



CAMDENCOUNTY

new energy. new vision.

**BOARD
OF
COMMISSIONERS**

November 07, 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
November 07, 2016
7:00 PM
Historic Courtroom, Courthouse Complex**

7:00 P.M. Welcome & Call to Order

Invocation & Pledge of Allegiance *by Chairman P. Michael McLain*

ITEM 1. Public Comments

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

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

ITEM 3. Presentations (For discussion and possible action)

A. Recognition of Outstanding Support During and After Hurricane Matthew

B. Presentation by Christy Saunders

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

None

ITEM 5. Public Hearings

None

ITEM 6. New Business (For discussion and possible action)

A. Monthly Tax Report September 2016

B. Patrol Vehicle Replacement

C. Purchasing Policy

ITEM 7. Board Appointments (For discussion and possible action)

A. East Albemarle Regional Library

ITEM 8. Consent Agenda

A. BOC Meeting Minutes

B. Budget Amendment

C. Tax Collection Report

D. DMV Monthly Report

E. Tax Pick Ups

F. 1417 : Refunds Over \$100.00 - Vehicle Tax

G. Refunds Over \$100.00

H. Resolution No. 2016-11-01

I. Lobbying Contract and Agreement for Services by Independent Contractor - McClees Consulting, INC.

J. Senior Advisory Board - Resignation

K. Social Services Board - Volunteer

L. Job Description Change

ITEM 9. Commissioners' Report

ITEM 10. County Manager's Report

- A. Legislative Goals Update

South Camden Water & Sewer District Board of Directors Meeting

ITEM 11. Information, Reports & Minutes From Other Agencies

- A. Register of Deeds Monthly Report
- B. October 2016 Library Statistics
- C. EMS Monthly Report - September 2016
- D. PICH Newsletter "The Branch"
- E. 2016-2017 Sales Tax Revenue Report
- F. FY 15-16 Annual Report - Community Advisory Committee
- G. FY 2015-2015 Annual ABC Board Financial Report

ITEM 12. Other Matters (For discussion and possible action)

- A. WW II Coastwise Merchant Mariners

Closed Session - Pursuant to N.C.G.S. 143-318.11(a)(6) – Personnel

ITEM 13. Adjourn



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.A
Meeting Date: November 07, 2016
Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten

Item Title **Recognition of Outstanding Support During and After
 Hurricane Matthew**

Attachments:

Presentation by: Chairman McLain

The following list was provided by Tommy Banks

- The volunteer firefighters of South Mills Vol. Fire Department and some of their spouses.
- The South Mills Vol. Fire Department Jr Firefighters and Their Parents.
- The National Guard
- The Camden Sheriff's Office
- The Pasquotank Sheriff's Office
- Pasquotank/Camden Emergency Management {Christy Saunders and Erin Garrett}
- All the Volunteers at the Pasquotank/Camden EOC and Central Communications
- Elizabeth City Fire Marshall Timmy Chesson
- Mike and Joy Benton of South Mills
- Jason and Dawn Fredrick of South Mills
- Sharon United Methodist Church of South Mills

Ray Albertson, Matt Davis, Don Lee Keaton, Ronnie Raper, Tammy Inge and Amanda Volk (all of South Mills)

Food was provided for the Response crews by Chick-fil-A of Elizabeth City, Montero's Restaurant of Elizabeth City and Little Caesars of Elizabeth City.



It was a very busy week in the aftermath of hurricane Matthew. We were able to get people with water in their homes out and to safety. We were able to get people food and drinking water. There were several people who needed medication that could not get out; we were able to pick it up and take it to them. We had food donated by the Albemarle Food Bank that we were able to get to people. On one occasion we had an elderly Woman who was having a birthday on that Wednesday and was upset because her family couldn't get there to see her so we delivered a birthday cake to her while distributing food to that area. It was a great effort by all who volunteered. While out helping people, all week we saw neighbors helping neighbors. This is how great our community is here in South Mills NC.

Thanks
Chief Tommy Banks
South Mills Vol. Fire Department

Summary:



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.B

Meeting Date: November 07, 2016

Submitted By: Michael Brillhart, County Manager
 Administration
 Prepared by: Angela Wooten

Item Title **Presentation by Christy Saunders**

Attachments: Hurricane Matthew Recovery Status Update (PDF)

Presentation by:
Christy Saunders, Coordinator
 Pasquotank-Camden-Elizabeth City
 Emergency Management Agency

Summary:

Emergency Operations

An overview of Emergency Operations that took place due to Hurricane Matthew

Damage Report

A review of reported damages across the county and their current status

Hurricane MATTHEW Recovery Status Update (Tuesday, November 01, 2016)

