in any other local government?" Mr. Porter replied, "Not as a planning director but in other planning departments." John Morrison, "and are you familiar with the Camden County Unified Development Ordinance?" Mr. Porter, "Yes, I am familiar with the Camden County UDO."

John Morrison states that he believes Dan Porter is entitled to give that opinion.

Mr. Gallop responded that Mr. Porter is not an attorney.

John Morrison, "I think he qualifies as an expert in the Unified Development Ordinance and as I previously stated, you are not required to believe the testimony of an expert. You can believe all, some or none of what the expert says. He is also now subject to cross examination by Mr. Gallop. Mr. Gallop has the opportunity to show, by questioning, that the UDO is not in compliance." He then gives Mr. Brumsey the opportunity for further questioning.

Mr. Brumsey to Dan Porter, "Does the preliminary plat submitted for Green Meadows comply with the

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Camden County UDO?” Mr. Porter, “to the best of our knowledge... Yes, it does.” Mr. Brumsey thanks Dan Porter as he had no further questions for Dan Porter.

John Morrison calls on Mr. Gallop to come forward with his questions for Dan Porter.

Mr. Gallop, “so you just testified that all the requirements of the UDO were met by this preliminary plat. Is that correct?” Mr. Porter, “That is correct.”

Mr. Gallop, “and you mentioned that there were plans and construction plans. Does this board have copies of those plans?”

Mr. Porter, “Yes, construction plans were submitted as a condition of preliminary plat approval.” He also confirmed that the board does have those plans.

Mr. Gallop asked, “This is an R3-1 zoning district. Is that correct?”

Mr. Porter, “Yes”

Mr. Gallop, “What is the lot setback for a R3-1 zoning district for residential lots?” Mr. Porter replied, “In this district, it is 50 feet from the right of way.” Mr. Gallop then asked, “What is the setback for side and rear lines?” Mr. Porter stated 10 feet.

Mr. Gallop, “Are you sure about that?” Mr. Porter, “setback in the rear is 10 feet and I would have to look at my table to be sure.” Mr. Gallop, “Would you have to look at section 151.63?” Mr. Porter, “yes.” Mr. Gallop showed Mr. Porter a piece of paper asking him if it was a copy of section 151.63. Mr. Porter stated that it is section 151.63 and that he was not correct, “The rear and side setback is 25 feet.”

Mr. Gallop, “So if all of the plans show 10 foot, doesn’t that mean that it does not meet the requirements of the Camden County UDO?” Mr. Porter confirmed, “Yes, that is correct.”

Mr. Gallop, “and Mr. Ellis testified earlier that there is no requirement to put trees along a new street right of way. Is that correct?” Mr. Porter advised that Mr. Ellis was not correct there is a requirement. Mr. Gallop asked Dan to explain the requirement. Mr. Porter explained, “50 feet off the center line and there is a distance between trees. If the road is within the property there is a requirement to put trees along both sides of the road, but this road is adjacent to other properties and we did not see the requirement result in trees along both sides of the road.

Mr. Gallop, “Does the ordinance provision actually say that you do not have to put trees on both sides?” Mr. Porter advises, “No the ordinance says you have to put landscaping trees along both sides of the road.”

Mr. Gallop, “Doesn’t the ordinance say that you have to show everything you are going to chance in that preliminary plat?” Mr. Porter is unsure and asks Mr. Gallop to restate his reference. Mr. Gallop refers to the appendix of the ordinance and asked, “If the ordinance does require you to show all proposed natural and man-made features, that you are proposing to create on the property, and all the buffers and trees associated with the road are not shown. Doesn’t that mean the ordinance has not been met?”

Mr. Brumsey objects.

John Morrison sustains the objection and advises Mr. Gallop to specifically address and show the witness the requirement of the ordinance. Then you can ask if the ordinance requirement has been met.

RECESS

Chairman McLain calls for a recess at 8:16 PM to allow the clerk to make copies for the board.

RECONVENE

Chairman McLain reconvenes the meeting and asks Mr. Gallop to confirm that the copies given to the board to review are in fact the same copies he submitted.

Mr. Gallop advises that the board should have three documents from the Camden County Unified Development Ordinance before them.

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1. Chapter 151.232
2. Chapter 151.233
3. Chapter 151 appendix

Mr. Brumsey, states Mr. Nowell respectfully asks the board for a continuance to address the technical issues presented tonight.

Mr. Gallop replied, "We object to continuance, we have already had a continuance and a number of these items were raised to the planning board and continually not been addressed. His clients are spending attorney fees; they have hired an engineer and a surveying firm present tonight to testify. There are some hurdles they believe can only be address by denying the plat approval and have Mr. Nowell start the process from the beginning."

John Morrison advises the board that it is in their discretion to grant or deny the request to continue.

Chairman McLain called for a motion.

Commissioner Garry Meiggs asked if they should come out of the hearing before voting. John Morrison advised the board to vote while in this public hearing.

Commissioner Clayton Riggs wants to know if they can move forward with the Public Hearing to hear testimony from the expert witnesses to reveal all technical issues, recess the hearing tonight and allow the developer time to address all technical issues. Then reconvene on another night to hear the closing statements.

There was much discussion pertaining changing the plat to correct the technical issues, identifying that significant changes would first need to be approved by the planning board.

Dan Porter confirms that changing the setbacks would require planning board approval.

Chairman McLain asks what happens if they vote to deny, can they start fresh and submit a new plat to the planning board.

Dan Porter states there is a twelve month waiting period should they choose to amend this plat, although they can apply with a different preliminary plat.

Garry Meiggs makes a motion to approve the developer's request to continue.

Motion to grant the continuance

Vice Chairman Garry Meiggs made a motion to grant the continuance requested by the developer. The motion passed by a 4-1 vote with Commissioners Tom White, Garry Meiggs, Sandra Duckwall and Clayton Riggs voting Aye, Chairman Mike McLain voting no, no commissioners absent and no commissioners not voting.

RESULT:	PASSED [4 TO 1]
MOVER:	Garry Meiggs, Commissioner
AYES:	Duckwall, Meiggs, Riggs, White
NAYS:	McLain

Special Use Permit - Green Meadows Subdivision - Continued

John Morrison advised that the board must now pick a date to have the developer bring it back to the board.

Commissioner Tom Whites asks Dan Porter if this will have to go back to the planning board for approval.

Dan Porter replied that he would need to know specifically what changes are planned to make that decision. If planning board approval is required, the planning board could hear these changes in February, it would there will be an additional thirty days before the board of commissioners could hear these changes.

Commissioner Garry Meiggs made a motion to set this continuance to May 2nd.

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A man from the public interrupts, "I have been here on this issue, two or three times, and the main thing is you want to dig across my land. I come here with a sick family member and I'm here spending my times because somebody is letting the ball drop. Thank you"

Commissioner Garry Meiggs makes a motion to recess this public hearing until Monday May 2nd, at 7:00 PM.

- A. Reconvene Public Hearing – Special Use Permit Preliminary Plat Green Meadows – 9 Lot Major Subdivision (UDO 2013-08-04)

Commissioner Garry Meiggs makes a motion to recess this public hearing until Monday May 2nd, at 7:00 PM. The motion passed unanimously.

RESULT:	RECESSED [UNANIMOUS]	Next: 5/2/2016 7:00 PM
MOVER:	Garry Meiggs, Commissioner	
AYES:	McLain, Duckwall, Meiggs, Riggs, White	

Motion to come out of the public hearing

Commissioner Garry Meiggs made a motion to come out of the public hearing. The motion passed unanimously.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

- B. 1131 : Special Use Permit - Outdoor Shooting Range for Law Enforcement

RESULT:	WITHDRAWN
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5. CONSENT AGENDA

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

- A. Budget Amendment
- B. MOU Sentara-Camden
- C. February Renewals
- D. Tax Refunds, Pickups & Releases

6. COMMISSIONERS' REPORT

Chairman McLain mentioned the following;

- *Albemarle Commission is requesting the board appoint a staff member or commissioner to help in creating a biking website. Garry Meiggs nominates Chairman McLain. Chairman McLain accepts.*
- *Chairman McLain is on the Albemarle Commission's Agenda to be appointed as Secretary.*
- *FEMA Flood Maps is included in the Information section of the board packet.*

7. COUNTY MANAGER'S REPORT

The County Manager announced that Austin Brown has been selected as the new Agriculture Agent.

8. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

- A. Supplement Process for Southern Flounder
- B. November 2015 Employment Figures
- C. EMS Response Times – November 2015
- D. Currituck Resolution to Delay Consideration of Tolling Ferry Routes

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E. Floodplain Mapping Program

9. OTHER MATTERS

Closed Session

Motion to amend the agenda

Add item 9.A Closed Session to discuss a matter pursuant to the Attorney Client Privilege.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Sandra Duckwall, Vice Chairman
AYES:	McLain, Duckwall, Meiggs, Riggs, White

Motion to enter Closed Session

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

Motion to come out of Closed Session

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

10. ADJOURN

Chairman McLain adjourned the Commissioners meeting at 9:25 PM.

