



CAMDENCOUNTY

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**BOARD
OF
COMMISSIONERS**

October 03, 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
October 03, 2016
7:00 PM
Historic Courtroom, Courthouse Complex**

Call to Order

Invocation & Pledge of Allegiance

Vice Chairman Garry Meiggs

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

ITEM III. Presentations (For discussion and possible action)

- A. Presentation - Boy Scout Troop 158
- B. Presentation by Dan Porter: Service Plaque to Rodney Needham
- C. Presentation by Keith Hamm

ITEM IV. Old Business (For discussion and possible action)

ITEM V. Public Hearings

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

- A. Other Post-Employment Benefits
- B. Records Retention Schedules

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

ITEM VIII. Consent Agenda

A. BOC Minutes

B. 16-17-Ba004-Ba005

ITEM IX. Commissioner's Report

ITEM X. County Manager's Report

ITEM XI. Information

A. MoU Library-Trillium_Kiosk

B. September 2016 Library Statistics

C. Annual County ABC Report for Camden County

D. Thank You Letter - Museum

E. 2016-2017 Legislative Goals

F. Sales Tax Collection Report 2016-2017

G. History for Lunch at Museum of the Albemarle

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

ITEM XIII. Adjourn



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.A
Meeting Date: October 03, 2016
Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten
Item Title **Presentation - Boy Scout Troop 158**

Attachments:

Presentation by:

Boy Scout Troop 158

Summary:

Mr. Ryan Roasa representing troops 158 from Shiloh and troop 154 of South Mills has requested a community Education Opportunity by allowing a short question and answer session with the Commissioners at the October 3rd, meeting.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.B

Meeting Date: October 03, 2016

Submitted By: Amy Barnett, Planning Clerk
Planning & Zoning
Prepared by: Amy Barnett

Item Title Presentation by Dan Porter: Service Plaque to Rodney Needham

Attachments:

Presentation by: Dan Porter, Planning Director
Camden County Planning Department

Summary:

Presentation of Plaque of Appreciation to Rodney Needham in appreciation for 13 and a half years of service to the citizens of Camden County as a member of the Planning Board from January 2003 - August 2016, and as Chairman of same from February 2008 - August 2016.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.C
Meeting Date: October 03, 2016
Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten

Item Title Presentation by Keith Hamm

Attachments:

Presentation by: Keith Hamm
Trillium - Integrated Family Services
Mobile Crisis Unit

Summary:



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A
Meeting Date: October 03, 2016
Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten

Item Title **Other Post-Employment Benefits**

Attachments: Mental Health employees OPEB Trust Resolution
 10.02.16 (DOC)
 Albemarle - Tideland Retiree Comments(PDF)
 Trust (PDF)
 MoU (PDF)

Summary:

Recommendation:

RESOLUTION No. 2016-10-01

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF CAMDEN, NORTH CAROLINA, AUTHORIZING AN OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND AND RELATED TRUST AGREEMENT; APPOINTMENT OF TRUSTEE FOR AND A CONTRIBUTION TO OPEB TRUST FUND.

WHEREAS, the County of Camden, North Carolina (the “*County*”) is a party to a Memorandum of Agreement for the Provision of Health Insurance for Qualified Retirees of Albemarle Mental Health and Tideland Mental Health, dated July 1, 2007, to provide certain benefits for eligible retirees of those former organizations that constitute what are known as other post-employment benefits (the “*OPEB obligation*”);

WHEREAS, the counties which are parties to the above Memorandum of Agreement are Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington (the “*Counties*”);

WHEREAS, in furtherance of the Counties funding of the OPEB obligation, the Counties wish to participate in an investment trust fund set up by the North Carolina State Treasurer’s office, the NC Long Term Non-Pension Program (the “*NC NPP Trust Fund*”) in which the Counties will deposit funds currently held by Martin County for the OPEB obligation;

WHEREAS, the Counties desire to create a trust fund (the “*OPEB Trust Fund*”) into which Martin County will transfer the money that has been on deposit at Martin County;

WHEREAS, such deposits into the OPEB Trust Fund will be irrevocable, not subject to the claims of creditors and may only be withdrawn by the administering County to provide other post-employment benefits to individuals who are former employees or beneficiaries of former employees covered by the Memorandum of Agreement and who are entitled to other post-employment benefits payable by the former Albemarle Mental Health and Tideland Mental Health;

WHEREAS, Martin County will continue to serve as the administrating county; and

NOW THEREFORE, THE BOARD OF COMMISSIONERS OF THE COUNTY OF CAMDEN, NORTH CAROLINA DOES RESOLVE AS FOLLOWS:

Section 1. ***Creation of OPEB Trust Fund; Execution of Trust Agreement.*** The County Manager and the Finance Director of the County are each hereby authorized and directed to take such action as may be necessary to create an Other Post-Employment Benefits Trust Fund into which the money on deposit at Martin County will be transferred. The County Manager and the Finance Director of the County are each hereby authorized, empowered, and directed to execute and deliver a Trust Agreement substantially in the form attached hereto, but with such changes, modifications, additions or deletions as to them seem necessary, desirable or appropriate, the execution thereof to constitute conclusive evidence of his or her approval of any and all such changes, modifications, additions or deletions therein. The County Manager and the Finance Director of the County are each also hereby authorized to take any other actions deemed necessary or appropriate to consummate the transactions provided for in the Trust Agreement and to take all such other actions as they may deem necessary or appropriate to give effect to the Trust Agreement.

Section 2. **Transfer from Martin County to NC NPP Trust Fund.** The County Manager and the Finance Director of the County are each hereby authorized and directed to cause the money on deposit at Martin County to fund the Counties OPEB obligation to be transferred to the NC NPP Trust Fund.

Section 3. **Appointment of Trustees.** The Board of Commissioners hereby appoints the County Manager to serve as Camden County’s trustee of the OPEB Trust Fund and grants the authority necessary to perform all duties and obligations thereof.

Section 4. **Other Actions.** That all actions heretofore taken by the County Manager and the Finance Director of the County acting on behalf of the County with respect to the creation of the OPEB Trust Fund are hereby ratified, adopted, approved and confirmed in all respects. The County Manager and the Finance Director of the County are authorized to execute and deliver for and on behalf of the County any and all documents or other papers and perform all other acts as they may deem necessary or appropriate to implement and carry out the intent and purposes of this Resolution.

Section 5. **Effective Date.** This Resolution is effective on the date of its adoption.

Adopted this the ___ day of October 2016.

P. Michael McLain, Chairman
Board of Commissioners

Attest: _____
Angela Wooten
Clerk to the Board

Attachment: Mental Health employees OPEB Trust Resolution 10.02.16 (1386 : Other Post-Employment Benefits)

STATE OF NORTH CAROLINA)
)
COUNTY OF CAMDEN) SS:

I, Angela L. Wooten, Clerk to the Board of Commissioners of the County of Camden, North Carolina, *DO HEREBY CERTIFY*, as follows:

1. A regular meeting of the Board of Commissioners of the County of Camden, a political subdivision of the State of North Carolina, was duly held on October 3, 2016, proper notice of such meeting having been given as required by North Carolina statute, and minutes of said meeting have been duly recorded in the Minute Book kept by me in accordance with law for the purpose of recording the minutes of said Board of Commissioners.

2. I have compared the attached extract with said minutes so recorded and said extract is a true copy of said minutes and of the whole thereof insofar as said minutes relate to matters referred to in said extract.

3. Said minutes correctly state the time when said meeting was convened and the place where such meeting was held and the members of said Board who attended said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and have hereunto affixed the corporate seal of said County, this _____ day of October, 2016.

(SEAL)

ANGELA L. WOOTEN
Clerk to the Board of Commissioners
County of Camden, North Carolina

Attachment: Mental Health employees OPEB Trust Resolution 10.02.16 (1386 : Other Post-Employment Benefits)

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LOOK AT OUR WEBSITE:
www.twifordlaw.com

Please Respond To:
Moyock

Michael Brillhart
Camden County Manager
VIA EMAIL

RE: Albemarle – Tideland Retiree Update

Dear Mike:

Thank you for your inquiry together with attachments for my review.

For more than 20 years I was the attorney to Albemarle Mental Health Center and thereafter to Albemarle and Tideland after their merger. I am somewhat familiar with the issue that arose, wherein the Mental Health Center agreed to pay health insurance for retirees from their employment at such time as they were eligible for Medicare. I believe that is correct. It was indeed a substantial benefit. When the merger occurred, or shortly thereafter, when Albemarle Mental Health Center was dissolved, money was set aside for these payments. My recollection is there was a relatively small number of retirees eligible for these benefits. I assume that number has diminished even further.

In any event, I made a review of the proposed trust. I have no objection to its legal form and content. It is, however, a decision for the Board alone to make. I do have an absence of knowledge as to what is being done now, without the proposed trust, to fund the insurance for these retirees. Perhaps you can fill me in on that.

As to the proposed Trust, I note the following key provisions which should give some comfort to Camden's participation. I will now enumerate these:

1. **Trustee** - This shall collectively mean the County Manager of each of the Counties. Thus, each County has a seat at the table for management purposes. Upon a manager's office expiring, the new manager automatically takes that position as Trustee.
2. **Section 2.1** - The sole purpose of the Trust is to hold the assets for satisfaction of the County commitments to the insurance purchase.
3. **Section 2.4** – The County is not pledging its taxing power to fund this Trust, nor is it guaranteeing its full faith in credit for the satisfaction of Trust obligations nor shall distribution of the Trust assets be considered as debts of the County.
4. **Section 5.2** – No Trustee shall receive a fee for any service as Trustee.
5. **Section 5.3 – Contributions to the Trust.** This is most important. "The Counties may but shall not be required, from time-to-time to remit cash contributions and other payments under the

Attachment: Albemarle - Tideland Retiree Comments (1386 : Other Post-Employment Benefits)

Plan to the Trustee, which may include contributions by eligible participants." This means Camden is not obligating itself to pay any more money.

6. **Section 5.6 – Exclusive Benefits.** The corpus of the Trust can be used for funding retired employee insurance only.
7. **Section 7.1 and 7.4 – Gives Camden, together with the other Counties, the right to terminate this Trust and it shall not be deemed as a continuing obligation.**

You may wish to share this letter with the Commissioners. I will be most pleased to discuss this with you further and will attempt to give you a call for that purpose prior to the October 2nd meeting.

Warmest Personal Regards,



John S. Morrison

JSM:jlh

COUNTIES OF CAMDEN, CHOWAN, CURRITUCK, DARE, HYDE, MARTIN, PASQUOTANK, PERQUIMANS, TYRRELL and WASHINGTON OTHER POST-EMPLOYMENT BENEFITS TRUST AGREEMENT

This **Trust Agreement** is entered into as of the __ day of _____, 2016 (the “**Effective Date**”), by and between the counties of Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell, and Washington North Carolina (the “**Counties**”) and the sitting County Manager of each county (the “**Trustee**”);

RECITALS :

WHEREAS, the former Albemarle Mental Health and the former Tideland Mental Health maintained certain post-employment benefits other than pensions for the benefit of their eligible retired employees (the “**Former Employers**”);

WHEREAS, the Counties wish to establish a trust pursuant to Section 159-30.1(b) of the North Carolina General Statutes, to be known as the “counties of Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell, and Washington Other-Post Employment Benefits Trust Agreement” (hereinafter the “**Trust**”), for the purpose of holding existing funds to provide post-employment benefits other than pension benefits of the former Albemarle Mental Health and Tideland Mental Health;

WHEREAS, this Trust is established by the Counties with the intention that the Trust qualify as an irrevocable tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Code and the regulations issued thereunder and as a tax-exempt trust under the provisions of the applicable laws of the State of North Carolina; and

WHEREAS, the Counties have appointed each of their County Managers as Trustees of the Trust, and the Trustees have accepted such appointment pursuant to the terms and conditions set forth in this Trust Agreement; and

NOW THEREFORE, for good and valuable consideration, the parties hereto agree as follows:

**ARTICLE I
DEFINITIONS**

- 1.1 “**Administrator**” shall mean Martin County, North Carolina per the terms and conditions of a Memorandum of Agreement dated July 1, 2007 and attached as Exhibit A.
- 1.2 “**Assets**” shall mean all contributions and transfers of assets received into the Trust on behalf of the Counties, together with the income and earnings from such contributions and transfers and any increments accruing to them, net of any investment losses, benefits, expenses or other costs.
- 1.3 “**Code**” shall mean the Internal Revenue Code of 1986, as amended from time to time.
- 1.4 “**Eligible Participants**” shall mean collectively eligible retired employees of the former Albemarle Mental Health and Tideland Mental Health and their dependents and beneficiaries.

Attachment: Trust (1386 : Other Post-Employment Benefits)

- 1.5 “**Counties**” shall mean the Counties of Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell, and Washington North Carolina.
- 1.6 “**Former Employers**” shall mean the former Albemarle Mental Health and the former Tideland Mental Health organizations.
- 1.7 “**OPEB**” shall mean “other post-employment benefits,” such as medical, dental, vision, life insurance, long-term care and other similar benefits, provided to Eligible Employees, other than pension benefits.
- 1.8 “**OPEB Obligation**” shall mean, to the extent required by law, the Counties obligation to provide post-employment health care and welfare benefits to Eligible Participants to the extent of existing assets and future earnings from those assets, as specified in the Plan.
- 1.9 “**Plan**” shall mean the Former Employers OPEB obligations and the Counties satisfaction thereof to the extent of existing assets and future earnings from those assets.
- 1.10 “**Qualified Investments**” shall mean all investments authorized under Section 159-30.1(b) of the North Carolina General Statutes, including the following:
- (1) Obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States.
 - (2) Obligations of the Federal Financing Bank, the Federal Farm Credit Bank, the Bank for Cooperatives, the Federal Intermediate Credit Bank, the Federal Land Banks, the Federal Home Loan Banks, the Federal Home Loan Mortgage Corporation, Fannie Mae, the Government National Mortgage Association, the Federal Housing Administration, the Farmers Home Administration, the United States Postal Service.
 - (3) Obligations of the State of North Carolina.
 - (4) Bonds and notes of any North Carolina local government or public authority, to the extent permitted in Section 159.30(c)(4) of the North Carolina General Statutes.
 - (5) Savings certificates issued by any savings and loan association organized under the laws of the State of North Carolina or by any federal savings and loan association having its principal office in North Carolina; provided, that any principal amount of such certificate in excess of the amount insured by the federal government or any agency thereof, or by a mutual deposit guaranty association authorized by the Commissioner of Banks of the Department of Commerce of the State of North Carolina, be fully collateralized.
 - (6) Prime quality commercial paper bearing the highest rating of at least one nationally recognized rating service and not bearing a rating below the highest by any nationally recognized rating service which rates of particular obligation.
 - (7) Bills of exchange or time drafts drawn on and accepted by a commercial bank and eligible for use as collateral by member banks in borrowing from a federal reserve bank, provided that the accepting bank or its holding company is either

