



CAMDENCOUNTY

new energy. new vision.

**BOARD
OF
COMMISSIONERS**

September 06, 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 - Regular Meeting
September 06, 2016
7:00 PM
Historic Courtroom, Courthouse Complex**

Welcome & Call to Order

Invocation & Pledge of Allegiance

Commissioner Clayton Riggs

ITEM 1. Public Comments

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

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

ITEM 3. New Business (For discussion and possible action)

A. 1348 : Resolution from CEDC

B. 2017 Legislative Goals

ITEM 4. Board Appointments (For discussion and possible action)

A. Community Advisory Committee

ITEM 5. Consent Agenda

A. Board of Commissioners - BOC - Budget Work Session - Jun 1, 2016 2:00 PM

B. Board of Commissioners - BOC - Regular Meeting - Jun 6, 2016 7:00 PM

C. Board of Commissioners - BOC - Special Meeting - Jun 13, 2016 7:00 PM

- D. Board of Commissioners - BOC - Special Meeting - Jun 20, 2016 7:00 PM
- E. Board of Commissioners - BOC - Work Session - Jun 28, 2016 2:00 PM
- F. Board of Commissioners - BOC - Regular Meeting - Jul 18, 2016 7:00 PM
- G. 2016-2017 Budget Amendments
- H. CCS Budget Amendments
- I. Tax Collection Report - July 2016
- J. Refunds Over \$100.00
- K. DMV Monthly Report

ITEM 6. Commissioners' Report

ITEM 7. County Manager's Report

South Camden Water & Sewer District Board of Directors Meeting

Recess to SCWSD

Reconvene Board of Commissioners

Reconvene Commissioners' Meeting

ITEM 8. Information, Reports & Minutes From Other Agencies

- A. 2016 Community Health Assessment TO BE UNVEILED
- B. EMS Reports
- C. Parks and Recreation
- D. August 2016 Library Statistics
- E. Community Advisory Committee Quarterly Visitation Report
- F. Audio Tours Now Available at Museum of the Albemarle

ITEM 9. Other Matters (For discussion and possible action)

ITEM 10. Adjourn



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.D
Meeting Date: September 06, 2016

Submitted By: Krystal Lancaster, Librarian
Library
Prepared by: Krystal Lancaster

Item Title August 2016 Library Statistics

Attachments: 16_08 BOC Stats (PDF)

Summary:

Recommendation:

CAMDEN COUNTY
NORTH CAROLINA

**Resolution in Support of an Outdoor Fire Arms Facility
And Public Hunting Lands in Camden County**

Whereas, the Camden County Board of Commissioners has expressed interest and support in the attraction of a facility offering public outdoor fire arms use in Camden County, North Carolina; and

Whereas, Camden County does not have a public facility for the purposes of allowing activities associated with a public outdoor fire arms facility including conducting classes such as concealed carry and gun hunter safety; and

Whereas, the Camden County Board of Commissioners believe that a public outdoor fire arms facility would be a benefit to citizens as well as an economic driver; and

Whereas, having a public outdoor fire arms facility available to the public may encourage citizens to stop target practicing on private property thereby improving relationships with neighbors and possibly preventing an accidental event; and

Whereas, a public outdoor fire arms facility would have a positive impact upon the County's ecotourism activities along with encouraging other responsible, properly managed outdoor recreational possibilities; and

Whereas, Camden County does not currently have a location for a game lands public hunting area in the northern end of the County; and

Whereas, the Camden County Board of Commissioners would appreciate the assistance of the North Carolina Wildlife Commission to identify opportunities associated with the creation of a public outdoor fire arms facility and public hunting lands in Camden County; and

Whereas, a public outdoor fire arms facility and public hunting lands are not anticipated to have a negative impact on area wildlife;

NOW, THEREFORE BE IT RESOLVED that the Camden County Board of Commissioners strongly supports the concept of attracting a public outdoor fire arms facility and northern end game lands public hunting area in Camden County and encourages the assistance of the North Carolina Department of Wildlife and the Wildlife Commission to consider supporting an outdoor fire arms facility and northern end public hunting area; and

BE IT FURTHER RESOLVED that the Camden County Board of Commissioners will work collaboratively with the North Carolina Wildlife Commission to make a public outdoor fire arms facility and northern end game lands public hunting area a reality in Camden County.

Adopted this the ___ day of September 2016.

P. Michael McLain, Chairman
Board of Commissioners

Attachment: Resolution (1348 : Resolution)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 5.G
Meeting Date: September 06, 2016

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

Item Title **2016-2017 Budget Amendments**

Attachments: 16-17-BA003 (DOC)

Summary: Budget Amendment 2016-17-BA003

Recommendation: Approve Request for Amendment

MEMORANDUM

TO: Camden County Board of Commissioners
FROM: Michael L. Brillhart, County Manager
DATE: August 19, 2016
SUBJECT: 2017 Legislative Goals as Recommended by Camden County

Per instructions and guidance from the North Carolina Association of County Commissioners (NCACC), counties are invited to submit legislative goals for the upcoming 2017-2018 legislative session by September 23, 2016. Below are six (6) legislative goals drafted for your review and consideration that are recommended for transmittal to and consideration by NCACC.

Proposed legislative goals 1-4 were recommended and approved by the Association's Legislative Goals Committee at its conference on January 15th and 16th. Each of the proposed goals is anticipated to have a direct long term fiscal impact upon Camden County.

Proposed Legislative Goals:

1. Seek legislation to restore the statutory requirement that 40% of the net lottery proceeds be allocated to counties for school capital needs and increase the annual appropriation of lottery funds until the 40% allocation is restored. Counties have relied upon these funds for debt service repayment for public school construction and renovation.
2. Seek legislation to repeal the statutory authority under N.C. G.S. 115C-431(c) that allows local school boards to file suit against a county board of commissioners over county appropriations for education.
3. Oppose any shift of state transportation responsibilities to counties.
4. Oppose unfunded mandates and shifts of state responsibilities to counties.
5. Support the designation of Interstate 87 (I-87) linking eastern North Carolina with Tidewater Virginia.
6. Seek legislation to restore State Aid to Public Libraries to the pre-2011 level of \$15.7 million.

Once the Camden County Board of Commissioners has approved its formal list of legislative goals for 2017, it will be transmitted under the Chairman's signature to the Association on or before September 23rd.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 3.A
Meeting Date: September 06, 2016

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

Item Title **Resolution in Support of Outdoor Fire Arms Facility and
Public Hunting Lands in Camden County**

Attachments: Resolution (PDF)

Summary:

Recommendation:



Application for Citizen Service -Volunteer Form

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

Name: Michelle McGrath

Mailing Address: 115 Billets Brzy Rd Camden NC 27921

Township you live in: Camden

Telephone (home): 704-578-4735 (business): _____

Email address: megrathsontherun@yahoo.com

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: RN, Meals on wheels volunteer.

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

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

Signature: Michelle McGrath Date: July 27 2016

Attachment: CAC-Vol-M-McGrath (1346 : Community Advisory Committee)



Application for Citizen Service -Volunteer Form

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

Name: Sarah McGrath

Mailing Address: 115 Billets Bridge Rd

Township you live in: Camden

Telephone (home): 252-777-2891 (business): _____

Email address: mcgraths2014@gmail.com

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: B.S., Masters in Clinical Research,
Volunteer meals on wheels

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

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

Signature: Sarah McGrath Date: 07/27/16

Attachment: CAC-Vol-S-McGrath (1346 : Community Advisory Committee)

CAMDEN COUNTY ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE

MEMBERS	POSITION	TERM EXPIRATION
Shana Trafton 214 Scotland Rd. Camden, NC 27921 (252) 338-3753	Secretary	08/03/2017
Jasmine Wilson PO Box 190 Camden, NC 27921 (252) 335-2569	Chair	11/1/2018
Ruth White 309 Holland Drive Camden, NC 27921 (252) 335-4657	Member	11/01/2018
Clarann Mansfield 831 Hwy 343 North Camden, NC 27921 (252) 771-2400	Member-in-Training	03/20/2017
Dana Smith 108 Driftwood Drive Shiloh, NC 27974 (843) 455-8050	Member-in-Training	03/20/2017

REGIONAL LONG TERM CARE OMBUDSMAN
ALBEMARLE COMMISSION AREA AGENCY ON AGING
 Brandi Jordan, MSW
 P.O. Box 646, 512 S. Church Street
 Hertford, NC 27944
Phone: (252) 426-5753 Ext. 225

CAMDEN COUNTY DEPARTMENT OF SOCIAL SERVICES
ADULT PROTECTIVE SERVICES
PHONE (252) 331-4787

Updated 05/01/2016

Attachment: 2016_08_22_13_21_12.pdf (1346 : Community Advisory Committee)

Angela Wooten

From: Dana Rabon <gracainc@gmail.com>
Sent: Wednesday, July 06, 2016 4:32 PM
To: Angela Wooten; Brandi Jordan
Subject: CAC

Follow Up Flag: Follow up
Flag Status: Flagged

Hello ladies,

I hope you both had a great 4th and your summer is going well.

Unfortunately, I am going to be unable to commit to the position as a CAC member for Camden County at this time. I have had some unforeseen circumstances arise that are not only consuming my time but will prevent me from being able to commit to the important tasks as a member the committee. I am so very sorry for this and hate to put you all in a bind.

I appreciate the opportunity and again, I apologize for any inconvenience or undue burden this may cause.

With kindest regards,

Dana Rabon-Smith, RPh
Executive Director
Waterbrooke Assisted Living
252-331-2149
252-331-1271 (fax)

Adult Care Home Community Advisory Committee exceed 25. Each member shall exercise the statutory rights and responsibilities of both Nursing Home Committees and Adult Care Home Committees. In making appointments to this joint committee, the county commissioners shall solicit nominations from both nursing and adult care home administrators for the appointment of approximately (but no more than) one-third of the members.

(d) Terms of Office. – Each committee member shall serve an initial term of one year. Any person reappointed to a second or subsequent term in the same county shall serve a two-or three-year term at the county commissioners' discretion to ensure staggered terms of office.

(e) Vacancies. – Any vacancy shall be filled by appointment of a person for a one-year term. If this vacancy is in a position filled by an appointee nominated by the chief administrators of adult care homes within the county, then the county commissioners shall fill the vacancy from persons nominated by a majority of the chief administrators. If the adult care home administrators fail to make a nomination by registered mail within 45 days after written notification has been sent to them requesting a nomination, this appointment may be made without nominations. If the county commissioners fail to fill a vacancy, the vacancy may be filled by the Assistant Secretary for Aging, Department of Health and Human Services no sooner than 45 days after the commissioners have been notified of the appointment or vacancy.

(f) Officers. – The committee shall elect from its members a chair, to serve a one-year term.

(g) Minimum Qualifications for Appointment. – Each member must be a resident of the county which the committee serves. No person or immediate family member of a person with a financial interest in a home served by the committee, or employee or governing board member of a home served by the committee, or immediate family member of a resident in a home served by the committee may be a member of that committee. Any county commissioner who is appointed to the committee shall be deemed to be serving on the committee in an ex officio capacity. Members of the committee shall serve without compensation, but may be reimbursed for actual expenses incurred by them in the performance of their duties. The names of the committee members and the date of expiration of their terms shall be filed with the Division of Aging, Department of Health and Human Services.

(h) Training. – The Division of Aging, Department of Health and Human Services, shall develop training materials, which shall be distributed to each committee member. Each committee member must receive training as specified by the Division of Aging prior to exercising any power under G.S. 131D-32. The Division of Aging, Department of Health and Human Services, shall provide the committees with information, guidelines, training, and consultation to direct them in the performance of their duties.

(i) Any written communication made by a member of adult care home advisory committee within the course and scope of the member's duties, as specified in G.S. 131D-32, shall be privileged to the extent provided in this subsection. This privilege shall be a defense in a cause of action for libel if the member was acting in good faith and the statements and communications do not amount to intentional wrongdoing.

To the extent that any adult care home advisory committee or any member is covered by liability insurance, that committee or member shall be deemed to have waived the qualified immunity herein to the extent of indemnification by insurance. (1981, c. 923, s. 1; 1983, c. 88, s. 1; 1987, c. 682, s. 2; 1995, c. 535, s. 14; 1997-176, s. 2; 1997-443, s. 11A.118(a).)

§ 131D-31. Adult care home community advisory committees.

(a) Statement of Purpose. – It is the intention of the General Assembly that community advisory committees work to maintain the intent of the Adult Care Home Residents' Bill of Rights within the licensed adult care homes in this State. It is the further intent of the General Assembly that the committees promote community involvement and cooperation with adult care homes to ensure quality care for the elderly and disabled adults.

(b) Establishment and Appointment of Committees. –

- (1) A community advisory committee shall be established in each county that has at least one licensed adult care home, shall serve all the homes in the county, and shall work with each of these homes for the best interests of the residents. In a county that has one, two, or three adult care homes with 10 or more beds, the committee shall have five members.
- (2) In a county with four or more adult care homes with 10 or more beds, the committee shall have one additional member for each adult care home with 10 or more beds in excess of three, and may have up to five additional members at the discretion of the county commissioners, not to exceed a maximum of 25 members. In each county with four or more adult care homes with 10 or more beds, the committee shall establish a subcommittee of no more than five members and no fewer than three members from the committee for each adult care home in the county. Each member must serve on at least one subcommittee.
- (3) In counties with no adult care homes with 10 or more beds, the committee shall have five members. Regardless of how many members a particular community advisory committee is required to have, at least one member of each committee shall be a person involved in the area of mental retardation.
- (4) The boards of county commissioners are encouraged to appoint the Adult Care Home Community Advisory Committees. Of the members, a minority (not less than one-third, but as close to one-third as possible) shall be chosen from among persons nominated by a majority of the chief administrators of adult care homes in the county. If the adult care home administrators fail to make a nomination within 45 days after written notification has been sent to them requesting a nomination, these appointments may be made without nominations. If the county commissioners fail to appoint members to a committee by July 1, 1983, the appointments shall be made by the Assistant Secretary for Aging, Department of Health and Human Services, no sooner than 45 days after nominations have been requested from the adult care home administrators, but no later than October 1, 1983. In making appointments, the Assistant Secretary for Aging shall follow the same appointment process as that specified for the County Commissioners.

(c) Joint Nursing and Adult Care Home Community Advisory Committees. – Appointment to the Nursing Home Community Advisory Committees shall preclude appointment to the Adult Care Home Community Advisory Committees except where written approval to combine these committees is obtained from the Assistant Secretary for Aging, Department of Health and Human Services. Where this approval is obtained, the Joint Nursing and Adult Care Home Community Advisory Committee shall have the membership required of Nursing Home Community Advisory Committees and one additional member for each adult care home with 10 or more beds licensed in the county. In counties with no adult care homes with 10 or more beds, there shall be one additional member for every four other types of adult care homes in the county. In no case shall the number of members on the Joint Nursing and

CAMDEN COUNTY BOARD OF COMMISSIONERS
Budget Work Session – June 1, 2016

Camden County Board of Commissioners
BOC - Budget Work Session
June 1st, 2016
2:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The Camden County Board of Commissioners Budget work session was held on June 1st, 2016 in the Historic Courtroom, Camden, North Carolina.

The following Commissioners were present:

<i>P. Michael McLain</i>	<i>Chairman</i>
<i>Garry Meiggs</i>	<i>Vice Chairman</i>
<i>Sandra Duckwall</i>	<i>Commissioner</i>
<i>Clayton Riggs</i>	<i>Commissioner</i>
<i>Tom White</i>	<i>Commissioner</i>

Staff members present:

<i>Stephanie Humphries</i>	<i>Interim County Manager</i>
<i>Angela Wooten</i>	<i>Clerk to the Board</i>

CALL TO ORDER

Chairman McLain called the meeting to order at 2:07 PM.

SCHEDULE

The Board of Commissioners met to review and discuss requests from the following departments to discuss matters relating to the FY 2016-2017 Budget.