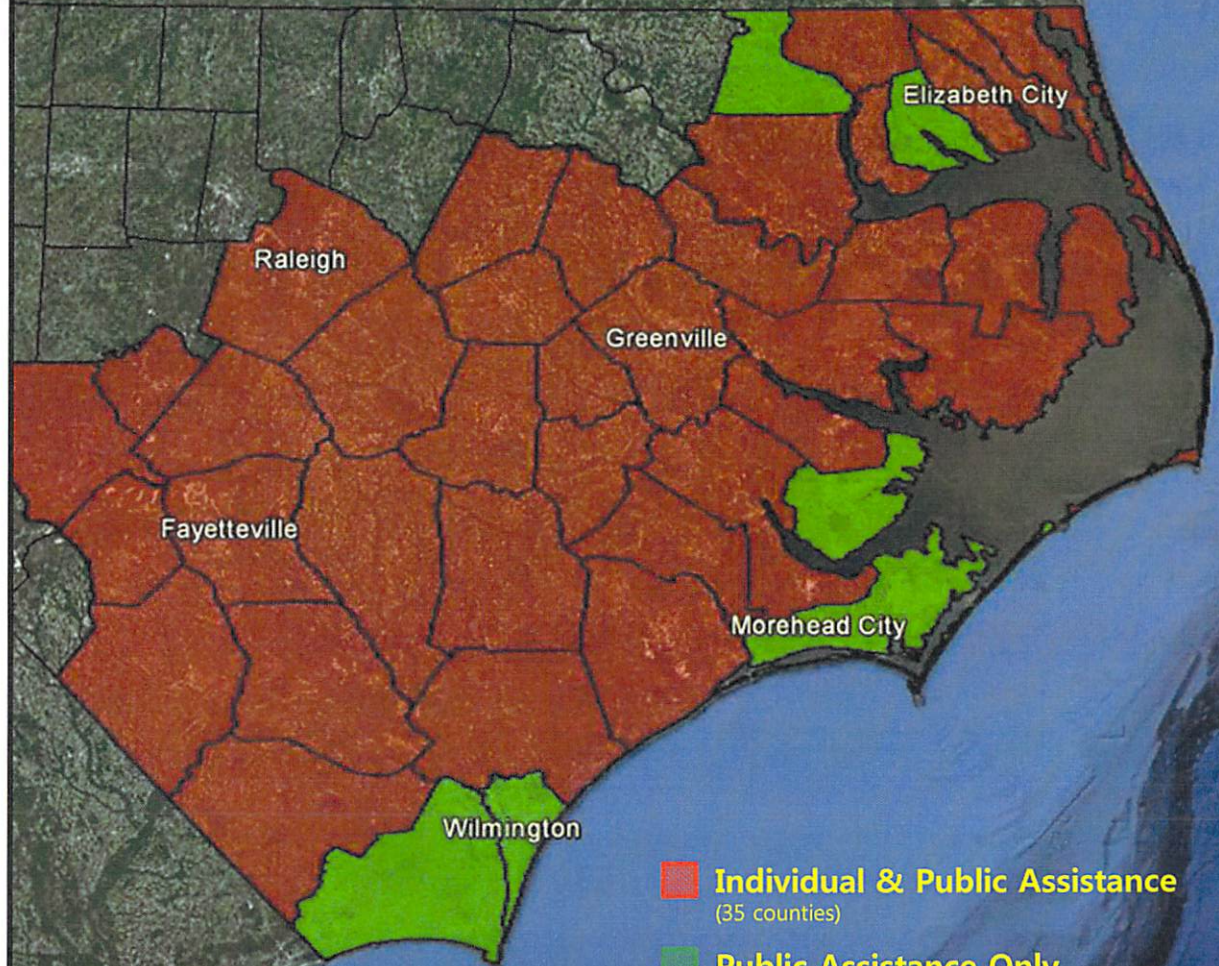


Key Points

- Housing is the top priority. Working to get shelter occupants into temporary housing while seeking long-term safe, sanitary and functional housing
- **FEMA has started the move from the SEOC to the Joint Field Office (JFO). Expected to be complete on Wednesday 11/2.**
- Water system issues continue in Robeson and Brunswick counties.
- Joint preliminary damage assessments continue; NCEM is working with counties to determine if more counties may qualify for assistance and if other categories of assistance are possible

MATTHEW Recovery Stats

- 28 fatalities
- 5 open shelters with 279 occupants
- SBA loans: 1,961 home applications, 339 approved and 233 business applications, 7 approved. \$12.1 million total approved
- 44,052 damaged homes inspected
- 1,684 households in TSA hotel rooms
- 41 counties approved for federal/state assistance, 10 additional counties are still being assessed
- 19 Disaster Recovery Centers (DRCs) open: Bertie, Bladen, Craven, Cumberland, Dare, Edgecombe (2), Greene, Harnett, Hoke, Johnston, Lenoir, Nash, Pitt, Robeson, Sampson, Tyrrell, Wayne, and Wilson.
- 61,177 residents registered with FEMA for federal and state assistance, 19,587 approved
- \$59,408,890 in federal disaster grants approved for homeowners and renters
- \$4.5 million (state cost-share)
- National Flood Insurance Program: 5,315 claims, 138 closed w/payment. 284 closed in total



Individual & Public Assistance
(35 counties)

Public Assistance Only
(6 Counties)

Image Landsat

Data SIO, NOAA, U.S. Navy, NGA, GEBCO

Imagery Date: 12/13/2015 35°06'47.28" N 78°36'04.46" W



FEMA

Individuals & Households IHP 01 - Program Summary

For Official Use Only

Data As Of: 10/31/16

Disaster: 4285

| County | Registrations | IHP Amount |
|---------------------|---------------|------------------------|
| Beaufort (County) | 496 | \$323,406.66 |
| Bertie (County) | 716 | \$537,803.98 |
| Bladen (County) | 2,438 | \$1,529,946.32 |
| Camden (County) | 86 | \$103,783.17 |
| Chowan (County) | 78 | \$33,557.14 |
| Columbus (County) | 4,168 | \$4,215,690.24 |
| Craven (County) | 456 | \$337,119.87 |
| Cumberland (County) | 11,513 | \$11,023,981.08 |
| Currituck (County) | 140 | \$39,731.86 |
| Dare (County) | 698 | \$774,122.32 |
| Duplin (County) | 815 | \$543,547.27 |
| Edgecombe (County) | 2,602 | \$4,629,030.71 |
| Gates (County) | 103 | \$124,597.89 |
| Greene (County) | 455 | \$385,490.84 |
| Harnett (County) | 1,444 | \$977,718.63 |
| Hoke (County) | 1,554 | \$500,848.37 |
| Hyde (County) | 119 | \$43,595.66 |
| Johnston (County) | 1,343 | \$1,369,918.71 |
| Jones (County) | 152 | \$231,029.95 |
| Lee (County) | 132 | \$55,673.00 |
| Lenoir (County) | 2,501 | \$2,686,284.00 |
| Martin (County) | 119 | \$120,757.69 |
| Moore (County) | 212 | \$161,943.91 |
| Nash (County) | 689 | \$373,904.17 |
| Onslow (County) | 235 | \$124,579.23 |
| Pasquotank (County) | 180 | \$118,899.36 |
| Pender (County) | 620 | \$1,337,265.87 |
| Pitt (County) | 2,368 | \$1,389,441.48 |
| Robeson (County) | 15,444 | \$16,845,651.88 |
| Sampson (County) | 1,614 | \$1,306,219.97 |
| Tyrrell (County) | 191 | \$115,842.69 |
| Wake (County) | 471 | \$296,508.24 |
| Washington (County) | 169 | \$68,693.40 |
| Wayne (County) | 5,048 | \$6,074,167.23 |
| Wilson (County) | 512 | \$608,137.53 |
| Sum: | 61,179 | \$59,408,890.32 |

Public Assistance Data Collection Tool

County: Point of Contact: Phone: Email:

| Major Projects | Emergency Work | | Permanent Work | | | | |
|-----------------------|----------------|-------------------------------|-----------------|----------------------------|-----------------------|--|--------------------------|
| | A | B | C | D | E | F | G |
| | Debris Removal | Emergency Protective Measures | Roads & Bridges | Water Control Facilities | Buildings & Equipment | Utilities | Parks, Recreation, Other |
| | | Overtime, \$2300 | | | | Damaged Generator Automatic Transfer Switch (Sewer Pump Station) \$5,000 | |
| | | | | | | Utilities - AEMC \$34,000 | |
| | | | | | | Tower Antenna - Emergency Service Radio \$1000 | |
| | | \$2,300 | | | | \$40,000 | |
| County: Camden County | | | | Est. PDA Total = \$ 42,300 | | | |

Estimated Number of Applicants:

Attachment: Hurricane Matthew Recovery Status Update (1407 : Emergency Management Agency)

Please enter your full address to see if your area has been declared for Individual Assistance.