Attachment: 2016-01-04 BOC Minutes Final (1280 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – February 01, 2016

Camden County Board of Commissioners
BOC - Regular Meeting
February 1, 2016
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on February 01, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

WELCOME & CALL TO ORDER

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Vice Chairman	Present	
Garry Meiggs	Commissioner	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
John Morrison	County Attorney	Present	

INVOCATION & PLEDGE OF ALLEGIANCE

Commissioner Gary Meiggs

1. PUBLIC COMMENTS

None

2. CONSIDERATION OF AGENDA

Motion to accept the Agenda as presented

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

3. PRESENTATIONS

A. Kids First, Inc Presentation

Kids First, Inc Presentation

Kate Ross

Kids First, Inc.

1825 West City Drive

Elizabeth City, NC 27909

www.kidsfirstinc.org

4. OLD BUSINESS

A. CCP Lighting Existing Fields & Field Drainage Issues

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – February 01, 2016

The County Parks and Recreation Director Tim White was asked to obtain a price for lighting existing fields at the Camden Community Park to help provide adequate field space for athletic programming. He presented an aerial of the proposed fields to be illuminated and a quote to perform the work by Torrence GE Sports Lighting. He stated that adjacent fields at the Community Park already have GE lights purchased from Torrence and new compatible GE products will allow savings by using existing panel boxes, wiring, hardware and poles currently installed at the park.

Tim recommended addressing a couple of areas at the community park that currently drain poorly. With the addition of lights these areas will now become more frequently used and needs to be fixed to allow for maximum programming.

Commissioner Riggs believes the quote from Torrence is high and recommends staff to solicit bids for lighting the Open Space and obtain a cost estimate for the drain tiles, have the lighting bids and drainage estimates ready for the upcoming budget.

The County Manager Mike Renshaw commented that lighting the open space will help alleviate some of the field congestion in the immediate future and recommends added the McPherson Athletic Complex to the Capital Improvement Plan. Tim White advised that with board approval he is ready to apply for the PARTF Grant and reminded the board that it will require a 50% match.

Commissioner Riggs made a motion directing staff to solicit bids for lighting the Open Space.

RESULT:	TABLED [UNANIMOUS]	Next: 5/26/2016 2:00 PM
MOVER:	Clayton Riggs, Commissioner	
AYES:	McLain, Duckwall, Meiggs, Riggs, White	

5. PUBLIC HEARINGS

None

6. NEW BUSINESS

- A. Resolution in Support of Requesting Improvements to the Raised Traffic Median Adjacent to 152 US HWY 158 West

RESOLUTION No. 2016-02-01

Resolution in Support of Requesting Improvements
to the Raised Traffic Median Adjacent to 152 US HWY 158 West

WHEREAS, the recently completed highway widening improvements along the US HWY 158 corridor have resulted in a larger number of vehicles traveling through Camden County along the US HWY 158 corridor and;

WHEREAS, both vehicular safety and adequate ingress and egress from local businesses along the US HWY 158 corridor are important and;

WHEREAS, there have been multiple complaints from both motorists as well as the business located at 152 US HWY 158 West that the existing raised center median is creating a safety hazard for motorist traveling east along US HWY 158, as it does not provide adequate distance for more than a single vehicle to safely enter the left turn lane and;

WHEREAS, the inadequate distance of this turn lane creates a safety hazard, in which the second vehicle within the center turn lane protrudes in to the eastbound traffic lanes thereby creating a bottle neck for oncoming motorists.

NOW THEREFORE BE IT RESOLVED, that the Camden County Board of Commissioners does hereby request that the North Carolina Department of Transportation thoroughly investigate this matter by way of a highway safety study and alleviate the concern through reducing the existing length of the raised median and/or extending the left turn lane enough to permit three turning vehicles to safely and simultaneously enter the adjacent turn lane at 152 US HWY 158 West.

This the 1st day of February 2016.

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – February 01, 2016

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

7. BOARD APPOINTMENTS

A. Camden County CAC's

Motion to Direct staff to advertise the vacancy

As the County does not have a volunteer to fill the vacancy, Chairman McLain directed staff to advertise the vacancy on the County Website and provide any updates at the next regular meeting.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

8. CONSENT AGENDA

RESULT:	ACCEPT AS PRESENTED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

- A. Draft Minutes - November 16, 2015
- B. Budget Amendment - BA012
- C. CCS Budget Amendments
- D. Tax Collection Report
- E. Pickups, Releases & Refunds
- F. Volunteer Application - Economic Development Commission
- G. Contract for the Purchase and Sale of Real Property
- H. Resolution No. 2016-02-02 to Amend Board Member Salaries

Resolution No. 2016-02-02

**A RESOLUTION OF THE
CAMDEN COUNTY BOARD OF COMMISSIONERS TO AMEND
SALARIES AND COMPENSATION FOR VARIOUS BOARDS AND
COMMISSIONS FOR FISCAL YEAR 2015-2016**

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

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 1st day of February 2016 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning January 1, 2016 and ending June 30, 2016 (FY2015-2016),

Section 1: BOARD OF ELECTIONS

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

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – February 01, 2016

Assistants Election Day at \$100.00 per day. \$20 for instruction day.

Section 2: BOARD OF COMMISSIONERS

Chairman \$550.00 per month plus mileage.

Vice-chairman/
Board Member \$525.00 per month plus mileage

Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four hours and out of the county (35 mile radius of the Courthouse). Special meetings and budget work sessions in addition to the two regularly scheduled Board of Commissioners meetings will be compensated \$75 and up to \$75 for attendance at other board meetings that they have been appointed to and not already compensated for by those boards.

Section 3: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS
\$30.00 per meeting plus mileage.

Section 4: SOCIAL SERVICES BOARD

Chairman \$35.00 per meeting plus mileage.

Board Members \$30.00 per meeting plus mileage.

Section 5: ALBEMARLE COMMISSION APPOINTMENT
\$30.00 per meeting plus mileage and meal if required.

Section 6: AGING ADVISORY COUNCIL
\$30.00 per meeting plus mileage and meal if required.

Section 7: RECREATION BOARD
\$30.00 per meeting plus mileage.

Section 8: JURY COMMISSION
\$ 7.25 per hour for hours worked compiling jury list.

Section 9: ECONOMIC DEVELOPMENT BOARD
\$30.00 per meeting plus mileage.

Section 10: SENIOR CENTER BOARD
\$30.00 per meeting. No travel

Section 11: LIBRARY BOARD (Added 9/3/13)
\$30.00 per meeting. No travel

Section 12: AGRICULTURAL ADVISORY BOARD (Added 9/3/13)
No Compensation

Section 13: MILEAGE REIMBURSEMENT
Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15.

I. Ba0013

J. Surplus Property – Sheriff

9. COMMISSIONERS' REPORT

Chairman McLain

- River City is accepting applications from elderly, low income, and disabled families for Free Home Repairs.

Commissioner Riggs

- The Tax Policy Committee will meet tomorrow Feb 3rd at 10:00 AM.

Commissioner White

- Sheriff Tony Perry received an award from the Elizabeth City Chamber.

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – February 01, 2016

Commissioner Duckwall

- Library statistics for January 2016 show that the library continues to see high usage.

10. COUNTY MANAGER'S REPORT

Mike Renshaw

There will be a Public Hearing for the Region Hazard Mitigation Plan Thursday at 7:00 PM in the Pasquotank Public Safety Building located at 200 East Colonial Elizabeth City, NC.

RECESS TO SOUTH CAMDEN WATER & SEWER DISTRICT BOARD OF DIRECTORS MEETING AT 7:50 PM.

RECONVENE COMMISSIONERS' MEETING AT 7:55 PM.

11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

- A. Camden County Public Library January 2016 Statistics Report
- B. Resolution Supporting Prevention Partners statewide Wellness Initiative
- C. Resolution Supporting Connect Nc Bond Act

12. OTHER MATTERS

None

13. ADJOURN

As there were no other matters to come before the board, Chairman McLain adjourned the Board of Commissioners meeting at 7:56 PM.

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – March 07, 2016

Camden County Board of Commissioners
BOC - Regular Meeting
March 7, 2016
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on March 07, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

WELCOME & CALL TO ORDER

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Vice Chairman	Absent	
Garry Meiggs	Commissioner	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
John Morrison	County Attorney	Present	
Lisa Anderson	Tax Administrator	Present	
Stephanie Humphries	Finance Director	Present	

CLOSED SESSION

Enter Closed Session at 6:00 PM

The board entered closed session pursuant to G.S. 143-318.11(a)(3) to consult with Attorney to discuss matters relating to potential litigation and current litigation Case Number: 215-cv-00021 - Camden County et al v. Northeastern Community development Corporation et al.

RESULT: PASSED [UNANIMOUS]
MOVER: Tom White, Commissioner
AYES: McLain, Meiggs, Riggs, White
ABSENT: Duckwall

Out of Closed Session at 7:55 PM

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: McLain, Meiggs, Riggs, White
ABSENT: Duckwall

INVOCATION & PLEDGE OF ALLEGIANCE

Chairman McLain gave the Invocation & Pledge of Allegiance.

Chairman McLain

1. PUBLIC COMMENTS

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 07, 2016

None

2. CONSIDERATION OF AGENDA

Motion to accept the agenda as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

3. PRESENTATIONS

A. Cardinal Awards

Chairman Mike McLain presented the State Cardinal Award to three Camden County employees with 30+ years of public service.