Board of Education - School Funding
Museum
River City Community Development Corp
Library Grant

PROPOSED CHANGES

School Funding	Request for school funding of \$2, 505,706. The board agreed to provide \$2, 3 million without a tax increase.
Library	Rollover \$470 from a grant not spent during the current fiscal year.
Museum	Donation request of \$1000. to help fund the 50 th Anniversary Events in 2017.
River City CDC	Request of \$2022 to purchase material for the 5 homes in Camden that have been selected for the Youth Build program.

Minutes Acceptance: Minutes of Jun 1, 2016 2:00 PM (Consent Agenda)

CAMDEN COUNTY BOARD OF COMMISSIONERS
Budget Work Session– June 1st, 2016

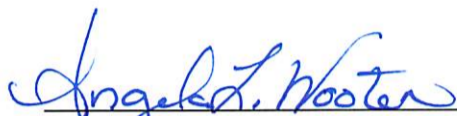
ADJOURN

The Board adjourned the budget work session at 3:00 PM.



Chairman Michael McLain
Camden County Board of Commissioners

ATTEST:



Angela L. Wooten
Clerk to the Board



Minutes Acceptance: Minutes of Jun 1, 2016 2:00 PM (Consent Agenda)

CAMDEN COUNTY BOARD OF COMMISSIONERS

BOC - Regular Meeting - June 06, 2016

Camden County Board of Commissioners
BOC - Regular Meeting
June 6, 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 June 06, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners' were present:

WELCOME & CALL TO ORDER

Chairman Michael McLain welcomed everyone in attendance and called the meeting to order at 7:00 PM.

Commissioners	Title	Status
P. Michael McLain	Chairman	Present
Sandra Duckwall	Commissioner	Present
Garry Meiggs	Vice Chairman	Present
Clayton Riggs	Commissioner	Present
Tom White	Commissioner	Present
Staff	Title	Status
Stephanie Humphries	Interim County Manager	Present
Angela Wooten	Clerk to the Board	Present
John Morrison	County Attorney	Present
Lisa Anderson	Tax Administrator	Present
Dan Porter	Planning Director	Present

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 06, 2016

INVOCATION & PLEDGE OF ALLEGIANCE

Commissioner Tom White gave the invocation and Pledge of Allegiance.

PUBLIC COMMENTS

None

CONSIDERATION OF AGENDA

Vice Chairman Garry Meiggs made a motion to accept the agenda as presented.

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

PUBLIC HEARINGS*OPEN PUBLIC HEARINGS*

Commissioner Riggs made a motion to enter public hearings for the proposed “FY 2016-2017 Annual Budget” and “Capital Improvement Program”.

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

A. PUBLIC HEARING – “FY 2016- 2017 BUDGET”**FY 2016-2017 BUDGET MESSAGE**

May 16, 2016

To: The Camden County Board of Commissioners
 Mike McLain, Chairman
 Garry Meiggs, Vice Chairman
 Sandy Duckwall, Commissioner
 Clayton Riggs, Commissioner
 Tom White, Commissioner

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 06, 2016

In accordance with General Statute 159-11, I hereby submit to you for your consideration the proposed FY 2016-2017 budget for Camden County. A copy of the recommended budget has been filed with the Clerk to the Board and is available for public review and comment. One of the critical purposes of this document is to encourage open dialogue, questions, and public deliberation as it relates to how citizen tax dollars can best be used to serve the community.

The FY 2016-2017 budget was prepared in accordance with the North Carolina Local Government and Budget Fiscal Control Act. In addition, while developing the budget the following key activities were taken into consideration:

- Continue to minimize the financial impact of county operations on its citizens through mindful budgeting and frugal expenditures.
- Fund Capital goals as indicated in the Capital Improvement Plan.
- Invest in the 911 Communications upgrade identified by the Mission Critical Partners study.
- Fund the required 911 Backup Center required by state mandate.
- Implement a structure to incentivize employees to perform to their highest potential.
- Maintain a healthy reserve fund balance in accordance with the financial policies outlined and adopted in Resolution 2007-05-04.
- Continue to provide outstanding government services at adequate levels.

General Fund Revenues

The above goals for 2016-2017 were balanced with expected revenues with the intent of minimizing the use of General Fund Balance. Revenues are generally related to expected economic growth within the County and the State. Consumer confidence has been up and down due to continued economic uncertainty. Economic growth is expected to continue at minimal levels into 2016-2017. The state growth is expected to be equal to 2014 and 2015 levels at 3% for 2016. Local level of growth is predicted at only 1.5%. The expected 5% growth predicted for 2015 was only 3% at year end. A balance between expected growth and realized 2015 growth was used to estimate revenues for 2016-2017

During the months leading up to the budget process various state funding streams have declined for a variety of local services, especially in respect to recycling mandates. We have also been asked to contribute a larger portion of salaries of the NC State Extension staff that previously has been significantly supported with state funds. We are now funding those positions with a 50% contribution.

A redistribution of Sales Tax is expected in the 2016-2017 Fiscal Year. The redistribution is required to be earmarked for School Capital and Economic Development. These funds come at an opportune time as we embark on the Camden Core Wastewater Treatment

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 06, 2016

Plant that is needed to support identified growth and job creation that is expected to result from that project. The expected capital investment by the County for that project is significant but minimized by the expected redistribution.

Below is a listing of the major General Fund revenue sources.

Ad Valorem Tax	\$6,281,863
Local Option Sales Tax (Art. 39)	\$600,000
Vehicle Tax	\$636,250
Franchise Tax	\$625,000
Medicaid Hold Harmless	\$500,000
Article 40 Tax	\$275,000
Article 42 Tax	\$145,000
Special Revenue Fund (CRF for Debt Payment)	\$353,864
From School Reserve Fund (Debt Payments, Capital Outlay)	\$991,602

General Fund Expenditures

Due to falling short of the 2015 goal of 5% growth and the local expectations of only 1.5% growth in 2016, it was important to minimize expenditure increases in the 2016-2017 budget. Considering the expectation of minimal revenue growth, budget staff recommends minimizing operational budget increases while continuing to invest in the infrastructure that is critical to future economic development within the County. Level operational expenses in 2016-2017 partnered with prudent financial management policies adhered to by the Board of Commissioners and Budget staff, the County is well positioned to fund the critical infrastructure needed to foster growth within the county as well as invest in capital projects, such as the 911 Communications System, without a tax increase.

The County's healthy fund balance should be invested within our county to foster economic growth and quality of life without burdening the taxpayers. While it is imperative to keep our responsible fiscal policies intact, we are in a position to use a portion of the fund balance to address failing County buildings and critical infrastructure as well as community projects that are important to our citizens such as Community Parks and recreational projects. Funding Capital Improvement Plan projects is vital to the success of these goals. While fund balance has been appropriated for Capital projects in 16-17, no fund balance was needed to balance general fund operating expenses.

Compared to the current (FY 2015-2016) adopted budget of \$12,192,459, the proposed FY 2016-2017 budget of \$12,219,979 represents an increase of only \$27,520. While we had an increase in Capital Improvements for 2016-2017, we were able to implement the next fiscal year's goals with a very small overall increase in the budget. The 16-17 general fund budget uses no fund balance to finance operational expenses. The fund balance appropriated for 16-17 is solely for capital improvements, specifically, the \$275,000 in

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 06, 2016

capital improvement for the 911 Communication upgrade and backup center. Even with the appropriating of fund balance for capital outlay, we expect general fund balance to stay at or above 50% of operating expenses. Well above the 25% general fund balance fiscal policy adopted in 2007.

In addition to capital our employees are also an important asset. It is important to recognize when staff salaries are falling behind in market rates and next years' budget includes funding for positions that have been identified as being below market. As we move into future budget years, we must recognize that it will be harder and harder to keep quality, qualified staff as more and more of the working class retires. Keeping salaries current and competitive will be important to keep ahead of this issue. To help with retaining quality staff, a major goal of management was to implement a pay for performance plan in 16-17 that would provide incentive and improve moral of our highest performing staff members. While several departments are addressing staff salaries, most budgets were kept at little to no increase in overall expenditures.

Departmental Appropriations

Below is a list of some of the major Departmental expenditures proposed for FY 2016-2017.

Governing Body	\$117,384
County Administration	\$200,251
Elections	\$116,851
Finance Department	\$213,767
Personnel	\$71,085
Tax Department	\$414,567
Legal (including OLF)	\$67,500
Register of Deeds	\$221,055
Planning Department/Inspections	\$474,017
Public Works/Building & Grounds	\$474,304
Sheriff & SRO	\$1,718,210
Extension	\$117,443
Recreation	\$245,441
Senior Center	\$125,719
Solid Waste	\$632,996
Non-Departmental	\$181,400
Economic Development	\$156,002
Capital Outlay/Debt Service	\$1,046,708
Library	\$195,866
JCPC	\$62,288
Soil & Water Conservation	\$62,620

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 06, 2016

Special Appropriations

In the FY 2016-2017 budget, Special Appropriations expenditures total \$4,728,870 or 39% of total General Fund expenses. The percentage of the overall Special Operations budget is equal to 2015-2016, however, there are requests that would put a significant burden on the current operating budget. Camden has already committed to investing in the upgrade to the 911 Communications system and backup. In addition to that unexpected expense, there was a significant increase in requests from Emergency Management, the School Board and Forestry and the expected 3% increase in the EMS contribution.

While we are required by contract to commit the funds budgeted for EMS, Emergency Management and Forestry, management recommends funding the School Board at the same amount appropriated in 2015-2016. The School System continues to see a decline in ADM which would normally relate to a decline in funding as well. We believe committing the same amount of funding in 2016-2017 is reasonable.

The list below highlights some of the major Special Appropriation proposed for FY 2016-2017.

School Current Expense	\$2,079,726
Pasquotank/Camden EMS	\$499,550
Central Communications/Emergency Mgmt.	\$537,681
College of the Albemarle	\$45,000
Albemarle District Jail	\$416,068
Department of Social Services	\$325,000
CH & S Fire Commission	\$245,095
South Mills Fire Commission	\$147,859
School Capital Outlay	\$298,758

Major Concerns

A major concern for Camden County continues to be encouraging economic development while maintaining responsible residential growth. As development occurs, the burden on County services is increased. Balancing growth and development with the quality of life enjoyed in Camden County is imperative.

Additionally, in order to move the South Camden Water and Sewer District to a financial position closer to that of a true enterprise fund and enhance its self-sufficiency, the remainder of the increase requested in FY 2015-2016 is proposed for 2016-2017. The remaining increase would add \$2.00 to the base-rate fee for water and \$3.00 for sewer with an additional .50 cents for each 1,000 gallons beyond the first 2,000 gallons. The partial increase approved in 2015-2016 was the first base-rate fee increase since 2010. We

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are hopeful that the new Wastewater Treatment Plant that is currently in the beginning stages of an approximately 18 month project, will bring additional customers that would avoid future rate increases.

Other Major Program Goals**Community Park Trust Fund**

The 2016-2017 CPTF budget includes funding for Community Park Lighting and other Park Maintenance Capital needs. Also included is funding for purchasing land in the South Mills Township for a Community Park in accordance with the goals of the 2017-2021 Capital Improvement Plan. The county will pursue grant funding for design/construction of the future community park once the location has been identified.

County Capital Reserve Fund

The funding for this fund comes from the \$0.01 land transfer tax which is levied on all land sales. County appropriations also support this fund as it is a key function of county government to ensure resources for Capital expenditures. Due to failing County building, we are including funds to continue planning for a new County Offices Building that would replace the current building that houses the Tax, Planning and Water/Sewer Billing staff. The new building would combine the Administrative staff and free up the current property which could be sold to help fund the project or replace funds in reserve for capital needs.

School Capital Reserve Fund

A redistribution of Sales Tax is expected in 2016-2017 that will be earmarked for Economic Development or School Capital needs. The majority of the redistribution will be directed to this fund for restricted use.

FY 2016-2017 Budget Summary

This budget reflects the intent of responsible use of taxpayer dollars by providing critical services and wisely investing the financial contributions of our citizens to become the best possible environment in which to work and live. As public officers, we have been given the task of protecting the rights, needs and desires of the constituents. The budget staff believes that this task has been achieved and respectfully submits to you the 2016-2017 Fiscal Year Budget.

ORDINANCE NO. 2016-06-01

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

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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.

Table with 2 columns: Category and Amount. Categories include Governing Body, County Administration, Elections, Finance, Personnel, Tax Supervisor, Register of Deeds, Planning, Inspections, Economic Development Commission, Building & Grounds, Sheriff, School Resource Officer (SRO), Court Facilities, Public Works Administration, Fleet Vehicles, Traffic, Solid Waste, Public Health, Extension, and Legals.

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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
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

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Other Taxes and Licenses:

State 1 cent Sales Tax.....	590,000
Local Sales Tax - Art.40	275,000
Local Sales Tax - Alt.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
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
Sheriffs Officer Fees.....	22,000
Sale of Fixed Assets.....	4,500

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LESO Sheriffs 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

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

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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.....	\$2,706,900
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

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>

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\$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

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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
Miscellaneous1,000
\$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
Interest1,500
\$241,730

ARTICLE XII. CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the Capital Reserve Fund for

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the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Debt Service.....	353,864
Capital Projects	382,700
USDA Debt Reserve.....	<u>398,300</u>
	\$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.

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 FY 2016-2017 Budget 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

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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

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.

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

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.

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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

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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.

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

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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:

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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.

PUBLIC COMMENTS

Chairman McLain called for public comments regarding the proposed “FY 2016-17 Budget”.

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Hearing none, Chairman McLain moved to the Public Hearing on the proposed Capital Improvement Program.

B. PUBLIC HEARING – “CAPITAL IMPROVEMENT PROGRAM”**FY 2016-2017 RECOMMENDED CAPITAL IMPROVEMENT PROGRAM**

Due to the current slow economic recovery, local governments remain challenged with regards to identifying funding mechanisms for capital improvement projects. The provision of adequate public infrastructure should remain a top priority for the County. The County has made great strides in developing its capital planning over the past few years when you consider this is actually only the sixth year the Board of Commissioners have gone through a CIP process. With this annual routine in place, even though adequate funding may not be available for each listed capital project, there will be significant thought and consideration given to the facility needs by the elected officials and the County staff.

Again this year it is important for you to refer to the two resolutions adopted by the Board of Commissioners several years ago. The first set financial policy governing how the County deals with the issues of debt, fees & user charges, fund balances, competitive employment, and the ad valorem tax rate. This resolution put in place measures to insure the financial strength of the County government as well as protecting the taxpayer. The second resolution adopted the CIP and directed the staff to use it as the official policy of the County and directed the implementation of the first year of projects in the program. A major component of the resolution was the creation of the County Capital Reserve Fund, a mechanism with which to fund non-school county facilities.

There are many positive developments taking place now in the County and it is important to continue the momentum we have achieved through fiscally conservative budgeting and proper long range capital improvement planning for our future needs. Over the past two fiscal years, Camden County has been the recipient of several significant grant awards in furtherance of the Board of Commissioners capital improvement policy goals. In FY 15/16, the county received over \$350,000 in grant funding from a funding partnership with PARTF, CAMA Access, and the NC Wildlife Commission for the construction of the new One Mill Park waterfront project in the Shiloh Township. Also in FY 15/16 the county has been awarded approximately \$1.58 million in grants from the U.S. Economic Development Administration and the Golden LEAF Foundation for the construction of the Courthouse Area Wastewater Treatment Plant.

Following the installation of water and sewer improvements at the Camden Eco-

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Industrial Park in 2011-2012, construction of the main entrance boulevard and first phase interior roads of the Park began in October 2012 and was completed in December 2013. This phase of development in the Park was critical as the County continues to aggressively market the many economic opportunities and advantages to locating new business interests in Camden. On May 9, 2014 the County was joined by many federal and state dignitaries in celebrating the formal dedication and ribbon cutting of the Eco-Industrial Park. The success of the Eco-Industrial Park and further development along the HWY 158 and US 17 corridors will result in the generation of new tax revenues, lessening the County's reliance upon residential property taxes and creating new employment opportunities for our citizens.