Example Address: 123 Main Street, Washington, DC 55555

Look-up

Note: Your address and personal data will not be stored.

(<https://www.disasterassistance.gov/get-assistance/find-assistance>)



Find Assistance (<https://www.disasterassistance.gov/get-assistance/find-assistance>)

(<https://www.disasterassistance.gov/DAC/govBenefitReceiver.do?gbsessionId=0&action=RI&langcode=EN>)



Apply Online (<https://www.disasterassistance.gov/DAC/govBenefitReceiver.do?gbsessionId=0&action=RI&langcode=EN>)

(<https://www.disasterassistance.gov/DAC/govBenefitReceiver.do?action=LOGIN&langcode=EN>)



Check Status (<https://www.disasterassistance.gov/DAC/govBenefitReceiver.do?action=LOGIN&langcode=EN>)

Find Local Resources

To find help for your immediate needs, please enter an address to get a list of the closest [FEMA Disaster Recovery Centers \(DRCs\)](https://www.disasterassistance.gov/get-assistance/forms-of-assistance/4627/1/805) (<https://www.disasterassistance.gov/get-assistance/forms-of-assistance/4627/1/805>) and [Red Cross](http://www.redcross.org/get-help) (<http://www.redcross.org/get-help>) units, starting with the closest three.

If no resource is close to you, contact your state's [emergency management agency](http://www.fema.gov/emergency-management-agencies) (<http://www.fema.gov/emergency-management-agencies>) to ask about other resources, or to get your county's contacts. To find your closest hospital, use the [U.S. Hospital Finder](http://www.ushospitalfinder.com/) (<http://www.ushospitalfinder.com/>).

Do you need help for a business, local government, or community? If so, you may want to view our [Other Recovery Help](https://www.disasterassistance.gov/get-assistance/other-recovery-help) (<https://www.disasterassistance.gov/get-assistance/other-recovery-help>) page. There you can find other resources that are not just for individuals.

Enter an address to start your search.

Search

Quick Links

(<https://www.disasterassistance.gov/information/immediate-needs>)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A
Meeting Date: November 07, 2016

Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson

Item Title **Monthly Tax Report September 2016**

Attachments: Monthly Tax Report-September (PDF)

Summary: September Monthly Report

Recommendation: Review and approve

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

| <u>YEAR</u> | <u>REAL PROPERTY</u> | <u>PERSONAL PROPERTY</u> |
|--------------------|-----------------------------|---------------------------------|
| 2015 | 123,869.74 | 6,953.27 |
| 2014 | 49,779.60 | 4,571.02 |
| 2013 | 23,486.34 | 7,651.95 |
| 2012 | 13,758.05 | 9,895.63 |
| 2011 | 8,977.31 | 7,718.18 |
| 2010 | 6,794.98 | 5,313.34 |
| 2009 | 5,126.98 | 5,047.63 |
| 2008 | 4,678.81 | 5,334.32 |
| 2007 | 4,449.31 | 7,299.51 |
| 2006 | 1,544.50 | 12,644.98 |

Attachment: Monthly Tax Report-September (1416 : Monthly Tax Report)

| | |
|-------------------------------------|-------------------------|
| TOTAL REAL PROPERTY TAX UNCOLLECTED | 242,465.62 |
| TOTAL PERSONAL PROPERTY UNCOLLECTED | 72,429.83 |
| TEN YEAR PERCENTAGE COLLECTION RATE | 99.54% |
| COLLECTION FOR 2016 vs. 2015 | 16,369.38 vs. 15,756.45 |

LAST 3 YEARS PERCENTAGE COLLECTION RATE

| | |
|------|--------|
| 2015 | 98.03% |
| 2014 | 99.20% |
| 2013 | 99.56% |

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING September **2016**

BY TAX ADMINISTRATOR

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

Attachment: Monthly Tax Report-September (1416 : Monthly Tax Report)

| Roll | Parcel Number | Unpaid Amount | YrsDlq | Taxpayer Name | City | Property Address |
|------|-------------------------|---------------|--------|--------------------------------|-------------|-----------------------|
| R | 03-8943-04-74-3506.0000 | 10,923.68 | 2 | ELLIOTT & DONNA JACOBS | SHILOH | 117 SUNSET AVE |
| R | 01-7989-00-01-1714.0000 | 10,157.02 | 2 | CHARLES MILLER HEIRS | SOUTH MILLS | HORSESHOE RD |
| R | 03-8899-00-45-2682.0000 | 6,669.45 | 2 | SEAMARK INC. | SHILOH | HOLLY RD |
| R | 03-8953-04-81-9832.0000 | 5,926.96 | 4 | MAIDIA S. CECIL HEIRS | SHILOH | 113 TROTMAN RD |
| R | 03-8971-00-12-0477.0000 | 4,510.23 | 1 | GILBERT WAYNE OVERTON & | SHILOH | 187 THOMAS POINT RD |
| R | 02-8934-04-61-9891.0000 | 4,390.72 | 1 | WILLIAM EDGAR STAPLES | CAMDEN | 244 COUNTRY CLUB RD |
| R | 01-7998-01-08-8621.0000 | 3,895.77 | 3 | WILLIE L. TURNER ETAL | SOUTH MILLS | 1289 343 HWY N |
| R | 02-8945-00-41-2060.0000 | 3,869.01 | 2 | LASELLE ETHERIDGE SR. | CAMDEN | 168 BUSHELL RD |
| R | 01-7998-01-08-6797.0000 | 3,548.13 | 1 | EDWARD E. HARRIS JR. | SOUTH MILLS | 1295 343 HWY N |
| R | 03-8973-00-22-3033.0000 | 3,280.35 | 1 | TAYLOR LEIGH PROPERTIES LLC | SHILOH | RICKS WAY |
| R | 02-8944-00-87-7021.0000 | 3,228.28 | 1 | MARK M. BRIGMAN SR & LISA L. | CAMDEN | 175 MCKIMMEY RD |
| R | 02-8935-02-66-7093.0000 | 3,177.06 | 2 | B. F. ETHERIDGE HEIRS | CAMDEN | 158 US E |
| R | 03-8965-00-13-1025.0000 | 2,926.05 | 2 | SHARON EVANS MUNDEN | SHILOH | 556 TROTMAN RD |
| R | 03-8964-00-40-9957.0000 | 2,652.14 | 2 | LASALLE SEARS HEIRS | SHILOH | 291 BARTLETT RD |
| R | 02-8923-00-19-3774.0010 | 2,549.94 | 2 | WILLIAM CONOVER | CAMDEN | 431 158 US W |
| R | 01-7081-00-52-7312.0000 | 2,529.58 | 2 | WILLIAM K. COLONNA | SOUTH MILLS | 256 CULPEPPER RD |
| R | 03-8971-00-23-2253.0000 | 2,512.90 | 1 | ABODE OF CAMDEN, INC. | SHILOH | 187 C THOMAS POINT RD |
| R | 01-7080-00-62-1977.0000 | 2,489.37 | 6 | SANDERS CROSSING OF CAMDEN CO | SOUTH MILLS | 117 OTTERS PL |
| R | 03-8943-04-93-8214.0000 | 2,369.36 | 2 | L. P. JORDAN HEIRS | SHILOH | 108 CAMDEN AVE |
| R | 02-8945-00-54-1099.0000 | 2,344.37 | 1 | GERTIE LEE & JONOLA T ROUNTREE | CAMDEN | 263 BELCROSS RD |
| R | 03-8973-00-19-2109.0000 | 2,288.26 | 1 | WANDA ADAMS | SHILOH | 765 SANDY HOOK RD |
| R | 01-7989-04-90-6715.0000 | 2,282.48 | 4 | ANDREW FEREBEE HEIRS | SOUTH MILLS | 1334 343 HWY N |
| R | 03-8965-00-44-7928.0000 | 2,273.10 | 1 | WHALON & KATHLEEN MCCULLEN | SHILOH | 404 SANDY HOOK RD |
| R | 02-8936-00-81-9147.0000 | 2,115.37 | 2 | JUDITH TILLET | CAMDEN | 190 RUN SWAMP RD |
| R | 01-7988-00-91-0179.0001 | 2,110.86 | 8 | THOMAS L. BROTHERS HEIRS | SOUTH MILLS | |
| R | 02-8935-01-08-8786.0000 | 2,093.71 | 2 | LINWOOD GREGORY | CAMDEN | 253 SLEEPY HOLLOW RD |
| R | 03-8953-03-12-6266.0000 | 2,065.06 | 1 | R.VERNON BRAY, JR. | SHILOH | 120 LAUREN LN |
| R | 03-8952-00-95-8737.0000 | 2,023.42 | 1 | AUDREY TILLET | SHILOH | 171 NECK RD |
| R | 01-7999-00-32-3510.0000 | 1,948.43 | 1 | LEAH BARCO | SOUTH MILLS | 195 BUNKER HILL RD |
| R | 03-8965-00-27-9161.0000 | 1,866.26 | 2 | DONNA LYNN THOMAS | SHILOH | 646 TROTMAN RD |