- Clarann Mansfield
- Miles Gregory
- Sylvia Holley

4. OLD BUSINESS

None

5. NEW BUSINESS

A. Monthly Tax Report - Dec 2015

Monthly Tax Report for December 2015

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

B. Monthly Tax Report - Jan 2016

Monthly Tax Report for January 2016

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

C. ConnectNC Bond

RESOLUTION **No.** **2016-03-01**
IN SUPPORT OF THE CONNECT NC BOND ACT

WHEREAS, the North Carolina General Assembly and Governor McCrory approved the Connect NC Bond Act during the 2015 Legislative Session; and
WHEREAS, The \$2 billion bond will connect North Carolina to the 21st century through statewide investments in education, parks, safety, recreation, and water and sewer infrastructure; and
WHEREAS, The Connect NC bond will allow the state of North Carolina to pay for 50-year assets with 20-year financing without increasing taxes; and
WHEREAS, the Connect NC Bond will invest \$75 million in State Parks across the state to repair and renovate, as well as update select facilities to make them more accessible to children with disabilities and Veterans with disabilities, and:
WHEREAS, the Dismal Swamp State Park will receive \$990.750 of the \$75 million for state park improvements.
WHEREAS, The Connect NC Bond Act will invest \$1.3 billion dollars to the state’s Universities and Community Colleges; and,
WHEREAS, the College of the Albemarle will receive \$6.5 million to upgrade and construct facilities to offer state-of-the-art learning experiences for the citizens of North East North Carolina.
WHEREAS, Elizabeth City State University will receive \$13 million for capital improvements to modernize and enhance existing facilities.
WHEREAS, the Connect NC Bond will provide \$300 million statewide for water and sewer infrastructure loans and grants; and,

Attachment: 2016-03-07 BOC MINUTES FINAL (1280 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 07, 2016

WHEREAS, \$180 million will be invested in agriculture, which contributes \$78 billion to the state’s economy and accounts for 17 percent of the state’s revenue; and
WHEREAS, \$70 million will be invested in modernizing National Guard facilities, which will also make the guard eligible for additional federal funding, as North Carolina moves towards more centralized facilities.
NOW, THEREFORE, BE IT RESOLVED, that the Camden County Board of Commissioners supports the \$2 Billion Connect NC Bond that invests in North Carolina’s future, and encourages its citizens and votes to approve the Connect NC Bond.
APPROVED, this the 7th day of March, 2016.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

D. Resolution No. 2016-03-02 Opposing the Discontinuance of the Existing Tier Designation System

RESOLUTION	No.	2016-03-02
Opposing Discontinuance of the Economic Development Tier System		

Whereas, the Program Evaluation Division of the North Carolina General Assembly has issued Report Number 2015-11 under the date of December 14, 2015 with recommendations to:

- Discontinue the Economic Development Tier System for all non-economic development programs by July 1, 2017
- Sunset the tier system for all economic development programs as of July 1, 2018
- Form a legislative commission to reexamine the State’s strategy for identifying and assisting economically distressed communities

Whereas, Camden County is developmentally and economically distressed due to the lack of critical water, sewer, gas and broadband infrastructure to attract job producing industrial and commercial businesses, and;

Whereas, Camden County has very few commercial and industrial jobs inside the county forcing our residents to travel outside the County and State for employment resulting in an 87% outmigration of jobs, and;

Whereas, discontinuing the tier system will negatively impact Camden County’s ability to attract State funds to build critical infrastructure to attract businesses and jobs to the county, and;

Whereas, without State funding assistance local taxes must be increased to fund infrastructure and these costs will be borne by a very small population base, and;

Whereas, historically Camden County has benefited from designation as a Tier 1 economically distressed county through the award of State funding for multiple critical infrastructure projects in support of attracting private investment and job creation, and;

Now, therefore, be it resolved that the County of Camden opposes discontinuance of the existing tier designation system until a new system is in place, and;

Now, therefore, be it further resolved that the County of Camden hereby recommends any new economic distress classification system consider the following factors related to:

- Out migration of jobs due to limited local employment opportunities
- Average wages generated by businesses within the county boundaries
- Commercial/industrial property valuation per capita

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

E. Proposal for Phase II WWTP Geohydrology Study

Garry Meiggs made a motion to authorize the County Manager to execute the contract as presented.

Proposal Hydrogeologic and Soils Analysis; Williams Site
 Camden. NC. EAA Prop INF 080715B

This proposal offers hydrogeologic and soil evaluation of the William's Tract, which is located approximately 1 mile east of the intersection of Rt 34 and US 58 Camden, N.C. This evaluation is to determine suitability of the site for wastewater disposal using infiltration basins. The proposal is divided into two phases. Phase I, is similar in scope to the investigation for the site off of Rt 343, that we completed in June 2015, except that there will be geotechnical borings and survey support at the Williams Tract. Phase II is to further evaluate the hydrogeology and soils needed for permitting, in the event that Camden County, wishes to pursue obtaining a Non-Discharge Permit from N.C.D.W.R. Phase II provides cost estimates for the soils, agronomic and hydrogeologic analysis needed for permitting.

Phase I:

The first phase offers a preliminary analysis similar to the report we completed in June, with the addition of twelve geotechnical borings by GET. The geotechnical boring logs will be used to configure the basins using the best sand aquifer matrix feasible, taking into account potential setbacks. With this mapping to locate a test

Attachment: 2016-03-07 BOC MINUTES FINAL (1280 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
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well site, we will construct the aquifer test wells; perform the aquifer test, so that we can build the preliminary models.

This phase includes soil analysis, test well construction; aquifer testing and construction of a steady state computer model (MODFLOW) so that we can evaluate alternatives.

Phase II

The second phase would be to complete all Soil, Agronomic and Hydrogeologic Analyses needed for permitting: This proposed evaluation will be to continue to analyze the site for high rate infiltration using basins to conform with 15A NCAC 2T .0706 (a or b) and requirements in the associated policy documents. This analysis will also conform with the rules change from 15A NCAC 2H .0200 to 15ACNC 2T .0700 (2006) and subsequent policies pertaining to soils, and hydrogeologic analysis.

The following policies need to be included in the site evaluation protocol:

May 31, 2007, "Hydrogeologic Investigation and Reporting Policy"

May 31, 2007, "Groundwater Modeling Policy"

September 12, 2008, "Soil Scientist Evaluation Policy"

September 12, 2008, "Water Balance Calculation Policy"

SCHEDULE

We propose to complete the Phase 1 evaluation within eight weeks of receiving notice to proceed. However, delays may be possible depending on the time to receive the results of the survey support and drawings.

Fees:

Phase I: - Preliminary Analysis of Design Alternatives:

Construct piezometers (12) - Map water table surface	\$	1,800.0
		0
Survey support (estimate)	\$	1,000.0
		0
Soils Analysis - evaluate geotechnical borings and map aquifer	\$	2,800.0
		0
Construct two wells for aquifer testing	\$	2,500.0
		0
Perform aquifer testing and analysis	\$	2,800.0
		0
Build and Refine Calibration Model	\$	2,500.0
		0
Analyze Options using Steady State Loading Model - Letter Report	\$	2,600.0
		<u>0</u>
Subtotal:		\$16,000.00
		0.00
Geotechnical Borings and services GET		\$8,260.00
		00
Total Phase I		\$24,260.00
		0.00

Phase II: - Additional efforts to finalize support for NC DWR Permit Application Support:

Perform Water Balance - Hydraulic Conductivity Analyses\$

2,800.00

Perform Sensitivity Analysis \$

Attachment: 2016-03-07 BOC MINUTES FINAL (1280 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 07, 2016

	2,380.0
	0
Loading Model Analysis	\$ 6,160.0
	0
Solute Transport Modeling	\$ 5,800.0
	0
Report	\$ 2,640.0
	<u>0</u>
Total Phase II:	\$19,78
	0.00
Total through permitting	\$44,04
	0.00

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: Garry Meiggs, Tom White
AYES: McLain, Meiggs, Riggs, White
ABSENT: Duckwall

6. BOARD APPOINTMENTS

- A. Camden County CAC's
- B. Motion to reappoint

RESULT: PASSED [UNANIMOUS]
MOVER: Clayton Riggs, Commissioner
AYES: McLain, Meiggs, Riggs, White
ABSENT: Duckwall

7. CONSENT AGENDA

RESULT: ACCEPT AS PRESENTED [UNANIMOUS]
MOVER: Tom White, Commissioner
AYES: McLain, Meiggs, Riggs, White
ABSENT: Duckwall

- A. Draft Minutes
- B. Budget Amendment - Ba0014-0019
- C. CCS Budget Amendments
- D. Tax Collection Report - January
- E. Authorization to Collect April Renewal
- F. Pick-Ups/Releases/Refunds
- G. Letter in Support of Offshore Energy
- H. FY 2015-2016 Addendum with Trillium Health Resources
- I. Surplus Sheriff - Console 2
- J. Surplus Sheriff - Light
- K. Surplus Sheriff - Tires
- L. Surplus Sheriff - Radar