A significant project included in the 2017-2021 CIP is the engineering and design of a new county administration complex on the acquired site across from the Historic Courthouse. A formal space-needs assessment was programmed in the FY15/16 Annual Budget and was completed in March 2016. The ultimate goal of this project will be the centralization of County services into a "One Stop" method of service delivery which will allow our customers to be served at a single County complex. Besides the immediate needs for administrative space, there is also significant interest for providing recreational and public meeting space which would house youth and adult programming.

Also included are infrastructure projects such as the extension of wastewater service along the US HWY 158 planned business corridor to include the Belcross area. In FY15/16 the county identified a 35 acre site located adjacent to the Camden Business Park and, following successful geohydrology testing and Phase 1 Environmental Assessment, intends to close on the purchase of this site for the future construction of a high-rate infiltration waste water treatment plant capable of treating 50,000 GPD and expandable to 100,000 GPD. Another important infrastructure project being advanced in the 2017-2021 CIP is the completion of the Seymour Drive well site to increase fresh water production capacity within the South Camden Water & Sewer District. In 2013 the County acquired a 5 acre parcel on Seymour Drive in Courthouse Township for the purpose of constructing an additional well site in close proximity to the Water Treatment Plant. Hydrology testing was completed on the site in late 2013, and the county proceeded with obtaining engineering design and construction cost estimates for the well site in FY 2014/2015. The Seymour Drive Well Site project is scheduled to go out for bid in April 2016, with construction planned to commence in July 2016.

Other priority projects included in the CIP are the extension of the Dismal Swamp Multi-Use Trail to the state border to promote Eco Tourism and the acquisition of property for the development of an outdoor recreational facility in the South Mills Township in accordance with the Parks and Recreation Master Plan. One Mill Community Park and Boat Ramp, the county's newest park facility located in Shiloh Township, was officially opened for public use in August 2015.

While the Board of Commissioners moved forward seven years ago with the acquisition

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of property for a potential high school site, with the current state of the economy and declining numbers in the school population, it is not yet clear when this new facility will be needed. The Adequate Public Facilities Coordinating Committee which is comprised of members of the Board of Commissioners, Board of Education, and county and school management staff began quarterly meetings in 2014 to continue to examine school capital needs pertaining to the construction of this new high school. This Committee recommended funding be included in the FY 15/16 annual budget for a revised high school space-needs assessment and architectural design of the campus to include construction cost estimates. The Committee felt this new study was needed due to the previous study having been performed in 2008. The new high school construction project is now included in the county's 2017-2021 CIP.

The future for Camden County is extremely bright as we continue working together to make the County a better community in which to live, work, and recreate. It will take all of our collective skills along with wise and thoughtful decisions to have the necessary vision to continue to advance the critical capital projects identified in this document.

Introduction

The Capital Improvements Program (CIP) is a multi-year plan that proposes projects which improve the county's infrastructure and enhance community quality of life. The Camden County CIP is a five-year plan that consists of capital projects for various departments/agencies of the county government. These projects are major non-recurring expenditures for large items such as schools, parks & recreational facilities, administrative facilities, water & sewer improvements, and the Eco-Industrial Park. This plan is only the sixth year in which Camden County has endeavored to develop a CIP. This is mainly due to the fact that the county has only begun experiencing growth in recent years which has created the need for a much more defined and thorough capital planning process. This document will be used as a directive for staff in the coming year as well as future years. The CIP will be reviewed and adjusted accordingly on an annual basis depending on the changing needs and the strengthening financial condition of the county.

Planning Process

Planning for the Capital Improvements Program usually begins in January each year prior to the beginning of the county budget process. Department heads are requested to submit to the Manager a packet of information relating to items submitted that will cost in excess of \$300,000 in at least one year of the CIP planning period. The CIP does not include the acquisition of motor vehicles. These are included in the operational budgets of each department. The County Manager will review and study all items submitted by the department heads and will develop a recommended plan that will be forwarded to the Board of Commissioners. After a recommended plan has been developed by the Board, a public hearing is held to receive citizen input. Then the recommended plan is finalized by a resolution of the Board with the intent to include the first year projects in the annual budget.

Financial Policy

The following financial guidelines were adopted by the Board of Commissioners on June 4, 2007:

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Debt service should be equal to or less than 15% of General Fund expenditures.

The county will strive to pay outstanding principal debt within 15-20 years.

The county will strive to maintain its debt at no greater level than 2% of the assessed valuation of taxable property in the county.

The county will strive to maintain an available fund balance equal to 25% of the General Fund budget at the end of each fiscal year which is substantially higher than the minimum recommended by the Local Government Commission.

General Fund balances in excess of targeted levels may be transferred to the County's Special Capital Reserve Fund.

Adoption of these policies will further ensure the county's financial strength and future success in capital planning.

For the past six years Camden County has embarked on a very conservative fiscal policy working to ensure growth in the fund balance and a stronger financial position for the county government. The total unreserved and undesignated general fund balance has grown from approximately \$2.7 million to approximately \$7.2 million at the end of FY14. The maintenance of a healthy fund balance must be continued if the County will be able to arrange financing for the large capital improvement projects that will be needed in the future years.

Project Evaluation

During FY11, project evaluation was done through interaction and discussion between the Manager and the Commissioners as well as input from the Department Heads. Once projects are put into the CIP, the entire plan is reviewed and studied annually by the Board of Commissioners to review the merits of each project.

Project Evaluation Criteria

Sections	Questions Considered When Evaluating Projects
Department Ranking	What is the departmental priority/ranking for project?
Legal Mandates/Safety	Does the project enable the County to fulfill a new or existing state of federal mandate? Does the project eliminate an immediate safety hazard for County citizens or employees?
Demonstrated Need/Timing	When does the project need to be completed? Is the project related to another priority project?
Impact on	Will the project save the County future operating costs? Will the project improve

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Operating & Maintenance Costs	operating efficiency? Will maintenance cost be reduced if the project were undertaken? Will the project generate additional operating revenue or will it generate additional expense?
Impact on Quality of Life	Will the project improve the quality of life of the County's citizens?
Addresses a deficiency in provision of public services	Is the County unable to provide basic services if the project is not completed? Are current services in the project area inadequate? Does the project improve County services?
Linkage to Board of Commissioners' Vision Statement, other Long Range Plans, or Community Support	Does the project help to meet the priorities established by the Vision Statement/goals or other long-range plans? How will the project help further these priorities? Does the project have citizen or community support? Does the project service a special need of the community?
Funds/grants available from state, federal, and other sources	Besides County general fund revenues, what funding sources are available to fund this project? Can fees or revenues other than taxes be raised to cover this project's cost?
Extent of secondary benefits	Are there intangible benefits to completing the project? Are there benefits to the project that are not otherwise considered in the evaluation?
Comments	What comments do you have about the project that needs to be considered by the Board of Commissioners?

Revenue Sources & Debt Service

There are several funding sources that will be used in the CIP. The sources are dependent on the type of project and the financial impact on the taxpayers of the county:

1. General Fund Revenues - may be used to fund smaller pay as you go capital projects such as those that fall under \$300,000.
2. General Obligation (GO) Bonds - the county may issue general obligation

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bonds for larger projects such as schools. These bonds are legally binding and are a pledge of the county's full faith, credit and taxing power.

3. Installment Financing Agreements - in exchange for financing funds.
4. Certificates of Participation (COP) - basically a large installment financing agreement (banks are limited on how much they can lend). COPs are usually rated on step below a GO rating.
5. State and Federal Revenues - projects may be financed through low interest federal loans from USDA Rural Development such as the completed Camden Intermediate School Project. Additionally several projects have been financed by the use of state and federal grants such as the wastewater treatment and collection system.
6. Private Contributions - private contributions from developers or adjoining landowners that will become a part of a larger project the county is working on.

One of the most important factors of financing a major project is the county's ability to pay the debt service or the annual costs of the financing. There are some limited recurring revenues that are to be used for debt service purposes. Portions of the Article 40 and 42 sales taxes are restricted for the purpose of school-related debt service or school capital outlay. The county also receives funds from the state Public School Building Capital Fund (these funds are generated by the state corporate income taxes) that can be used for debt service, however the status of these funds is unsure due to the uncertainty of the NC Education Lottery proceeds and other economics.

Revenue Sources:

- Restricted portions of Article 40 & 42 sales taxes
- Annual contributions to the Special Capital Reserve Fund per proposed policies
- Accumulated funds in the Special Capital Reserve Fund & School Capital Reserve Fund

Revenue Sources & Debt Service

Resources	Project Types	Advantages	Disadvantages
Pay As You Go	Assets with short useful lives, or where most of benefit is achieved early	Saves interest and other costs of issuance	Limits funding for capital needs

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	<p>Assets for which matching local funds are required</p> <p>Assets that are not expensive to acquire and relative to the total Pay As You Go plan</p> <p>Projects can be phased with reasonable annual expenditures</p>	<p>Preserves financial flexibility</p> <p>Protects borrowing capacity</p> <p>Enhances credit quality</p>	<p>Creates an uneven flow of expenditures</p>
<p>General Obligation Bonds</p>	<p>Assets with long useful lives</p> <p>Projects that are expensive to acquire or that exceed the capacity of the Pay As You Go plan</p>	<p>Permits governments to acquire assets as needed</p> <p>Levels out capital expenditures</p>	<p>Adds financial and administrative costs of procuring capital assets</p> <p>Limits flexibility by committing revenues for life of the bond issue</p> <p>Requires voter approval</p>
<p>Certificates of</p>	<p>Projects that are</p>	<p>Permits</p>	<p>Interest cost may be</p>

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Participation	expensive to acquire or that exceed the capacity of the Pay As You Go plan Used frequently for purchases of equipment, buildings and real property	governments To acquire assets as needed No voter approval	higher relative to issuing debt
Grants	Assets qualifying for grant assistance	Expands size of capital program with little or no cost to local taxpayers	Limited amount of unrestricted grants availability Added administrative or compliance costs
Private Contributions	Facilities adjacent to private properties	Lowers government capital and/or operating costs	Added staff time required to identify contributors and coordinate activities

Funding Method for County Capital Reserve Fund

The land transfer tax is placed in a County Capital Reserve fund to fund the capital improvement plan and transfers from General Fund balance when it is in excess of targeted levels (Resolution No. 2007-0504).

It is projected that the Land Transfer tax will generate approximately \$300,000 in FY 2016-2017. These funds will go towards approved capital projects and debt service. Currently \$.01 of

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the county-wide tax rate generates approximately \$96,112 in Ad Valorem taxes collected by Camden County.

School Capital Reserve Fund

The School Capital Reserve Fund will continue to be the primary vehicle with which the county uses to fund school capital projects. Currently it is funded by that portion of the Article 40 & 42 sales tax that is earmarked for school construction by the state. The county also may request funds through the State Public School Building Capital Fund. Lottery proceeds are annually appropriated to this Fund and reserved for School Capital projects. Articles 40 & 42 Sales Tax will generate approximately \$350,000 annually that goes into the School Capital Reserve Fund. Additional Sales Tax revenue is expected to be realized beginning in FY17 with a redistribution mandated by legislative action. Restricted funds will be placed in the School Capital Reserve for School Capital Projects.

South Camden Water & Sewer District

The South Camden Water & Sewer District is an enterprise fund that provides water and sewer to residents of Camden County who live in the Courthouse and Shiloh Townships. Water service is available throughout the two townships and sewer service is available only in a smaller area that is along the US158/NC343 corridor. This fund has been in operation since 1996.

A reverse osmosis water treatment plant was constructed and became operational in 2002 along the Pasquotank River near the central area of the county. This facility was built with assistance of funding from the NC Rural Center.

County Fire Districts

There are two fire districts in the county, the South Mills Fire District and the Courthouse-Shiloh Fire District. Residents in both currently pay a total of .05 tax (.01 fire tax plus a .04 general fund contribution). These revenues fund the operation and capital needs of the fire departments. The county has contracts with both volunteer fire departments detailing how the fire commissions will oversee the operation of the fire departments which includes special approval of all expenditures of \$5,000 or more. The South Mills Fire Department has recently completed construction of a new fire station on donated property on Keeter Bam Road near South Mills. The South Camden Fire Department has a fire station that is located on Sawyers Creek Road near the Courthouse and their second station is located in the Shiloh Community along NC343 South. With the additional revenue generated from the county-wide revaluation of property, it is expected both departments will have adequate funds to provide for their operational needs and debt service for capital needs for the next five years.

Adoption of Unified County Government

In May of 2006 the voters of Camden County approved the adoption of Unified County Government. Effective July 1, 2006 the change was implemented granting Camden County both the powers of a county as well as those of municipal government (excluding the creation of a police department). Although this change in form of government has brought about no real visible change in appearance for the Camden County Government, the most important impact is that it restricts the creation of any other municipal

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governments within the county. Therefore, the county citizens will be assured of only one layer of local government and one layer of taxation. Ideally this form of government will provide for additional efficiencies by eliminating the potential for duplication of services. A major benefit of the change in form of government is that it allows the County to receive a quarterly allocation of the Utility Franchise Taxes which are typically only received by municipalities. The County receives this revenue annually and estimates of \$400,000 in 2014 were surpassed by over \$200,000. As the County continues to grow and develop additional commercial tax base this allocation increases.

Capital Project Narratives:

The capital project narratives are organized in the following categories:

1. **Approved/Funded** - approved and funded by vote of the Camden County Board of Commissioners;
2. **Recommended/Unfunded** - recommended projects by the Camden County Manager but currently unfunded; and
3. **Identified/Unfunded** - projects that have been identified by management but currently not funded.

1. Approved/Funded:

A. CONSTRUCTION OF ADDITIONAL WELL SITE (SEYMOUR DRIVE) (IN PROGRESS FY16)

Project Description:

Define Problem: Forecasted residential and commercial growth will require additional sources of fresh water.

Recommended Solution: In FY 2014-2015 obtain engineering design plans and construction cost estimate. Construct additional operational well site at the Seymour Drive site.

The water plant has a current capacity of .72 MGD and an average use of .3 MGD. The State allows 80% use of capacity, which amounts to 576,000 GPD. Subtracting the average use of 300,000 GPD provides only 276,000 GPD for additional development use.

Alternatives: None

Stage of the Project: Planning and Engineering Design was completed in FY15/16 utilizing the engineering services of Diehl and Phillips Engineering. The project will

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advance to construction in July 2016.

Relation to Other Projects: This project is required to attract and support new and existing businesses in Camden County.

Description of Land Needs: Land has been purchased. In FY13-14, the county purchased an additional well site in close proximity to existing water treatment plant.

Professional Design Work Detail: In FY 2014-2015 the engineering services of Diel and Phillips Engineering were retained to finalize site plan and provide a detailed construction cost.

Operating Impact: Additional utilities and equipment maintenance costs.

B. CORE AREA WASTEWATER TREATMENT PLANT

Project Description: Increase wastewater disposal capacity to prepare for increased flows from sanitary sewer expansions.

Define Problem: The increased wastewater flow as a result of increased residential and commercial development will require added wastewater disposal capacity.

Recommended Solution: Study the feasibility of High Rate Infiltration Ponds for wastewater disposal using the proven Amphidrome technologies. The benefits of this method include using less land (primarily large amounts of spray field acreage) and lower operations and maintenance costs.

Alternatives: Continue to utilize spray fields similar to the existing wastewater treatment plant in South Mills Township.

Stage of the Project: An engineering study was completed in FY 15-16 which provided data concerning the soil and hydrologic feasibility of siting a high-rate infiltration wastewater treatment plant within the core area of Courthouse Township. The site selected is a 35 acre parcel in close vicinity to the Camden Business Park. U.S. EDA and Golden LEAF grant funding has been secured, and the county will close on the site purchase in April 2016. Site work and plant construction will commence in May 2016.