10/31/16 14:20:35

Delinquencies Top-30 Unpaid

1
Pool

Attachment #

| Roll | Parcel Number | YrsDlq | Unpaid Amount | Taxpayer Name | City | Property Address |
|------|-------------------------|--------|---------------|-------------------------------|-------------|----------------------|
| R | 03-8899-00-45-2682.0000 | 10 | 6,669.45 | SEAMARK INC. | SHILOH | HOLLY RD |
| R | 03-8943-04-93-8214.0000 | 10 | 2,369.36 | L. P. JORDAN HEIRS | SHILOH | 108 CAMDEN AVE |
| R | 03-8952-00-95-8737.0000 | 10 | 2,023.42 | AUDREY TILLET | SHILOH | 171 NECK RD |
| R | 01-7999-00-32-3510.0000 | 10 | 1,948.43 | LEAH BARCO | SOUTH MILLS | 195 BUNKER HILL RD |
| R | 01-7999-00-12-8596.0000 | 10 | 1,821.39 | MOSES MITCHELL HEIRS | SOUTH MILLS | 165 BUNKER HILL RD |
| R | 01-7989-04-60-1954.0000 | 10 | 1,202.85 | CHRISTINE RIDDICK | SOUTH MILLS | 105 BLOODFIELD RD |
| R | 01-7090-00-60-5052.0000 | 10 | 897.36 | JOE GRIFFIN HEIRS | SOUTH MILLS | 117 GRIFFIN RD |
| R | 02-8955-00-13-7846.0000 | 10 | 664.80 | MARIE MERCER | CAMDEN | IVY NECK RD |
| R | 02-8936-00-24-7426.0000 | 10 | 633.37 | BERNICE PUGH | CAMDEN | 113 BOURBON ST |
| R | 01-7090-00-95-5262.0000 | 10 | 263.32 | JOHN F. SAWYER HEIRS | SOUTH MILL | OLD SWAMP RD |
| R | 03-9809-00-45-1097.0000 | 10 | 244.85 | MICHAEL OBER | SHILOH | CENTERPOINT RD |
| R | 03-8980-00-61-1968.0000 | 10 | 242.00 | WILLIAMSBURG VACATION | SHILOH | CAMDEN POINT RD |
| R | 03-8899-00-37-0046.0000 | 10 | 177.16 | ELIZABETH LONG | SHILOH | HIBISCUS |
| R | 03-9809-00-17-2462.0000 | 10 | 151.19 | TODD ALLEN RIGGS | SHILOH | LITTLE CREEK RD |
| R | 01-7989-00-01-1714.0000 | 9 | 10,157.02 | CHARLES MILLER HEIRS | SOUTH MILLS | HORSESHOE RD |
| R | 01-7988-00-91-0179.0001 | 9 | 2,110.86 | THOMAS L. BROTHERS HEIRS | SOUTH MILLS | |
| R | 02-8935-01-19-4055.0000 | 9 | 1,388.49 | ANDERSON CARTWRIGHT SR. | CAMDEN | 271 SLEEPY HOLLOW RD |
| R | 03-8962-00-50-0273.0000 | 9 | 866.96 | DAISEY WILLIAMS BURNHAM | SHILOH | RAYMONS CREEK RD |
| R | 01-7998-00-57-2800.1000 | 9 | 427.45 | TINA RENEE LEARY | SOUTH MILLS | 111 LINTON RD |
| R | 02-8945-00-41-2060.0000 | 8 | 3,869.01 | LASELLE ETHERIDGE SR. | CAMDEN | 168 BUSHELL RD |
| R | 01-7989-04-60-1568.0000 | 8 | 1,040.55 | EMMA BRITE HEIRS | SOUTH MILLS | 116 BLOODFIELD RD |
| R | 03-8953-04-81-9832.0000 | 7 | 5,926.96 | MAIDIA S. CECIL HEIRS | SHILOH | 113 TROTMAN RD |
| R | 01-7080-00-62-1977.0000 | 7 | 2,489.37 | SANDERS CROSSING OF CAMDEN CO | SOUTH MILLS | 117 OTTERS PL |
| R | 02-8935-03-40-3652.1000 | 7 | 495.38 | HOWARD DAVENPORT | CAMDEN | 117 GUMBERRY RD |
| R | 03-9809-00-24-6322.0000 | 7 | 475.00 | DAVID B. KIRBY | SHILOH | 499 SAILBOAT RD |
| R | 01-7998-01-08-8621.0000 | 6 | 3,895.77 | WILLIE L. TURNER ETAL | SOUTH MILLS | 1289 343 HWY N |
| R | 01-7998-01-08-6797.0000 | 6 | 3,548.13 | EDWARD E. HARRIS JR. | SOUTH MILLS | 1295 343 HWY N |
| R | 03-8964-00-40-9957.0000 | 6 | 2,652.14 | LASALLE SEARS HEIRS | SHILOH | 291 BARTLETT RD |
| R | 03-8980-00-84-0931.0000 | 6 | 158.98 | CARL TEUSCHER | SHILOH | 218 BROAD CREEK RD |
| R | 03-8899-00-45-4597.0000 | 6 | 102.68 | JAMES EDWARD BIZZELL | SHILOH | HOLLY RD |