Attachment: 2016-03-07 BOC MINUTES FINAL (1280 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 07, 2016

- M. Surplus Sheriff - Siren-Light Box
- N. Surplus Sheriff - Mace Holder
- O. Surplus Sheriff - 1999 Dodge Durango
- P. Board of Social Services

8. COMMISSIONERS' REPORT

9. COUNTY MANAGER'S REPORT

RECESS TO SOUTH CAMDEN WATER & SEWER DISTRICT BOARD OF DIRECTORS MEETING

Recess to South Camden Water & Sewer District Board of Directors Meeting

Recess to South Camden Water & Sewer District Board of Directors Meeting at 7:28 PM

RESULT:	PASSED [UNANIMOUS]
MOVER:	P. Michael McLain, Chairman
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

RECONVENE COMMISSIONERS' MEETING

Reconvene Commissioners' Meeting

Reconvene Commissioners' Meeting at 7:29 PM

RESULT:	PASSED [UNANIMOUS]
MOVER:	P. Michael McLain, Chairman
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

10. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

- A. Sales & Use Tax Report
- B. Monthly Report - Register of Deeds
- C. Camden Public Library Statistics February 2016 Report
- D. Trillium Reports and Budget Requests for New Year

11. OTHER MATTERS

12. ADJOURN AT 7:35 PM

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – March 21, 2016

Camden County Board of Commissioners
BOC - Regular Meeting
March 21, 2016
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on March 21, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

WELCOME & CALL TO ORDER

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Commissioner	Present	
Garry Meiggs	Vice Chairman	Absent	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
John Morrison	County Attorney	Present	

INVOCATION & PLEDGE OF ALLEGIANCE

Boy Scout Troop 158

- 1. PUBLIC COMMENTS**
- 2. CONSIDERATION OF AGENDA**

Manager Renshaw requested to add a Closed Session as Item 12.A.

- A. Motion to approve the agenda as amended

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

- 3. PRESENTATIONS**
 - A. Space Needs Presentation
 - B. NCDOT Traffic Safety Improvement: US17/Business 17
 - C. Presentation by Sheriff Tony Perry
 - D. Report to the People

4. OLD BUSINESS

None

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – March 21, 2016

5. PUBLIC HEARINGS

None

6. NEW BUSINESS

A. Monthly Tax Report

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

B. Noblitt S&E

Commissioner White made a motion approve funding of \$6400 and authorize the County Manager to execute the attached contract with E T Hyman Surveying.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

C. Streetlight Policy Amendments

Camden County Village Core Streetlight Funding Policy

Adopted: March 19, 2012

Revised: March 21, 2016

I. Purpose of Village Core Streetlight Policy

The Camden County Board of Commissioners recognizes the added value of having specific areas of the County illuminated at night through the use of street lighting. In recognition that a role of local government is to serve the public interest with regards to quality of life and public safety concerns, the Board further recognizes the following three goals which collectively act to serve that interest:

- To provide for the safety of nighttime traffic operations within village core areas.
- To provide a sense of safety and security of pedestrians travelling along arterial transportation corridors within village core areas.
- To serve as a deterrence for criminal activity within village core areas, or areas with a history of special public safety need as identified by the Sheriff of Camden County.

The purpose of this policy is to create a set of objective criteria which the Board may, at its sole discretion, consider when deciding to fund the operation of existing or future streetlights within village core areas of the County. County funding for such existing or future streetlights shall only provide for monthly electricity costs and fees paid to the provider/owner of such equipment and shall not include the installation or direct maintenance of such equipment.

Consistent with the public interest goals described above, the Board of Commissioners shall only consider the funding of electricity costs and associated fees for streetlights located along a local thoroughfare and within the public right-of-way. Under no circumstances will consideration be given for the funding of streetlights located on private, residential or commercial property.

The existence of this policy shall not in any manner require the County to fund either the ongoing electricity costs and associated fees of existing street lights nor the funding of any future street light improvements within village core areas of the County.

II. Policy Implementation

Definitions and Minimum Qualifying Thresholds

For the purpose of this policy, the term *village core area* shall be defined as those areas of the County containing population clusters of at least 250 residents within a one quarter (1/4) square mile radius and four (4) or more businesses within that same radius.

Local thoroughfare is defined according to North Carolina Department of Transportation (NCDOT) and American Association of State Highway and Transportation Officials (AASHTO) standards and shall include roadways with no controlled access restrictions serving a high access, moderate to low mobility functional purpose.

In addition, vehicle traffic count volumes along the local thoroughfare illuminated by the street lights must be equal to or greater than 400 vehicles per day. Data to be used for this determination shall be obtained through the North Carolina Department of Transportation.

The Board of Commissioners may consider a request to fund monthly electric costs and associated fees for street lighting only upon written request from at least two of the following three sources:

- Petition signed by a minimum of twenty (20) adult residents living within the village core area being considered.
- Written request of a tax exempt non-profit or faith-based organization serving within the village core area being considered.

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – March 21, 2016

3. Written request from two or more businesses located within the village core area being considered.

The Board of Commissioners may also consider a request to fund monthly electric costs and associated fees for street lighting upon written request of the Sheriff of Camden County followed by a public presentation at a regularly scheduled Board of Commissioner's meeting.

III. Fiscal Impact and Future Policy Modifications

Should the Board of Commissioners decide that it is in the public interest that the County should fund the monthly electric bills and associated fees of village core area streetlights, such funds as required shall be appropriated for the fiscal year or portion thereof.

Future funding shall be contingent upon budget availability. The County reserves the right to cancel funding at any time.

The Board of Commissioners shall periodically review this policy and reserves the right to modify its provisions at any time.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

Motion to amend the Streetlight Policy

Amend the existing Street Lighting policy to include an exception for Citizen Safety upon recommendation from the Sheriffs department.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

Motion to approve the Belcross Streetlight request.

Approve the Belcross street light request with the new amended policy, as the request meets three of the four criteria requirements.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

7. BOARD APPOINTMENTS

- A. Camden County CAC's

Motion to appoint

Appoint Clarann Mansfield and Dana Rabon Smith to serve on the Adult Care Home Community Advisory Committee for one year terms to expire 3/20/2017.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

8. CONSENT AGENDA

Commissioner Tom White made a motion to approve the consent agenda as presented.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

- A. Budget Amendments
B. CCS Budget Amendments
C. Proclamation

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 21, 2016

- D. Tax Collection Report - Feb
- E. Vehicle Refunds Over \$100.00
- F. DMV Monthly Report
- G. Audit Contracts
- H. Surplus Item-DSS
- I. Set Hearing Date

9. COMMISSIONERS' REPORT

10. COUNTY MANAGER'S REPORT

11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

- A. EMS Reports
- B. Sales Tax, LTT, Utilities Report
- C. Broadbandio Update

12. OTHER MATTERS

Closed Session

- A. Motion to enter Closed Session

At 8:29 PM the board entered Closed Session pursuant to N.C.G.S. 143-318.11(a)(6) - Personnel.

RESULT:	PASSED [UNANIMOUS]
MOVER:	P. Michael McLain, Chairman
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

- B. Motion to come out of closed session.

The board came out of Closed Session at 8:37 PM.

RESULT:	PASSED [UNANIMOUS]
MOVER:	P. Michael McLain, Chairman
AYES:	McLain, Duckwall, Riggs, White
ABSENT:	Meiggs

- C. County Manager Resignation

Chairman McLain announced that during Closed Session County Manager Michael Renshaw has resigned his position as County Manager effective April 22, 2016. Chairman McLain directed staff to start advertising for a new County Manager.

13. ADJOURN

With no other matters before the Board of Commissioners adjourned at 8:42 PM.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

Camden County Board of Commissioners

BOC - Work Session

April 4, 2016

3:00 PM

**Historic Courtroom, Courthouse Complex
 Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on April 04, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

CALL TO ORDER

Vice Chairman Garry Meiggs called the work session to order at 3:10 PM.

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Late	3:15 PM
Sandra Duckwall	Commissioner	Present	
Garry Meiggs	Vice Chairman	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
Stephanie Humphries	Finance Director	Present	

I. POLICY AND PROCEDURE

- A. Finance, Investments, Travel

II. BUDGET INDICATIONS

- A. Revenues
 B. Expenses/Salary Requests
 C. Pay for Performance Proposal

PERFORMANCE PAY PROPOSAL

**HUMAN RESOURCES DEPARTMENT
 & FINANCE OFFICER**

Attachment: 2016-04-04 BOC Finance WS Minutes Final (1280 : BOC Meeting Minutes)

May 24, 2016

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I. Introduction

The last Pay for Performance offered was in 2003. With little room for advancement within the county, it is important to build a structure to incentivize employees to perform to their highest potential. Currently, the pay system is widely based on an aging pay study where staff starts employment at a minimum salary and are only rewarded for years of service through an annual longevity payment with no incentive or reward for satisfactory or above satisfactory performance. This creates a phenomenon known as “salary compression”. Our current annual performance evaluations easily lend a fair and objective rating system to rely on for the pay for performance system.

In addition to providing an incentive to improve performance, this system would unify pay options. We have inconsistency through the 2% certification provided only to the water system employees and the Career Path Plan only provided for Sheriff Deputies. No pay incentive is available to other employees within the County which affects employee morale.