Relation to Other Projects: This project is required to attract and support new and existing businesses in Camden County as well as supporting additional residential growth.

Description of Land Needs: Based upon preliminary engineering reports, the county

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will be required to purchase 25-35 acres of land deemed suitable for high-rate infiltration pond operation. Site identification and, if necessary land acquisition, will be completed in FY 15/16.

Professional Design Work Detail: No formal engineering design work has been completed. In FY 14-15 Hyman Robey Engineering was retained to prepare a Preliminary Engineering Report (PER) in conjunction with the county's submittal of an Economic Development Administration construction grant. The county issued an RFQ for engineering, design services, and construction administration in March 2016.

Operating Impact: Anticipated reduction in operational costs due to efficiency of plant operation.

C. CAMDEN BUSINESS PARK - WASTEWATER EXTENSION

ESTIMATED COST: Included in cost of Camden Core WTP (above)

Priority Level: 1

Project Description: Extension of sanitary sewer lines to the Camden Business Park - this will include servicing the State Employees Credit Union and emerging commercial/retail development along the US HWY 158 corridor. This sewer extension project is related to and will be constructed in conjunction with the Core Area Wastewater Treatment Plant project.

Define Problem: Sewer infrastructure is needed to support economic development and commercial growth along the US HWY 158/Camden Business Park corridor.

Recommended Solution: Extend sanitary sewer lines to the Camden Business Park. County will seek federal and state grant funds for a portion of the project.

Alternatives: Future commercial development will be adversely affected without this extension

Stage of the Project: Construction cost estimates have been prepared by Eastern Carolina Engineering in conjunction with the Core Area WTP project. County has issued an RFQ for engineering, design, and construction administration. Construction is planned to commence in May 2016.

Relation to Other Projects: This project is required to attract and support new and existing businesses in Camden County.

Description of Land Needs: These water and sewer lines will run on the DOT right-of-ways.

Professional Design Work Detail: None completed. Funding for engineering and design recommended in FY 16/17.

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Operating Impact: The operating impact will be minimal with the exception of normal wear and tear.

2. Recommended/Unfunded:

D. ADMINISTRATIVE COMPLEX

Project Description: Construction of an administrative complex in order to service the county residents in a safe and efficient manner.

Project Definition and Justification

Define Problem: With the addition of the new County facility at 330 East Hwy 158, immediate overcrowding concerns at the Courthouse Complex have been addressed with the movement of Administration, Finance, Economic Development, and Public Works to the new facility.

However, to optimize customer service and provide a “One Stop” approach to service delivery, the County should consider the construction of a centralized County complex. Multipurpose conference/training rooms are needed and can be used by all departments, county committees as well as by the community. This building will house the following departments: Manager's Office, Human Resources, Finance Office, Tax Administration, Water & Sewer Department, Planning & Community Development Department, Camden County Extension Center, Senior Center and the Board of Elections.

Construction of the building to facilitate a drive-thru window to accommodate payments would be preferable for the county citizens. Finally, this building will be ADA compliant which will allow all the county citizens of Camden County to have access to its services.

Recommended Solution: The construction of a building on the acreage already purchased across the road from the Courthouse Complex. Demolition of existing structure and repaving of entire lot would provide additional parking which is greatly needed when court is in session and to accommodate Board of Elections and the Camden Heritage Museum.

Alternatives: Continue business in current structure.

Stage of Project: County purchased 7.69 acres across the road from the Courthouse Complex. A formal space-needs study was conducted by Wooten Company in March 2016.

Relation to Other Projects: County needs to confer with Camden County Schools as to the possible re-purposing of the Camden High School campus to accommodate elements of the county's programs such as Senior Center and Parks & Recreation.

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Professional Design Work Detail: A complete facilities study of the Camden High School facility is needed prior to retaining services for architectural and engineering design of the Courthouse Complex. This study should include a cost-benefit analysis examining potential use of the Camden High School to house county offices and programs.

Operating Impact: The operating costs may be higher than the current facility although the existing building is very energy inefficient and cost savings might be realized due to efficiency improvements.

E. COUNTRY CLUB AREA - US 158 SEWER SERVICE EXPANSION

Project Description: Extension of the water and sewer lines to the County Club Area including a 200-300 acre potential mixed-use development as well as available parcels along US 158.

Define Problem: Sanitary sewer infrastructure is needed to support economic development and commercial/retail growth.

Recommended Solution: Extend existing sanitary sewer line. Estimated cost of \$1,171,000 to be funded by County contributions, grants and developers via cost sharing formula.

Alternatives: Commercial development would be adversely affected without the extension.

Stage of the Project: McGill Associates has prepared a feasibility study to include construction cost estimates. An estimate has been prepared by McGill Associates. Project material costs (i.e. pipe) is increasing with petroleum price increases, however the installation costs have decreased with the economy. The County applied for Golden LEAF CBGI funding in January 2014 however the project was not funded in that grant cycle.

Relation to Other Projects: This project is required to attract and support new and existing businesses in Camden County. Wastewater service would help develop the area adjacent to Shell Station and residents in the Pine Street area have expressed interest in wastewater service due to failures with septic systems. The extension would also increase the pipe size of the existing force main from Lamb's Marina to the Courthouse Pump Station.

Description of Land Needs: The sanitary sewer lines will run on the DOT right-of-ways. A small parcel of land will have to be purchased for a proposed lift station.

Professional Design Work Detail: None. Feasibility study completed October 2013.

Operating Impact: The operating impact will be minimal with the exception of normal

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wear and tear.

3. Identified/Unfunded:

F. DISMAL SWAMP CANAL PEDESTRIAN AND BICYCLE PATH COMPLETION

ESTIMATED COST: \$1,300,000

Priority Level: 3

Project Description: Connect the existing trail route to the Virginia State line.

Project Definition and Justification

Define Problem: Improved safety is needed for pedestrians and bicyclists living in the residential areas along the trail route. This project provides safe alternative transportation between the Eco-Industrial Park, the NCDOT Visitor's Center, several residential subdivisions and the Dismal Swamp State Park. The project would also serve to enhance eco-tourism within the County.

Recommended Solution: Connect the existing trail route to the Virginia State line. The total project's estimated cost is \$1,300,000 of which the County will pursue federal and state funds and/or grants.

Alternatives: None

Stage of Project: An estimate has been prepared by McGill Associates. McGill Associates has also completed 30% design work for the project. Initial stakeholder meeting was held in October 2011. A follow-up stakeholder meeting was held in May 2012, at which time the City of Chesapeake advised that funding for the design of the Virginia portion of the trail extension was not approved. The City intends to reapply in 2013.

Relation to Other Projects: This project has been coordinated with several planning and regional projects. These include the following: 1993 Camden County Land Use Plan, The Dismal Swamp Trail Special Trust Fund, and The Northeast North Carolina Regional Economic Development Partnership Thoroughfare plan for Camden County (NCDOT, November 1997).

Description of Land Needs: Proposed project will be located within the NCDOT right-of-way. No land acquisition will be required.

Professional Design Work Detail: Conceptual development, preliminary layout and environmental review have been completed by McGill Associates.

Operating Impact: It is anticipated that the completion of this trail will promote eco-tourism, safely accommodate bicyclists, pedestrians, joggers and birdwatchers. In addition, it will provide interpretive and educational elements for nature and history

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enthusiasts.

G. RECREATIONAL & COMMUNITY CENTER

ESTIMATED COST: To be Determined

Priority Level: 3

Project Description: Construction of a new recreational and community center to serve as the primary place for the recreational and social needs of the county residents.

Project Definition and Justification

Define Problem: There is currently no recreational nor community center for the county residents. This limits the ability of the County to attract businesses and families to its area.

Recommended Solution: The construction of a building to include the following: the County's Parks & Recreation Department, gymnasium, large multi-purpose rooms, and an expanded Senior Center facility.

Alternatives: Continue to utilize the county's existing recreational space.

Stage of Project: Future planning.

Relation to Other Projects: N/A

Professional Design Work Detail: A complete facilities study is needed.

Operating Impact: To be Determined.

H. SOUTH MILLS COMMUNITY PARK

ESTIMATED COST: To be Determined

Priority Level: 1

Project Description: Obtain property and construct a small community park in the South Mills Township area.

Project Definition and Justification

Define Problem: As the County's population grows, demand for recreation space and activities will increase. Parks are an integral element of strong communities and promote healthy living activities, especially when located in or in close proximity to residential areas. Currently all county park facilities are located in the courthouse township at Grandy Elementary School. The distance from South Mills to the one central community park is an obstacle to pursuing

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both organizational and independent recreation, and the existing community park has little if any room for expansion of park or parking areas.

Recommended Solution: Purchase 10 to 20 acres for construction of a community park with both active and passive recreation areas including baseball/soccer fields, playground equipment, and picnic shelter. Limited funding may be generated from requiring fees in lieu of land dedications for new residential subdivisions.

Alternatives: N/A

Stage of Project: Site selection and land acquisition is scheduled for FY 17/18.

Relation to Other Projects: Allows expansion of outdoor recreational offerings.

Professional Design Work Detail: None started at this time. Will need a general park design to identify land requirements, prior to locating alternative sites possibilities.

Operating Impact: The project will increase Parks and Recreation operations and maintenance budget.

I. SCHOOL CAPITAL IMPROVEMENTS-CAMDEN COUNTY HIGH SCHOOL

ESTIMATED COST: \$20,000,000-\$30,000,000

Priority Level: 2

Project Description: Construction of new Camden County High School facility to include site improvements and adequate athletic fields.

Project Definition and Justification

Define Problem: As the County's population grows, demand for a larger high school facility will increase. The Adequate Public Facilities Ordinance (APFO) approved in 2008 requires that both the County and Board of Education perform long-range planning in order to meet the demand of increased student enrollment.

Recommended Solution: APFO Committee will meet regularly to examine school space needs. Funding is appropriated in FY 15/16 to clear proposed school/athletic campus site along HWY 343 North.

Alternatives: Construct new athletic fields and bleachers on the Noblitt site and renovate existing high school campus (HWY 343/US 158) by constructing additional classroom space on the current athletic field.

Stage of Project: Approximately 60 acres of property was purchased by the county in 2008. In 2008 the Board of Education commissioned HBA Architects to draw a conceptual site plan and develop preliminary construction cost estimates. In 2016, the APFO Committee decided to re-examine space needs based upon more current and

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accurate enrollment projection data and have new plans and cost estimates developed.

Relation to Other Projects: This project is related to the Courthouse Administration Complex project in that the county needs to examine possible re-purposing of the Camden High School campus for potentially housing one or more county programs.

Professional Design Work Detail: None completed at this time. HBA Architects have completed conceptual site plan and preliminary construction cost estimates were provided in 2008. Funding is appropriated in FY 15/16 for a new school design and cost estimate.

Operating Impact: Impact will be seen in Camden County Public Schools operating expenses due to the larger facility. Increases in utilities expenses may be reduced due to improved energy efficiency measures and design engineering of the facility.

J. MOBILE COMMAND CENTER-SHERIFF'S DEPARTMENT

ESTIMATED COST: \$279,487

Priority Level: 1

Project Description: See "Sheriff's Mobile Command Center Proposal" ATTACHED

Resolution No. 2007-05-04

A Resolution of the Camden County Board of Commissioners Regarding
Setting Financial Policies

Whereas, stability in fiscal affairs is a desirable objective, but a difficult goal for counties to attain because many factors some of which are the relationship of the various units of government, mandates, the changing economies and the limited authority of local government; and

Whereas, the Board of Commissioners is of the opinion that the statement of minimum standards of fiscal policy would help present and future boards and staff to adapt to the changes that occur and help them to attain a reasonable measure of fiscal stability;

Now, Therefore Be It Resolved, that the Camden County Board of Commissioners does hereby adopt the following financial policies:

Debt-

Debt service will not exceed 15% of general fund expenditures. In any year where debt service is less than or equal to 14% of general fund expenditures at least 1% of the operating budget may be transferred to capital reserve.

The county will strive to pay outstanding principle debt within 15-

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20 years.

The county will strive to maintain its debt at no greater level than 2% of the assessed valuation of taxable property in the county.

Fees & User Charges -

As part of the annual budget process the County shall review the fees and user charges. All changes to the schedule of fees must be approved by the Board of Commissioners.

The County should charge fees if allowable, when a specific group of beneficiaries can be identified, when it is feasible to charge the beneficiaries, and when there is no reason to subsidize the service wholly or in part. Fee levels should be set to recover the full costs of the services provided, unless it is deemed necessary to partially subsidize the services. Factors to consider in deciding whether a subsidy is appropriate include the burden on property tax payers, the degree to which the service benefits

a particular segment of the population, whether beneficiaries can pay the fee, and whether the service provides a broader benefit to the community.

Fund Balance -

The county will strive to maintain an available fund balance equal to 25% of the General Fund budget at the end of each fiscal year which is substantially higher than the minimum recommended by the Local Government Commission.

General Fund balances in excess of targeted levels may be transferred to the County's capital improvement plan.

Competitive Employment -

The county will strive to maintain competitive pay rates by making annual cost of living adjustments when economically feasible for the county based on the consumer price index.

Tax Rate -

In an effort to stabilize the county's tax rate, the Board of Commissioners will adopt a tax rate that considers the succeeding four years anticipated expenditures and will strive not to change the tax rate prior to the next revaluation.

The Board of Commissioners will seek to limit the growth of the annual operating budget to an amount that can be accommodated by growth in the tax base as well as other state and federal revenues, without a tax increase wherever possible.

The County will strive to annually review and develop revenue projections, expenditures, and the fund balance for the next five years.

Adopted this _4th_day of June, 2007.

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 06, 2016

PUBLIC COMMENTS

Chairman McLain called for public comments regarding the proposed Capital Improvement Program.

Hearing none, Chairman McLain called for a motion to close the Public Hearings.

CLOSE PUBLIC HEARINGS

Commissioner Tom White made a motion to close the Public Hearing.

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

NEW BUSINESS**A. APRIL MONTHLY TAX REPORT *(ATTACHMENT-1)***

Tax Administrator Lisa Anderson presented the Monthly Tax Report for April 2016.

Commissioner Tom White made a motion to accept the Monthly Tax Report for April 2016 as presented by the Tax Administrator.

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

B. HIRING OF COUNTY MANAGER *(FILED IN THE CLERKS OFFICE)*

Commissioner Riggs made a motion to offer Michael Brillhart a three year contract for the position of Camden County Manager.

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

C. CLEARING THE NOBLITT PROPERTY *(ATTACHMENT-2)*

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 06, 2016

Planning Director Dan Porter advised the board the request for proposals to clear the Noblitt Property was mailed to a list of 22 contractors in mid-May and due by May 31.

The county received the attached response from Reuben E. Sawyer Construction Co. Under North Carolina law the purchase of services such as this does not prescribe specific bidding regulation and therefore does not require receipt of a specific number of bids.

The approved budget for the project is \$150,000.

- **Alternative 1** - proposal (leaving wind rows) would total \$124,365 plus \$4.00 per foot for silt fencing.
- **Alternative 2** - (burning debris on site) would total \$153,690 plus the silt fencing.

The length of required silt fencing is unknown until S&E Permit is approved. Estimates range from

\$0.00 - (no fencing due to planned buffers from wetland and property boundaries)

\$7100 - (fence wetlands only)

\$19,900 - (fence wetlands and buffers)

Commissioner White made a motion to approve **Alternative #2** (burning debris on site) would total \$153,690 plus the silt fencing.

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

BOARD APPOINTMENTS**A. BOARD OF SOCIAL SERVICES**

The Clerk to the Board advised that the term of Mr. Karl Bowden, DSS Board member appointed by the county commissioners will expire on June 30, 2016. Mrs. Clarann Mansfield has volunteered to serve on the Camden County Board of Social Services and her application was approved by the Commissioners at their March 7th, 2016 meeting and it is on file in the Clerk's office.