- (i) incorporated in the State of North Carolina or (ii) has outstanding publicly held obligations bearing the highest rating of at least one nationally recognized rating service and not bearing a rating below the highest by any nationally recognized rating service which rates the particular obligations.
- (8) Participating shares in a mutual fund for local government investment; provided, that the investments of the fund are limited to Qualified Investments hereunder, and the fund is certified by the Local Government Commission. The Local Government Commission shall have the authority to issue rules and regulations concerning the establishment and qualifications of any mutual fund for local government investment.
- (9) A commingled investment pool established and administered by the State Treasurer pursuant to Sections 147-69.2 and 147-69.3 of the North Carolina General Statutes.
- (10) A commingled investment pool established by interlocal agreement by two or more units of local government pursuant to Sections 160A-460 through 160A-464 of the General Statutes of North Carolina, if the investments of the pool are limited to those qualifying for investment under Section 159.30(c)(4) of the North Carolina General Statutes.
- (11) Evidences of ownership of, or fractional undivided interests in, future interest and principal payments on either direct obligations of the United States government or obligations the principal of and the interest on which are guaranteed by the United States, which obligations are held by a bank or trust company organized and existing under the laws of the United States or any state in the capacity of custodian.
- (12) Repurchase agreements with respect to either direct obligations of the United States or obligations the principal of and the interest on which are guaranteed by the United States if entered into with a broker or dealer, as defined by the Securities Exchange Act of 1934, which is a dealer recognized as a primary dealer by a Federal Reserve Bank, or any commercial bank, trust company or national banking association, the deposits of which are insured by the Federal Deposit Insurance Corporation or any successor thereof if:
- (a) Such obligations that are subject to such repurchase agreement are delivered (in physical or in book entry form) to the local government or public authority, or any financial institution serving either as trustee for the local government or public authority or as fiscal agent for the local government or public authority or are supported by a safekeeping receipt issued by a depository satisfactory to the local government or public authority, provided that such repurchase agreement must provide that the value of the underlying obligations shall be maintained at a current market value, calculated at least daily, of not less than one hundred percent (100%) of the repurchase price, and, provided further, that the financial institution serving either as trustee or as fiscal agent for the local government or public authority holding the obligations subject to the repurchase agreement hereunder or the depository issuing the

safekeeping receipt shall not be the provider of the repurchase agreement;

- (b) A valid and perfected first security interest in the obligations which are the subject of such repurchase agreement has been granted to the local government or public authority or its assignee or book entry procedures, conforming, to the extent practicable, with federal regulations and satisfactory to the local government or public authority have been established for the benefit of the local government or public authority or its assignee;
 - (c) Such securities are free and clear of any adverse third party claims; and
 - (d) Such repurchase agreement is in a form satisfactory to the local government or public authority.
- (13) In connection with funds subject to the arbitrage and rebate provisions of the Code, participating shares in tax-exempt mutual funds, to the extent such participation, in whole or in part, is not subject to such rebate provisions, and taxable mutual funds, to the extent such fund provides services in connection with the calculation of arbitrage rebate requirements under federal income tax law; provided, the investments of any such fund are limited to those bearing one of the two highest ratings of at least one nationally recognized rating service and not bearing a rating below one of the two highest ratings by any nationally recognized rating service which rates the particular fund.
- (14) Investments of the State Treasurer authorized pursuant to Section 147-69.2(b4) of the North Carolina General Statutes.

1.11 "Trustee" shall mean collectively the County Manager of each of the Counties.

**ARTICLE II
THE TRUST**

2.1 Purpose

The purpose of the Trust is to hold assets from which to satisfy the commitment, if any, of the Former Employers to provide OPEB, as offered by the Former Employers to Eligible Participants in accordance with the Plan.

2.2 Trustee Accounting

The Trustee shall be responsible only for maintaining records and maintaining accounts for the Assets of the Trust. The Administrator, per a Memorandum of Agreement dated July 1, 2007, shall be responsible for Plan-level administration and accounting for OPEB benefit payments and related activity.

2.3 No Diversion of Assets

Attachment: Trust (1386 : Other Post-Employment Benefits)

The Assets in the Trust shall be held in trust for the exclusive purpose of providing OPEB to Eligible Participants of the Former Employers and defraying the reasonable administrative and actuarial expenses of the Trust. The Assets in the Trust shall not be used for or diverted to any other purpose, except as expressly provided herein.

2.4 Type and Nature of Trust

Neither the full faith and credit nor the taxing power of the Counties is pledged to the distribution of benefits hereunder. Except for contributions and other amounts hereunder, no other amounts are pledged to the distribution of benefits hereunder. Distributions of benefits are neither general nor special obligations of the Counties, but are payable solely from the Assets of the Trust, as more fully described herein. No employee of the Former Employers may compel the exercise of the taxing power by the Counties.

Distributions of Assets under the Trust are not debts of the Counties within the meaning of any constitutional or statutory limitation or restriction. Such distributions are not legal or equitable pledges, charges, liens or encumbrances upon any of the Counties property, or upon any of their income, receipts, or revenues, except amounts in the accounts which are, under the terms of the Plan and Trust set aside for distributions. Neither the members of the governing body of the Counties nor their officers, employees, agents or volunteers are liable hereunder. In no event shall the liability of the Counties and the Trustee exceed the amounts contained in the Trust.

ARTICLE III ADMINISTRATIVE MATTERS

3.1 Certification to Trustee

The governing body of each of the Counties, or other duly authorized official, shall certify in writing to the Trustee the names and specimen signatures of the individuals authorized to act on behalf of the Counties, whose names and specimen signatures shall be kept accurate by the Counties acting through its governing body or a duly authorized official. The Trustee shall have no liability if it acts upon the direction of an individual who has been duly authorized hereunder, even if that individual is no longer authorized to act, unless the Employer has informed the Trustee of such change in writing.

3.2 Removal of Trustee

Each individual Trustee shall serve during his tenure in the applicable office of each of the Counties and shall immediately cease to serve, without the necessity for formal resignation, upon termination from such office for any reason. The successor to such office, including any interim successor, shall become a successor Trustee immediately upon the assumption of such office without the need for formal appointment. A successor Trustee shall not have any liability for any action or omission by the Trustee prior to the date of his assumption of such office.

3.3 Trustee Procedures

All official meeting of the Trustee, whether held in person or by electronic means, shall be open to the public and conducted in accordance with Article 33C of Chapter 143 of the North Carolina General Statues. The Trustee shall keep a record of all official meetings,

including those official meetings held in closed session under Section 143-318.11 of the North Carolina General Statutes, and shall forward all necessary communications to the Counties. Such official meeting records shall be public records within the meaning of Chapter 132 of the North Carolina General Statutes. The Trustee may adopt such by-laws and regulations as it deems desirable for the conduct of its affairs. All decisions by the Trustee shall be made by the vote of the majority of the Trustee members. The Trustee may authorize one or more of such members to act for the Trustee with respect to specified Trustee duties under this Trust Agreement. A dissenting Trustee member who, within a reasonable period of time after he has knowledge of any action or failure to act by the majority, delivers his written dissent to the other Trustee members and the Counties shall not be responsible for such action or failure to act.

3.4 Payments from the Trust

The Administrator shall from time to time, unless otherwise directed by the Trustee and only to the extent of Assets contained in the Trust, authorize payments out of the Assets of the Trust. Such payments may include, but are not limited to, benefit payments, insurance or stop-loss premiums, and the expenses of administering the Plan and Trust, as may be specified in the Trustee's direction.

ARTICLE IV THE TRUSTEE

4.1 Powers and Duties of the Trustee

Except as otherwise provided in Article V, and subject to the provisions of Article VI, the Trustee shall have full power and authority with respect to property held in the Trust to perform all acts, take all proceedings, and exercise all rights and privileges, whether specifically referred to or not in this document, as could be done, taken or exercised by the absolute owner, including, without limitation, the following:

- (a) To invest and reinvest the Assets or any part thereof in Qualified Investments pursuant to this Trust and applicable state law.
- (b) To place uninvested cash and cash awaiting distribution in any type of interest-bearing account including, without limitation, time certificates of deposit or interest-bearing accounts issued by a commercial bank or savings and loan association organized under the laws of the State of North Carolina or having its principal office in North Carolina;
- (c) To take all of the following actions: to vote proxies of any stocks, bonds or other securities; to give general or special proxies or powers of attorney with or without power of substitution; to exercise any conversion privileges, subscription rights or other options, and to make any payments incidental thereto; to consent to or otherwise participate in corporate reorganizations or other changes affecting corporate securities and to delegate discretionary powers and to pay any assessments or charges in connection therewith; and generally to exercise any of the powers of an owner with respect to stocks, bonds, securities or other property held in the Trust;

(d) To make, execute, acknowledge and deliver any and all documents of transfer and conveyance and any and all other instruments that may be necessary or appropriate to carry out the powers herein granted;

(e) To exercise all the further rights, powers, options and privileges granted, provided for, or vested in trustees generally under applicable federal or state laws as amended from time to time, it being intended that, except as herein otherwise provided, the powers conferred upon the Trustee herein shall not be construed as being in limitation of any authority conferred by law, but shall be construed as consistent or in addition thereto.

4.2 Additional Trustee Powers

In addition to the other powers enumerated above, the Trustee in any and all events is authorized and empowered:

(a) To invest funds pending required directions in a designated account as directed by the Counties or if there is no designated account, any type of interest-bearing account including without limitation, time certificates of deposit or interest-bearing accounts issued by a commercial bank or savings and loan association organized under the laws of the State of North Carolina or having its principal office in North Carolina Trustee or any affiliate thereof;

(b) To cause all or any part of the Trust to be held in the name of the Trustee (which in such instance need not disclose its fiduciary capacity) or, as permitted by law, in the name of any nominee, and to acquire for the Trust any investment in bearer form, but the books and records of the Trust shall at all times show that all such investments are a part of the Trust and the Trustee shall hold evidences of title to all such investments;

(c) To appoint a custodian with respect to the Trust Assets;

(d) To employ such agents and counsel as may be reasonably necessary in managing and protecting the Assets and to pay them reasonable compensation from the Trust; to employ any broker-dealer, including a broker-dealer affiliated with the Trustee, and pay to such broker-dealer at the expense of the Trust, its standard commissions; to settle, compromise or abandon all claims and demands in favor of or against the Trust; and to charge any premium on bonds purchased at par value to the principal of the Trust without amortization from the Trust, regardless of any law relating thereto;

(e) To abandon, compromise, contest, arbitrate or settle claims or demands; to prosecute, compromise and defend lawsuits, but without obligation to do so, all at the risk and expense of the Trust;

(f) To exercise and perform any and all of the other powers and duties specified in this Trust Agreement or the Plan;

(g) To permit such inspections of documents at the principal office of the Trustee as are required by law, subpoena or demand by a United States agency;

(h) To comply with all requirements imposed by applicable provisions of law;

- (i) To seek written instructions from the Counties on any matter and await its written instructions without incurring any liability; provided, that if at any time the Counties should fail to give directions to the Trustee, the Trustee may act in the manner that in its discretion seems advisable under the circumstances for carrying out the purposes of the Trust;
- (j) To compensate such executive, consultant, actuarial, accounting, investment, appraisal, administrative, clerical, secretarial, medical, custodial, depository and legal firms, personnel and other employees or assistants as are engaged by the Employer in connection with the administration of the Plan and to pay from the Trust the necessary expenses of such firms, personnel and assistants, to the extent not paid by the Counties;
- (k) To act upon proper written directions of the Counties;
- (l) To pay from the Trust the expenses reasonably incurred in the administration thereof, as provided in the Plan;
- (m) To hold uninvested reasonable amounts of cash whenever it is deemed advisable to do so to facilitate disbursements or for other operational reasons;
- (n) To seek and obtain a judicial settlement of the Trustee’s accounts and a judicial determination of any question in connection with the Trustee’s duties and obligations under this Trust Agreement; and
- (o) To have and to exercise such other additional powers as may be advisable for the effective and economical administration of the Trust.

**ARTICLE V
INVESTMENTS**

5.1 Trust Investments

The Trustee shall have the responsibility to select Qualified Investments for the Trust Assets and may appoint a registered investment advisor, as defined by regulations issued by the Securities and Exchange Commission, by executing a written consulting or management agreement with said registered investment advisor.

5.2 Trustee Fees

Any Trustee who is an employee of any of the Counties shall receive no fee for service as a Trustee hereunder.

5.3 Contributions to the Trust

The Counties may, but shall not be required, from time to time remit cash contributions and other payments under the Plan to the Trustee, which may include contributions by Eligible Participants. All contributions shall be paid to the Trustee for investment and reinvestment pursuant to the terms of this Trust Agreement. The Trustee shall not have any duty to determine or inquire whether any contributions to the Trust are in compliance with the Counties policies and/or the Plan, nor shall the Trustee have any duty or authority to compute any amount to be paid to the Trustee by the Counties, nor shall the

Attachment: Trust (1386 : Other Post-Employment Benefits)

Trustee be responsible for the collection or adequacy of the contributions to meet the Former Employer's OPEB Obligation. The contributions received by the Trustee from the Counties, including any contributions by Eligible Participants, shall be held and administered pursuant to the terms hereof without distinction between income and principal.

5.4 Records

(a) The Trustee shall keep records of meetings and the Administrator shall maintain accurate records and detailed accounts of all investments, receipts, disbursements and other transactions hereunder. Such records shall be available at all reasonable times for inspection by the Counties.

(b) The Assets of the Trust shall be valued at their fair market value on the date of valuation, as determined by the Trustee based upon such sources of information as it may deem reliable; provided, that the Counties shall instruct the Trustee as to valuation of assets for which the value is not readily determinable on an established market. The Trustee may rely conclusively on such valuations provided by the Counties and shall be indemnified and held harmless by the Counties with respect to such reliance. If the Counties fails to provide such value, the Trustee may take whatever action it deems reasonable, including employment of attorneys, appraisers or other professionals, the expense of which will be an expense of administration of the Trust. Transactions in the account involving such hard to value assets may be postponed until appropriate valuations have been received and Trustee shall have no liability therefore.

5.5 Statements and Reports

(a) Periodically as requested by the Counties and within sixty (60) days after each June 30, the Trustee and the Administrator shall render to the Counties a written account showing in reasonable summary the investments, receipts, disbursements and other transactions engaged in by the Trustee during the preceding fiscal year or period with respect to the Trust. Such account shall set forth the assets and liabilities of the Trust valued as of the end of the accounting period.

(b) The Counties may approve such statements either by written notice or by failure to express objections to such statement by written notice delivered to the Trustee within ninety (90) days from the date the statement is delivered to the Counties. Upon approval, the Trustee shall be released and discharged as to all matters and items set forth in such statement as if such account had been settled and allowed by a decree from a court of competent jurisdiction.

(c) The Trustee and the Administrator shall hire a consultant to perform an actuarial valuation of the Albemarle-Tideland Retiree Liability for Healthcare benefits as of December 31, 2017 and every two years thereafter. The cost of the actuarial valuation is an eligible expense per section 3.4 of this document.

5.6 Exclusive Benefit

The Assets of the Trust shall be held in trust for the exclusive purpose of providing OPEB to the Eligible Participants pursuant to the Plan and defraying the reasonable

expenses associated with providing such benefits and shall not be used for or diverted to any other purpose.

ARTICLE VI FIDUCIARY RESPONSIBILITIES

6.1 More Than One Fiduciary Capacity

Any one or more of the fiduciaries with respect to the Trust Agreement or the Trust may, to the extent required thereby or as directed by the Counties and the Administrator pursuant to this Trust Agreement, serve in more than one fiduciary capacity with respect to the Trust Agreement and the Trust.