10/31/16 14:20:37

Delinquencies Top-30 Oldest

1

Attachment 11/17/16

| Roll | Parcel Number | Unpaid Amount | YrsDlq | Taxpayer Name | City | Property Address |
|------|---------------|---------------|--------|-----------------------------|----------------|-------------------------|
| P | 0001709 | 1,767.99 | 7 | JOHN MATTHEW CARTER | CAMDEN | 158 HWY |
| P | 0002482 | 1,239.55 | 1 | MASTEC NORTH AMERICA | CAMDEN | |
| P | 0000738 | 1,004.21 | 5 | LESLIE ETHERIDGE JR | CAMDEN | 431 158 US W |
| P | 0001046 | 984.67 | 10 | THIEN VAN NGUYEN | SHILOH | 133 EDGEWATER DR |
| P | 0000659 | 875.41 | 1 | RICKY'S WELDING, INC. | SHILOH | 864 SANDY HOOK RD |
| P | 0001538 | 840.70 | 8 | JEFFREY EDWIN DAVIS | HERTFORD | MIC MAC TRAIL |
| P | 0001072 | 666.31 | 8 | PAM BUNDY | SHILOH | 105 AARON DR |
| P | 0001883 | 655.29 | 5 | DUNG LE TRAN | SHILOH | 255 SAILBOAT ROAD |
| P | 0001827 | 652.02 | 2 | KAREN BUNDY | CAMDEN | 431 158 US W |
| P | 0001667 | 512.56 | 1 | PETER L'ABBE | CAMDEN | 158 HWY E |
| P | 0000352 | 443.65 | 10 | ROBERT F. NERNEY | ELIZABETH CITY | 107 SMALL DRIVE |
| P | 0001230 | 411.11 | 4 | JAMES NYE | SOUTH MILLS | 101 ROBIN CT W |
| P | 0001104 | 399.81 | 1 | MICHAEL & MICHELLE STONE | CAMDEN | 107 RIDGE ROAD |
| P | 0002194 | 397.16 | 1 | MORGAN ROBERSON | SHILOH | 849 SANDY HOOK RD S |
| P | 0001010 | 304.99 | 3 | RAYBURN BURGESS | SHILOH | 116 EDGEWATER DR |
| P | 0001694 | 280.68 | 4 | THOMAS B. THOMAS HEIRS | CAMDEN | 150 158 HWY W |
| P | 0000543 | 273.95 | 1 | TRACK 1 OF CAMDEN | CAMDEN | 143 158 US W |
| P | 0000248 | 273.12 | 10 | ROBERT H. OWENS | CAMDEN | 363 # 15 |
| P | 0001703 | 270.00 | 2 | VAN ZANDER | MOYOCK | 812 TULLS CREEK RD |
| P | 0001672 | 268.26 | 6 | DAVE SILVA | CAMDEN | 390 158 HWY |
| P | 0001106 | 263.99 | 9 | JAMI ELIZABETH VANHORN | SOUTH MILLS | 617 MAIN ST |
| P | 0001693 | 261.90 | 7 | ALLIANCE NISSAN | CAMDEN | 158 HWY W |
| P | 0001250 | 260.22 | 1 | MICHELE LEE TAYLOR | SOUTH MILLS | 108 BINGHAM RD |
| P | 0001681 | 252.38 | 4 | STEVE WILLIAMS | CAMDEN | 150 158 HWY W |
| P | 0001602 | 242.75 | 2 | ROBERT EUGENE SNOOK | SOUTH MILLS | 115 OTTERS PL |
| P | 0001952 | 238.91 | 4 | SANDY BOTTOM MATERIALS, INC | SOUTH MILLS | 319 PONDEROSA RD |
| P | 0001976 | 207.80 | 3 | ANA ALICIA MARTINEZ LOPEZ | SHILOH | 110 AARON DR |
| P | 0003724 | 200.84 | 1 | THOMAS NIX | SOUTH MILLS | POWELLS MOBILE HOME PAR |
| P | 0000905 | 192.87 | 1 | KEVIN & STACY ANDERSON | SHILOH | 111 AARON DR |
| P | 0001350 | 185.11 | 4 | JOHN LARRY GAITHER | CAMDEN | 124 SUMMER WAY |