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 06, 2016

Commissioner Sandra Duckwall made a motion to appoint Clarann Mansfield to serve a three year term on the County Board of Social Services effective July 1st, 2016 – June 30th, 2019.

RESULT: APPOINT [UNANIMOUS]
MOVER: Sandra Duckwall, Commissioner
AYES: McLain, Duckwall, Meiggs, Riggs, White

CONSENT AGENDA

Commissioner Riggs made a motion to table the meeting minutes until the June 13th meeting and accept the consent agenda as amended.

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

A. BOC Meeting Minutes

(Removed Due to a technical issue)

B. CCS BUDGET AMENDMENTS**Capital Outlay Fund**

The Camden County Board of Education at a meeting on the 12th day of May, 2016, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

Code Number	Description of Code	Amount	
		Increase	Decrease
6500	Category III Projects	\$20,856.00	
Explanation:			
Total Appropriation in Current Budget			\$389,195.00
Amount of Increase / (Decrease) of			

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 06, 2016

Above Amendment	\$20,856.00
Total Appropriation in Current Amended Budget	\$389,195.00

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 12th day of May, 2016 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	\$4,919.00	
5200	Special Instructional Programs		\$4,919.00
Explanation:			
	Total Appropriation in Current Budget		\$912,325.10
	Amount of Increase / Decrease of Above Amendment		\$0.00
	Total Appropriation in Current Amended Budget		\$912,235.10

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 12th day of May, 2016 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		\$840.00
6500	Operational Support Services		\$1,550.00
6600	Financial & Human Resources	\$750.00	
6900	Policy, Ldrshp & Pub Relations	\$1,640.00	

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 06, 2016

E. COPY FEE FOR MAP COPIES-AMENDED

Register of Deeds requests ability to charge fee for Map Copies ROD will now be able to make map size copies for which no fee has been established. ROD requests the approval of the board to charge \$3 per 24 x 18 map copy.

COMMISSIONERS' REPORT**A. SHILOH BAPTIST CHURCH - HISTORICAL MARKER**

The North Carolina Highway Historical Marker Advisory Committee has approved a marker bearing the following inscription:

SHILOH
BAPTIST CHURCH

Oldest Baptist church in
N.C. Organized by Sept.
5, 1729, by Paul Palmer.
The present chapel was
erected here in 1849.

Plans call for erecting the marker at 952 Hwy 343 South, Shiloh. Order is planned for late July depending on the availability of funds. Casting and shipment require another couple of months. Locations also are subject to review by the Department of Transportation. You can find more details about the marker program at www.ncmarkers.com. There will be a page about the new marker on the site very soon.

SOUTH CAMDEN WATER & SEWER DISTRICT

Recess to South Camden Water & Sewer District Board of Directors Meeting at 7:20 PM.

INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES**A. MAY 2016 LIBRARY STATISTICS**

Camden County Public Library

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

CAMDEN COUNTY BOARD OF COMMISSIONERS

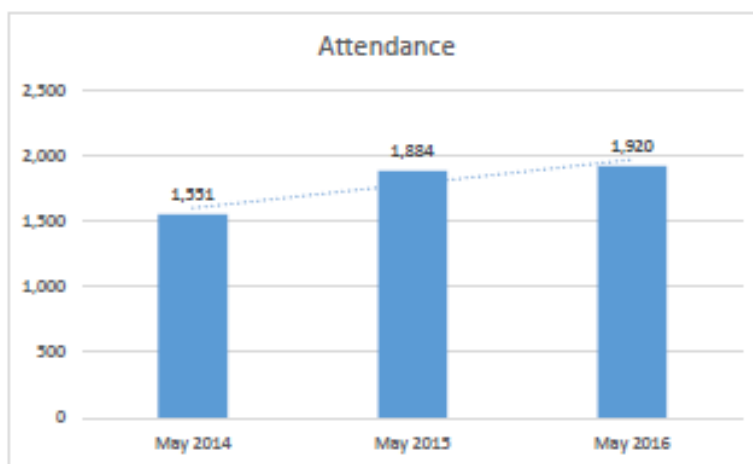
Regular Meeting – June 06, 2016

May 1-30, 2016 Statistics

- Visitor Count: 1920
- Days/Hours Open: 29/256
- # Items in Collection: 13,017 (Opening Day Collection # Items = 4,755)
- Total Check Outs/Renewals: 3189
- Library Card Holders: 2,576
- Computer/ Wireless Use: 1054/592
- Juvenile Programs : 13 programs /125 attendance
- Adult Programs : 2 programs / 8 attendance
- Meeting Room: 11 reservations /95 attendance

Comparison by Year

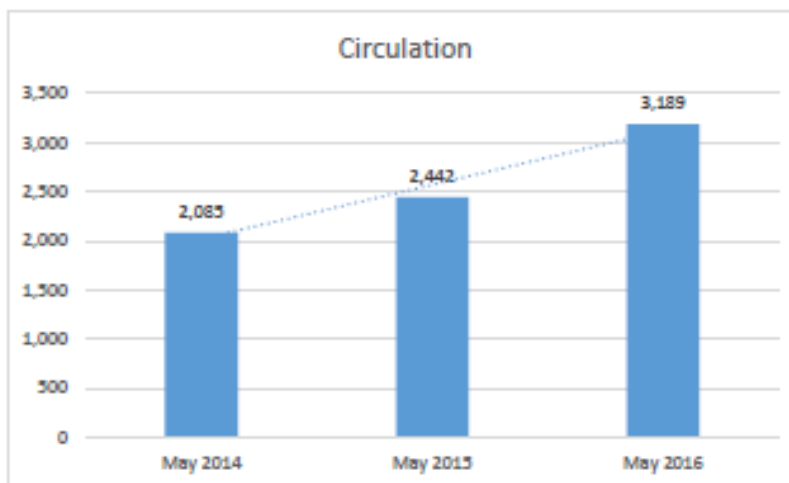
*Please note that 2016 numbers are only for May 1-30th whereas 2014 and 2015 statistics take into account the month as a whole.



Daily attendance for May compared by year (2014-2016).

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 06, 2016



Number of library materials checked out for May compared by year (2014-2016).

OTHER MATTERS

Commissioner Riggs commented on the need to enforce the board procedures regarding.

The Board members agreed to the following.

All agenda items with supporting documentation will be submitted to the Clerk to the Board on the Tuesday prior to a Monday meeting no later than 12:00 noon. The Chairman is the only person authorized to make an exception. The Clerk to the board will the board packet delivered to the Board of Commissioners the Thursday prior to the Monday meeting no later than 5:00 PM. Under no circumstances will the agenda or board packet change once delivered to the commissioners.

ADJOURN

Chairman McLain called for any other matter to come before the board. Hearing none he adjourned the meeting at 7:33 PM.

Chairman Michael McLain
Camden County Board of Commissioners

ATTEST:

CAMDEN COUNTY BOARD OF COMMISSIONERSRegular Meeting – June 06, 2016

Angela L. Wooten
Clerk to the Board

(ATTACHMENT-1)

**MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE
CAMDEN COUNTY BOARD OF COMMISSIONERS**

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2015	230,310.84	7,807.44
2014	90,267.68	4,829.00
2013	33,453.08	8,749.45
2012	18,271.42	11,452.42
2011	11,086.01	8,941.12
2010	9,424.10	6,189.75
2009	6,295.53	5,947.68
2008	6,016.71	5,959.81
2007	5,204.19	8,747.79
2006	1,544.50	14,057.14

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

(ATTACHMENT-1)

TOTAL REAL PROPERTY TAX UNCOLLECTED	411,874.06
TOTAL PERSONAL PROPERTY UNCOLLECTED	82,681.60
TEN YEAR PERCENTAGE COLLECTION RATE	99.27%
COLLECTION FOR 2016 vs. 2015	69,336.61 vs. 71,608.48

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2015	96.41%
2014	98.60%
2013	99.40%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

(ATTACHMENT-1)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING April 2016
BY TAX ADMINISTRATOR

149 NUMBER DELINQUENCY NOTICES SENT

40 FOLLOWUP REQUESTS FOR PAYMENT SENT

7 NUMBER OF WAGE GARNISHMENTS ISSUED

11 NUMBER OF BANK GARNISHMENTS ISSUED

0 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

15 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR

0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY

0 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)

0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

0 NUMBER OF JUDGMENTS FILED

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	(ATTACHMENT-1)
R	02-8923-00-19-3774.0000	14,280.01	2	HALSTEAD VENTURE PARTNERS, LLC	CAMDEN	431 158 US W
R	03-8943-04-74-3506.0000	10,923.68	2	ELLIOTT & DONNA JACOBS	SHILOH	117 SUNSET AVE
R	01-7989-00-01-1714.0000	10,157.02	2	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	6,669.45	2	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-8621.0000	5,932.45	3	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	03-8953-04-81-9832.0000	5,926.96	4	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	01-8000-00-36-9809.0000	5,779.57	2	EULA B. JOYNER	SOUTH MILLS	TROTTERS WAY
R	02-8944-00-87-7021.0000	5,569.90	1	MARK M. BRIGMAN SR & LISA L.	CAMDEN	175 MCKIMMEY RD
R	03-8971-00-12-0477.0000	4,510.23	1	GILBERT WAYNE OVERTON &	SHILOH	187 THOMAS POINT RD
R	02-8934-04-61-9891.0000	4,390.72	1	WILLIAM EDGAR STAPLES	CAMDEN	244 COUNTRY CLUB RD
R	03-8972-00-51-8423.0000	4,144.85	2	BRITTON OVERTON	SHILOH	103 WESLEY RD
R	02-8945-00-41-2060.0000	4,133.90	2	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	03-8952-01-49-1090.0000	4,119.93	2	DRACHMA, INC & SIMSON BAAI, LLC	SHILOH	343 HWY S
R	03-8943-04-83-8536.0000	3,917.80	2	JONES FAMILY CHILDRENS TRUST	SHILOH	125 CAMDEN AVE
R	01-7080-00-62-1977.0000	3,776.26	9	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	01-7998-01-08-6797.0000	3,680.50	1	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	02-8935-04-63-0820.0000	3,560.81	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	02-8945-00-54-1099.0000	3,474.59	1	GERTIE LEE & JONOLA T ROUNTREE	CAMDEN	263 BELCROSS RD
R	03-8973-00-22-3033.0000	3,280.35	1	TAYLOR LEIGH PROPERTIES LLC	SHILOH	RICKS WAY
R	02-8935-02-66-7093.0000	3,177.06	2	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	02-8935-01-08-8786.0000	2,958.43	2	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	03-8953-03-12-6266.0000	2,950.33	1	R.VERNON BRAY, JR.	SHILOH	120 LAUREN LN
R	03-8965-00-13-1025.0000	2,940.36	2	SHARON EVANS MUNDEN	SHILOH	556 TROTMAN RD
R	03-8965-00-44-7928.0000	2,924.23	1	WHALON & KATHLEEN MCCULLEN	SHILOH	404 SANDY HOOK RD
R	02-8934-04-71-8470.0000	2,908.06	2	JAMES MILTON JONES ETAL	CAMDEN	267 COUNTRY CLUB RD
R	01-7989-04-90-6715.0000	2,900.35	5	ANDREW FEREBEE HEIRS	SOUTH MILLS	1334 343 HWY N
R	03-8953-03-12-3791.0000	2,873.32	2	KIMBERLEE SAWYER	SHILOH	113 GLEN DR
R	03-8962-00-05-0472.0000	2,850.43	1	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	02-8937-00-50-8036.0000	2,777.00	1	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	03-8964-00-40-9957.0000	2,751.36	2	LASALLE SEARS HEIRS	SHILOH	291 BARTLETT RD

05/02/16 08:10:58

Delinquencies Top-30 Unpaid

1

*Real
Attachment "A"*

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	(ATTACHMENT-1)
R	03-8899-00-45-2682.0000	10	6,669.45	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8943-04-93-8214.0000	10	2,369.36	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	03-8952-00-95-8737.0000	10	2,023.42	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,948.43	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,821.39	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	10	1,202.85	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-60-5052.0000	10	897.36	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	10	664.80	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	633.37	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7090-00-95-5262.0000	10	263.32	JOHN F. SAWYER HEIRS	SOUTH MILL	OLD SWAMP RD
R	03-9809-00-45-1097.0000	10	244.85	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8980-00-61-1968.0000	10	242.00	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-8899-00-37-0046.0000	10	177.16	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	151.19	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7989-00-01-1714.0000	9	10,157.02	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	01-7998-01-08-8621.0000	9	5,932.45	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	01-7080-00-62-1977.0000	9	3,776.26	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8934-04-71-8470.0000	9	2,908.06	JAMES MILTON JONES ETAL	CAMDEN	267 COUNTRY CLUB RD
R	01-7988-00-91-0179.0001	9	2,110.86	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	02-8935-01-19-4055.0000	9	1,388.49	ANDERSON CARTWRIGHT SR.	CAMDEN	271 SLEEPY HOLLOW RD
R	03-8962-00-50-0273.0000	9	866.96	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	02-8935-03-40-3652.1000	9	853.81	HOWARD DAVENPORT	CAMDEN	117 GUMBERRY RD
R	01-7998-00-57-2800.1000	9	427.45	TINA RENEE LEARY	SOUTH MILLS	111 LINTON RD
R	02-8945-00-41-2060.0000	8	4,133.90	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	01-7989-04-60-1568.0000	8	1,040.55	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	03-8953-04-81-9832.0000	7	5,926.96	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	02-8936-00-00-8926.0000	7	2,363.06	ODELL TRAFTON	CAMDEN	215 SCOTLAND RD
R	03-9809-00-24-6322.0000	7	475.00	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	03-8952-01-49-1090.0000	6	4,119.93	DRACHMA, INC & SIMSON BAAI, LLC	SHILOH	343 HWY S
R	01-7998-01-08-6797.0000	6	3,680.50	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N

05/02/16 08:11:00

Delinquencies Top-30 Oldest

Real Attachment "B"

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	(ATTACHMENT-1)
P	0001709	1,767.99	7	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0002482	1,239.55	1	MASTEC NORTH AMERICA	CAMDEN	
P	0000738	1,004.21	5	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001046	984.67	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000659	875.41	1	RICKY'S WELDING, INC.	SHILOH	864 SANDY HOOK RD
P	0001538	840.70	8	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001072	697.13	9	PAM BUNDY	SHILOH	105 AARON DR
P	0001883	655.29	5	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001827	652.02	2	KAREN BUNDY	CAMDEN	431 158 US W
P	0001667	512.56	1	PETER L'ABBE	CAMDEN	158 HWY E
P	0000352	443.65	10	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001230	411.11	4	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001116	409.86	5	AL JORDAN	CAMDEN	390 158 HWY W
P	0001104	399.81	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0002194	397.16	1	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001227	322.05	10	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0001250	317.87	1	MICHELE LEE TAYLOR	SOUTH MILLS	108 BINGHAM RD
P	0001010	304.99	3	RAYBURN BURGESS	SHILOH	116 EDGEWATER DR
P	0001694	280.68	4	THOMAS B. THOMAS	CAMDEN	150 158 HWY W
P	0000543	273.95	1	TRACK 1 OF CAMDEN	CAMDEN	143 158 US W
P	0000248	273.12	10	ROBERT H. OWENS	CAMDEN	363 # 15
P	0001703	270.00	2	VAN ZANDER	MOYOCK	812 TULLS CREEK RD
P	0001672	268.26	6	DAVE SILVA	CAMDEN	390 158 HWY
P	0001106	263.99	9	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0001693	261.90	7	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001681	252.38	4	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001720	246.36	1	FREDERICK FEESER	SOUTH MILLS	MAIN ST
P	0001602	242.75	2	ROBERT EUGENE SNOOK	SOUTH MILLS	115 OTTERS PL
P	0001952	238.91	4	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001910	228.46	2	JEFFREY GEGAN	CAMDEN	379 COUNTRY CLUB RD

05/02/16 08:11:25

Delinquencies Top-30 Unpaid

Personal
Attachment "A"