6.2 Fiduciary Discharge of Duties

Except as otherwise provided by applicable law, each fiduciary shall discharge such fiduciary's duties with respect to the Trust Agreement and the Trust:

- (a) Solely in the interest of the Eligible Participants and for the exclusive purpose of providing OPEB to Eligible Participants and defraying reasonable administrative and actuarial expenses associated with providing such benefits; and
- (b) With the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims.

6.3 Limitations on Fiduciary Responsibility

To the extent allowed by the law of the State of North Carolina:

- (a) No fiduciary shall be liable with respect to a breach of fiduciary duty by any other fiduciary if such breach was committed before such party became a fiduciary or after such party ceased to be a fiduciary.
- (b) No fiduciary shall be liable for a breach by another fiduciary except as provided by law.
- (c) No fiduciary shall be liable for carrying out a proper direction from another fiduciary, including refraining from taking an action in the absence of a proper direction from the other fiduciary possessing the authority and responsibility to make such a direction, which direction the fiduciary in good faith believes to be authorized and appropriate.

6.4 Indemnification

The Trustee shall not be liable for, and the Counties shall indemnify, defend and hold the Trustee harmless from and against, any claims, demands, loss, costs, expense or liability in connection with this Trust Agreement, including reasonable attorneys' fees and costs incurred by the Trustee, arising as a result of Counties active or passive negligent act or omission or willful misconduct in the execution or performance of the Counties duties under this Trust Agreement.

In addition, the Trustee shall not be liable for, and Counties shall indemnify and hold the Trustee harmless from and against, any claims, demands, loss, costs, expense or liability arising out of or in connection with this Trust Agreement, including reasonable attorneys' fees and costs incurred by the Trustee, in the event that the Trust loses or fails to qualify for tax exempt status under Section 115 of the Code and the regulations issued thereunder or as a tax-exempt trust under the provisions of North Carolina law, unless such results directly or indirectly from the active or passive negligent act or omission of the Trustee or an employee or agent thereof.

This section shall survive the termination of this Trust Agreement.

ARTICLE VII AMENDMENT, TERMINATION AND MERGER

7.1 No Obligation to Continue Trust

Continuance of the Trust is not assumed as a contractual obligation of the Counties.

7.2 Amendments

(a) The Counties and the Trustee reserve the right to amend this Trust Agreement at any time by a written instrument executed by the Counties and the Trustee. The Trust Agreement may be amended or terminated only as provided herein.

(b) No amendment shall:

(1) Cause the Assets of the Trust to be used for or diverted to purposes other than for the exclusive benefit of Eligible Participants or for the purpose of defraying the reasonable expenses of administering the Trust; or

(2) Have any retroactive effect so as to reduce the benefits of any Eligible Participants as of the date the amendment is adopted, except that such changes may be made as may be required to permit this Trust Agreement to meet the requirements of applicable law.

7.3 Termination of the Plan

Upon any termination of the Former Employer's obligation, if any, to provide OPEB pursuant to the Plan, the Assets of the Trust shall be distributed by the Trustee as directed by the Counties. From and after the date of such termination and until final distribution of the Assets, the Trustee shall continue to have all the powers provided herein as are necessary or expedient for the orderly liquidation and distribution of such assets, and the Trust shall continue until the Assets have been completely distributed in accordance with the Plan.

7.4 Right to Terminate

The Counties and the Trustee may terminate this Trust by a written instrument executed by the Counties and the Trustee. Upon termination of this Trust, the Trustee shall pay all obligations of the Trust and shall apply the remaining Assets to purchase or continue OPEB for Eligible Participants to the extent possible. Notwithstanding the foregoing

provisions, the Trustee may, upon termination of the Trust and with the Counties consent, transfer any remaining Assets to the Counties or to any trust or trusts established for purposes substantially similar to those set forth herein. In no event will any remaining Assets be transferred to any entity that is not a state, political subdivision of a state, or entity the income of which is excluded from gross income under Section 115 of the Code.

7.5 Fund Recovery Based on Mistake of Fact

Except as provided above, the Assets of the Trust shall never inure to the benefit of the Counties. The Assets shall be held for the exclusive purposes of providing OPEB to Eligible Participants and defraying reasonable expenses of administering the Trust. However, in the case of a contribution which is made by the Counties because of a mistake of fact, that portion of the contribution relating to the mistake of fact (exclusive of any earnings or losses attributable thereto) may be returned to the Counties, provided such return occurs within two (2) years after discovery by the Counties of the mistake. If any repayment is payable to the Counties, then, as a condition precedent to such repayment, the Counties shall execute, acknowledge and deliver to the Trustee its written undertaking, in a form satisfactory to the Trustee, to indemnify, defend and hold the Trustee harmless from all claims, actions, demands or liabilities arising in connection with such repayment.

ARTICLE VIII MISCELLANEOUS PROVISIONS

8.1 Nonalienation

Eligible Participants do not have an interest in the Trust. Accordingly, the Trust shall not in any way be liable to attachment, garnishment, assignment or other process, or be seized, taken, appropriated or applied by any legal or equitable process, to pay any debt or liability of an Eligible Participants or any other party. Trust Assets shall not be subject to the claims of the Counties or the claims of its creditors.

8.2 Saving Clause

In the event any provision of this Trust Agreement is held illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining parts of the Trust Agreement, and this instrument shall be construed and enforced as if said provision had never been included.

8.3 Applicable Law

This Trust Agreement shall be construed, administered and governed under the Code and the laws of the State of North Carolina. To the extent any of the provisions of this Trust Agreement are inconsistent with the Code or applicable state law, the provisions of the Code or state law shall control. In the event, however, that any provision is susceptible to more than one interpretation, such interpretation shall be given thereto as is consistent with the Trust Agreement being a tax-exempt trust within the meaning of the Code.

8.4 Employment of Counsel

The Trustee may consult with legal counsel (who may be counsel for the Trustee or the Counties and charge the Trust) or other consultants. The Trustee shall be fully protected in relying on advice of such counsel.

8.5 Gender and Number

Words used in the masculine, feminine or neuter gender shall each be deemed to refer to the other whenever the context so requires; and words used in the singular or plural number shall each be deemed to refer to the other whenever the context so requires.

8.6 Headings

Headings used in this Trust Agreement are inserted for convenience of reference only and any conflict between such headings and the text shall be resolved in favor of the text.

8.7 Counterparts

This Trust Agreement may be executed in an original and any number of counterparts by the Counties and Trustee, each of which shall be deemed to be an original of the one and the same instrument.

AGREED TO AND ACCEPTED this ____ day of _____, 2016.

TRUSTEES

- _____ County Manager Camden County
- _____ County Manager Chowan County
- _____ County Manager Currituck County
- _____ County Manager Dare County
- _____ County Manager Hyde County
- _____ County Manager Martin County
- _____ County Manager Pasquotank County
- _____ County Manager Perquimans County
- _____ County Manager Tyrrell County
- _____ County Manager Washington County

Attachment: Trust (1386 : Other Post-Employment Benefits)

COUNTIES

_____ Chairman Camden County

_____ Chairman Chowan County

_____ Chairman Currituck County

_____ Chairman Dare County

_____ Chairman Hyde County

_____ Chairman Martin County

_____ Chairman Pasquotank County

_____ Chairman Perquimans County

_____ Chairman Tyrrell County

_____ Chairman Washington County

Attachment: Trust (1386 : Other Post-Employment Benefits)

EXHIBIT A

Attachment: Trust (1386 : Other Post-Employment Benefits)

**MEMORANDUM OF AGREEMENT
PROVISION OF HEALTH INSURANCE BENEFITS
for QUALIFIED RETIREES OF ALBEMARLE MENTAL HEALTH
and TIDELAND MENTAL HEALTH**

WHEREAS, July 1, 2007 four counties from Tideland Mental Health (Tideland) merged with the six counties comprising Albemarle Mental Health (Albemarle); and

WHEREAS, certain qualified employees retired from Albemarle and Tideland and therefore were and are entitled to post retirement health insurance benefits as set forth in policies approved by the Boards of each of those agencies; and

WHEREAS, neither Albemarle or Tideland is an ongoing entity; and

WHEREAS, the ten counties that were the remaining member counties of Albemarle Mental Health upon its dissolution are Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington; and

WHEREAS, funds were provided by Tideland at the time of merger for the purpose of funding the post retirement health insurance benefits for qualified Tideland employees and funds were provided by the State of North Carolina at the time of dissolution to assist with the funding of these benefits for both Albemarle and Tideland retirees; and

WHEREAS, Martin County has agreed to handle the administration of providing the retiree health insurance and therefore Martin County has possession of the funds available for same and Martin county is willing to do so for no compensation but also has no individual liability to provide these benefits in the event the funds set aside for this purpose are exhausted; and

WHEREAS, Martin County will provide a financial report to each of the county managers no later than July 31st each year which will include at a minimum the beginning balance of the fund, charges to the fund and the ending balance of the fund; and

WHEREAS, in the event the funds are exhausted prior to the retirees no longer being eligible for coverage the counties will determine what action to take and if it is to make up the shortfall it shall be done on a per capita basis for each county; and

WHEREAS, the county managers of each county are collectively given the authority to make any necessary administrative decisions regarding these funds with the exception of decisions regarding funds being exhausted.

NOW, THEREFORE BE IT RESOLVED that each of the counties named below evidenced by the signature of the Chairman of the Board of Commissioners hereby agrees to the recitals above regarding the provision of post retirement health insurance benefits to those eligible former employees of Albemarle Mental Health and Tideland Mental Health.

CAMDEN COUNTY

DATE 7/5/11

Sandra Duchwae
CHAIRMAN

Ashley Hanaker
CLERK TO THE BOARD

CHOWAN COUNTY

DATE _____

CHAIRMAN

CLERK TO THE BOARD

CURRITUCK COUNTY

DATE _____

CHAIRMAN

CLERK TO THE BOARD

DARE COUNTY

DATE _____

CHAIRMAN

CLERK TO THE BOARD

HYDE COUNTY

DATE _____

CHAIRMAN

CLERK TO THE BOARD

MARTIN COUNTY

DATE _____

CHAIRMAN

CLERK TO THE BOARD

PASQUOTANK COUNTY

DATE _____

CHAIRMAN

CLERK TO THE BOARD

Attachment: MoU (1386 : Other Post-Employment Benefits)

PERQUIMANS COUNTY

DATE _____

CHAIRMAN

CLERK TO THE BOARD

TYRRELL COUNTY

DATE _____

CHAIRMAN

CLERK TO THE BOARD

WASHINGTON COUNTY

DATE _____

CHAIRMAN

CLERK TO THE BOARD

Attachment: MoU (1386 : Other Post-Employment Benefits)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 6.B
Meeting Date: October 03, 2016
Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten

Item Title **Records Retention Schedules**

Attachments: Retention Schedule Signatures (PDF)

Summary:

The following is a list of Records Retention Schedules issued by the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records for local Government Records.

- **County Management** - Issued April 15, 2013
- **County Tax Administration** - Issued April 17, 2013
- **Public Libraries** - Issued October 12, 2009
- **Register of Deeds** - Issued October 10, 2012
- **Sheriff** - Issued November 15, 2015
- **Water and Sewer Authorities and Sanitary Districts** - Issued May 1, 2016

All schedules can be viewed at the following link and a copy of each is available for review in the clerk's office.

<http://archives.ncdcr.gov/For-Government/Retention-Schedules/Local-Schedules>

Recommendation:



Review and approve the Local Government Records Retention Schedules as issued by the State Archives of North Carolina.

County Management Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. *Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.*

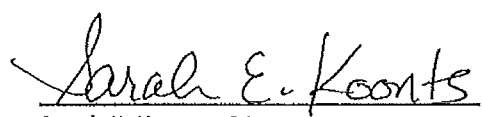
This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative value ends.*" The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "*destroy when administrative value ends.*" If a county does not establish internal policies and retention periods, the county is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction "*destroy when administrative value ends.*"

The local government agency and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

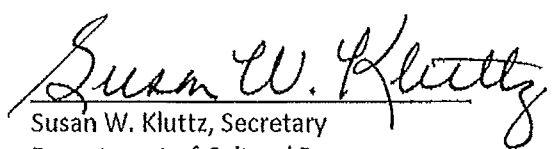
APPROVAL RECOMMENDED

Chief Administrative Officer/
County Manager


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Bd. County Commissioners


Susan W. Kluttz, Secretary
Department of Cultural Resources

County: _____

April 15, 2013

Attachment: Retention Schedule Signatures (1378 : Records Retention Schedules)

County Management Records Retention Schedule Amendment

Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

STANDARD 6. EMERGENCY SERVICES RECORDS

Amending Item 1, 911 Recordings as shown on substitute page 43 and Item 13, Emergency Notifications as shown on substitute pages 45 and 45a.

APPROVAL RECOMMENDED

Chief Administrative Officer/
County Manager

Sarah E. Koontz

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman
Board of County Commissioners

Susan W. Kluttz

Susan W. Kluttz, Secretary
Department of Natural and Cultural
Resources

County: _____

October 1, 2016

Attachment: Retention Schedule Signatures (1378 : Records Retention Schedules)

County Management
Records Retention Schedule Amendment

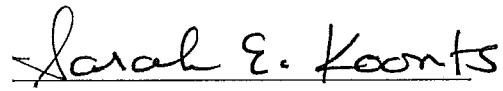
Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

STANDARD 11. PERSONNEL RECORDS

Amending item 19 Employee Eligibility Records as shown on substitute page 76.

APPROVAL RECOMMENDED

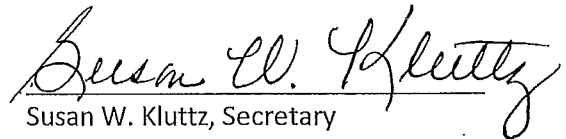
Chief Administrative Officer/
County Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman
Board of County Commissioners



Susan W. Kluttz, Secretary
Department of Cultural Resources

November 7, 2014

County

Attachment: Retention Schedule Signatures (1378 : Records Retention Schedules)

Tax Administration Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. *Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.*

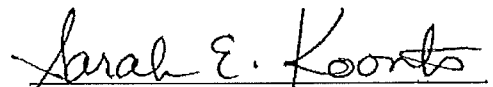
This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative value ends.*" The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "*destroy when administrative value ends.*" If a municipality does not establish internal policies and retention periods, the municipality is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction "*destroy when administrative value ends.*"

The local government agency and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

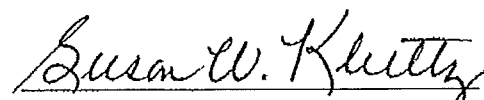
APPROVAL RECOMMENDED

Tax Assessor/Collector


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Bd. County Commissioners


Susan W. Kluttz, Secretary
Department of Cultural Resources

County: _____

April 17, 2013

**Tax Administration
Records Retention Schedule Amendment**

Amending the Tax Administration Records Retention and Disposition Schedule published April 17, 2013.

STANDARD 5. PERSONNEL RECORDS

Amending item 19 **Employee Eligibility Records** as shown on substitute page 36.