10/31/16 14:20:52

Delinquencies Top-30 Unpaid

1

Attachment
Personal

| Roll | Parcel Number | YrsDlq | Unpaid Amount | Taxpayer Name | City | Property Address |
|------|---------------|--------|---------------|-----------------------------|----------------|-------------------------|
| P | 0000738 | 10 | 1,004.21 | LESLIE ETHERIDGE JR | CAMDEN | |
| P | 0001046 | 10 | 984.67 | THIEN VAN NGUYEN | SHILOH | 133 EDGEWATER DR |
| P | 0000352 | 10 | 443.65 | ROBERT F. NERNEY | ELIZABETH CITY | 107 SMALL DRIVE |
| P | 0000248 | 10 | 273.12 | ROBERT H. OWENS | CAMDEN | 363 # 15 |
| P | 0001106 | 10 | 263.99 | JAMI ELIZABETH VANHORN | SOUTH MILLS | 617 MAIN ST |
| P | 0001220 | 10 | 107.86 | KIMBERLY DIANE JOHNSON | SOUTH MILLS | 172 KEETER BARN RD |
| P | 0001072 | 9 | 666.31 | PAM BUNDY | SHILOH | 105 AARON DR |
| P | 0001538 | 8 | 840.70 | JEFFREY EDWIN DAVIS | HERTFORD | MIC MAC TRAIL |
| P | 0001540 | 8 | 120.95 | DAVID LUKE | ELIZABETH CITY | CAMDEN CAUSEWAY |
| P | 0001709 | 7 | 1,767.99 | JOHN MATTHEW CARTER | CAMDEN | 158 HWY |
| P | 0001672 | 7 | 268.26 | DAVE SILVA | CAMDEN | 158 HWY |
| P | 0001693 | 7 | 261.90 | ALLIANCE NISSAN | CAMDEN | 158 HWY W |
| P | 0001673 | 7 | 177.05 | THOMAS PHILLIP WINSLOW | CAMDEN | 158 HWY W |
| P | 0000316 | 7 | 115.56 | JAMES P. JONES | CAMDEN | 142 SANDHILLS RD |
| P | 0001827 | 6 | 652.02 | KAREN BUNDY | CAMDEN | 431 158 US W |
| P | 0001250 | 6 | 260.22 | MICHELE LEE TAYLOR | SOUTH MILLS | 108 BINGHAM RD |
| P | 0001883 | 5 | 655.29 | DUNG LE TRAN | SHILOH | 255 SAILBOAT ROAD |
| P | 0000891 | 5 | 165.68 | LAC VAN TU | SHILOH | 105 EDGEWATER DR |
| P | 0001697 | 5 | 144.00 | RANDY BRICKHOUSE | CAMDEN | 150 158 HWY W |
| P | 0001722 | 5 | 140.55 | JANET LEARY | SOUTH MILLS | LINTON ROAD |
| P | 0001230 | 4 | 411.11 | JAMES NYE | SOUTH MILLS | 101 ROBIN CT W |
| P | 0001694 | 4 | 280.68 | THOMAS B. THOMAS HEIRS | CAMDEN | 150 158 HWY W |
| P | 0001681 | 4 | 252.38 | STEVE WILLIAMS | CAMDEN | 150 158 HWY W |
| P | 0001952 | 4 | 238.91 | SANDY BOTTOM MATERIALS, INC | SOUTH MILLS | 319 PONDEROSA RD |
| P | 0003724 | 4 | 200.84 | THOMAS NIX | SOUTH MILLS | POWELLS MOBILE HOME PAR |
| P | 0001350 | 4 | 185.11 | JOHN LARRY GAITHER | CAMDEN | 124 SUMMER WAY |
| P | 0000865 | 4 | 136.83 | DIAN BURNHAM COHENS | SHILOH | 133 ALDER BRANCH RD |
| P | 0001517 | 4 | 128.90 | CLAYTON DANIEL RODGERS | CAMDEN | 201 RIVERVIEW AVE |
| P | 0000770 | 4 | 124.50 | MARSHA GAIL BOGUES | CAMDEN | 276 BELCROSS RD |
| P | 0002194 | 3 | 397.16 | MORGAN ROBERSON | SHILOH | 849 SANDY HOOK RD S |

10/31/16 14:20:53

Delinquencies Top-30 Oldest

1

Attachment (B)
Personal



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.B
Meeting Date: November 07, 2016
Submitted By: Tony Perry, Sheriff
 Sheriff
 Prepared by: Angela Wooten

Item Title **Patrol Vehicle Replacement**

Attachments: Request Funds for Purchase of Patrol Vehicle (PDF)
 2015 Chevy Caprice (PDF)
 CCSO Vehicles.xlsx (PDF)

Summary:

I am requesting the Board of Commissioners at your next meeting to allocate funds to replace a wrecked patrol vehicle, a head-on collision at no fault of the deputy that occurred on October 3rd, 2016. The patrol vehicle was a total loss. We are looking at receiving approximately \$12,200 for the wrecked vehicle. The total cost to replace the patrol vehicle with some equipment as listed in the attachment would be \$34,326 which includes all costs. I am requesting the Board of Commissioners to allocate \$22,126 to fully fund the replacement of this patrol vehicle. There are no funds within the Sheriff's budget to make the remaining costs.

I furthermore cannot wait until the next budget cycle as the only spare vehicle we have has high miles and is not very dependable for patrol duty.

Recommendation:

Board of Commissioners to allocate \$22,126 to fully fund the replacement of this patrol



CAMDENCOUNTY
new energy. new vision.

vehicle.

Angela Wooten

From: Tony Perry <tperry@camdencountync.gov>
Sent: Tuesday, October 18, 2016 6:38 PM
To: Michael Brillhart; 'Angela Wooten'
Cc: 'Stephanie Humphries'; 'Stephanie Jackson'
Subject: Request Funds for Purchase of Patrol Vehicle
Attachments: 20161018171655175.pdf

Mike,

I am requesting the Board of Commissioners at your next meeting to allocate funds to replace a wrecked patrol vehicle, a head-on collision at no fault of the deputy that occurred on October 3rd, 2016. The patrol vehicle was a total loss. We are looking at receiving approximately \$12,200 for the wrecked vehicle. The total cost to replace the patrol vehicle with some equipment as listed in the attachment would be \$34,326 which includes all costs. I am requesting the Board of Commissioners to allocate \$22,126 to fully fund the replacement of this patrol vehicle. There are no funds within the Sheriff's budget to make the remaining costs.

I furthermore cannot wait until the next budget cycle as the only spare vehicle we have has high miles and is not very dependable for patrol duty.

If you have any questions, please contact me. Thanks in advance for the consideration.

Sheriff Tony Perry
 Camden County Sheriff's Office
 PO Box 57, 117 North NC343,
 Camden, NC 27921
 Office: 252-338-5046
 Fax: 252-335-4300

"The only thing necessary for the triumph of evil is for good men to do nothing."
 Edmund Burke

-----Original Message-----

From: Brandon Blount [<mailto:bblount@camdencountync.gov>]
Sent: Tuesday, October 18, 2016 5:24 PM
To: 'Tony Perry'
Cc: Brandon Blount
Subject: Cost of Replacement Vehicle

As you requested all quotes for replacement of Veh. # 70 (Myers) the NCDMV is estimate. If you have any questions I've taken a copy with me so just call.
 Brandon

-----Original Message-----

From: donotreply@camdencountync.gov [<mailto:donotreply@camdencountync.gov>]
Sent: Tuesday, October 18, 2016 5:17 PM
To: Brandon
Subject: Message from "RNPO026739B93AE"

This E-mail was sent from "RNPO026739B93AE" (MP C5503).

Scan Date: 10.18.2016 17:16:55 (-0400)
 Queries to: donotreply@camdencountync.gov

Attachment: Request Funds for Purchase of Patrol Vehicle (1408 : Patrol Vehicle Replacement)

2015 Chevy Caprice

| | |
|---|------------------|
| Vehicle (Modern Chevrolet) | \$28,705.76 |
| ProCal Decals | \$ 702.12 |
| Atlantic Communications (install Equi.) | \$ 3,867.81 |
| Buddy Gregory's (install decal) | \$ 200.00 |
| <u>NCDMV (tags) ****</u> | <u>\$ 850.00</u> |
| Total | \$ 34,325.69 |

**** Cost is estimates

Can reuse some equipment, new would be lights (front, back, head/tails lights and mirrors) push bumper.