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	(ATTACHMENT-1)
P	0000738	10	1,004.21	LESLIE ETHERIDGE JR	CAMDEN	
P	0001046	10	984.67	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000352	10	443.65	ROBERT F. NERNEY	ELIZABETH CITY	107 SMALL DRIVE
P	0001227	10	322.05	THUAN NGOC TRAN	SHILOH	257 SAILBOAT RD
P	0000248	10	273.12	ROBERT H. OWENS	CAMDEN	363 # 15
P	0001106	10	263.99	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0001220	10	107.86	KIMBERLY DIANE JOHNSON	SOUTH MILLS	172 KEETER BARN RD
P	0001072	9	697.13	PAM BUNDY	SHILOH	105 AARON DR
P	0001538	8	840.70	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001545	8	160.66	LOUIS RUGGERI	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001540	8	120.95	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001709	7	1,767.99	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001672	7	268.26	DAVE SILVA	CAMDEN	158 HWY
P	0001693	7	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	7	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000316	7	115.56	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	6	652.02	KAREN BUNDY	CAMDEN	431 158 US W
P	0001250	6	317.87	MICHELE LEE TAYLOR	SOUTH MILLS	108 BINGHAM RD
P	0001910	6	228.46	JEFFREY GEGAN	CAMDEN	379 COUNTRY CLUB RD
P	0001883	5	655.29	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001116	5	409.86	AL JORDAN	CAMDEN	390 158 HWY W
P	0000891	5	165.68	LAC VAN TU	SHILOH	105 EDGEWATER DR
P	0001697	5	144.00	RANDY BRICKHOUSE	CAMDEN	150 158 HWY W
P	0001722	5	140.55	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0000605	5	103.52	ROBERT L. & MACY O. WELSH	CAMDEN	109 CANAL STREET
P	0001230	4	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	4	280.68	THOMAS B. THOMAS	CAMDEN	150 158 HWY W
P	0001681	4	252.38	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001952	4	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001350	4	222.30	JOHN LARRY GAITHER	CAMDEN	124 SUMMER WAY

05/02/16 08:11:28

Delinquencies Top-30 Oldest

Attachment 08
Personal

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)

May 30, 2016

(ATTACHMENT-2)

Camden County Administration Offices
ATTN: County Manager
330 USHWY 158 East, Camden, NC 27921

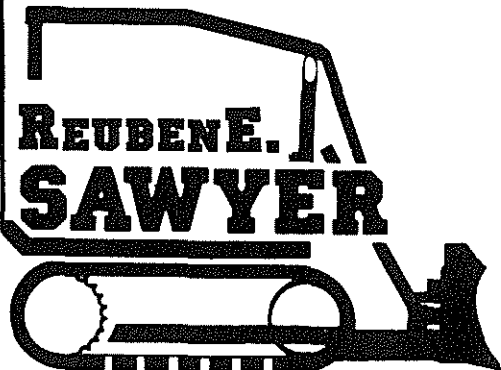
Bid for clearing 42.5 acres located south of address
256 North NC 343, Camden County, NC

- 1. Wind rowing with 100' spacing \$2,588.00 per acre
Total \$109,990.00
- 2. Burning \$3,278.00 per acre
Total \$139,315.00
- 3. Silt Fencing \$4.00 per linear foot
- 4. Construction Entrance \$14,375.00

Approximate Start Time: July 1, 2016

Approximate Completion Time: September 1, 2016

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Consent Agenda)



P.O. BOX 310, MANNS HARBOR NC 27953 PHONE (252) 473-2902

CONSTRUCTION, CO., INC.

CAMDEN COUNTY BOARD OF COMMISSIONERS
 BOC - Special Meeting – June 13, 2016

Camden County Board of Commissioners
Actions Taken By The Board
June 13, 2016
7:00 PM

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	
Angela Wooten	Clerk to the Board	Present	
Stephanie Humphries	Finance Director	Present	
Michael Brillhart	County Manager	Present	

CONSIDERATION OF THE AGENDA

- A. Motion to amend the agenda

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

PRESENTATION

- A. Trillium Kiosk
 B. Motion to amend Item 2.A

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

- C. Motion to approve the Library as the location of the Kiosk

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

NEW BUSINESS

- A. Set County Tax Rate for 2016

Minutes Acceptance: Minutes of Jun 13, 2016 7:00 PM (Consent Agenda)

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 13, 2016

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

B. Resolution No. 2016-06-02 - Board Salaries

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

C. Fee Schedule for 2016-2017

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

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

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

CONSENT AGENDA

A. Motion to approve the Consent Agenda as amended

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

B. BOC Meeting Minutes

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

C. Budget Amendments

D. 1284 has been moved to SCWSD

SCWSD

Entered SCWSD at 7:26 PM

A. Recess to SCWSD

Minutes Acceptance: Minutes of Jun 13, 2016 7:00 PM (Consent Agenda)

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 13, 2016

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

B. SCWSD Meeting Minutes

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

C. Motion to comde out of SCWSD

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

OTHER

Chairman McLain introduced Michael Brillhart the New County Manager.

Commissioner Tom White thanked Stephanie Humphries for a job well done as Interim County Manager.

ADJOURN

The Board of Commissioners adjourned at 7:29 PM.

Chairman Michael McLain

Camden County Board of Commissioners

ATTEST:

Angela L. Wooten

Clerk to the Board

CAMDEN COUNTY BOARD OF COMMISSIONERS
 BOC - Special Meeting – June 20, 2016

Camden County Board of Commissioners
BOC - Special Meeting
June 20, 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 June 20, 2016 in the Historic Courtroom, Camden, North Carolina. The following commissioners were present:

CALL TO ORDER

Commissioners Present	Title	Status
P. Michael McLain	Chairman	Present
Sandra Duckwall	Commissioner	Present
Garry Meiggs	Vice Chairman	Present
Clayton Riggs	Commissioner	Present
Tom White	Commissioner	Present
Staff Present	Title	Status
Michael Brillhart	County Manager	Present
Angela Wooten	Clerk	Present

I. CONSIDERATION OF THE AGENDA

Commissioner Riggs made a motion to approve the agenda as presented.

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

II. DIRECTOR OF SOCIAL SERVICES – SALARY

Commissioner Sandra Duckwall states that the Social Services Board is proposing to offer the approved annual salary of \$67,000 for the vacant Director of Social Services position.

Commissioner Tom White made a motion to approve the Director of Social Services annual Salary of \$67,000 per year.

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

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – June 20, 2016

III. CAMDEN COUNTY BOARD OF EDUCATION - BOARD SALARIES

Board of Education Salaries are to be set by the Board of Commissioners. The current BOE Salary schedule does not follow our Board of Commissioners salary schedule for special/auxiliary meetings. Clarification was requested and a proposed salary schedule is being submitted for your review and discussion.

Chairman of the Camden County Board of Education, Chris Overton advised the County Board of Commissioners this policy was discussed and tabled at their June 16th meeting as state law has changed the required training hours from 12 hours per year to 12 hours every two years.

Commissioner Tom White made a motion to table this item until the Board of Education approves a revised Board Salary policy to propose to the County Commissioners for approval.

RESULT:	TABLED [UNANIMOUS]	Next: 8/1/2016 7:00 PM
MOVER:	Tom White, Commissioner	
AYES:	McLain, Duckwall, Meiggs, Riggs, White	

III. INFORMATION**A. Special Meeting Notice**

The Camden County Board of Commissioners will hold a special meeting on June 20th, 2016 at 7:00 P.M. in the Upstairs Historic Courthouse, Camden, N.C. The purpose of the meeting will be to discuss the Salary of the position of Social Services Director and Board Salary Schedules.

IV. ADJOURN

Chairman McLain adjourned the meeting at 7:31PM.

*Michael McLain, Chairman
Board of Commissioners*

ATTEST:

*Angela Wooten
Clerk to the Board*

CAMDEN COUNTY BOARD OF COMMISSIONERS
 BOC - Work Session – June 28, 2016

Camden County Board of Commissioners
BOC - Work Session
June 28, 2016
2:00 PM
Community Room, Camden Public Library
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on June 28, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

I. CALL TO ORDER

Commissioners Present	Title	Status
P. Michael McLain	Chairman	Present
Sandra Duckwall	Commissioner	Present
Garry Meiggs	Vice Chairman	Present
Clayton Riggs	Commissioner	Present
Tom White	Commissioner	Present
Staff Present	Title	Status
Michael Brillhart	County Manager	Present
Stephanie Humphries	Finance Director	Present

II. CAPITAL IMPROVEMENT PROGRAM

A. Proposed FY2017-2021 Capital Improvement Program

County Manager Michael Brillhart led a discussion regarding major capital projects already approved for funding during fiscal year 2017 as identified within the adopted *FY2016-2017 Camden County Budget*:

1. **Continuing the Installation of a new well along Seymour Drive** (add water source capacity at the Camden R/O plant) - funding continuation from FY2016
2. **New lighting at Camden "Community Park"** - \$116,000
3. **Land purchase for a future "Community Park" in South Mills** - \$100,000
3. **New Administration Building along Hwy 343 N.** Specific activities to include: *survey, planning, design, engineering (no construction phase included at this time)* - \$140,000
5. **Camden Core Wastewater Treatment Plant and sewer collection line extension** - \$970,450 (*county contribution in Fy17*)

A committee was created to address future Capital Improvement Projects. The committee will consist of Commissioners Sandra Duckwall and Clayton Riggs along with the County Manager Michael Brillhart and Finance Officer Stephanie

CAMDEN COUNTY BOARD OF COMMISSIONERSWork Session – June 28, 2016

Humphries.

III. OTHER

A. Meeting Notice

SPECIAL MEETING NOTICE

June 28th, 2016 - The Camden County Board of Commissioners will hold work session to discuss the Capital Improvement Program 2017-2021. The work session will be held at 2:00 PM in the Community Room of the Public Library, Camden, N.C. (The public is invited to attend.)

IV. ADJOURN

Chairman McLain requested any further comments or discussion from the members of the board. Hearing none, Chairman McLain adjourned the Work Session at 4:45 PM.

*Michael McLain, Chairman
Board of Commissioners*

ATTEST:

*Angela Wooten
Clerk to the Board*

CAMDEN COUNTY BOARD OF COMMISSIONERS
 BOC - Regular Meeting – July 18, 2016

Camden County Board of Commissioners

Actions Taken By The Board

July 18, 2016

7:00 PM

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

CONSIDERATION OF AGENDA

Accept the agenda as presented

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

OLD BUSINESS

- A. Camden Community Park Lighting Project Bids

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

NEW BUSINESS

- A. Mixed Beverage Election

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

- B. Ordinance No. 2016-06-03 Proposed Amendments to Code of Ordinances

Minutes Acceptance: Minutes of Jul 18, 2016 7:00 PM (Consent Agenda)

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – July 18, 2016

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

- C. Ordinance 2016-06-02 Rezoning Application Lindsey W. Hewitt

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

BOARD APPOINTMENTS

- A. Parks and Recreation Advisory Board

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

- B. Tourism Development Authority

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

- C. Adult Care Home Community Advisory Committee

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

CONSENT AGENDA

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

- A. BOC Draft Minutes May 2, 2016
 B. BOC Draft Minutes June 20th, 2016
 C. BOC Draft Minutes July 5th, 2016

Minutes Acceptance: Minutes of Jul 18, 2016 7:00 PM (Consent Agenda)

CAMDEN COUNTY BOARD OF COMMISSIONERSRegular Meeting – July 18, 2016

- D. Refunds Over \$100.00
- E. Refunds Over \$100.00
- F. DMV Monthly Report
- G. Tax Collection Report - June
- H. Volunteer Applications

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

The commissioners meeting recessed at 7:37 PM. Recess to South Camden Water & Sewer District Board of Directors Meeting at 7:37 PM.

RECONVENE COMMISSIONERS' MEETING

The commissioners meeting reconvened at 7:40 PM

OTHER MATTERS

None

ADJOURN

The BOC meeting was adjourned at 7:41 PM.

Chairman Michael McLain

Camden County Board of Commissioners

ATTEST:

Angela L. Wooten

Clerk to the Board

Minutes Acceptance: Minutes of Jul 18, 2016 7:00 PM (Consent Agenda)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 5.G
Meeting Date: September 06, 2016

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

Item Title **2016-2017 Budget Amendments**

Attachments: 16-17-BA003 (DOC)

Summary: Budget Amendment 2016-17-BA003

Recommendation: Approve Request for Amendment

2016-17-BA003
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, 2017.

Section 1. To amend the General and other Governmental Funds as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
37399472-439900	Fund Balance Appropriated		\$4,050
71399660-439900	Fund Balance Appropriated	\$142,000	
75399682-439900	Fund Balance Appropriated		\$168,161
75330682-434511	County Contribution		\$372,139
10399400-439900	Fund Balance Appropriated	\$26,161	
Expenses			
374720-545000	Contracted Services		\$4,050
716600-589000	USDA Restricted	\$52,000	
716600-589100	USDA School Reserve	\$90,000	
756820-589000	USDA Restricted		\$52,000
756820-589100	USDA School Reserve		\$488,300
106900-592200	School Capital Outlay	\$26,161	

This Budget Amendment is made to adjust appropriations for Fund Balances available as of June 30, 2016.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 6th day of September, 2016.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: 16-17-BA003 [Revision 1] (1357 : 2016-2017 Budget Amendments)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 5.J
Meeting Date: September 06, 2016

Submitted By: Terri Smith,
Taxes
Prepared by: Terri Smith

Item Title Refunds Over \$100.00

Attachments: 20160809101140996.pdf (PDF)

Summary: Refunds over \$100.00 for July

Recommendation: Review and Approve

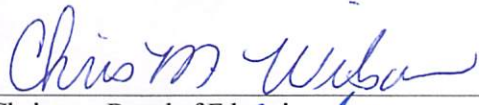

Budget Amendment
 Camden County Schools Administrative Unit
 Child Nutrition Fund

The Camden County Board of Education at a meeting on the 29th day of June 2016 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

Code Number	Description of Code	Amount										
		Increase	Decrease									
7200	Child Nutrition Services	5,020.00										
<p>Explanation: Increase revenue and budget to actual figures</p> <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 60%;">Total Appropriation in Current Budget</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">729,075.00</td> </tr> <tr> <td>Amount of Increase/(Decrease) of Above Amendment</td> <td></td> <td style="text-align: right;">5,020.00</td> </tr> <tr> <td>Total Appropriation in Current Amended Budget</td> <td></td> <td style="text-align: right;">734,095.00</td> </tr> </table>				Total Appropriation in Current Budget	\$	729,075.00	Amount of Increase/(Decrease) of Above Amendment		5,020.00	Total Appropriation in Current Amended Budget		734,095.00
Total Appropriation in Current Budget	\$	729,075.00										
Amount of Increase/(Decrease) of Above Amendment		5,020.00										
Total Appropriation in Current Amended Budget		734,095.00										

Attachment: CCS BA (1344 : CCS Budget Amendments)

Passed by majority vote of the Board of Education of Camden County Schools on the 29th day of June 2016.  _____ Chairman, Board of Education	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____ 20___. _____ Chairman, Board of County Commissioners
 _____ Secretary, Board of Education	_____ Clerk, Board of County Commissioners

BUDGET AMENDMENT
June 29, 2016

5. Child Nutrition Fund


A. We have reviewed our budget and find that we must transfer funds to cover budgeted line items and adjust the revenue to meet the needs in the current year budget. We request your approval of the following amendment.

<u>Child Nutrition</u>	
7200.035.451 Food Purchases	+ 4,560.00
7200.035.453 Food Processing Supplies	+ <u>460.00</u>
Total – Child Nutrition	\$ - 5,020.00
4910.035 Fund Balance Appropriated	- <u>5,020.00</u>
Total – Revenue – Child Nutrition	\$ - 5,020.00 =====

Passed by majority vote of the Board of Education of Camden County on the 29th day of June, 2016.