APPROVAL RECOMMENDED

Tax Assessor/Collector

Sarah E. Koonts

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman
Board of County Commissioners

Susan W. Kluttz

Susan W. Kluttz, Secretary
Department of Cultural Resources

November 7, 2014

County

Attachment: Retention Schedule Signatures (1378 : Records Retention Schedules)

PUBLIC LIBRARY Records Retention and Disposition Schedule

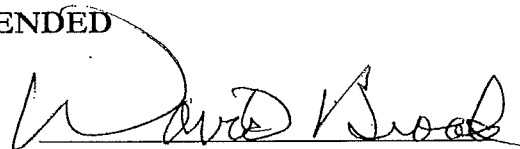
The records retention and disposition schedule and retention governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

This local government agency and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official public records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative purposes and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. This local government agency agrees to establish and enforce internal policies that will specify how long those records must be retained, and when they must be destroyed.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

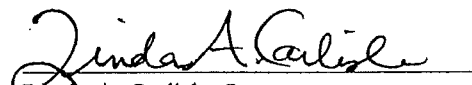
Library Director



David Brook, Director
Division of Historical Resources

APPROVED

Chairman, Library Board of Trustees



Linda A. Carlisle, Secretary
Department of Cultural Resources

County/Municipality/Region: _____

October 12, 2009

**Public Libraries
Records Retention Schedule Amendment**

Amending the Public Libraries Records Retention and Disposition Schedule published October 12, 2009.

STANDARD 5. PERSONNEL RECORDS

Amending item 19 **Employee Eligibility Records** as shown on substitute page 40.

APPROVAL RECOMMENDED

Library Director

Sarah E. Koonts

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Library Board of Trustees

Susan W. Kluttz

Susan W. Kluttz, Secretary
Department of Cultural Resources

November 7, 2014

County/Municipality/Region

Attachment: Retention Schedule Signatures (1378 : Records Retention Schedules)

**Register of Deeds
Records Retention and Disposition Schedule**


The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records including electronic records not listed in this schedule are not authorized to be destroyed.***

This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when *"administrative value ends."* The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction *"destroy when administrative value ends."* If an office does not establish internal policies and retention periods, the office is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction *"destroy when administrative value ends."*

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

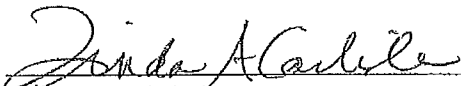
APPROVAL RECOMMENDED

Register of Deeds


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman
Board of County Commissioners


Linda A. Carlisle, Secretary
Department of Cultural Resources

Name of County

October 10, 2012

Register of Deeds
Records Retention Schedule Amendment

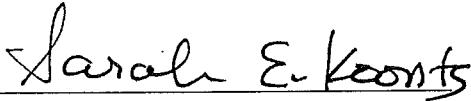
Amending the Register of Deeds Records Retention and Disposition Schedule published October 10, 2012.

STANDARD 5. PERSONNEL RECORDS

Amending item 18 Employee Eligibility Records as shown on substitute page 39.

APPROVAL RECOMMENDED

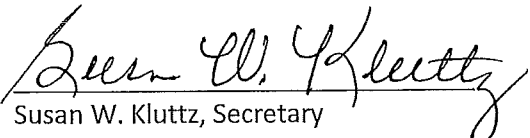
Register of Deeds



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman
Board of County Commissioners



Susan W. Kluttz, Secretary
Department of Cultural Resources

November 7, 2014

County

Attachment: Retention Schedule Signatures (1378 : Records Retention Schedules)

County Sheriff's Office Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

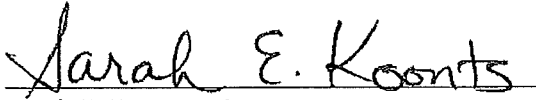
This local government agency and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "*reference value ends.*" The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "*destroy when reference value ends.*" If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "*destroy when reference value ends.*"

The local government agency and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

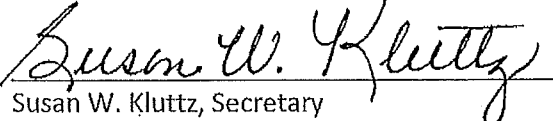
County Sheriff



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Bd. County Commissioners



Susan W. Kluttz, Secretary
Department of Natural and Cultural Resources

County: _____

11/15/2015

K. Herzinger

Attachment: Retention Schedule Signatures (1378 : Records Retention Schedules)

Water & Sewer Authorities and Sanitary Districts Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

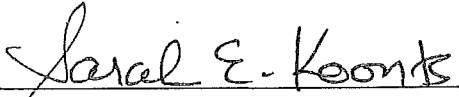
This local government agency and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "reference value ends." The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "destroy when reference value ends."

The local government agency and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

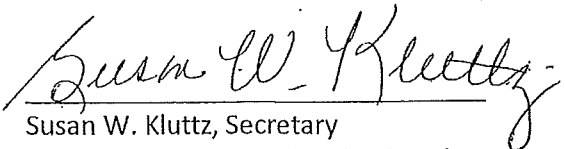
APPROVAL RECOMMENDED

Authority Director or CEO


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chair, Authority Governing Board


Susan W. Kluttz, Secretary
Department of Natural and Cultural
Resources

Authority: _____

May 1, 2016

Kurt Brenneman

Attachment: Retention Schedule Signatures (1378 : Records Retention Schedules)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.A
Meeting Date: October 03, 2016
Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten

Item Title **BOC Minutes**

Attachments: 2016-07-05 BOC Minutes Draft (DOC)
 Microsoft Word - 2016-09-06 BOC MINUTES -
 Draft.docx (PDF)

Summary:

2016-07-05 BOC MINUTES
 2016-09-16 BOC MINUTES

Recommendation:

Review and Approve

Camden County Board of Commissioners
BOC - Regular Meeting
July 5, 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 July 05, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners' were present:

WELCOME & CALL TO ORDER

Chairman Commissioner Michael McLain called the meeting to order at 7:00 PM.

Commissioners Present:

| 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 | |

Staff Present:

| Attendee Name | Title | Status | Arrived |
|-------------------|--------------------|---------|---------|
| Michael Brillhart | County Manager | Present | |
| John Morrison | County Attorney | Present | |
| Angela Wooten | Clerk to the Board | Present | |

Others Present

| Attendee Name | Title | Status | Arrived |
|---------------|-------------------|---------|---------|
| Lisa Anderson | Tax Administrator | Present | |

INVOCATION & PLEDGE OF ALLEGIANCE

Chairman Michael McLain

1. PUBLIC COMMENTS

None

2. CONSIDERATION OF AGENDA

Accept the Agenda as presented.

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

3. PRESENTATIONS

None

4. OLD BUSINESS

None

5. PUBLIC HEARINGS

None

6. NEW BUSINESS

A. Camden County Code of Ordinances S-15 Supplement

ORDINANCE No. 2016-07-01

ENACTING AND ADOPTING A SUPPLEMENT TO THE CODE OF ORDINANCES FOR
CAMDEN COUNTY, NC, AND DECLARING AN EMERGENCY

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, has completed the 15" supplement to the Code of Ordinances of the Political Subdivision, which supplement contains all ordinances of a general and permanent nature enacted since the prior supplement to the Code of Ordinances of this Political Subdivision; and

WHEREAS, American Legal Publishing Corporation has recommended the revision or addition of certain sections of the Code of Ordinances which are based on or make reference to sections of the NC code; and

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

WHEREAS, it is the intent of the Legislative Authority to accept these updated sections in accordance with the changes of the law of the State of NC: and

WHEREAS, it is necessary to provide for the usual daily operation of the municipality and for the immediate preservation of the public peace, health, safety and general welfare of the municipality that this ordinance take effect at an early date;

NOW, THEREFORE, BE IT ORDAINED BY THE LEGISLATIVE AUTHORITY OF THE POLITICAL SUBDIVISION OF CAMDEN COUNTY:

Section 1 That the 14th supplement to the Code of Ordinances of the Political Subdivision as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, and as attached hereto, be and the same is hereby adopted by reference as if set out in its entirety.

Section 2 Such supplement shall be deemed published as of the day of its adoption and approval by the Legislative Authority and the Clerk of the Political Subdivision is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the Office of the Clerk.

Section 3 This ordinance is declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety and general welfare of the people of this municipality, and shall take effect at the earliest date provided by law.

ADOPTED by the Legislative Authority of the Political Subdivision on this 5th day of July, 2016.

(SEAL)

Michael McLain, Chairman
Camden County Board of Commissioners

ATTEST:

Angela L. Wooten
Clerk to the Board

County Manager Michael Brillhart described this agenda item:

- This is pages 4-100 of the Board Packet
- Ordinance 2015-06-01, recommended amendments to the code of ordinances regarding land usage.
- Also discusses emergency measures necessary for the immediate preservation of the peace, health, and safety of the citizens of Camden County NC, which goes along with and ties into land usage.
- Takes land development code and adds in some information to make clarifications regarding land usage and land development code
- Also has some strike-through of language (deletions)
- S-15 Supplement allows reader to see what is being proposed, some of the changes within the land usage, and these changes are recommended to be adopted that are in the ordinance 2015-07-01.
- Proposed changes to the Code of Ordinances have gone through the Planning & Zoning staff for review, and the Planning Board, and they are recommending the Board of Commissioners to either approve or deny the changes.
-

Commissioner Tom White made a motion to approve the S-15 Supplement as presented.

Commissioner Clayton Riggs asked about the number of pages the S-15 Supplement contained. County Manager Brillhart had stated in his description that the supplement was pages 4-100 of the Board packet; however Commissioner Riggs stated he did not see 96 pages regarding this in the Board packet.

County Manager Brillhart explained that there are pages that are being amended within the code, but they skip through certain pages between 4-100 because those pages contain no changes. Only those pages needing changes were included in the Commissioners copy of the Board Packet.

Chairman Commissioner Michael McLain observed that the changes have already been approved on previous dates by the Board of Commissioners.

County Attorney John Morrison added that the S-15 Supplement is just the formatting of the ordinances in question.

Chairman Commissioner Michael McLain asked if there was any further discussion regarding this item. Hearing none, he called for a vote on the motion made by Commissioner Tom White:

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

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

B. Monthly Tax Report - May 2016

Tax Administrator Lisa Anderson gave the monthly tax report for May 2016, noting the following:

-
- First page of the report is the 2006-2015 delinquencies for real property and personal property
- The 10 year collection percentage is 99.33%
- Collection Rate % for the last 3 years:
 - 2015 - 96.88%
 - 2014 - 98.73%
 - 2013 - 99.42%
- Efforts at Collection for the month ending May 31, 2016:
 - 333 Delinquency notices sent
 - 5 Wage garnishments
 - 11 Bank garnishments
- Unpaid & oldest real property and personal property, noted the following:
 - Top 30 Unpaid:
 - Halstead Venture Partners, LLC of Camden NC has sold the Marina & the taxes were paid on 6-20-16
 - Drachma, Inc & Simson Baai, LLC of Shiloh NC was marked "will be paid 6-28-16". As of the date of this meeting, this has been paid.

County Attorney John Morrison noted that Drachma Inc's property went to a tax foreclosure sale, and the county secured enough funds to pay the taxes.

Chairman Commissioner Michael McLain asked if the Board had any questions for the Tax Administrator. Hearing none, he entertained a motion to approve the Tax Report.

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

7. CONSENT AGENDA

Chairman Commissioner Michael McLain asked for one modification to the Consent Agenda:

- Item G - Voting Delegate Form - Before the form can be sent off, a name must be placed on the form to designate who the delegate to the NCACC will be
- Form can be left on the Consent Agenda, but Board needs to designate the delegate for the NCACC (NC Assn of County Commissioners). Even though all 5 Commissioners plan to attend this year, a single voting delegate must be selected.

Commissioner Clayton Riggs nominated Commissioner Tom White to be the Voting Delegate to the 2016 NCACC Meeting.

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

Commissioner Tom White will represent Camden County as the Voting Delegate to the 2016 NC Association of County Commissioners meeting.

At this time, Chairman Commissioner Michael McLain called for a motion on the Consent Agenda.

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

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – July 05, 2016

Consent Agenda Documents:

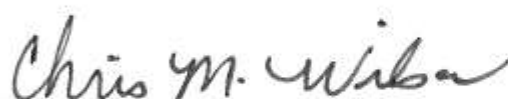

A. Camden Schools Budget Amendments

Budget Amendment
Camden County Schools Administrative Unit
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 28th 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 |
| 5100 | Regular Instructional Programs | 12,172.00 | |
| 5200 | Special Instructional Programs | 832.00 | |
| 5300 | Alternative Programs | | 3,425.00 |
| 5400 | School Leadership | | 649.00 |
| 5500 | Co-Curricular Services | 3,000.00 | |
| 5800 | Student Support Services | | 3,175.00 |
| 6100 | Support & Dev Support Services | 300.00 | |
| 6200 | Special Programs Support Services | 10.00 | |
| 6300 | Alternative Support Services | 50.00 | |
| 6500 | Operational Support Services | | 13,631.00 |
| 6600 | Financial & Human Resources | 40.00 | |
| 6900 | Policy, Leadership & Public Relations | 4,416.00 | |
| 7100 | Community Program Services | 60.00 | |
| Explanation | | | |
| | Total Appropriation in Current Budget | \$ 2,326,232.00 | |
| | Amount of Increase / Decrease of Above Amendment | | 0.00 |
| | Total Appropriation in Current Amended Budget | \$ 2,326,232.00 | |

| | |
|---|--|
| <p>Passed by majority vote of the Board of Education of Camden County on the 28th day of June 2016.</p> <p></p> <p>Chairman, Board of Education</p> <p></p> <p>Secretary, Board of Education</p> | <p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above and have made entry of these changes on the minutes of said Board, this <u>5th</u> day of <u>July</u>, <u>2016</u>.</p> <p>_____</p> <p>Chairman, Board of County Commissioners</p> <p>_____</p> <p>Clerk, Board of County Commissioners</p> |
|---|--|

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

BUDGET AMENDMENT
June 28, 2016

2. Local Current Expense Fund

A. We have reviewed this area of the budget and must transfer funds to other program areas to cover expenses within those budgets. We request your approval to transfer these funds.

| | | | |
|---------------------------|---------------------------|------|------------------|
| <u>Operation of Plant</u> | | | |
| 6530.802.321...40 | Electrical Service | \$ - | 12,675.00 |
| 6530.802.322...40 | Utilities - Gas | - | 8,000.00 |
| 6540.802.173...40 | Salary - Custodian | - | 2,700.00 |
| 6540.802.231...40 | Emp Retirement Costs | + | 25.00 |
| 6540.802.323...40 | Utilities - Water | - | 3,500.00 |
| 6540.802.327...40 | Rentals | - | 4,200.00 |
| 6540.802.329...40 | Waste Management Services | + | 3,400.00 |
| 6540.802.341...40 | Telephone | - | 361.00 |
| 6540.802.411...40 | Supplies & Materials | + | <u>14,250.00</u> |
| Total Operation of Plant | | \$ - | 13,761.00 |

B. We have reviewed this program area and find that we must transfer funds within the program to cover the costs for substitutes, benefits and other elements of the program. We request your approval of the following amendment.

| | | | |
|---------------------------|------------------------------------|------|--------------|
| <u>Classroom Support</u> | | | |
| 5110.842.162 | Substitute Pay | \$ + | 34,000.00 |
| 5110.842.211 | Emp Soc Sec Costs | + | 2,400.00 |
| 5110.842.315 | Reproduction Costs | - | 39,125.00 |
| 5110.842.319 | Other Professional / Tech Services | + | 1,000.00 |
| 5110.842.332 | Travel | + | 30.00 |
| 5210.842.162 | Substitute Pay | + | 1,000.00 |
| 5210.842.211 | Emp Soc Sec Costs | + | 70.00 |
| 5330.842.418 | Comp Software & Supplies | + | 200.00 |
| 5810.842.162 | Substitute Pay | + | 400.00 |
| 5810.842.211 | Emp Soc Sec Costs | + | <u>25.00</u> |
| Total - Classroom Support | | \$ + | 0.00 |

C. We have reviewed this program and find that we must transfer funds into the budget to cover the cost of non-certified coaches. We request your approval of the following amendment.

| | | | |
|-------------------|----------------------------|------|---------------|
| <u>Athletics</u> | | | |
| 5500.850.181 | Coaching Supplements | \$ + | 6,300.00 |
| 5500.850.192 | Salary - Athletic Director | - | 300.00 |
| 5500.850.211 | Emp Soc Sec Costs | - | 75.00 |
| 5500.850.221 | Emp Retirement Costs | - | 3,080.00 |
| 5500.850.231 | Emp Hosp Ins Costs | - | 450.00 |
| 5500.850.331 | Contracted Transportation | + | <u>605.00</u> |
| Total - Athletics | | \$ + | 3,000.00 |

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – July 05, 2016

D. We have reviewed this area of the budget and must transfer funds in to cover expenses within this part of the budget. We request your approval of the following amendment.