Attachment: 2015 Chevy Caprice (1408 : Patrol Vehicle Replacement)



Vehicle Locator

Dealer Information

MODERN CHEVROLET, LLC
 5955 UNIVERSITY PARKWAY
 WINSTON-SALEM, NC 27105
 Phone: 336-722-4191
 Fax: 336-727-4836

Handwritten: \$28,705.76

6G3NS5U26FL126270

| | |
|---|--------------------------------------|
| Model Year: 2015 | Event Code: 5000-Delivered to Dealer |
| Make: Chevrolet | Order #: SKMHHZ |
| Model: Caprice | MSRP: \$34,725.00 |
| 1EW19-Police Vehicle | |
| PEG: 1SB-PPV Package | Order Type: FEF-eFleet Inventory |
| Primary Color: GII-Heron White | Stock #: N/A |
| Trim: HCQ-Jet Black Cloth with vinyl flooring | Inventory Status: Available |
| Engine: L77-6.0 L V-8, Flexible Fuel, SFI | Total Cash Allowance: Not Available |
| Transmission: MX0-Transmission, 6-speed automatic | |

Additional Vehicle Information

Vehicle Options

| Chargeable Options | MSRP |
|--|--------------------------------------|
| 6E3-Door Locks, single key locking system | \$25.00 |
| 7X6-Spotlamp, driver-side | \$460.00 |
| AMF-Keys, 6 cut with integrated Remote Keyless Entry | \$150.00 |
| DR9-Mirrors, outside heated power adjustable | \$60.00 |
| HCQ-Jet Black Cloth with vinyl flooring | \$110.00 |
| K5S-Battery, auxillary, 760 cold cranking amps | \$250.00 |
| MX0-Transmission, 6-speed automatic | \$0.00 |
| SG8-Wheel, full-size spare and tire | \$170.00 |
| VQ2-FLEET ORDERING AND ASSISTANCE | \$0.00 |
| No Cost Options | |
| L77-6.0 L V-8, Flexible Fuel, SFI | |
| YF5-Certification Emission, California | |
| Other Options | |
| 1SB-PPV Package | BTV-Remote Engine Start |
| G80-Limited Slip Differential | GII-Heron White |
| NC7-Emissions Override, Federal | UFF-Radio, AM/FM, CD Player |
| UVC-Rearview Camera | VK3-License Plate Front Mounting Pkg |

"~" indicates vehicle belongs to Trading Partner's inventory

Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.

Attachment: 2015 Chevy Caprice (1408 : Patrol Vehicle Replacement)



Pro Cal Professional Decals, Inc.
PO Box 603355
Charlotte, NC 28260

ESTIMATE

Est-7442

Phone: (704) 795-6090
Fax: (704) 795-5848
Toll Free: (800) 554-0023

Created Date: 10/18/2016

Ordered By: Brandon Blount | bblount@camdencountync.gov

Bill To: CAMDEN COUNTY SHERIFF
PO BOX 57
Camden, NC 27921
US

Ship To: CAMDEN COUNTY SHERIFF
Brandon Blount
117 North NC 343
Camden, NC 27921
US

Salesperson: Tim Carter

Order Description: Full Kit for Chevy Caprice

*unit price rounded to 4 decimal places

| # | Product Description | Quantity | Unit Price* | Amount |
|---|---------------------------------------|----------|-------------|----------|
| 1 | Full Decal Kit for 2015 Chevy Caprice | 1 | \$657.73 | \$657.73 |

*Quoted prices are good for 90 days and include sales tax. A signed estimate with credit card or processed credit application are required before production begins. Standard lead time is 4 to 5 business days after customer approves proof. Amendments to this estimate by the customer may result in changes to quoted cost.

Unless otherwise noted, an hourly rate of \$100 applies to additional time spent or materials used in execution of the estimate. This includes, but is not limited to, art, setup, removal of existing graphics and cleaning or preparation needed prior to installation. The customer will be notified of such costs before work proceeds. Once an order is placed into production, the customer is responsible for all time and materials accrued.

Customer is eligible for one (1) test print free of charge. Additional test prints are available at \$150 per print.

NOTE: Actual delivered quantity may vary by up to 10%. Please pay from final invoice.*

Sub Total: \$657.73
Sales Tax: \$44.39
Total: \$702.12
Amount Paid: \$0.00
Amount Due: \$702.12

Signature: _____ **Date:** _____

THANK YOU FOR REQUESTING AN ESTIMATE. WE LOOK FORWARD TO WORKING WITH YOU!

ATLANTIC COMMUNICATIONS INC.

4811 MARKET DRIVE
NEWPORT NEWS, VA 23607

Estimate

| | |
|------------|------------|
| Date | Estimate # |
| 10/15/2016 | 109130 |

| |
|---|
| Name / Address |
| CAMDEN COUNTY SHERIFF 117 NORTH NC 343 CAMDEN, NC 27921 |

| |
|---------|
| Ship To |
| |

| | | | |
|-------------|-----|-----------|--------|
| P.O. No. | Rep | Account # | Unit # |
| NEW CAPRICE | | | |

| Item | Description | Brand | Qty | U/M | List | Rate | Discount | Total |
|------------|--|-------|------|-----|------|--------|----------|---------|
| 5083 | CHEVY CAPRICE GO RHINO PUSH BUMPER FOR 2011-2015 CHEVY CAPRICE | | 1.00 | ea | | 225.00 | | 225.00T |
| 5083WHD | GORHINO PUSH BUMPER WRAPS, 2015 CAPRICE | | 1.00 | ea | | 295.00 | | 295.00T |
| MR6MC-BW | MR6 LED FLUSH MOUNT, BLUE/WHITE | | 2.00 | | | 81.28 | | 162.56T |
| C3100-CP | SPEAKER,100W, CAPRICE | | 1.00 | | | 164.28 | | 164.28T |
| M180S-B | CODE3 M180 LED LIGHT | | 2.00 | ea | | 96.69 | | 193.38T |
| BSM-BKT-CP | UNDER MIRROR BRACKETS FOR CAPRICE | | 1.00 | ea | | 44.99 | | 44.99T |
| | CONSOLE <CUSTOMER SUPPLIED> | | | | | | | |
| | SIREN <CUSTOMER SUPPLIED> | | 1.00 | | | 0.00 | | 0.00 |
| | VIPER RADIO <CUSTOMER SUPPLIED> | | | | | | | |
| | UHF RADIO <CUSTOMER SUPPLIED> | | | | | | | |
| | RADAR <CUSTOMER SUPPLIED> | | | | | | | |
| | CAMERA <CUSTOMER SUPPLIED> | | | | | | | |
| | COMPUTER MOUNT AND DOCK <CUSTOMER SUPPLIED> | | | | | | | |

| | |
|--|-------------------------|
| | Subtotal |
| | Sales Tax (0.0%) |
| | Total |

Signature

| | | |
|--------------|--------------|----------------------------|
| Phone # | Fax # | E-mail |
| 757-380-8498 | 757-247-0428 | accounting@atlanticcom.net |

Attachment: 2015 Chevy Caprice (1408 : Patrol Vehicle Replacement)

ATLANTIC COMMUNICATIONS INC.