Chairman, Board of Education



Secretary, Board of Education

Attachment: CCS BA (1344 : CCS Budget Amendments)



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Board Appointments

Item Number: 4.A
Meeting Date: September 06, 2016
Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten

Item Title **Community Advisory Committee**

Attachments: CAC-Vol-M-McGrath (PDF)
 CAC-Vol-S-McGrath (PDF)
 2016_08_22_13_21_12.pdf (PDF)

Summary:

One Vacancy

Two Volunteers

Recommendation:

Tax Collection Report July 2016

Day	Amount	Amount	Name of Account	Deposits	Internet
1	2,474.97			2,474.97	
5	6,837.22			6,837.22	
6	1,638.60			1,638.60	
7	5,535.76			5,535.76	
8	4,214.33		\$434.00 - Refund	4,214.33	
11	1,274.95			1,274.95	
12	4,887.64			4,887.64	
13	4,974.40			4,974.40	
14	5,278.32			5,278.32	
15	1,253.19				1,253.19
	7,087.14			7,087.14	
18	9,191.82			9,191.82	
19	2,703.84			2,703.84	
20	5,692.33			5,692.33	
21	749.55			749.55	
22	13,749.60		\$0.25 - Refund	13,749.60	
25	2,122.76			2,122.76	
26	4,853.88			4,853.88	
27	1,330.21		\$0.10 - Refund	1,330.21	
28	8,516.74		\$138.75 - Refund	8,516.74	
29	661.86		\$0.75 - Refund		661.86
	5,732.89		\$0.01 - Refund	5,732.89	
	3,795.00			3,795.00	
	\$104,557.00	\$0.00		\$102,641.95	\$1,915.05
	\$104,557.00			\$104,557.00	
	-\$573.86	Refund			
	\$0.00	Over			
	\$0.00	Shortage			
	\$0.00				
	\$103,983.14				

Submitted by: Lisa S. Anderson
 Approved by: _____

Date: 8-1-16
 Date: _____

Attachment: Tax Collection Report July 2016 (1343 : Tax Collection Report - July 2016)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 3.B
Meeting Date: September 06, 2016
Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten
Item Title **2017 Legislative Goals**
Attachments: 2017 Leg Goals (PDF)
Summary:
Recommendation:

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

Refunds Over \$100.00 July, 2016

Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
FOY, CHRISTOPHE R MICHAEL		158 NOSAY RD	SOUTH MILLS, NC 27576	Proration	0030278725	DKC1689	AUTHORIZED	51109740	Refund Generated due to proration on Bill #0030278725-2015-2015-0000-00	Tag Surrender	07/01/2016	7/7/2016 9:52:29 AM	1843	Tax	(\$2.67)	\$0.00	(\$181.33)
Refund \$184.00																	

Submitted by Lisa S. Anderson Date 8-9-16
Lisa S. Anderson, Tax Administrator Camden County

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



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.C
Meeting Date: September 06, 2016

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

Item Title **Parks and Recreation**

Attachments: Parks and Recreation (PDF)

Summary:

Recommendation:

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County October Ren. Due 11/15/16

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

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
17,173.17	16,437.47	9,522.05	43,132.69

Witness my hand and official seal this _____ day of _____

Chairman, Camden County Board of Commissioners

Attest:

Clerk to the Board of Commissioners of Camden County

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

Jpa S Anderson

Tax Administrator of Camden County

Attachment: 20160817093823852.pdf (1345 : DMV Monthly Report)



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.E
Meeting Date: September 06, 2016

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

Item Title **Community Advisory Committee Quarterly Visitation Report**

Attachments: Quarterly Visitation Report(PDF)
Quarterly Visitation Report 1 (PDF)

Summary:

Recommendation:



FOR IMMEDIATE RELEASE: August 4, 2016

CONTACT PERSON: JILL C. JORDAN
(252) 338-4483

2016 Community Health Assessment TO BE UNVEILED

Albemarle Regional Health Services (ARHS), Sentara Albemarle Medical Center, Vidant Bertie Hospital, Vidant Chowan Hospital, Vidant Roanoke - Chowan and The Outer Banks Hospital along with other community partners have completed the 2016 Community Health Assessments (CHA) for all seven counties in the Albemarle region including Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, and Gates.

The Affordable Care Act (ACA), enacted March 23, 2010, affects our communities and the efforts of the Albemarle regional partners by empowering people to achieve the best possible health outcomes. Not-for-profit hospitals are required to conduct a community health needs assessment at least once every three years. Through our longstanding partnership and the public health requirement to continually assess the community's needs, resources, limitations, threats, and opportunities, ARHS and the area hospitals are proud to present the 2016 CHA. Relationships have been strengthened over the decades in our counties with regard to this process and it is apparent that this partnership is effective with the individuals we serve together.

This Community Health Assessment is intended to describe the current health status of the community and assess what indicators are needed to improve the health of the community. The *process* involved the collection and analysis of a large range of data including demographic, socioeconomic and health statistics, environmental data, and public and professional opinion. The *document* is a summary of all the available evidence and serves as a resource to the communities. Together, these can be used as a guide for program planning, policy development, budgets, and other efforts directed at addressing community health issues. The State of the County Health Report is conducted during the years that a CHA is not completed and gives an update on what is being accomplished with the communities to address issues identified during the CHA process and are available on the ARHS webpage, www.arhs-nc.org.

ARHS led this year-long project and along with the 2016 CHA Leadership Team, developed and implemented a multi-phase plan for conducting the assessment. The phases included: (1) a research phase to identify, collect and review demographic, socioeconomic and health data; (2) a listening session phase to solicit information and opinions from the general public; (3) a data synthesis and analysis phase; (4) a period of reporting and discussion among the team members; and finally, (5) a prioritization and decision-making phase. The CHA Leadership Team consisted of community health individuals representing the local health departments of ARHS, Sentara Albemarle Medical Center, Vidant Bertie and Vidant Chowan Hospitals, Gates Partners for Health, Healthy Carolinians of the Albemarle, Three Rivers Healthy Carolinians, and local government.

Primary data included conducting 70 small-group discussions throughout the region for the 2016 CHA. Small-group discussions including listening sessions and focus groups were led by trained moderators to learn more about the community's definitions and understandings of health, illness, and services that affect health attitudes, beliefs, and behaviors. The CHA Lead Team collected data directly from county residents to better understand their health status, needs, and county resources. Data was collected from a wide variety of county residents to assure that the data represent all parts of the county population.

ARHS contracted with the Center for Survey Research at East Carolina University to provide two moderator trainings, and to conduct, transcribe, and analyze a portion of the discussions. The training sessions were conducted using a curriculum developed and approved by the CHA Lead Team. The training sessions and accompanying interview guide were provided to ensure moderators and assistant moderators used effective and consistent data collection methods. The CHA Lead Team assigned responsibility for completing discussions to each partnering agency according to their geographical area of service. Each partner designated staff to facilitate each discussion. Partners were also responsible for ensuring that their discussions were conducted and transcribed within established timelines. All data collected through this process remained anonymous and not linked to any individual.

The Regional Assessment Leadership Team contracted with Sheila Pfaender, Public Health Consultant, to collect and analyze all secondary data and prepare narrative reports and powerpoint presentations. Dr. Pfaender will present the results of the CHA in each of the seven counties.

The schedule is listed below:

Monday, August 22, 2016

Currituck County - 10am

Location:

Currituck County Cooperative Extension

Currituck County Center, 120 Community Way, Barco, NC 27917

Camden County – 2pm

Location:

Camden County Public Library

104 Investor's Way Units CDEF, Camden, NC 27921

Tuesday, August 23, 2016

Pasquotank County – 2pm

Location:

Pasquotank County Health Department – Shared Conference Room

711 Roanoke Avenue, Elizabeth City, NC 27909

Wednesday, August 24, 2016

Gates County – 10am

Location:

Merchants Millpond State Park

176 Millpond Road Gatesville, NC 27938

Thursday, August 25, 2016**Perquimans County – 10am**

Location:

Perquimans County Recreation Department
310 Granby Street, Hertford, NC 27944**Chowan County – 2pm**

Location:

Shepard Pruden Library - upstairs
106 W Water St, Edenton, NC 27932**Friday, August 26, 2016****Bertie County – 9am**

Location:

Bertie County Department of Social Services
110 Jasper Bazemore Avenue, Windsor, NC 27983

The presentations will take approximately one hour, with a 30-minute Q&A following. These presentations are open to the community. Please register to attend by following the link: <https://www.surveymonkey.com/r/56QNJJQ>

With the help of local Healthy Carolinians Partnerships, residents, and local leaders, the next step in this process is to establish community health priorities to address community health issues for the next three years. After review, the Community Action Plans will then be developed with the community including an evaluation component which measures the interventions and strategies that are necessary to accomplish the goals set by the community.

To inquire about the Community Health Assessment, please contact Jill Jordan, Health Education Director/Public Information Officer, Albemarle Regional Health Services, at 252-338-4483.

\\daytona\documents\HealthEd\News Releases\2013\2013 CHA to be Unveiled.doc

Attachment: 2016 CHA to be Unveiled.doc (1342 : 2016 Community Health Assessment)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 5.K
Meeting Date: September 06, 2016
Submitted By: Terri Smith,
Taxes
Prepared by: Terri Smith

Item Title **DMV Monthly Report**

Attachments: 20160817093823852.pdf (PDF)

Summary: DMV Monthly Report October Renewals due 11/15/2016

Recommendation: Review and Approve

Emergency Medical Services Board Agenda

August 10, 2016

- Approval of Minutes
- EMS Nurse Liaison's Report
- Rescue Squad Report
- EMS Department Report
- Medical Director's Report
- County Manager's Report
 - Pasquotank County
 - Camden County
- New Business
- Closed Session
- Adjournment

EMS Board Minutes
July 13, 2016

The Pasquotank-Camden Emergency Medical Services Board meeting was held on Wednesday, July 13, 2016, at the Pasquotank-Camden EMS Administrative Building.

Ms. Sue Meads called the meeting to order at 2:05 p.m.

Members Present:

Frankie Meads
Jeff Dixon
Garry Meiggs
Chris Ayers
Sue Meads

Members Absent:

Tom White-Exc.
Mike Straka-Exc.

Others Present:

Kelley Schweers
Rodney Bunch
Michael Brillhart
Jerry Newell
Deborah Holland
Nettie Marshall

The minutes from May and June's meetings were reviewed. Mr. Gary Meiggs made a motion to accept the minutes for May. Mr. Frankie Meads seconded the motion. The motion carried. Mr. Jeff Dixon made a motion to accept the minutes for June. Mr. Garry Meiggs seconded the motion. The motion carried.

Sentara Albemarle Medical Center:

- Ms. Kelley Schweers provided a handout of the current July updates for Sentara Albemarle Medical Center which is attached for review.

Rescue Squad:

- Mr. Jerry Newell reported that a zone car is currently being inspected and will plan to be moved up Station 14 that day.
- Mr. Chris Ayers proposed that the reserve squad hours be decreased from twenty-four to twelve hours a month hoping to increased more participation and involvement with members who are unable to provide 24 hour shifts.

Medical Director:

- None

County Managers:

- None

EMS Department:

- Mr. Jerry Newell stated that they will soon start crew revisions.
- Mr. Newell stated that they plan to move forward with the twenty-four hour on and seventy-two hour off shift.
- The EMS Dept. will be moving on to new data collection software called ESO to increase the ability to collect more field data.
- Mr. Newell stated they are working on a remount for Rescue 5 and will be sending two more for remounts that should be completed by the end of February of 2017.
- The Monthly Report was provided for review.

New Business:

- None

Closed Session:

- None

With no further business to discuss, Mr. Garry Meiggs made a motion to adjourn the meeting. Mr. Jeff Dixon seconded the motion. The motion carried. The meeting was adjourned at 2:23 p.m. The next EMS Board Meeting is scheduled for Wednesday August 10, 2016 at 2:00 p.m. in the conference room of the EMS Administrative Building.



Sentara Albemarle Medical Center (7/2016)

Welcome:

- **General Surgery**
 - Dr. Christopher Rogers – started June 27th, 2016
 - Dr. Rogers will start taking ER call coverage and then add on clinic time in the future.
 - Dr. Charles Liu – starting October 2016
 - John Beneck, PA – starting October 2016
- **Anesthesia/Intensivist**
 - Dr. Daniel Mulcrone – starting September 2016
 - Dr. Mulcrone is the first Intensivist ever at SAMC!
- **Primary Care**
 - Stacey Beneck, PA – starting October 2016 at Sentara Family Medicine Physicians
- **Low Dose CT Lung Screening is coming!**
 - Patients should meet basic program criteria to be eligible for a screening
 - CT Lung Screening will allow a non-invasive measure for seeing and catching lung cancer at earlier stages.
 - Patients should go through their primary care provider to be referred for a screening.
- **Lesley Scott is SAMC's new patient navigator for multiple programs**
 - The patient navigator ensures patients with a positive cancer screening or patients going through major orthopedic surgery make their way through the various tests, screenings and appointments necessary to get well. She will be the navigator for:
 - Orthopedic Surgery
 - Breast Services
 - CT Lung Screenings

Sentara Orthopedic Center – Construction Update

- Construction on the 2nd floor for the Sentara Orthopedic Center has begun.
- Visitors should use the Main Entrance elevators to access:
 - Cardiology Waiting Room
 - 2nd Floor Patient Rooms
 - Medical ICU
 - Post-surgical Waiting Room (near MICU)

**Monthly Report
for
July 2016**

Ambulance Responses:	MTD 2016-2017	MTD 2015-2016	YTD 2016-2017	YTD 2015-2016	
Total Responses	910	1019	910	1019	
Camden County	58	58	58	58	
Pasquotank County	665	791	665	791	
Albemarle Hospital	187	170	187	170	
Advanced Life Support	320	305	320	305	
Basic Life Support	387	499	387	499	
Treatment/No Tx	14	6	14	6	Inter-Facility Transports
Patient Refusal	90	110	90	110	83
Cancelled Enroute	45	29	45	29	
Standby-Event	7	8	7	8	Non-Emergency Transports
Standby-Helo	0	0	0	0	206
Standby-Fire	3	7	3	7	
Mutual Aid	5	2	5	2	
Miscellaneous	39	53	39	53	
	910	1019	910	1019	

Accounts Receivable:	MTD		YTD		LYYTD
A/R Beginning Balance	\$ 1,785,741.38	+			\$ 1,656,925.77
Patient Billings	\$ 401,855.50	+	\$ 401,855.50		\$ 418,947.60
Refunds	\$ 3,168.31	+	\$ 3,168.31		\$ 354.52
Patient Credits	\$ 237,379.90	-	\$ 237,379.90		\$ 202,624.70
Ins. Contract Adj.	\$ 121,019.75	-	\$ 121,019.75		\$ 88,604.74
Write Off's	\$ 42,073.66	-	\$ 42,073.66		\$ 31,727.39
Late PCR's		+			
Adjustment	\$ 1,945.39	+			
A/R Ending Balance	<u>\$ 1,792,237.27</u>		LYMTD		\$ 1,755,295.35

Deposits to Finance Office	\$ 162,413.65	+	\$ 136,786.24
Recovery from Bad Debt	\$ 79.82	-	
Misc. Revenue	\$ 221.63	-	
A/R Payment to Finance	\$ 75,267.70	+	
Adjustment Added	\$ -	+	
Adjustment Subtracted	\$ -	-	
Total	<u>\$ 237,379.90</u>		

Notes:
Mile/Ins Adj



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.C
Meeting Date: September 06, 2016
Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten
Item Title **Parks and Recreation**
Attachments: Parks and Recreation (PDF)
Summary:
Recommendation:

Camden Youth League, Inc.
PO Box 309
Camden, NC 27921

1 August 2016

Subject: Camden Parks and Recreation Department Letter of Appreciation

Dear Board of Commissioners,

On behalf of myself and the Camden Youth League Board of Directors, we would like to take this opportunity to personally thank Mr. Tim White and his staff for their outstanding support during the Tarheel League District Softball Tournament held at Camden Community Park from July 8th through July 12th, 2016. The tournament included 30 teams from 9 surrounding leagues playing in over 50 games. The tournament attracted over 1000 visitors to our community.