Office of the Superintendent

| | | | |
|---|------------------------------------|-------------|-----------------|
| 6940.865.113 | Salary - Director | \$ - | 1,312.00 |
| 6940.865.129 | Salary - Hold Harmless | + | 1.00 |
| 6940.865.151 | Salary - Office Personnel | + | 18.00 |
| 6940.865.184 | Longevity Pay | - | 307.00 |
| 6940.865.199 | Overtime Pay | - | 22.00 |
| 6940.865.211 | Emp Soc Sec Costs | - | 303.00 |
| 6940.865.221 | Emp Retirement Costs | - | 1,630.00 |
| 6940.865.231 | Emp Hosp Ins costs | + | 26.00 |
| 6940.865.311 | Contracted Services | - | 1,500.00 |
| 6940.865.312 | Workshop Expenses | + | 510.00 |
| 6940.865.313 | Advertising Fee | - | 120.00 |
| 6940.865.314 | Printing & Binding | + | 320.00 |
| 6940.865.315 | Reproduction Costs | + | 2,200.00 |
| 6940.865.319 | Other Professional / Tech Services | + | 2,400.00 |
| 6940.865.327 | Rentals | + | 540.00 |
| 6940.865.332 | Travel | - | 500.00 |
| 6940.865.341 | Telephone | + | 215.00 |
| 6940.865.372 | Vehicle Liability Insurance | + | 400.00 |
| 6940.865.373 | Building & Grounds Insurance | + | 2,260.00 |
| 6940.865.411 | Instructional Supplies | + | 140.00 |
| 6940.865.423 | Gas / Diesel - County Car | + | 160.00 |
| 6940.865.424 | Oil | - | 70.00 |
| 6940.865.459 | Other Administrative Costs | - | 50.00 |
| Total - Office of the Superintendent | | \$ + | 3,376.00 |

E. We have reviewed the program area and find that we must transfer funds within this area of the budget to cover expenses within the program. We request your approval of the following amendment.

Other Employee Benefits

| | | | |
|--|-----------------------------------|-------------|-------------|
| 5110.910.233 | Emp. Unemployment Ins. Costs | \$ - | 200.00 |
| 6940.910.239 | Hrt/Stroke/Vision - Emp Ins Costs | + | 200.00 |
| Total - Other Employee Benefits | | \$ + | 0.00 |

F. We have reviewed this program and must increase funds to cover the cost of additional pay for employees. We request your approval of the following amendment.

Additional Pay

| | | | |
|-------------------------------|-----------------------|-------------|-----------------|
| 5110.911.181 | Supplementary Pay | \$ + | 12,234.00 |
| 5110.911.211 | Emp Soc Sec Costs | + | 472.00 |
| 5110.911.221 | Emp Retirement Costs | - | 1,449.00 |
| 5120.911.181 | Supplementary Pay | + | 1,460.00 |
| 5120.911.211 | Emp Soc Sec Costs | + | 60.00 |
| 5120.911.221 | Emp Retirement Costs | + | 75.00 |
| 5210.911.181 | Supplementary Pay | + | 1,750.00 |
| 5210.911.211 | Emp Soc Sec Costs | + | 310.00 |
| 5210.911.221 | Emp Retirement Costs | + | 412.00 |
| 5210.911.231 | Emp Hosp Ins Costs | + | 45.00 |
| 5240.911.181 | Supplementary Pay | - | 2,000.00 |
| 5240.911.211 | Emp Soc Sec Costs | - | 150.00 |
| 5240.911.221 | Emp Retirement Costs | - | 300.00 |
| 5260.911.181 | Supplementary Pay | - | 825.00 |
| 5260.911.221 | Emp Retirement Costs | - | 130.00 |
| 5330.911.181 | Supplementary Pay | - | 2,925.00 |
| 5330.911.211 | Emp Soc Sec Costs | - | 200.00 |
| 5330.911.221 | Emp Retirement Costs | - | 500.00 |
| 5400.911.181 | Supplementary Pay | - | 1,214.00 |
| 5400.911.211 | Emp Soc Sec Costs | - | 275.00 |
| 5400.911.221 | Emp Retirement Costs | + | 105.00 |
| 5400.911.231 | Emp Hosp Ins Costs | + | 175.00 |
| 5810.911.181 | Supplementary Pay | - | 1,200.00 |
| 5810.911.221 | Emp Retirement Costs | - | 190.00 |
| 5830.911.181 | Supplementary Pay | - | 1,800.00 |
| 5830.911.211 | Emp Soc Sec Costs | - | 130.00 |
| 5830.911.221 | Emp Retirement Costs | - | 280.00 |
| 6580.911.211 | Emp Soc Sec Costs | + | 80.00 |
| 6620.911.211 | Emp Soc Sec Costs | + | 30.00 |
| 6940.911.189 | Pay for ST Disability | - | 200.00 |
| 7100.911.211 | Emp Soc Sec Costs | + | 60.00 |
| Total - Additional pay | | \$ + | 3,500.00 |

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

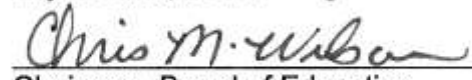
CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – July 05, 2016

G. We have reviewed this area of the budget and must transfer funds in to cover expenses within this part of the budget. We request your approval of the following amendment.

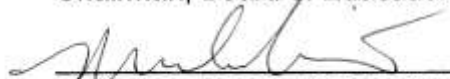
Staff Development

| | | | | |
|---------------------------|-------------------|----|---|----------|
| 5110.912.312 | Workshop Expenses | \$ | + | 140.00 |
| 5120.912.312 | Workshop Expenses | | + | 1,075.00 |
| 5210.912.312 | Workshop Expenses | | + | 650.00 |
| 5400.912.312 | Workshop Expenses | | + | 560.00 |
| 6120.912.312 | Workshop Expenses | | + | 300.00 |
| 6200.912.312 | Workshop Expenses | | + | 10.00 |
| 6300.912.312 | Workshop Expenses | | + | 50.00 |
| 6550.912.312 | Workshop Expenses | | + | 50.00 |
| 6610.912.312 | Workshop Expenses | | + | 10.00 |
| 6940.912.312 | Workshop Expenses | | + | 1,040.00 |
| | | | | <hr/> |
| Total - Staff Development | | \$ | + | 3,885.00 |

Passed by majority vote of the Board of Education of Camden County on the 28th day of June, 2016.



Chairman, Board of Education



Secretary, Board of Education

CAMDEN COUNTY BOARD OF COMMISSIONERS
Regular Meeting – July 05, 2016

Budget Amendment
Camden County Schools Administrative Unit
Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 28th 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 |
| 5100 | Regular Instructional Programs | 42,480.00 | |
| 5200 | Special Instructional Programs | | 3000.00 |
| 6500 | Operational Support Services | | 13,880.00 |
| 6900 | Policy Leadership & Public Relations | | 12,000.00 |
| Explanation: Increase revenue for activity bus to allow for increase in budget and adjust -\$90.00 | | | |
| | Total Appropriation in Current Budget | \$ 912,325.00 | |
| | Amount of Increase / Decrease of Above Amendment | | 13,510.00 |
| | Total Appropriation in Current Amended Budget | \$ 925,835.00 | |

| | |
|--|--|
| <p>Passed by majority vote of the Board of Education of Camden County on the 28th day of June 2016.</p> <p><i>Chris M. Weber</i> _____ Chairman, Board of Education</p> <p><i>[Signature]</i> _____ Secretary, Board of Education</p> | <p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above and have made entry of these changes on the minutes of said Board, this <u>5th</u> day of <u>July</u>, <u>2016</u>.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p> |
|--|--|

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

BUDGET AMENDMENT
June 28, 2016

8. Other Local Current Expense Fund

A. We have reviewed this area of the budget and find that we must transfer funds to other programs to cover expenses. We request your approval of the following amendment.

USCG Jr. Leadership Program

| | | | |
|--------------|-----------------------------------|------|-----------|
| 5110.301.123 | Salary - USCG Jr. Leadership Inst | \$ - | 6,000.00 |
| 5110.301.181 | Supplementary Pay | - | 2,000.00 |
| 5110.301.187 | Salary - Differential Pay | - | 11,000.00 |
| 5110.301.211 | Emp Soc Sec Costs | - | 1,700.00 |
| 5110.301.221 | Emp Retirement Costs | - | 3,000.00 |

Total - USCG Jr. Leadership Program \$ - 23,700.00

B. We have reviewed this area of the budget and find that we must transfer funds within the program area. We request your approval of the following amendment.

After School Care

| | | | |
|--------------|---------------------------|------|----------|
| 7100.701.178 | Salary - Day Care Workers | \$ - | 2,000.00 |
| 7100.701.333 | Field Trips | + | 2,000.00 |

Total - After School Care \$ - 0.00

C. We have reviewed this program area and find that we must increase revenue to cover the cost of operations of the activity bus. We request your approval of the following amendment.

Activity Bus

| | | | |
|--------------|-----------------------------------|------|----------|
| 6550.706.171 | Salary - Bus Driver | \$ + | 7,000.00 |
| 6550.706.175 | Salary - Transportation Personnel | + | 500.00 |
| 6550.706.211 | Emp Soc Sec Costs | + | 400.00 |
| 6550.706.221 | Emp Retirement Costs | + | 200.00 |
| 6550.706.326 | Contracted Repair & Maintenance | + | 2,500.00 |
| 6550.706.423 | Gas/Diesel Fuel | + | 700.00 |
| 6550.706.424 | Oil | + | 100.00 |
| 6550.706.461 | Pur of Non-Cap Equipment | + | 2,200.00 |

Total - Activity Bus \$ + 13,600.00

4890.706 Revenue - Activity Bus \$ - 13,600.00

D. We have reviewed this budget area and find that we must transfer funds to meet the needs of the maintenance of the buildings and other areas within the budget. We request your approval of the following amendment.

Maintenance of Plant

| | | | |
|-------------------|---------------------------|------|-----------|
| 6580.802.184...50 | Longevity Pay | \$ + | 900.00 |
| 6580.802.211...50 | Emp Soc Sec Costs | + | 20.00 |
| 6580.802.221...50 | Emp Retirement Costs | + | 200.00 |
| 6580.802.311...50 | Contracted Services | - | 400.00 |
| 6580.802.327...50 | Rentals | + | 300.00 |
| 6580.802.352...50 | Professional Certificates | - | 500.00 |
| 6580.802.361...50 | Membership Dues & Fees | - | 370.00 |
| 6580.802.422...50 | General Maintenance | - | 27,630.00 |

Total - Maintenance of Plant \$ - 27,480.00

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
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E. We have reviewed this program area and find that we must transfer funds from other areas to cover the cost of salaries and benefits. We request your approval of the following amendment.

| | | | |
|---------------------------|----------------------|----|-------------|
| <u>Classroom Teacher</u> | | | |
| 5110.841.121 | Salary - Teacher | \$ | + 47,600.00 |
| 5110.841.162 | Substitute Pay | | + 400.00 |
| 5110.841.211 | Emp Soc Sec Costs | | + 3,920.00 |
| 5110.841.221 | Emp Retirement Costs | | + 8,000.00 |
| 5110.841.231 | Emp Hosp Ins Costs | | + 4,400.00 |
| 5110.841.333 | Field Trips | | + 160.00 |
| Total - Classroom Teacher | | \$ | + 64,480.00 |

F. We have reviewed this area of the budget and find that we must transfer funds from this program area to cover expenses. We request your approval of the following amendment.

| | | | |
|-------------------------------------|----------------------------|----|------------|
| <u>Children with Special Needs</u> | | | |
| 5210.849.142 | Salary - Teacher Assistant | \$ | + 40.00 |
| 5210.849.221 | Emp Retirement Costs | | + 20.00 |
| 5210.849.231 | Emp Hosp Ins Costs | | + 31.00 |
| 5210.849.311 | Contracted Services | | - 3,000.00 |
| 5210.849.411 | Instructional Supplies | | - 91.00 |
| Total - Children with Special Needs | | \$ | - 3,000.00 |

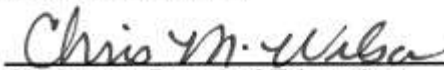
G. We have reviewed this area of the budget and find that we must transfer funds to cover the cost of salaries and benefits in another program area. We request your approval of the following amendment.

| | | | |
|----------------------------|----------------------|----|-------------|
| <u>Board of Education</u> | | | |
| 6910.860.192 | Salary - BOE Members | \$ | - 9,000.00 |
| 6910.860.312 | Workshop Expenses | | - 3,000.00 |
| Total - Board of Education | | \$ | - 12,000.00 |

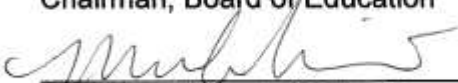
H. We have reviewed this area of the budget and find that we must transfer funds to this program area to cover expenses. We request your approval of the following amendment.

| | | | |
|------------------------------|---------------------|----|------------|
| <u>School Accreditation</u> | | | |
| 5110.914.311 | Contracted Services | \$ | + 1,700.00 |
| Total - School Accreditation | | \$ | + 1,700.00 |

Passed by majority vote of the Board of Education of Camden County on the 28th day of June, 2016.



 Chairman, Board of Education



 Secretary, Board of Education

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS
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B. Tax Releases, Pickups, Refunds, and Adjustments

| <u>Name</u> | <u>Amount</u> | <u>Type</u> | <u>Reason</u> | <u>No.</u> |
|--------------------------|---------------|-------------|--|------------|
| Lemuel Walker Jr. (1197) | \$291.42 | Pickup | Other - Value Corrections. Bldgs were deleted by Reval. They are still there. | 18919 |

C. DMV Report - Tax Authorization to Collect - August Renewals Due 9/15/16

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County August Ren. Due 09/15/16

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 |
|--------------------|-------------------|---------------|--------------|
| 22,279.97 | 23,551.40 | 11,180.88 | 57,012.25 |

Witness my hand and official seal this 5th day of July, 2016 .