II. Reasons for Proposal

1. Pay For Performance

- Pay is heavily based on longevity with no reward for performance

2. Employee Morale

- Fair and Equitable Compensation amongst staff

3. Employee Retention

- Lack of room for advancement may result in loss of competent and qualified staff and added costs to train their replacements

Attachment: 2016-04-04 BOC Finance WS Minutes Final (1280 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

III. Assumptions

1. Proposal should be affordable for County with little to no impact on citizens (no tax increase)
2. Proposal should reward performance (increase productivity)
3. Proposal should consider market compensation (counties of equal size, access to comparable jobs/applicants in the area)

IV. Outcomes

1. Provide 2 to 3 options for consideration; include a Baseline (standard COLA)
2. Provide cost for each option

A. OPTIONS

Baseline: (\$104,983)-Our Current Annual Cost

1. Longevity not changed (\$40,179)
2. Standard COLA (2%) (\$64,804)

Option 1: (\$87,217) -A reduction to our Current Annual Cost

Adds Performance Pay with no change to Longevity

1. Longevity not changed (\$40,179)
2. Include increases to allow pay for performance (\$50,394)
3. Include COLA (\$64,804)
4. Savings on Health (\$68,160)

Option 2: (\$68,385) -A reduction to our Current Annual Cost

Adds Performance Pay and changes automatic Longevity to Performance Based

1. Longevity now performance Based (\$21,347)
2. Include increases to allow pay for performance (\$50,394)
3. Include COLA (\$64,804)
4. Savings on Health (\$68,160)

Option 3: (\$36,823)- A reduction to our Current Annual Cost

No changes with savings on Health Care

- | | | | |
|----------------------|------|---------|------------|
| 3. Longevity | not | changed | (\$40,179) |
| 4. Standard | COLA | (2%) | (\$64,804) |
| 5. Savings on Health | | | (\$68,160) |

V. Management Discussion

While we have provided several options, we believe that the County should move to a pay for performance system with a tier for longevity (Option 2) that is also based on performance not just years of service. As stated, our current annual performance evaluations easily lend a fair rating system to rely on for the pay for performance system. We believe that this would be a positive addition to our current pay system that is separate from the need for an annual COLA.

The cost to the county would be minimal when taking into consideration the reduction in the standard Longevity payment and a reduction in our current health care costs utilizing the current 70/30 health plan. We would actually be looking at a reduction to overall cost in the salaries and health insurance line items. We also suggest the Pay for Performance not be annual but on a three year basis. Employees can only move up to the full percentage but could not get a compounding percentage each year.

The benefits to the county include creating a fair and equitable reward system for employees. The result has proven to be increased productivity and higher employee satisfaction.

VI. Tables

Performance Pay		Longevity: Performance Based		Longevity Schedule	
Rating	Increase	Rating	Longevity %	Years	Longevity
1.00-1.99	0%	1.00-1.99	0%	25	3.0%
2.00-2.24	0%	2.00-2.24	50%	20	3.0%
2.24-	1%	2.24-2.74	50%	15	2.5%

Attachment: 2016-04-04 BOC Finance WS Minutes Final (1280 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

2.74					
2.75-	2%	2.75-2.99	75%	10	2.0%
2.99					
3.00-	3%	3.00-3.24	75%	5	1.5%
3.24					
3.25-	4%	3.25-4.00	100%	3	1.0%
4.00					

VII. Example

Employee 1: \$30,000 per year with 5 Years of Service

Current:

Year 1: Performance Rating (2)
 $\$30,000 + \text{COLA \& Longevity} =$
 $\$30,000 + \$600 + \$450 = \$31,050$

Proposed:

Year 1: Performance Rating (2)
 $\$30,000 + \text{PP} + \text{COLA \& Longevity} =$
 $\$30,000 + \$300 + \$600 + \$112.50 = \$31,012.50$

As you can see, the difference is not significant but gives the employee an incentive to get a better rating next year (our goal) which would increase the Performance Pay and the Longevity Payment.

Current:

Year 2: Performance Rating (2.5)
 $\$30,600 + \text{COLA \& Longevity} =$
 $\$30,600 + \$612 + \$468.18 = \$31,680.18$

Proposed:

Year 2: Performance Rating (2.5)
 $\$30,900 + \text{PP} + \text{COLA \& Longevity} =$
 $\$30,900 + \$618 + \$618 + \$231.72 = \$32,367.72$

VIII. Implementation

Implementation Options: 3 year Plan vs. Annual Plan

1. 3 year plan uses a 4% Performance Pay incentive. **(\$68,385 16-17)**

Employees Performance Pay can go up with improved performance but will not receive an annual increase on top of the previous year's performance pay increase. The Performance Pay Plan will be reviewed in 3 years for cost and effectiveness. Employees who fall in performance will also fall in pay. Employees exceeding performance requirements get higher pay increases.

Maximum Cost: \$127,879 maximum over 3 years/Expect \$90,000 3yr max.

2. Annual Plan uses a 2% increase to all employees at a rating of 2 or better. Below a 2 gets no increase, above 2 gets full 2% annually. **(\$88,453 16-17)**

Doesn't allow for incentive to improve above meeting standards but does give incentive for anyone below standards to improve. Also doesn't reward high performing staff. This plan would provide 2% annually for any staff meeting performance requirements.

Maximum Cost: \$191,817 maximum over 3 years/Expect \$154,890 3yr max.

Notes: Only Full Time and Part Time-Non-Varied employees qualify for the incentive pay. Part-Time-Varied employees and those on probation do not qualify for the incentive.

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 04, 2016

III. BOARD SALARIES

A. Board Salaries

Resolution No. 2016-02-02

**A RESOLUTION OF THE
CAMDEN COUNTY BOARD OF COMMISSIONERS TO AMEND
SALARIES AND COMPENSATION FOR VARIOUS BOARDS AND
COMMISSIONS FOR FISCAL YEAR 2015-2016**

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

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 1st day of February 2016 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning January 1, 2016 and ending June 30, 2016 (FY2015-2016),

Section 1: BOARD OF ELECTIONS

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

Section 2: BOARD OF COMMISSIONERS

- Chairman \$550.00 per month plus mileage.
- Vice-chairman/
Board Member \$525.00 per month plus mileage

Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four hours and out of the county (35 mile radius of the Courthouse). Special meetings and budget work sessions in addition to the two regularly scheduled Board of Commissioners meetings will be compensated \$75 and up to \$75 for attendance at other board meetings that they have been appointed to and not already compensated for by those boards.

Section 3: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS
\$30.00 per meeting plus mileage.

Section 4: SOCIAL SERVICES BOARD

- Chairman \$35.00 per meeting plus mileage.
- Board Members \$30.00 per meeting plus mileage.

Section 5: ALBEMARLE COMMISSION APPOINTMENT
\$30.00 per meeting plus mileage and meal if required.

Section 6: AGING ADVISORY COUNCIL
\$30.00 per meeting plus mileage and meal if required.

Section 7: RECREATION BOARD
\$30.00 per meeting plus mileage.

Attachment: 2016-04-04 BOC Finance WS Minutes Final (1280 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

- Section 8: JURY COMMISSION**
\$ 7.25 per hour for hours worked compiling jury list.
- Section 9: ECONOMIC DEVELOPMENT BOARD**
\$30.00 per meeting plus mileage.
- Section 10: SENIOR CENTER BOARD**
\$30.00 per meeting. No travel
- Section 11: LIBRARY BOARD (Added 9/3/13)**
\$30.00 per meeting. No travel
- Section 12: AGRICULTURAL ADVISORY BOARD (Added 9/3/13)**
No Compensation
- Section 13: MILEAGE REIMBURSEMENT**
Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15.

ATTEST:

(SEAL)

 Clerk to the Board

 P. Michael McLain, Ch.. Board of Commissioners

IV. SPACE NEEDS/CIP FUNDING

A. Space Needs/CIP Funding

A. FUNDING OPTIONS

a. CIP FUNDING Year 16-17

B. RETIRING DEBT PAYMENTS

a. Current Debt 2016-2025

Capital Improvement 2017-2021

CIP FUNDING Year 16-17	PL	Capital Cost	General Fund	Capital Fund	School Capital Fund	Enterprise Fund	Grants	Debt Financing	Sales Tax
Beginning Balance			7,702,191	2,782,966	334,003	954,411			400,000
INFRASTRUCTURE (Water, Sewer)									
Wastewater									
Camden Core WWTP w/Bus Park Ext.	2017	2,706,900		1,000,000		253,450	1,553,450		
Wastewater Extension-Country Club -158	1	1,171,000							
FACILITIES (Offices, Parks, Service Bldgs except Health & Safety)									
Government Buildings									
Administrative Complex	2	3,160,000						3,160,000	
Parks & Recreation									
Recreational & Community Center	3	TBD							
South Mills Community Park	3	175,000							
DSC Bike & Ped Completion	2	1,300,000							
COUNTY CIP Total			-	1,000,000	-	253,450	1,553,450	3,160,000	
Schools									
High School Construction	2021	21,000,000			170,000				5400,000
School Bldg Improvements		22,020,274							
SCHOOL CIP TOTAL		43,020,274	-	-	170,000		-	-	
<i>Additions</i>									
				300,000	150,000				
Ending Balance			7,702,191	2,082,966	314,003	700,961	1,553,450	3,160,000	