Without the dedicated support of Camden Parks and Recreation, our extremely limited staff of volunteers would have been hard pressed to have the fields prepared prior to the tournament. In addition, they groomed each field before every tournament game, and ensured all facilities were fully operational.

Mr. White's crew went above and beyond in providing this much needed support and were true professionals in all aspects. They are to be commended for a job well done and have more than proven that they are a valuable asset to this community.

Please accept our sincerest appreciation for the superior support provided by the Camden County Parks and Recreation Department.

Sincerely,



Keith Ward
President



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

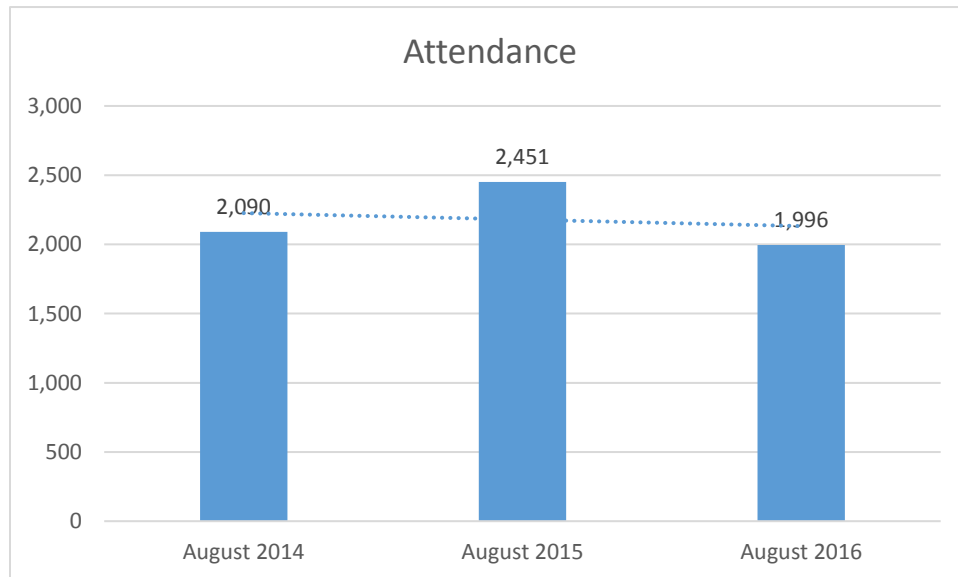
Item Number: 8.D
Meeting Date: September 06, 2016
Submitted By: Krystal Lancaster, Librarian
Library
Prepared by: Krystal Lancaster
Item Title **August 2016 Library Statistics**
Attachments: 16_08 BOC Stats (PDF)
Summary:
Recommendation:

Camden County Public Library August 1-28, 2016 Statistics

- **Visitor Count:** 1996
- **Days/Hours Open:** 28/252
- **# Items in Collection:** 13,863 (Opening Day Collection # Items = 4,755)
- **Total Check Outs/Renewals:** 3268
- **Library Card Holders:** 2649
- **Computer/ Wireless Use:** 1136/446
- **Juvenile Programs :** 5 programs /44 attendance
- **Adult Programs :** 2 programs / 9 attendance
- **Meeting Room:** 8 reservations /54 attendance

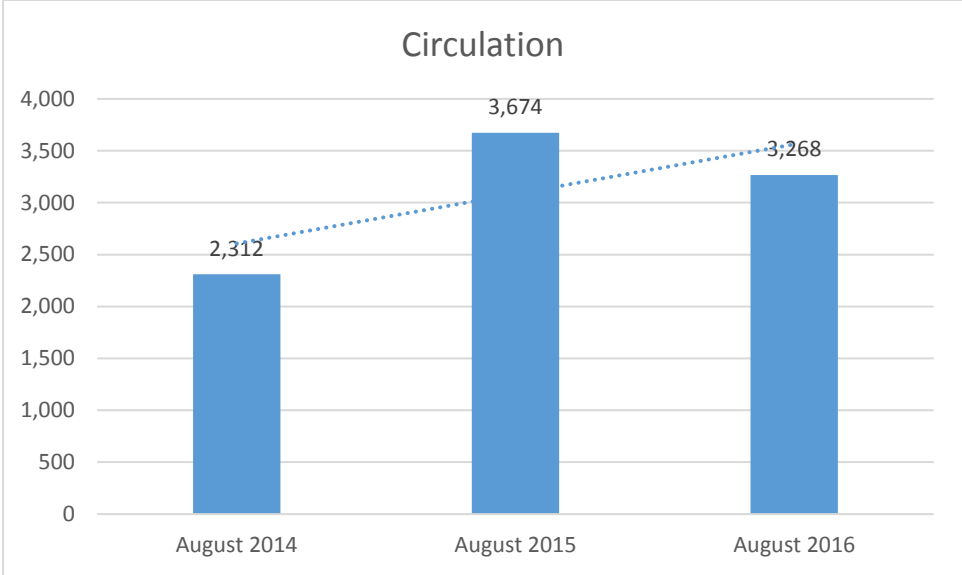
Comparison by Year

*Please note that 2016 numbers are only for August 1-28 whereas 2014 and 2015 statistics take into account the month as a whole.



Daily attendance for August compared by year (2014-2016).

Attachment: 16_08 BOC Stats (1356 : August 2016 Library Statistics)



Number of library materials checked out for August compared by year (2014-2016).

Attachment: 16_08 BOC Stats (1356 : August 2016 Library Statistics)

Camden County Public Library Summer Reading Program

On Your Mark, Get Set... READ! 2016's Summer Reading Program was a huge success for Camden County!

All Star Readers

For every visit to the library participating children received a gold star sticker to be placed on our All Star Reader window.



383

visits to the library!

Children who don't read over the summer experience learning loss.

Better Every Year

Our summer reading program just keeps getting better every year and we're proud to say this year is no exception.

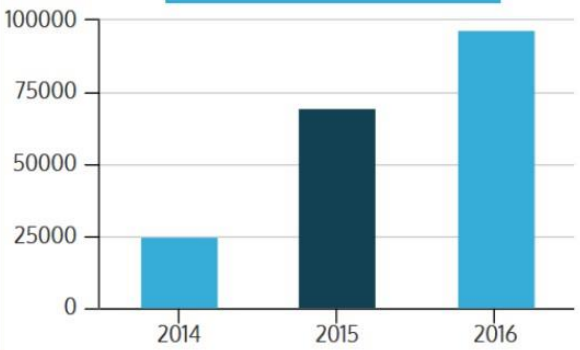
Children record how many minutes they read for six weeks. This year was up 39% from last year.



Summer reading programs help bridge the gap between school years.

What 2016 Looked Like



Minutes Read



Year	Minutes Read
2014	25,000
2015	70,000
2016	95,000

Reading Logs

We handed out 80% more reading logs in 2016 than in our first full program in 2014.

 = 5 reading logs
 

Attachment: 16_08 BOC Stats (1356 : August 2016 Library Statistics)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.F
Meeting Date: September 06, 2016

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

Item Title **Audio Tours Now Available at Museum of the Albemarle**

Attachments: Microsoft Outlook - Memo Style (PDF)
Our Story Audio Tour Attachment to Press Release
08.2016 (PDF)



CAMDEN

August 16, 2016

CHOWAN

Angela Wooten

CURRITUCK

PO Box 190

DARE

Camden, NC 27921

GATES

Dear Angela,

HYDE

Enclosed is the Community Advisory Committee

PASQUOTANK

Quarterly/Annual Visitation Report for the long-term care facility
in Camden County for the 3rd Quarter (April – June).

PERQUIMANS

TYRRELL

If you have any questions or concerns, please feel free to
contact me at 426-5753 ext. 225.

WASHINGTON

COLUMBIA

Sincerely,

CRESWELL

DUCK

EDENTON

Brandi Jordan, MSW

ELIZABETH CITY

Regional Ombudsman

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL



2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

Attachment: Quarterly Visitation Report (1347 : Community Advisory Committee)

Community Advisory Committee Quarterly/Annual Visitation Report

8.E.2

County <i>Camden</i>	Facility Type - <input type="checkbox"/> Family Care Home <input checked="" type="checkbox"/> Adult Care Home <input type="checkbox"/> Nursing Home <input type="checkbox"/> Combination Home	Facility Name <i>Needhams ACH</i>
Visit Date <i>6/20/16</i>	Time Spent in Facility <i>2</i> hr <i>0</i> min	Arrival Time <i>11:00</i> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm
Name of Person Exit Interview was held with <i>Sarah</i>		Interview was held <input checked="" type="checkbox"/> in-Person <input type="checkbox"/> Phone
<input checked="" type="checkbox"/> Admn. <input type="checkbox"/> SIC (Supervisor In Charge) <input type="checkbox"/> Other Staff Rep		(Name & Title)
Committee Members Present: <i>Ruth White, Jasmine Wilson, Shana Chancelor</i>		Report Completed by: <i>Shana Chancelor</i>
Number of Residents who received personal visits from committee members: <i>9</i>		
Resident Rights Information is clearly visible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
The most recent survey was readily accessible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(Required for Nursing Homes Only)</i>	Staffing information is posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Resident Profile	Comments & Other Observations
<ol style="list-style-type: none"> 1. Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2. Did residents say they receive assistance with personal care activities, Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 3. Did you see or hear residents being encouraged to participate in their care by staff members? <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Were residents interacting w/ staff, other residents & visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 5. Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 6. Did you observe restraints in use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 7. If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No 	

Resident Living Accommodations	Comments & Other Observations
<ol style="list-style-type: none"> 8. Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 9. Did you notice unpleasant odors in commonly used areas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 10. Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 11. Did residents feel their living areas were too noisy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 12. Does the facility accommodate smokers? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 12a. Where? <input checked="" type="checkbox"/> Outside only <input type="checkbox"/> Inside only <input type="checkbox"/> Both Inside & Outside. 13. Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14. Did staff answer call bells in a timely & courteous manner? <input type="checkbox"/> Yes <input type="checkbox"/> No 14a. If no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No 	<p><i>Nobody used call bells</i></p> <p style="text-align: center;"><i>"</i></p>

Resident Services	Comments & Other Observations
<ol style="list-style-type: none"> 15. Were residents asked their preferences or opinions about the activities planned for them at the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16. Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16a. Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17. Are residents asked their preferences about meal & snack choices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17a. Are they given a choice about where they prefer to dine? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 18. Do residents have privacy in making and receiving phone calls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 19. Is there evidence of community involvement from other civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 20. Does the facility have a Resident's Council? <input type="checkbox"/> Yes <input type="checkbox"/> No Family Council? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 	<p><i>they had choice of items of food.</i></p> <p><i>But they congregated in cdy room</i></p> <p><i>Don't know but will find out.</i></p>

Areas of Concern	Exit Summary
<p>Are there resident issues or topics that need follow-up or review at a later time or during the next visit?</p>	<p>Discuss items from "Areas of Concern" Section as well as any changes observed during the visit.</p>

This Document is a PUBLIC RECORD. **Do not** identify any Resident(s) by name or inference on this form.
Top Copy is for the Regional Ombudsman's Record. **Bottom Copy** is for the CAC's Records.

Attachment: Quarterly Visitation Report 1 (1347 : Community Advisory Committee)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 8.F
Meeting Date: September 06, 2016

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

Item Title **Audio Tours Now Available at Museum of the Albemarle**

Attachments: Microsoft Outlook - Memo Style (PDF)
Our Story Audio Tour Attachment to Press Release
08.2016 (PDF)

Angela Wooten

From: Putnam, Barbara <barbara.putnam@ncdcr.gov>
 Sent: Tuesday, August 23, 2016 11:35 AM
 To: Putnam, Barbara
 Subject: Press Release: Museum of the Albemarle now has Audio Tours available!
 Attachments: Our Story Audio Tour Attachment to Press Release 08.2016.pdf



MUSEUM OF THE ALBEMARLE
History Happens Here

PRESS RELEASE

Contact: Barbara Putnam, Operations Manager
 Email: Barbara.putnam@ncdcr.gov
 Phone: (252) 331-4035

Release Date: 23 August 2016

Audio Tours Now Available at Museum of the Albemarle!



Welcome to the Museum of the Albemarle and the Our Story gallery Audio Tour.


This tour provides an in-depth overview of the region and its progression through the various eras of transportation. You will begin by learning about our early reliance on the rivers and sounds, then introduced to the effects of the railroads, and end with the significant changes brought about by the automobile. Use this app as a guide to learn more about the history of North Carolina's oldest region that is half land and half water.

How you can connect to the Our Story gallery Audio Tour:

Connect to Museum wifi: **MOA Audio Tour**

Enter web address into your browser <http://moa.oncell.com>

or use the **QR Code** to the right.

This symbol on each panel represents a tour stop: 

You can enjoy by listening to the audio or by reading the content.



The Museum of the Albemarle is located at 501 South Water Street, Elizabeth City, NC. Website: www.museumofthealbemarle.com. You can also find us on Facebook! Hours are Tuesday through Saturday, 10:00 am - 4:00 pm Closed Sundays, Mondays and State Holidays. The Museum of the Albemarle serves thirteen (13)

counties: Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Northampton, Pasquotank, Perquimans, Tyrrell and Washington Counties. Museum of the Albemarle is the northeast regional history museum of the North Carolina Division of State History Museums within the North Carolina Department of Cultural Resources, the state agency with the mission to enrich lives and communities and the vision to harness the state's cultural resources to build North Carolina's social, cultural and economic future. Information is available 24/7 at www.ncculture.com.

-END-

With Kind Regards,



Barbara Putnam
Operations Manager
Museum of the Albemarle
 501 South Water Street
 Elizabeth City, NC 27909
 Phone: 252-331-4035
 Fax: 252-335-0637



MUSEUM OF THE ALBEMARLE

History Happens Here

The Museum of the Albemarle is located at 501 South Water Street, Elizabeth City, NC 27909
 Phone: (252) 335-1453

www.museumofthealbemarle.com



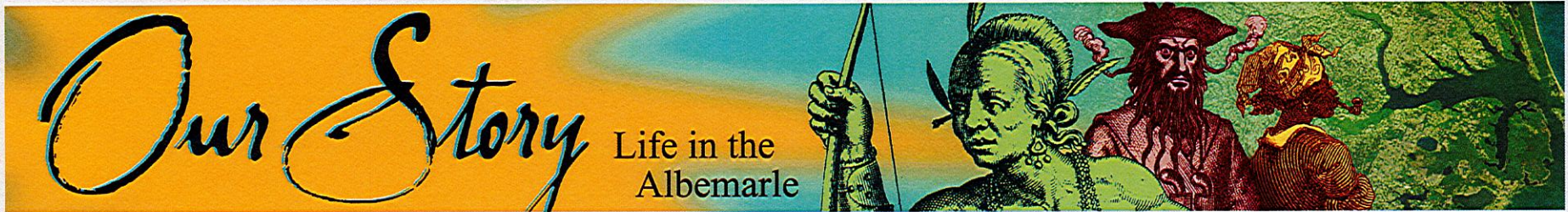
<http://www.facebook.com/MuseumoftheAlbemarle>





E-mail to and from me, in connection with the transaction of public business, is subject to the N.C. Public Records Law and may be disclosed to third parties. Opinions expressed in this message may not represent the policy of my agency.

Attachment: Microsoft Outlook - Memo Style (1353 : Audio Tours Now Available at Museum of the Albemarle)



Welcome to the Museum of the Albemarle and the Our Story gallery Audio Tour.


This tour provides an in-depth overview of the region and its progression through the various eras of transportation. You will begin by learning about our early reliance on the rivers and sounds, then introduced to the effects of the railroads, and end with the significant changes brought about by the automobile. Use this app as a guide to learn more about the history of North Carolina's oldest region that is half land and half water.

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