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.

Lisa Anderson, Tax Administrator of Camden County

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

D. Camden County Delinquent Tax Collection Policy - Suggested Guidelines

**CAMDEN COUNTY DELINQUENT TAX COLLECTION POLICY – SUGGESTED
GUIDELINES**

STATEMENT OF PURPOSE

Ad Valorem real and personal property tax is the primary revenue for Camden County. As such, its prompt, fair, and orderly collection is necessary for the proper administration of County services including schools and public safety. Moreover, it is unfair to the vast majority of Camden residents who timely pay their taxes, to allow other citizens to unreasonably delay or avoid lawful tax obligations, increasing the burden on those who are compliant.

Nevertheless, the Board of Commissioners recognizes a small minority of Camden residents are occasionally faced with unexpected, significant life burdens, which can impair their ability to timely pay their tax. These include, but are not limited to: illness, unemployment, and death of a primary provider.

While the County, by law, must and will be diligent in the collection of taxes, it should also be sensitive to the misfortunes that from time to time afflict its citizens.

Further, as a rural county, Camden not infrequently experiences delinquent taxes on tracts of real property where mandatory determination of ownership is complicated, requiring substantial expenditures of County funds on title examinations, legal advertisements, and court costs. This can be exacerbated by low value of land subject to foreclosure sale, when compared with the amount of delinquent tax, which may be so modest as to make collection, at a given time, economically unwise.

With the above in mind, the Board of Commissioners desires to set forth suggested guidelines for use by the Tax Administrator, the County Manager, and the County Attorney in their delinquent tax collection efforts.

**REQUEST FOR TAX PAYER TEMPORARY RELIEF
ADMINISTRATIVE DETERMINATIONS**

If a taxpayer is delinquent for a given tax year, or years, and requests relief from the tax administrator, the administrator shall conduct an investigation, in a manner satisfactory to the administrator, to determine if the delinquent taxpayer has or is enduring:

1. *Medical Expenses which are of such cost as to significantly impair the taxpayer's ability to timely pay recent or current taxes.*
2. *Unemployment which is temporary in nature and has left the taxpayer with no other resources to pay taxes.*
3. *Temporary Disability which prevents employment and leaves the taxpayer with no other resources with which to pay taxes.*
4. *Permanent Disability which has left taxpayer with no other resources to pay taxes, but which disability may entitle taxpayer to disability benefits from Social Security, State Employment Disability or private compensation by virtue of a legal proceeding such as a personal injury claim. However, in this instance the taxpayer must demonstrate to the satisfaction of the tax administrator a claim for such relief has been, or will be in the immediate future, instituted.*
5. *Medical Expenses for a Spouse or Dependent are of such magnitude that the taxpayer has no other available resources with which to pay the outstanding tax.*
6. *Death of an Immediate Family Member within the last 12 months who served as a primary provider.*

In making such determinations, if the administrator deems it appropriate, he/she shall be entitled to ask taxpayer for documentation such as medical reports, doctor's letters, disability applications, income tax returns, financial statements, civil complaints in personal injury or the like, unemployment benefit documentation, an estate file or death certificate.

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If at the conclusion of the administrator's investigation, the administrator concludes the existence of one or more of the above stated grounds for relief, the administrator shall then consider the following additional grounds which shall result in denial of the relief sought:

1. *Taxpayer has within the last 5 years entered into a tax payment plan which taxpayer breached, or*
2. *Despite the existence of a ground for relief (1 through 6 above) taxpayer has no reasonably foreseeable financial resources with which to bring taxpayer current on all outstanding taxes within 2 years.*

AUTHORIZED RELIEF

Should the administrator determine, by evidence satisfactory to the administrator, the existence of one or more of the above recited factors entitling a taxpayer to relief, and the nonexistence of any disqualifying factors, the tax administrator may offer delinquent taxpayer:

1. *A written and signed tax deferral plan wherein the taxpayer shall by monthly equal installments pay to the County monies sufficient to completely retire all delinquent taxes and all future accruing taxes within a 2-year period. It shall be grounds to terminate a payment plan if further delinquent taxes accrue while the plan is active.*
2. *A written agreement that for a period of six months the County will not exercise tax collection remedies otherwise available to it.*

ECONOMIC FEASIBILITY

If a tax collection is determined by the administrator and County Attorney to likely create expense beyond the tax recoverable, or to result in the County being the high bidder at a tax foreclosure sale, and thus acquiring the subject real estate which is of dubious value or marketability, and for which the County has no use, the same shall be presented to the Board of Commissioners for determination as to what, if any, collection efforts will be pursued at that time.

PRESERVATION OF EXISTING REMEDIES AND OBLIGATIONS

Nothing in these guidelines shall be construed as a waiver of existing collection remedies or legal obligations imposed upon the County and its taxpayers by law. The administrator shall continue the monthly reports to the Board of Commissioners and shall pursue administrator's routine collection efforts unless relief has been granted as provided herein. Specifically, the administrator may not waive or lessen the amount of tax or interest accruing thereon.

DEVIATIONS

The Board of Commissioners recognizes the difficulty in anticipating all meritorious situations which could support taxpayer's request for temporary relief, or likewise, which would suggest denial of relief even if grounds for the relief stated herein appear. Accordingly, the administrator after consultation with the County Attorney and County Manager, and in the sound exercise of the administrator's discretion, may bring a requested deviation to the Board of Commissioners for further guidance at a regularly scheduled meeting of the Board of Commissioners.

INTERPRETATION OF THESE GUIDELINES

These guidelines shall at all times be construed so as to be consistent with applicable North Carolina law as it now exists, or is hereafter amended. In the event of a conflict, North Carolina law will control.

GUIDELINES NOT ORDINANCE

These guidelines are suggestions to the administrator in the fair and orderly collection of property taxation with due regard to difficulties faced by individual Camden County taxpayers. However, the same are not to be construed as an ordinance and do not enjoy the force of law. The guidelines may be amended or terminated, in whole or in part, at the pleasure of the Board of Commissioners. They are not intended to create a legal right in any taxpayer or legal obligation upon the County, its employers and independent contractors. Deviation is allowable.

**E. Set Public Hearing - Ordinance 2016-06-02 Rezoning Application
Lindsey W. Hewitt**

.....
Ordinance No. 2016-06-02

**An Ordinance
Amending the Camden County
Zoning Map
Camden County, North Carolina**

Article I. Purpose

The purpose of this Ordinance is to amend the Zoning Map of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 20, 1993, and subsequently amended.

Article II. Amendment to Zoning Map

The Official Zoning map of Camden County, North Carolina, which was adopted on December 20, 1993, and subsequently amended, is hereby amended as follows:

The property currently shown in the Camden County Tax Assessor's Office as PIN 01-7989-00-36-1006, one acre as indicated is hereby re-zoned from General Use District (GUD) to Basic Residential (R3-1).

Article III. Penalty

1. Violations of the provision of this Ordinance or failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G.S. 14-4.
2. Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of Adjustment if the offender was sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.
3. This Ordinance may also be enforced by any appropriate equitable action.
4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

Article IV. Severability

If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

Article V. Effective Date

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this 5th day of July, 2016.

P. Michael McLain, Chairman
Camden County Board of Commissioners

ATTEST:

Angie Wooten
Clerk to the Board

(SEAL)

.....
F. Set Public Hearing - Ordinance No. 2016-06-03 Proposed Amendments to Code of Ordinances

.....
Ordinance No. 2016-06-03

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

Camden County, North Carolina

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

Article I. Purpose

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

Article II. Construction

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

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

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

CHAPTER 151: UNIFIED DEVELOPMENT
COMMON OPEN SPACE SUBDIVISIONS

§ 151.291 APPLICABILITY AND LOT SIZES.

(A) In any single-family residential subdivision, a developer may create open space subdivision lots that have or contain the minimum lot sizes as specified below, subject to Health Department approval, if the developer complies with the provisions of this subchapter.

- (1) 20,000 square feet minimum, if there is no centralized water or sewer available to all of the lots;
- (2) 15,000 square feet minimum, if there is either centralized water or centralized sewer available to all lots; or
- (3) 10,000 square feet minimum, if there is both centralized water and centralized sewer available to all lots.

(B) The intent of this section is to authorize the developer to decrease lot sizes and leave the land "saved" by so doing as open space, thereby lowering development costs and increasing the amenity of the project without increasing the density beyond what would be permissible if the land were subdivided into lots using conventional subdivision standards as provided in §§151.060 through 151.068.

(C) For the purpose of this section, the following definition shall apply unless the context clearly indicates or requires a different meaning.

OPEN SPACE. Those areas, as defined in §§151.195 through 151.200, except that subsurface waste water disposal fields and subsurface septic tanks, may, at the discretion of the Board of Commissioners, be counted as open space.

(D) ~~All setbacks, building height and lot coverage standards established in §§151.060 through 151.068 for development on lots, shall apply in common open space subdivisions.~~ Setbacks for Open Space Subdivisions shall be no less than 25 feet front / rear structural, 10 feet side structural, and 5 feet vehicular setback.

(E) (1) Previously approved subdivisions having valid sketch plan approval, may, at the discretion of the Board of Commissioners, request to develop the property in accordance with the common open space provisions at the density originally approved.

(2) Density bonuses shall not apply to subdivisions where the number of lots originally approved exceed current county density requirements.

Adopted by the Board of Commissioners for the County of Camden this 5th day of July, 2016.
County of Camden

P. Michael McLain, Chairman
Camden County Board of Commissioners

ATTEST:

Angie Wooten
Clerk to the Board

(SEAL)

.....

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

G. Voting Delegate Form - Designation of Voting Delegate to NCACC Annual Conference

8. COMMISSIONER'S REPORTS

Commissioner Clayton Riggs reported the following:

- Point out to the public that according to the April & May 2016 EMS Report that was provided to the Commissioners as information, the response times for the EMS have been 6 minutes 48 seconds for the month of April, and 8 minutes 47 seconds for the month of May 2016 on average.
- There were more calls in May than in April
- Camden County appreciates the service that EMS is providing

Commissioner Tom White reported the following:

- Went to a COA session on Emerging Issues
- Jobs in NC - in the next decade there is expected to be an average of 25% of current jobs lost due to technology and automation
- Some of the jobs mentioned at the session were jobs that counties need to target as far as economic development for the future
- Information on this will be passed on to the County Manager.

Chairman Commissioner Michael McLain reported the following:

- At the Senior Citizens Meeting, there were questions about the SHIP Grant
 - It is Administered through 4-H
 - Camden County Senior Center Staff are coordinating & doing the work
 - Administration of SHIP Grant is being moved to Currituck County NC
 - Asked County Manager Michael Brillhart to check and make sure that Camden County is receiving the funds that are due the county for the time, effort, and expenses incurred by the Staff of the Senior Center in their coordination of this grant for the Seniors of Camden County.

Commissioner Sandra Duckwall reported the following:

- Commissioner Duckwall read through the report given by the Camden County Library, which report is incorporated herein below for reference:
 - *Camden County Public Library, June 1-26, 2016 Statistics*
 - **Visitor Count:** 1860
 - **Days/Hours Open:** 26/230
 - **# Items in Collection:** 13,180 (Opening Day Collection # Items=4,755)
 - **Total Check Outs/Renewals:** 2,913
 - **Library Card Holders:** 2,580
 - **Computer/Wireless Use:** 848/413
 - **Juvenile Programs:** 8 programs / 137 attendance
 - **Adult Programs:** 4 programs / 16 attendance
 - **Meeting Room:** 10 reservations / 86 attendance
- Commissioner Michael McLain added that the public should be reminded about the Friends of the Library and that the public is invited to attend and participate.

At this time, Chairman Commissioner Michael McLain asked if there were any further reports from Commissioners. Hearing none, he called for the County Manager's report.

9. COUNTY MANAGER'S REPORT

County Manager Michael Brillhart reported the following:

- Thanked the Board for the meeting held on 6-28-16 to discuss the 5-year outlook regarding the Capital Improvement Plan.
- Staff is working on a status report for each of the projects in the plan and will bring that report before the Board at a later date.

CAMDEN COUNTY BOARD OF COMMISSIONERS
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10. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following Information, Reports, & Minutes from Other Agencies were provided to the Board:

- A. Senate 2016-2017 Proposed State Budget Summary
- B. Sales Tax Report
- C. Camden County Sheriff's Monthly Report
- D. Register of Deeds Month End Report for June 2016
- E. Camden County Library Statistics for June 2016

11. OTHER MATTERS

At this time, Chairman Commissioner Michael McLain asked if there were any further matters to come before the Board. There were no further matters.

12. ADJOURN

At 7:16 PM, Chairman Commissioner Michael McLain adjourned the July 5, 2016 meeting of the Camden County Board of Commissioners.

County of Camden

P. Michael McLain, Chairman
Camden County Board of Commissioners

ATTEST:

Angie Wooten
Clerk to the Board

(SEAL)

Attachment: 2016-07-05 BOC Minutes Draft (1391 : BOC Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS

BOC - Regular Meeting – September 06, 2016

Camden County Board of Commissioners

BOC - Regular Meeting

September 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 September 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 | Absent |
| Clayton Riggs | Commissioner | Present |
| Tom White | Commissioner | Present |
| | | |
| Staff | Title | Status |
| Michael Brillhart | 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 |

INVOCATION & PLEDGE OF ALLEGIANCE

Commissioner Clayton Riggs gave the invocation and Pledge of Allegiance.

ITEM 1 PUBLIC COMMENTS

None

ITEM 2 CONSIDERATION OF AGENDA

Attachment: Microsoft Word - 2016-09-06 BOC MINUTES - Draft.docx (1391 : BOC Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – September 06, 2016

Chairman McLain advised that he received the following three amendments to the agenda.

Presentations:

- Add: Item A - Presentation by Cameron Lowe

Consent Agenda:

- Replace attachment: Item C. – BOC Minutes - June 13th, 2016

South Camden Water & Sewer District:

- Remove: South Camden Water & Sewer District

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

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

ITEM 3 PRESENTATIONS

A. PRESENTATION BY CAMERON LOWE

Cameron Lowe presented a video and gave a brief Introduction of new staff member Olivia Jones, Family Consumer Science Agent.

ITEM 4 NEW BUSINESS

A. RESOLUTION FROM CEDC

Michael Brillhart County Manager presented the following resolution.

**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

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – September 06, 2016

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 Wildlife Recourses 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.

Commissioner Clayton Riggs made a motion to support

B. 2017 LEGISLATIVE GOALS

County Manager Michael Brillhart

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.

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – September 06, 2016

6. Seek legislation to restore State Aid to Public Libraries to the pre-2011 level of \$15.7 million.

ITEM 5 BOARD APPOINTMENTS

A. COMMUNITY ADVISORY COMMITTEE

Commissioner Riggs made a motion to appoint Ms. McGrath to serve the Community Advisory Committee for a one year term.