Attachment: 2016-04-04 BOC Finance WS Minutes Final (1280 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

Current Debt		2016-2017	2017-2018	2018-2018	2018-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
SCHOOLS										
QZABII 0%		\$112,334	\$112,334							
\$2,000,000	2018									
Loan 2.29%		\$60,510	\$59,316	\$58,122	\$56,927	\$55,733	\$54,539	\$53,345		
\$572,000	2023									
Int.Sch. USDA 4.25%		\$520,000	\$520,000	\$520,000	\$520,000	\$520,000	\$520,000	\$520,000	\$520,000	\$520,000
\$10,000,000	2046									
INFRASTRUCTURE										
PHASE I		\$93,494	\$93,494	\$93,493	\$93,494	\$93,493	\$93,494	\$93,494	\$93,494	\$93,494
\$1,274,000	2032									
PHASE II BRP		\$45,024	\$45,133	\$44,243	\$43,352	\$42,461	\$41,570			
\$406,791	2022									
2.19%										
R/O PLANT										
\$910,732		\$111,767	\$109,652	\$107,537	\$105,422	\$103,307				
2.09%	2021									
R/O Upgrade		\$32,684	\$32,684	\$32,684	\$32,684	\$32,684	\$32,684	\$32,684	\$32,684	\$32,684
653,680.00	2032									
HEALTH & SAFETY										
VFD-Truck		\$45,235	\$45,235	\$45,235	\$45,235					
\$453,000	2020									
VFD-Station		\$57,402	\$55,992	\$54,582	\$53,172	\$51,761	\$50,351	\$48,941	\$47,531	\$46,121
\$725,000	2030									
FACILITIES										
Jail-Ab District		\$174,225	\$171,806	\$169,387	\$166,968	\$164,548	\$162,129	\$159,710	\$157,290	\$154,872
\$3,040,000	2037?									
Morrisette Property										
\$600,000	2015									
Noblitt Property		\$150,000								
\$1,350,000	2017									
Courthouse		\$20,297	\$20,297	\$20,297	\$20,297	\$20,297	\$20,297	\$20,297	\$20,297	\$20,297
\$264,000	2026									
YEAR TOTALS		\$1,321,335	\$1,164,716	\$1,045,943	\$1,039,144	\$1,032,523	\$924,713	\$879,530	\$823,765	\$768,447
Proposed New Debt										
Admin Building	2023			\$467,000	\$467,000	\$467,000	\$467,000	\$467,000	\$467,000	\$467,000
New Revenue Source										
Retired Debt		\$150,000	\$300,000	\$412,334	\$412,334	\$412,334	\$412,334	\$412,334	\$412,334	\$412,334
Restricted Sales Tax		\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Total		\$550,000	\$700,000	\$812,334	\$812,334	\$812,334	\$812,334	\$812,334	\$812,334	\$812,334
Reserved		\$550,000	\$1,250,000	\$1,595,334	\$1,940,668	\$2,286,002	\$2,631,336	\$2,976,670	\$3,322,004	\$3,667,338
County GF Increase		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Proposed New Debt										
Admin Building	2023			\$467,000	\$467,000	\$467,000	\$467,000	\$467,000	\$467,000	\$467,000
OCHS*	2038						\$2,360,050	\$2,323,720	\$2,275,280	\$2,226,840
New Revenue Source										
Retired Debt		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Restricted Sales Tax		\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Total		\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000
State School Fund		\$600,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000
Reserved		\$1,150,000	\$1,830,000	\$2,043,000	\$2,256,000	\$2,469,000	\$321,950	\$0	\$0	\$0
County GF Increase		\$0	\$0	\$0	\$0	\$0	\$0	\$1,788,770	\$2,052,280	\$2,013,840

Attachment: 2016-04-04 BOC Finance WS Minutes Final (1280 : BOC Meeting Minutes)

V. RECESS

Chairman McLain recessed the work session at 5:09 PM.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

Camden County Board of Commissioners

BOC - Work Session

April 4, 2016

5:00 PM

**Historic Courtroom, Courthouse Complex
 Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on April 04, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

RECONVENE

The Board of Commissioners reconvened at 5:10 PM.

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Commissioner	Present	
Garry Meiggs	Vice Chairman	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
Stephanie Humphries	Finance Director	Present	

I. CIP

A. CIP Draft

The County Manager Mike Renshaw initiated a discussion regarding reviewed the Capital Improvement Program for 2017-2021.

Sheriff Tony Perry requested the board consider adding a Mobile Command Center to the Capital Improvement Program.

II. ADJOURN

The Board of Commissioners adjourned the work session at 6:15 PM.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

Camden County Board of Commissioners
BOC - Regular Meeting
April 4, 2016
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on April 04, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

WELCOME & CALL TO ORDER

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Commissioner	Present	
Garry Meiggs	Vice Chairman	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
John Morrison	County Attorney	Present	

INVOCATION & PLEDGE OF ALLEGIANCE

Commissioner Clayton Riggs

1. PUBLIC COMMENTS

None

2. CONSIDERATION OF AGENDA

Motion to Amend the Agenda

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

3. PRESENTATIONS

A. NCCCMA - County Manager Position

B. Senior Tar Heel Updates

4. OLD BUSINESS

5. PUBLIC HEARINGS

6. NEW BUSINESS

A. 2015 Advertisement of Tax Liens on Real Property

1. Motion to accept the attached report from the Tax administrator that, as of March 31, 2016 the total amount of unpaid taxes for the current fiscal year that are liens on real property is

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

\$321,211.72 and that this figure shall change over time with collections and releases.

2. Motion to set the 2015 tax liens on real property advertising date of April 25, 2016.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Garry Meiggs, Vice Chairman
AYES:	McLain, Duckwall, Meiggs, Riggs, White

7. BOARD APPOINTMENTS

8. CONSENT AGENDA

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Garry Meiggs, Vice Chairman
AYES:	McLain, Duckwall, Meiggs, Riggs, White

- A. MOTION TO AMENDA THE CONSENT AGENDA
- B. Draft Minutes
- C. Volunteer - CEDC
- D. Surplus Wastewater Pumps
- E. 1160: Set Public Hearing - Ordinance 2016-03-01 has been moved to Other Matters
- F. Resolution No, 2016-04-01

**RESOLUTION ADOPTING THE
 ALBEMARLE REGIONAL HAZARD MITIGATION PLAN UPDATE**

WHEREAS, the citizens and property within Camden County are subject to the effects of natural hazards and man-made hazard events that pose threats to lives and cause damages to property, and with the knowledge and experience that certain areas, i.e., flood hazard areas, are particularly susceptible to flood hazard events; and

WHEREAS, Camden County desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3, and 4 of Article 18 of Chapter 153 A; and Article 6 of Chapter 153A of the North Carolina General Statutes, has delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina, in Article 1 of Chapter 166A of the North Carolina General Statutes (adopted in Session Law 2001-214 --- Senate Bill 300 effective July 1, 2001), has stated in Item 6.01(b) (2) "For a state of disaster proclaimed pursuant to G.S. 166A-6(a) after August 1, 2002, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act;" and

WHEREAS, it is the intent of the Board of Commissioners of Camden County to fulfill this obligation in order that Camden County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan and update it every five years in order to receive future Hazard Mitigation Grant Program Funds; and

NOW, THEREFORE, be it resolved that the Board of Commissioners of Camden County hereby:

1. Adopts the Albemarle Regional Hazard Mitigation Plan; and
2. Vests the Emergency Management Coordinator with the responsibility, authority, and the means to:
 - a) Inform all concerned parties of this action.
 - b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map, and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation of existing hazards.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

3. Appoints the Emergency Management Coordinator to assure that the Hazard Mitigation Plan is review annually and in greater detail at least once every five years.
4. Agrees to take such other official action as may be reasonably necessary to carry out the strategies outlined within the 2015 Albemarle Regional Hazard Mitigation Plan.

G. NC DPS - Community Programs - County Funding Plan

9. COMMISSIONERS' REPORT

Commissioner Riggs attended Family Game Night at the Camden Library.

- Life Size Scrabble
- Wii Games
- Board Games
- 30 Children total

Commissioner Meiggs attended the NCACC Executive Board Meeting

- Tier Status is a large concern for many smaller counties.

10. COUNTY MANAGER'S REPORT

None

RECESS TO SOUTH CAMDEN WATER & SEWER DISTRICT BOARD OF DIRECTORS MEETING

The Board of Commissioners recessed at 7:48 PM to the South Camden Water & Sewer District Board of Directors Meeting.

RECONVENE COMMISSIONERS' MEETING

Reconvene Commissioners' Meeting at 7:52 PM.

11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

- A. March 2016 Library Statistics
- B. N.C. Ethics Commission

12. OTHER MATTERS

- A. Motion to recuse

Commissioner Riggs made a motion to recuse Chairman McLain from discussion and any action pertaining to Ordinance No. 2016-03-01 Law Enforcement Shooting Range.

The motion passed unanimously, Chairman McLain removed himself from the board room and did not participate in discussion or action.

RESULT:	PASSED [4 TO 0]
MOVER:	Clayton Riggs, Commissioner
AYES:	Duckwall, Meiggs, Riggs, White
RECUSED:	McLain

- B. Ordinance No. 2016-03-01 - Proposed Amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code of Ordinances

Commissioner Riggs made a motion to set the Public Hearing Date for Ordinance No. 2016-03-01 to May 2nd, 2016.

Ordinance No. 2016-03-01

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:

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

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
§ 151.334 TABLE OF PERMISSIBLE USES.

U S E#	DESCRIPTION	R - 1	R - 2	R - 3	C C D	N C D	I C	M C	G U D	I - 1	I - 2
6. 31 0	- Outdoor Firing Range - Law Enforcement Only Subject to §151.347(S <u>N</u>)								S	S	S

§ 151.347 SPECIFIC STANDARDS

(N) *Outdoor Firing Range - Law Enforcement Only*

- (1) *Outdoor law enforcement shooting ranges shall be located on a site or parcel with area of at least ten acres.*
- (2) *No part of a shooting rage shall be located within 200 feet of any property line and less than 2,000 feet from any residential dwelling or school (as measured from the firing line in the direction of the line of fire).*
- (3) *Shooting range facilities shall be constructed, at a minimum to include the following protective barriers:*
 - (a) *Backstops with a minimum height of twenty (20) feet.*
 - (b) *Side berms or walls with a minimum height of eight (8) feet.*
 - (c) *Firing line covers of overhead safety baffles for rifle fire only.*
- (4) *Range shall be enclosed by a six (6) foot chain link fence with a lockable gate at the entrance.*
- (5) *Weapons types are restricted to pistol, rifle, or shotgun. The use of explosives or any target that detonates _____ is _____ prohibited.*
- (6) *Hours of operations shall be 9:00 AM to 8:00 PM, Monday through Thursday. The discharge of weapons or shooting activities shall not occur on Friday though Sunday.*
- (7) *Range shall be utilized by duly sworn law enforcement personnel only except as provided in standard _____ (8) _____ below.*
- (8) *No individuals under the age of 18 are permitted on the range during any practice or qualification of firearms unless such individual is participating in a organized Camden County approved function, properly supervised onsite by Camden County law enforcement personnel. All activities shall adhere to the Sheriff's Policy and Procedure manual for the site.*
- (9) *No Trespassing Signs shall be posted along range fence lines every 150 feet.*
- (10) *The operators of the shooting range shall provide proof of accident and liability insurance coverage. A minimum coverage of \$1,000,000 per individual and \$2,000,000 in the aggregate shall be maintained.*
- (11) *Sheriff shall provide an annual Affidavit of Compliance to the Board of Commissioners stating*

Attachment: 2016-04-04 BOC Minutes Final (1280 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 04, 2016

the shooting range meets all Camden County Code standards for the use and all conditions of the Special Use Permit.

RESULT:	SET DATE FOR PUBLIC HEARING [4 TO 0]	Next: 5/2/2016 7:00 PM
MOVER:	Clayton Riggs, Commissioner	
AYES:	Duckwall, Meiggs, Riggs, White	
RECUSED:	McLain	

13. ADJOURN

The Board of Commissioners adjourned at 7:55 PM.

Attachment: 2016-04-04 BOC Minutes Final (1280 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 BOC - Budget Work Session – May 24, 2016

Camden County Board of Commissioners

BOC - Budget Work Session

May 24, 2016

6:00 PM

**Historic Courtroom, Courthouse Complex
 Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on May 24, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

I. CALL TO ORDER

Commissioners present:

P. Michael McLain	Chairman
Sandra Duckwall	Commissioner
Clayton Riggs	Commissioner
Tom White	Commissioner

Vice Chairman Garry Meiggs entered at 8:25 PM.

Staff members present:

Stephanie Humphries	Interim County Manager
Angela Wooten	Clerk to the Board
Sandra Jones	Finance Specialist

II. SCHEDULE

The Board of Commissioners met with the following departments to discuss matters relating to the FY 2016-2017 Budget.

General Revenues	Stephanie Humphries
Governing Body Human Resources Finance	Stephanie Humphries
Administration	Mike Renshaw
Board of Elections	Elaine Best
Tax Administration	Lisa Anderson
Register of Deeds	Tammy Krauss
Planning & Inspections	Dan Porter
Sheriff's Department	Tony Perry
JCPC	Scott Jones
Cooperative Extension Youth Council	Cameron Lowe
Soil & Water Conservation SM/SC/NR/SH Watersheds	Brian Lannon
Joyce Creek Drainage District	Ray Albertson
South Camden Volunteer Fire Dept	Kirk Jennings
South Mills Volunteer Fire Dept.	Tommy Banks

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – May 24, 2016

Proposed changes to the proposed budget are as follows:

	Item	Proposed	Change	Approved	
105100	Sheriff-Range Maint		6,000	6,000	Increase
106050	10% Ext Director	71,730	8,969	80,699	Increase
106700	Soil & Water Dues	200	750	950	Increase
CSVFD	Radios	75,750	10,750	86,500	Adjust for no grant
SMVFD	Radios	30,000	12,000	42,000	Adjust for no grant

III. ADJOURN

The Board adjourned the budget worksession at 9:05 PM.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 BOC - Budget Work Session – May 24, 2016

Camden County Board of Commissioners

BOC - Budget Work Session

May 24, 2016

6:00 PM

**Historic Courtroom, Courthouse Complex
 Camden, North Carolina**

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Commissioners present:

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Tom White	Commissioner

Vice Chairman Garry Meiggs entered at 8:25 PM.

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CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – May 24, 2016

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	Item	Proposed	Change	Approved	
105100	Sheriff-Range Maint		6,000	6,000	Increase
106050	10% Ext Director	71,730	8,969	80,699	Increase
106700	Soil & Water Dues	200	750	950	Increase
CSVFD	Radios	75,750	10,750	86,500	Adjust for no grant
SMVFD	Radios	30,000	12,000	42,000	Adjust for no grant

III. ADJOURN

The Board adjourned the budget worksession at 9:05 PM.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Item Number: 4.2
Meeting Date: June 13, 2016
Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten

Item Title SCWSD Meeting Minutes

Attachments: 2016-04-04 SCWSD Minutes Final (PDF)
2016-03-07 SCWSD MINUTES FINAL (PDF)
2016-02-01 SCWSD Minutes Final (PDF)
2016-05-02 SCWSD Minutes Final (PDF)

ATTACHMENTS:

SCWSD Minutes for the following meeting dates:

Feb 2, 2016
Mar 7, 2016
April 4, 2016
May 2, 2016

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – April 04, 2016

Camden County Board of Commissioners
SCWSD - Regular Meeting
April 4, 2016
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on April 04, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

CALL TO ORDER

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Commissioner	Present	
Garry Meiggs	Vice Chairman	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
David Credle	Public Works Director	Present	

Chairman McLain called the meeting to order at 7:48 PM.

1. PUBLIC COMMENTS

None

2. CONSIDERATION OF THE AGENDA

Motion to accept the agenda as presented

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

3. NEW BUSINESS

A. Monthly Update - March 2016

Motion to approve the monthly report for March as presented by staff

	<i>Submitted Work Orders</i>	<i>Completed Work Orders</i>	<i>Percentage Completed</i>	<i>Incomplete Work Orders</i>
<i>Water</i>	48	48	100%	0
<i>Sewer</i>	3	3	100%	0

Locates:

- Water Line: 53
- Sewer Line: 9
- Water & Sewer, same ticket: 4

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – April 04, 2016

Public Works Director Notes/Comments:

- 10 Work Orders have been reviewed for accuracy.
- HWY 158 water main leak repair has been completed, flushed, bact. sample tested and placed back on line.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Vice Chairman
AYES:	McLain, Duckwall, Meiggs, Riggs, White

4. OTHER

None

5. ADJOURN

Chairman McLain adjourned the South Camden Water & Sewer District Board of Directors meeting at 7:50 PM.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 07, 2016

Camden County Board of Commissioners
SCWSD - Regular Meeting
March 7, 2016
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on March 07, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

CALL TO ORDER

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Vice Chairman	Absent	
Garry Meiggs	Commissioner	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
John Morrison	County Attorney	Present	
David Credle	Public Works Director	Present	

1. PUBLIC COMMENTS

None

2. CONSIDERATION OF THE AGENDA

Motion to approve the agenda as presented

Attachment: 2016-03-07 SCWSD MINUTES FINAL (1281 : SCWSD Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – March 07, 2016

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

3. NEW BUSINESS

Motion to approve

Commissioner Clayton Riggs made a motion to approve February's monthly report a presented by staff.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Commissioner
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

A. Monthly Update on Public Works to Board of Directors.

The Public Works Director David Credle updated the Board about a current water leak on US Highway 158 near the Shell Gas Station.