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

ITEM 6 CONSENT AGENDA

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

A. BOC - WORK SESSION - JUN 1, 2016

2016-06-01 BOC MINUTES

B. BOC - REGULAR MEETING - JUN 6, 2016

2016-06-06 BOC MINUTES

C. BOC - SPECIAL MEETING - JUN 13, 2016

2016-06-13 BOC MINUTES

D. BOC - SPECIAL MEETING - JUN 20, 2016

2016-06-20 BOC MINUTES

E. BOC - WORK SESSION - JUN 28, 2016

2016-06-28 BOC MINUTES

F. 2016-2017 BUDGET AMENDMENTS

Attachment: Microsoft Word - 2016-09-06 BOC MINUTES - Draft.docx (1391 : BOC Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – September 06, 2016

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

G. CCS BUDGET AMENDMENTS

Commissioner Riggs requested more information on the CCS Budget Amendment, Finance officer SH committed to requesting the information and providing it back to the Commissioners

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 | |
| Explanation: Increase revenue and budget to actual figures | | | |
| 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 |

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

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – September 06, 2016

ITEM 7 COMMISSIONERS' REPORT

ITEM 8 COUNTY MANAGER'S REPORT

None

ITEM 9 INFORMATION

- A. 2016 COMMUNITY HEALTH ASSESSMENT TO BE UNVEILED
- B. EMS REPORTS
- C. PARKS AND RECREATION
- D. LIBRARY STATISTICS - AUGUST 2016
- E. COMMUNITY ADVISORY COMMITTEE QUARTERLY VISITATION REPORT
- F. AUDIO TOURS NOW AVAILABLE AT MUSEUM OF THE ALBEMARLE

ITEM 10 OTHER MATTERS

ITEM 11 ADJOURN

Chairman McLain adjourned the meeting at 8:36 PM.

*Chairman Michael McLain
Camden County Board of Commissioners*

ATTEST:

*Angela L. Wooten
Clerk to the Board*



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.B
Meeting Date: October 03, 2016

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

Item Title 16-17-Ba004-Ba005

Attachments: 16-17-BA004 (DOC)
 16-17-BA005 SCWSA (DOC)

Summary: Budget Amendment for South Mills VFD Radios BA004
 Budget Amendment for SCWSA Repairs BA005

Recommendation: Approve request

2016-17-BA004
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 South Mills VFD Fund as follows:

| ACCT NUMBER | DESCRIPTION OF ACCT | AMOUNT | |
|-----------------|---------------------------|----------|----------|
| | | INCREASE | DECREASE |
| Revenues | | | |
| 41399530-439900 | Fund Balance Appropriated | \$11,000 | |
| Expenses | | | |
| 415300-574201 | Radios | \$11,000 | |

This Budget Amendment is made to adjust appropriations for additional costs of Viper Radios.

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 3rd day of October, 2016.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: 16-17-BA004 (1383 : 16-17-Budget Amendments)

2016-17-BA005
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 South Camden Water and Sewer Fund as follows:

| ACCT NUMBER | DESCRIPTION OF ACCT | AMOUNT | |
|-----------------|---------------------------|----------|----------|
| | | INCREASE | DECREASE |
| Revenues | | | |
| 30399710-439900 | Fund Balance Appropriated | \$2,300 | |
| 30399720-439900 | Fund Balance Appropriated | \$10,300 | |
| Expenses | | | |
| 307200-515001 | Line Maintenance | \$10,000 | |
| 307100-517000 | Vehicle Maintenance | \$ 2,300 | |

This Budget Amendment is made to adjust appropriations for unexpected Water Main Break and Vehicle Engine Repair.

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 3rd day of October, 2016.

Clerk to Board of Commissioners

Chairman, Board of Commissioners



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 11.A
Meeting Date: October 03, 2016

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

Item Title **MoU Library-Trillium_Kiosk**

Attachments: Camden County Library MOU.pdf (PDF)

Summary:

Recommendation:

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Trillium Health Resources

And

Camden County Library

This is an agreement between **Trillium Health Resources** and the **Camden County Library**.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to Trillium Health Resources' Access Point Screening Project.

In particular, this MOU is intended to establish the relationship between Trillium Health Resources and the Camden County Library in relationship to the Access Point Screening Project.

II. BACKGROUND

Trillium Health Resources is the local governmental agency that manages mental health, substance use and intellectual/developmental disability services in a 24-county area in eastern North Carolina which includes Camden County. Despite the high prevalence of mental health and substance use problems, too many people go without treatment — in part because their disorders go undiagnosed. Screening enables earlier identification of mental health and substance use disorders, which translates into earlier care. Screening, in general, provides an increased opportunity to reach and connect persons to resources. By screening individuals in areas and communities with a large number of risk factors such as low income, unemployment, and geographic isolation we believe that persons at risk for behavioral health diagnoses can be identified, connected to services/resources and crises averted.

Based on this belief, the Access Point Screening Project was developed. This program is designed to provide people with free, confidential access to anonymous, online, evidence-based screenings for depression, bipolar, posttraumatic stress disorder, generalized anxiety disorder, eating disorders, and alcohol use disorders. The screenings provide immediate feedback to the user regarding how they scored and presents them with local referral information. There is also a learning and resources section within the platform for the user to engage with. The screening program is in English and Spanish.

III. TRILLIUM HEALTH RESOURCES RESPONSIBILITIES UNDER THIS MOU:

- Trillium Health Resources shall provide a privacy booth which houses the screening kiosk.
- Trillium Health Resources will be responsible for the delivery, care and repair of both the privacy booth and screening kiosk.
- Trillium Health Resources will provide training for the Camden County Library staff identified to work in the proximity of the screening kiosk and privacy booth.
- Trillium Health Resources will hold the Camden County Library harmless for damages to both the privacy booth and screening kiosk.
- If any issues or problems with the equipment or project contact:
 - Bobbie Lowe, Project Coordinator
Trillium Health Resources
(p) 1-866-998-2597
Bobbie.Lowe@TrilliumNC.org

IV. CAMDEN COUNTY LIBRARY RESPONSIBILITIES UNDER THIS MOU:

- Camden County Library will provide a location for the Access Point Screening kiosk and privacy booth.
- Camden County Library will provide internet access.
- Camden County Library staff will answer questions, support and promote the utilization of the screening kiosk.
- Camden County Library will periodically inspect the kiosk to insure it is clean and in good condition.
- Camden County Library will report any issues, concerns with the Access Point project and/or equipment.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

This MOU will become effective on September 26, 2016 and will remain in effect until terminated by either party with 30 days written notice to the other party. This MOU may be updated at any time through the written agreement of both parties.

VI. SIGNATURES

Trillium Health Resources and the Camden County Library indicate agreement with this MOU by their signatures.

For Trillium Health Resources:

For Camden County Library:

Leza Wainwright, Executive Director

Name Title

Name Title

Signature Date

Signature Date

Attachment: Camden County Library MOU.pdf (1375 : MoU Library-Trillium_Kiosk)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.B
Meeting Date: October 03, 2016

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

Item Title **September 2016 Library Statistics**

Attachments: 16_09 BOC Stats (PDF)

Summary:

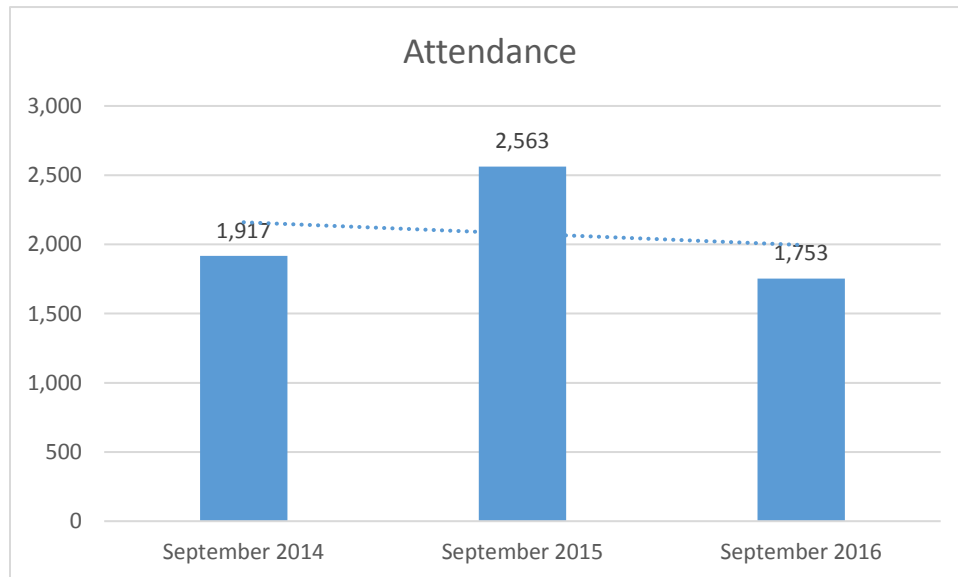
Recommendation:

Camden County Public Library September 26, 2016 Statistics

- **Visitor Count:** 1753
- **Days/Hours Open:** 24/210
- **# Items in Collection:** 13,980 (Opening Day Collection # Items = 4,755)
- **Total Check Outs/Renewals:** 2,880
- **Library Card Holders:** 2,678
- **Computer/ Wireless Use:** 864/403
- **Juvenile Programs :** 11 programs /123 attendance
- **Adult Programs :** 2 programs / 7 attendance
- **Meeting Room:** 14 reservations / 137 attendance

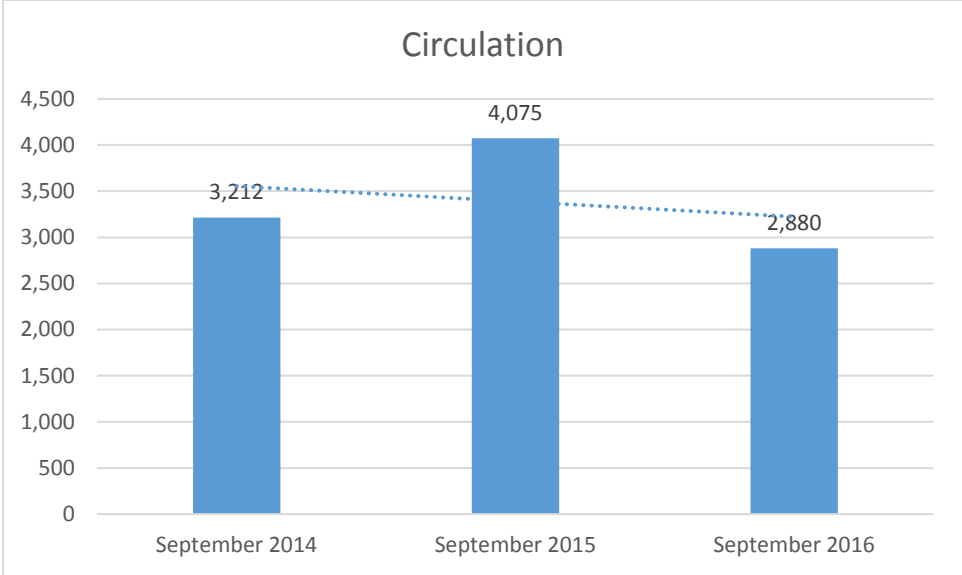
Comparison by Year

*Please note that 2016 numbers are only for September 1-26 whereas 2014 and 2015 statistics take into account the month as a whole.



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

Attachment: 16_09 BOC Stats (1384 : September 2016 Library Statistics)



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



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 11.C
Meeting Date: October 03, 2016

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

Item Title Annual County ABC Report for Camden County

Attachments: 2016_09_29_15_52_34.pdf (PDF)

Summary:
Annual County ABC Report for Camden County.

Recommendation:

Annual County ABC Report for Camden County

Per GS 18B-805(h) since Trillium Health Resources (Trillium) received Alcoholism (ABC) Funds from your county, we are required to provide an annual report to the board of county commissioners describing how the funds were spent. Listed below please find the annual contribution from your county in addition to a brief description of the expenditures that were paid from July 1, 2015 to June 30, 2016.

ABC Revenue Received FY 15-16: \$ 4,046

*Expenditures related to the above revenue FY 15-16: \$ 68,805

Unduplicated Number of Consumers in your county who received these SA services: 114

Description of ABC expenditures: County ABC funds were spent for the treatment of alcoholism or substance abuse. These funds were paid to providers who contracted with Trillium to provide substance abuse treatment to consumers with an address in your county. Services provided include but are not limited to the below:

- Assessment/evaluation
- Outpatient treatment and counseling, including face to face and telepsychiatry and both individual and group
- Mobile Crisis
- Substance Abuse Intensive Outpatient Therapy
- Facility Based Crisis
- Opioid Treatment

*Denotes ABC and State funds paid for services for consumers residing in Camden County with substance abuse diagnosis. This does NOT include Medicaid funds paid for the same.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.D
Meeting Date: October 03, 2016
Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten
Item Title **Thank You Letter - Museum**
Attachments: Museum Letter.pdf (PDF)

Summary:

A thank you letter, acknowledging Camden County's 2016-2017 appropriation to Museum of the Albemarle.



SUPPORTING REGIONAL HISTORY

MAILING ADDRESS

501 South Water Street
Elizabeth City, NC 27909

Phone: 252-335-1453

Fax: 252-335-0637

William J. McCrea
DIRECTOR, REGIONAL MUSEUMS

Barbara Putnam
Operations Manager

Kimberly Baumbaugh
PRESIDENT

Karen Ray
VICE PRESIDENT

Maureen Donnelly
SECRETARY

Mathew Scribner
TREASURER

Term Ends 2015

Hilton Jarrett, Camden
Linda Holler, Gates
Kimberly Baumbaugh, Pasquotank
Russ Haddad, Pasquotank
Harriet Hornthal, Pasquotank
George Thomas, Pasquotank
Geoffrey Byrd, Perquimans

Term Ends 2016

Becky Phelps, Currituck
Jo Ann Small, Dare
Tom Newbern, Hertford
Dow Crowder, Hyde
Marjorie Berry, Pasquotank
Maureen Donnelly, Pasquotank
Nancy Bailey Muller, Pasquotank
Mathew Scribner, Pasquotank
Karen Clough, Tyrrell

Term Ends 2017

Karen Ray, Bertie
Jason Phelps, Camden
Nancy Nicholls, Chowan
Ben Speller, Chowan
Barbara Snowden, Currituck
Landra Cartwright, Dare
Reba Green-Holley, Gates
Sidney Rabon, Pasquotank
Rebecca Scamman, Pasquotank

September 9, 2016

Ms. Stephanie Humphries
Finance Officer
Camden County
Post Office Box 190
Camden, NC 27921

NC 27909

Re: Appropriation Disbursement/Fiscal Year 2016-2017

Dear Ms. Humphries,

This letter acknowledges receipt of Camden County's 2016-2017 appropriation to Museum of the Albemarle. I would like to thank Camden County for their continued recognition of the educational programming provided to residents of Camden County, and their subsequent support with their appropriation in the amount of \$1,000.00.

Since January of 2016, Museum of the Albemarle has served eight (8) groups of children from the Camden County School System as visitors, and we have provided a total of 516 children with educational programming regarding the history of our region.

Museum of the Albemarle appreciates Camden County's appropriation, and we look forward to serving more Camden County residents throughout the remainder of the year.

With Kind Regards,

Barbara Putnam
Operations Manager
Museum of the Albemarle
NC Department of Natural and Cultural Resources

FRIENDS OF THE MUSEUM OF THE ALBEMARLE

A Non-Profit Support Group of the Museum of the Albemarle, Division of State History Museums,
Department of Cultural Resources, State of North Carolina

The Friends of the Museum of the Albemarle is a non-profit that seeks to raise awareness and provide funding for exhibits, educational programming, and artifact conservation throughout our thirteen county region. The Museum of the Albemarle is the recipient of the funds raised.