- The leak is about 7 feet under the 4 lane road.
- Affected customers are being fed from Elizabeth City

4. CONSENT AGENDA

Motion to approve as presented

Commissioner Garry Meiggs made a motion to approve the December 7th, 2015 meeting minutes.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	McLain, Meiggs, Riggs, White
ABSENT:	Duckwall

A. Draft Minutes

5. OTHER

None

6. ADJOURN

Hearing no other business from the board Chairman McLain adjourned the South Camden Water and Sewer Board of Directors meeting at 7:31 PM.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – February 01, 2016

Camden County Board of Commissioners
SCWSD - Regular Meeting
February 1, 2016
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on February 01, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

1. CALL TO ORDER

The South Camden Water & Sewer Board of Directors meeting was called to order at 7:50 PM.

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Commissioner	Present	
Garry Meiggs	Vice Chairman	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
Michael Renshaw	County Manager	Present	
Angela Wooten	Clerk to the Board	Present	
John Morrison	County Attorney	Present	
David Credle	Public Works Director	Present	

2. PUBLIC COMMENTS

None

3. CONSIDERATION OF THE AGENDA

Motion to accept the agenda as presented

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

4. NEW BUSINESS

A. Monthly Update of Public Works Items for the Month of January.

The Public Works Director David Credle gave the following comments along with his monthly report for January 2016.

- **1/3/16** - Raw water main broke in the Water Treatment Plant; it was repaired the same day with parts on hand.
- **1/5/16** - Found bullet hole in Burnt Mills Tank. Contacted Southern Corrosion, drained tank, a steel plate was welded inside and painted. The tank was disinfected, filled and tested for bacteria before it was placed back on line on January 8th, 2016.
- **1/12/16** - The water main for Camden Town Center passed pressure test and bacteria testing and placed into service.

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – February 01, 2016

- **1/14/2016** - New VFD installed at the WTP for Train 1 R/O.
- **1/20/2016** - Courthouse generator failed, the main control board failed. A new board was ordered and installed on 1/25/2016. Generator is back in service.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

5. OTHER

None

6. ADJOURN

At 7:55 P.M. the South Camden Water & Sewer Board of Directors Adjourned.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – May 02, 2016

Camden County Board of Commissioners
SCWSD - Regular Meeting
May 2, 2016
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on May 02, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
P. Michael McLain	Chairman	Present	
Sandra Duckwall	Commissioner	Present	
Garry Meiggs	Vice Chairman	Present	
Clayton Riggs	Commissioner	Present	
Tom White	Commissioner	Present	
John Morrison	County Attorney	Present	
Stephanie Humphries	Finance Director	Present	
Angela Wooten	Clerk to the Board	Present	
David Credle	Public Works Director	Present	

2. PUBLIC COMMENTS

None

3. CONSIDERATION OF THE AGENDA

- A. Motion to approve the agenda as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Vice Chairman
AYES:	McLain, Duckwall, Meiggs, Riggs, White

4. OLD BUSINESS

- A. Seymour Production Well

Contract 1: Raw Water Main Extension

	5% Bid Bond	Base Bid
Eastern Carolina Construction, Inc. P.O. Box 128 154 US Hwy. 158E Camden, NC 27921	Yes	\$142,808.00
Herring Rivenbark, Inc. P.O. Box 3425 Kinston, NC 28502	Yes	\$103,047.50
Geo. Raper & Son, Inc.	Yes	\$147,586.00

Attachment: 2016-05-02 SCWSD Minutes Final (1281 : SCWSD Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – May 02, 2016

P.O. Box 1247
 404 Interpath Parkway
 Elizabeth City, NC 27909

Contract 2: Single Prime Contract for Seymour Production Well

	5% Bid Bond	Part 1	Part 2	Total
Magette Well & Pump Company 2342 US 13 S Ahoskie, NC 27910	Yes	\$12,000.00	\$250,000.00	\$262,000.00

Motion to approve the two contracts and authorize Chairman to sign

Motion to approve the two contracts and authorize Chairman to sign

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Vice Chairman
AYES:	McLain, Duckwall, Meiggs, Riggs, White

5. NEW BUSINESS

A. Monthly Update

Motion to approve the Monthly Report as presented by staff

RESULT:	PASSED [UNANIMOUS]
AYES:	McLain, Duckwall, Meiggs, Riggs, White

B. Sewer Billing

Motion to approve the policy as presented by staff

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

6. CONSENT AGENDA

A. South Camden Water & Sewer District Board of Directors - SCWSD - Regular Meeting - Jan 19, 2016 7:00 PM

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Sandra Duckwall, Commissioner
AYES:	McLain, Duckwall, Meiggs, Riggs, White

7. OTHER

None

8. ADJOURN

The South Camden Water and Sewer Board of Directors adjourned at 8:10 PM.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 4.3
Meeting Date: June 13, 2016

Submitted By: Stephanie Humphries, Finance Director
 Finance
 Prepared by: Stephanie Humphries

Item Title **Budget Amendments**

Attachments: 15-16-BA030 (DOC)
 15-16-BA031 (DOC)
 15-16-BA032 (DOC)
 Memo-LIA Transfer-Courthouse Wall Paper (PDF)

Summary: Budget Amendments 30, 31 & 32
 Memo on Budget Amendment to repair Wall Paper
 at Courthouse

Recommendation: **Approve Request for Amendments**

2015-16-BA030
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
Revenue			
10385510-434844	Sheriff Fund Raisers	\$850	
Expenses			
105100-551400	Sheriff Fund Raisers	\$850	

This Budget Amendment is made to appropriate funds for expenditures related to Fund Raisers by the Sheriff's Department.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$22,500.00

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 13th day of June, 2016.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

2015-16-BA031
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
Revenues			
10340490-435400	Land Use Fees	\$2,300	
Expenses			
104100-501000	Board Salaries	\$5,890	
104100-545000	Contracted Services		\$5,890
104900-501100	Board Salaries	\$430	
104900-526000	Advertising	\$381	
104900-504000	Attorney Fees	\$1,489	
106100-501000	Salaries		\$9,677
106200-502000	Part Time Salaries	\$10,988	
106200-506000	Health Insurance		\$1,311

This Budget Amendment is made to appropriate funds for Board Salaries, increase in Land Use Fees, and adjust Full Time to Part Time in JCPC.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$22,500.00

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 13th day of June, 2016.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

2015-16-BA032
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10320480-435603	ROD Stamps	\$14,386	
10320480-435602	ROD Recording Fees	\$11,606	
Expenses			
104800-552001	Conveyance Tax	\$23,992	
104800-552004	Flood Map Fee	\$ 2,000	

This Budget Amendment is made to appropriate increased fees in ROD Department.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$22,500.00

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 13th day of June, 2016.

Clerk to Board of Commissioners

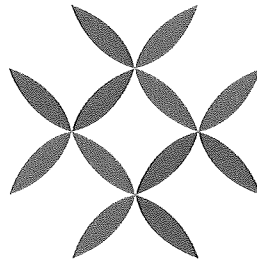
Chairman, Board of Commissioners

BOARD OF COMMISSIONERS

P. MICHAEL McLAIN
Chairman

GARRY W. MEIGGS
Vice Chairman

SANDRA J. DUCKWALL
CLAYTON D. RIGGS
TOM WHITE



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MICHAEL RENSHAW
County Manager

ANGELA WOOTEN
Clerk to the Board

JOHN S. MORRISON
County Attorney

OFFICIAL REPORT

TO: Board of Commissioners

FROM: Budget Officer

DATE: June 7, 2016

SUBJECT: Budget transfers

According to Article XXIV, Section 1(b) of the approved FY 2015-2016 Camden County Budget Ordinance, the Budget Officer may transfer amounts up to \$5,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.

Attached are such transfers to adjust appropriations for Courthouse Wall Paper Repair.

Attachment: Memo-LIA Transfer-Courthouse Wall Paper (1277 : Budget Amendments)

LN	ORG	ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	LINE DESCRIPTION	ACCOUNT DESCRIPTION	ENTITY	AMEND	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC	JNL-DESC	ENTITY	AMEND						
2016	12	6	06/02/2016	BA-LIA	BUA	BA-LIA	1	1						
1	106600	508000			NON-DEPARTMENTAL		UNEMPLOYMENT			5,000.00	-2,000.00	3,000.00		
	0010.6600	.0000.00	508000.				TO COURT FOR REPAIR			06/02/2016				
2	106600	574999			NON-DEPARTMENTAL		FORECLOSURE PROPERTY			5,000.00	-4,000.00	1,000.00		
	0010.6600	.0000.00	574999.				TO COURT FOR REPAIR			06/02/2016				
3	106600	572000			NON-DEPARTMENTAL		COMPUTER UPDATE			9,000.00	-2,000.00	7,000.00		
	0010.6600	.0000.00	572000.				TO COURT FOR REPAIR			06/02/2016				
4	106600	547200			NON-DEPARTMENTAL		STORM WATER FEES			2,466.00	-1,500.00	966.00		
	0010.6600	.0000.00	547200.				TO COURT FOR REPAIR			06/02/2016				
5	105150	515000			COURT FACILITIES		MAINTENANCE - BUILDINGS			2,386.00	9,500.00	11,886.00		
	0010.5150	.0000.00	515000.				TO COURT FOR REPAIR			06/02/2016				

** JOURNAL TOTAL

0.00