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Information, Reports & Minutes From Other Agencies

Item Number: 11.E

Meeting Date: October 03, 2016

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

Item Title 2016-2017 Legislative Goals

Attachments: 2017-2018 Legislative Goals (PDF)

Summary:

Confirmation of Legislative Goals submission

Recommendation:

Information Only

BOARD OF COMMISSIONERS

P. MICHAEL McLAIN
Chairman

GARRY W. MEIGGS
Vice Chairman

SANDRA J. DUCKWALL
CLAYTON D. RIGGS
TOM WHITE



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MICHAEL L. BRILLHART
County Manager

ANGELA L. WOOTEN
Clerk to the Board

JOHN S. MORRISON
County Attorney

September 19, 2016

Kevin Leonard, Executive Director
NCACC
215 North Dawson Street
Raleigh, NC 27603

Re: Legislative Goals – Camden County

Dear Mr. Leonard:

Camden County appreciates the opportunity to participate with the North Carolina Association of County Commissioners (*Association*) in the 2017 – 2018 legislative goals process. At its meeting on September 6th, the Board of Commissioners unanimously approved its recommended list of legislative goals for the upcoming 2017 long session.

On behalf of the Board of Commissioners, I am transmitting the attached six (6) proposed goals for consideration by the appropriate NCACC legislative steering committees. We thank you for your review of our recommended goals.

Should you have any questions, please feel free to contact me or Michael Brillhart, County Manager, at (252) 338-6363.

Sincerely,

P. Michael McLain,
Chairman

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.

Angela Wooten

From: noreply@civicplus.com
Sent: Tuesday, September 20, 2016 3:31 PM
To: awooten@camdencountync.gov
Subject: Online Form Submittal: Submit a Legislative Goals Proposal

Submit a Legislative Goals Proposal

| | |
|---|---|
| Date | 9/20/2016 |
| Name of county/affiliate organization | Camden County Board of Commissioners |
| First Name | Angela |
| Last Name | Wooten |
| Title | Clerk to the Board |
| Address | P.O. Box 190 |
| City | Camden |
| State | North Carolina |
| Zip | 27921 |
| Goal title | Restore Lottery Funds for School Capital Needs |
| Goal description | 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. |
| County staff contact (if other than submitter) | Michael Brillhart, County Manager 252-338-6363 x 102 |
| Select appropriate steering committee | General Government |
| Attach one or more of the listed documents to this form | 2017-18 Legislative Goals.pdf |

Attachment: 2017-2018 Legislative Goals (1380 : 2016-2017 Legislative Goals)

Email not displaying correctly? [View it in your browser.](#)

Angela Wooten

From: noreply@civicplus.com
Sent: Tuesday, September 20, 2016 3:44 PM
To: awooten@camdencountync.gov
Subject: Online Form Submittal: Submit a Legislative Goals Proposal

Submit a Legislative Goals Proposal

| | |
|---|---|
| Date | 9/20/2016 |
| Name of county/affiliate organization | Camden County Board of Commissioners |
| First Name | Angela |
| Last Name | Wooten |
| Title | Clerk to the Board |
| Address | P.O. Box 190 |
| City | Camden |
| State | NC |
| Zip | 27921 |
| Goal title | Repeal authority that allows local school boards to file suit against a county board of commissioners over county appropriations for education. |
| Goal description | Seek legislation to repeal the statutory authority under N.C. G.S. 115C-431(c) authority that allows local school boards to file suit against a county board of commissioners over county appropriations for education. |
| County staff contact (if other than submitter) | Michael Brillhart, County Manager 252-338-6363 x 102 |
| Select appropriate steering committee | General Government |
| Attach one or more of the listed documents to this form | 2017-18 Legislative Goals.pdf |

Attachment: 2017-2018 Legislative Goals (1380 : 2016-2017 Legislative Goals)

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Angela Wooten

From: noreply@civicplus.com
Sent: Tuesday, September 20, 2016 3:48 PM
To: awooten@camdencountync.gov
Subject: Online Form Submittal: Submit a Legislative Goals Proposal

Submit a Legislative Goals Proposal

| | |
|---|--|
| Date | 9/20/2016 |
| Name of county/affiliate organization | Camden County Board of Commissioners |
| First Name | Angela |
| Last Name | Wooten |
| Title | Clerk to the Board |
| Address | P.O. Box 190 |
| City | Camden |
| State | NC |
| Zip | 27921 |
| Goal title | Oppose transportation responsibilities to counties. |
| Goal description | Oppose any shift of state transportation responsibilities to counties. |
| County staff contact (if other than submitter) | Michael Brillhart, County Manager 252-338-6363 x 102 |
| Select appropriate steering committee | General Government |
| Attach one or more of the listed documents to this form | 2017-18 Legislative Goals.pdf |

Email not displaying correctly? [View it in your browser.](#)

Attachment: 2017-2018 Legislative Goals (1380 : 2016-2017 Legislative Goals)

Angela Wooten

From: noreply@civicplus.com
Sent: Tuesday, September 20, 2016 3:51 PM
To: awooten@camdencountync.gov
Subject: Online Form Submittal: Submit a Legislative Goals Proposal

Submit a Legislative Goals Proposal

| | |
|---|--|
| Date | 9/20/2016 |
| Name of county/affiliate organization | Camden County Board of Commissioners |
| First Name | Angela |
| Last Name | Wooten |
| Title | Clerk to the Board |
| Address | P.O. Box 190 |
| City | Camden |
| State | NC |
| Zip | 27921 |
| Goal title | Oppose unfunded mandates and shifts of state responsibilities to counties. |
| Goal description | Oppose unfunded mandates and shifts of state responsibilities to counties. |
| County staff contact (if other than submitter) | Michael Brillhart, County Manager 252-338-6363 x 102 |
| Select appropriate steering committee | General Government |
| Attach one or more of the listed documents to this form | 2017-18 Legislative Goals.pdf |

Email not displaying correctly? [View it in your browser.](#)

Attachment: 2017-2018 Legislative Goals (1380 : 2016-2017 Legislative Goals)

Angela Wooten

From: noreply@civicplus.com
Sent: Tuesday, September 20, 2016 3:55 PM
To: awooten@camdencountync.gov
Subject: Online Form Submittal: Submit a Legislative Goals Proposal

Submit a Legislative Goals Proposal

| | |
|---|---|
| Date | 9/20/2016 |
| Name of county/affiliate organization | Camden County Board of Commissioners |
| First Name | Angela |
| Last Name | Wooten |
| Title | Clerk to the Board |
| Address | P.O. Box 190 |
| City | Camden |
| State | NC |
| Zip | 27921 |
| Goal title | Interstate 87 (1-87) |
| Goal description | Support the designation of Interstate 87 (1-87) linking eastern North Carolina with Tidewater Virginia. |
| County staff contact (if other than submitter) | Michael Brillhart, County Manager 252-338-6363 x 102 |
| Select appropriate steering committee | General Government |
| Attach one or more of the listed documents to this form | 2017-18 Legislative Goals.pdf |

Email not displaying correctly? [View it in your browser.](#)

Attachment: 2017-2018 Legislative Goals (1380 : 2016-2017 Legislative Goals)

Angela Wooten

From: noreply@civicplus.com
Sent: Tuesday, September 20, 2016 3:59 PM
To: awooten@camdencountync.gov
Subject: Online Form Submittal: Submit a Legislative Goals Proposal

Submit a Legislative Goals Proposal

| | |
|---|--|
| Date | 9/20/2016 |
| Name of county/affiliate organization | Camden County Board of Commissioners |
| First Name | Angela |
| Last Name | Wooten |
| Title | Clerk to the Board |
| Address | P.O. Box 190 |
| City | Camden |
| State | NC |
| Zip | 27921 |
| Goal title | Restore State Aid to Public Libraries |
| Goal description | Seek legislation to restore State Aid to Public Libraries to the pre-2011 level of \$15.7 million. |
| County staff contact (if other than submitter) | Michael Brillhart, County Manager 252-338-6363 x 102 |
| Select appropriate steering committee | General Government, Health & Human Services |
| Attach one or more of the listed documents to this form | 2017-18 Legislative Goals.pdf |

Email not displaying correctly? [View it in your browser.](#)

Attachment: 2017-2018 Legislative Goals (1380 : 2016-2017 Legislative Goals)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.F
Meeting Date: October 03, 2016

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

Item Title **Sales Tax Collection Report 2016-2017**

Attachments: Sales tax collections 16-17 (PDF)

Summary: Report as of 9/15/2016

Recommendation: N/A

SALES TAX REVENUE COLLECTION REPORT

| 2016-2017 | | | | | | | | | | | | | | 15-Sep- |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|-------------------|
| SALES TAX - GENERAL FUND | | | | | | | | | | | | | | Budgetec |
| | July | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgetec |
| Art. 39 | \$44,906 | | | | | | | | | | | | | \$590,00 |
| Art. 40 | \$21,885 | | | | | | | | | | | | | \$275,00 |
| Art. 42 | \$10,593 | | | | | | | | | | | | | \$145,00 |
| Art. 44 | \$0 | | | | | | | | | | | | | |
| Totals | \$77,384 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$77,384 | |
| Total Budgeted | | | | | | | | | | | | | | \$1,010,00 |
| SALES TAX REVENUE- SCHOOL CAPITAL RESERVE FUND | | | | | | | | | | | | | | Budgetec |
| | July | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgetec |
| Art. 40 | \$17,986 | | | | | | | | | | | | \$17,986 | \$185,00 |
| Art. 42 | \$35,972 | | | | | | | | | | | | \$35,972 | \$360,00 |
| Totals | \$53,958 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$53,958 | |
| Total Budgeted | | | | | | | | | | | | | | \$545,00 |
| SALES TAX REVENUE- RESTRICTED | | | | | | | | | | | | | | Budgetec |
| | July | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgetec |
| GS 105-524 | \$33,652 | | | | | | | | | | | | \$33,652 | \$400,00 |
| Total Budgeted | | | | | | | | | | | | | | \$400,00 |
| Grand | \$131,342 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$164,994 | \$1,955,00 |
| 2015-2016 | | | | | | | | | | | | | | |
| SALES TAX - REVENUE COLLECTION REPORT | | | | | | | | | | | | | | Budgetec |
| | July* | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgetec |
| Art. 39 | \$47,938 | \$115,595 | \$30,156 | \$49,667 | \$36,908 | \$44,054 | \$56,067 | \$43,786 | \$42,799 | \$46,881 | \$49,014 | \$40,438 | \$603,303 | \$565,00 |
| Art. 40 | \$22,581 | \$38,611 | \$16,843 | \$22,402 | \$18,396 | \$20,726 | \$25,735 | \$20,152 | \$20,051 | \$22,074 | \$22,837 | \$20,103 | \$270,511 | \$425,00 |
| Art. 42 | \$11,220 | \$24,478 | \$7,847 | \$11,471 | \$9,023 | \$10,389 | \$12,986 | \$10,441 | \$10,225 | \$10,915 | \$11,454 | \$9,718 | \$140,167 | \$125,00 |
| Art. 44 | \$2 | \$20,549 | \$2 | \$6 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | -\$0.04 | \$0 | \$20,559 | |
| Totals | \$81,741 | \$199,233 | \$54,847 | \$83,547 | \$64,328 | \$75,169 | \$94,788 | \$74,379 | \$73,075 | \$79,870 | \$83,305 | \$70,259 | \$1,034,540 | |
| Total Budgeted | | | | | | | | | | | | | | \$1,115,00 |
| SALES TAX REVENUE- SCHOOL CAPITAL RESERVE FUND | | | | | | | | | | | | | | Budgetec |
| | July* | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgetec |
| Art. 40 | \$17,256 | \$16,547 | \$15,215 | \$15,586 | \$14,584 | \$15,428 | \$18,767 | \$13,473 | \$14,140 | \$17,104 | \$16,969 | \$16,578 | \$191,646 | \$160,00 |
| Art. 42 | \$34,511 | \$36,716 | \$30,430 | \$31,171 | \$29,167 | \$30,856 | \$37,533 | \$26,946 | \$28,279 | \$34,209 | \$33,938 | \$33,156 | \$386,913 | \$190,00 |
| Totals | \$51,767 | \$53,264 | \$45,645 | \$46,757 | \$43,751 | \$46,284 | \$56,300 | \$40,419 | \$42,419 | \$51,313 | \$50,907 | \$49,733 | \$578,559 | |
| Total Budgeted | | | | | | | | | | | | | | \$350,00 |
| Grand | \$133,508 | \$252,497 | \$100,492 | \$130,304 | \$108,079 | \$121,453 | \$151,088 | \$114,798 | \$115,493 | \$131,183 | \$134,212 | \$119,993 | \$1,613,099 | \$1,465,00 |
| *Amended | | | | | | | | | | | | | | |
| Notes: 8-2015 includes a lump sum payment for an audit creating a higher than usual sales tax payment. | | | | | | | | | | | | | | |

Attachment: Sales tax collections 16-17 (1382 : Sales Tax Collection Report 2016-2017)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.G
Meeting Date: October 03, 2016
Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten
Item Title **History for Lunch at Museum of the Albemarle**
Attachments: Microsoft Word - Press Release History for Lunch
10.5.2016.doc (PDF)

Summary:

History for Lunch at Museum of the Albemarle

Recommendation:

Information Only



MUSEUM OF THE ALBEMARLE

History Happens Here

PRESS RELEASE

Contact: Charlotte Patterson, Education Coordinator
or Barbara Putnam, Operations Manager
Email: charlotte.patterson@ncdcr.gov
or barbara.putnam@ncdcr.gov
Phone: (252) 331-4032

Release Date: 28 September 2016

History for Lunch at Museum of the Albemarle

on Wednesday, October 5, 2016 from 12:15 pm - 1:00 pm!



HISTORY FOR LUNCH

Bring your lunch (MOA provides the drinks) and enjoy a curator's talk on special topics of area interest.

Wednesday, October 5th 12:15PM-1PM

Discoveries of Abila Excavation

Professor Robert Smith, Mid-Atlantic Christian University, will speak on discoveries from the Byzantine Empire and the Umayyad Dynasty that have been exposed at the Abila of the Decapolis Excavation, where he is an Associate Director, in northern Jordan.

Robert Smith, professor of History and Bible at Mid-Atlantic Christian University and Associate Director of the Abila Excavation will speak at the museum after his return from excavating in Jordan. He will report on the discoveries from the Byzantine and Umayyad periods exposed in the ruins of an ecclesiastical complex in Northern Jordan during the 2016 summer expedition. This complex built on the location of a Roman Bath house changed from a three-aisled basilica in the fifth century and grew to a five-aisled pilgrimage and monastic facility in the Umayyad era when it was destroyed by an earthquake in AD 749. He expects to expose further mosaics and the atrium of the complex.

Dr. Smith accepted the opportunity to teach at Mid Atlantic Christian University in 2003. At MACU he teaches New Testament and Theology courses such as Life and Teaching of Jesus and Bible Doctrines.



MUSEUM OF THE ALBEMARLE

History Happens Here

Secondarily, Dr. Smith teaches General Studies courses related to history and culture like Western Civilization and Archaeology. He serves as the Treasurer of the Near East Archaeological Society,

Bring your lunch if you wish, beverages will be supplied. If large attendance, lunch will be in the classroom and presentation will move to auditorium.

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.



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