4811 MARKET DRIVE
NEWPORT NEWS, VA 23607

Estimate

| | |
|------------|------------|
| Date | Estimate # |
| 10/15/2016 | 109130 |

| |
|---|
| Name / Address |
| CAMDEN COUNTY SHERIFF 117 NORTH NC 343 CAMDEN, NC 27921 |

| |
|---------|
| Ship To |
| |

| | | | |
|-------------|-----|-----------|--------|
| P.O. No. | Rep | Account # | Unit # |
| NEW CAPRICE | | | |

| Item | Description | Brand | Qty | U/M | List | Rate | Discount | Total |
|-----------|--|-------|------|-----|------|--------|----------|---------|
| SV77MCCP | SUPERVISOR, CAPRICE MULTICOLOR | | 1.00 | ea | | 709.00 | | 709.00T |
| WMFLMC18 | WINGMAN FLEX, FULL LENGTH (8 MODULES) MULTICOLOR | | 1.00 | ea | | 842.20 | | 842.20T |
| WMFMTG-CP | WINGMAN MOUNTINGKIT CAPRICE | | 1.00 | ea | | 35.40 | | 35.40T |
| HB915-B | LED, HIDE A BLAST | | 2.00 | ea | | 85.00 | | 170.00T |
| 97002 | FUSE PANEL, ATC 6 POSITION | | 2.00 | | | 18.00 | | 36.00T |
| 6001 | TOP H.A.T. | | 1.00 | ea | | 140.00 | | 140.00T |
| INSTALL | INSTALLATION | | 1.00 | | | 850.00 | | 850.00 |

| | | |
|-------------------------|--|------------|
| Subtotal | | \$3,867.81 |
| Sales Tax (0.0%) | | \$0.00 |
| Total | | \$3,867.81 |

PRICE QUOTES VALID FOR 90 DAYS SALES@ATLANTICCOM.NET

Signature _____

| | | |
|--------------|--------------|----------------------------|
| Phone # | Fax # | E-mail |
| 757-380-8498 | 757-247-0428 | accounting@atlanticcom.net |

Attachment: 2015 Chevy Caprice (1408 : Patrol Vehicle Replacement)

Preliminary Estimate

Customer: CAMDEN COUNTY SHERIFF DEPT

Job Number:

2015 CHEV CAPRICE POLICE 4D SED 8-6,0L-FI

| Line | Oper | Description | Part Number | Qty | Extended Price \$ | Labor | Paint |
|------------------|------|-------------|-----------------------|-----|-------------------|------------|------------|
| 1 | # | Subl | INSTALL DECALS ON CAR | 1 | 200.00 X | | |
| SUBTOTALS | | | | | 200.00 | 0.0 | 0.0 |

ESTIMATE TOTALS

| Category | Basis | Rate | Cost \$ |
|----------------------|-------|------|---------------|
| Parts | | | 0.00 |
| Miscellaneous | | | 200.00 |
| Subtotal | | | 200.00 |
| Grand Total | | | 200.00 |
| Deductible | | | 0.00 |
| CUSTOMER PAY | | | 0.00 |
| INSURANCE PAY | | | 200.00 |

MyPriceLink Estimate ID: 217641452673482752

***** WARRANTY POLICY*****

Buddy Gregory's Body Shop, Inc., warrants our repair workmanship for one year from the completion date of repairs. Paint labor and material is warranted against fade and peeling for five years from the completion date of repairs. Parts replaced are warranted by the supplier of the part if purchased by our staff. Aftermarket accessory equipment, (wheels, lamps, spoilers, alarms, window tint) installed on the vehicle at the time of repair, are not warranted at any time.

ALL PAINTED SURFACES MAY BE WASHED, DO NOT APPLY WAX, SEALERS OR POLISH FOR 90 DAYS FROM COMPLETION OF REPAIR.

Attachment: 2015 Chevy Caprice (1408 : Patrol Vehicle Replacement)

Camden County Sheriff's Office Vehicle Line-Up mileage as of October 12, 2016

| Year | Make | Model | VIN# | Color | Plate # | Veh. # | Call # | Driver | Mileage |
|--|-----------|----------|--------------------|-------|----------|--------|--------|------------|---------|
| Supervisor /Unmarked | | | | | | | | | |
| 2012 | Ford | Expeditr | 1FMJU1G51CEF05757 | Black | DSC-6508 | 62 | 701 | Perry | 99,100 |
| 2011 | Dodge | Charger | 2B3CL1CT8BH582154 | Gray | 72711-T | 61 | 702 | Meads | 76,561 |
| Criminal Division / Unmarked | | | | | | | | | |
| 2014 | Ford | Expeditr | 1FMJUIG57EEF24123 | Gray | 53993-V | 68 | 704 | Robeson | 61,742 |
| 2013 | Ford | F-150 | 1FTFW1EF8DKF54599 | Black | 67476T | 67 | 720 | Butts | 76,529 |
| 2015 | Ford | F-150 | 1FTEW1EF5FFD09668 | Black | 82881-V | 79 | 730 | Riggs | 15,600 |
| 2011 | Dodge | Charger | 2B3CL1CT6BH540601 | Black | 79956-V | 60 | 713 | Parr | 108,375 |
| 2016 | Ford | F150 | | Blue | | 104 | 712 | BJ Gregory | 1,039 |
| Patrol / Marked | | | | | | | | | |
| 2014 | Chevy | Caprice | 6G3NS5U27EL962636 | White | 72614-V | 70 | 732 | Myers | 58,018 |
| 2013 | Dodge | Charger | 2C3CDXAT3DH716125 | White | 57559T | 65 | 734 | L.Gregory | 131,397 |
| 2013 | Dodge | Charger | 2C3CDXTAT0DH555054 | White | 73152-T | 64 | 735 | Gibbs | 107,780 |
| 2012 | Dodge | Charger | 2C3CDXT0CH241676 | White | 72710-T | 63 | 724 | Dew | 127,917 |
| 2010 | Chev | Tahoe | 1GNMCAE01AR200591 | White | 72714-T | 57 | 733 | Woodhouse | 182,119 |
| 2015 | Chevy | Caprice | 6G3NS5U2XFL112002 | White | 81978-V | 75 | 722 | DJ Gregory | 28,288 |
| 2015 | Chevy | Caprice | 6G3NS5U28FL111964 | White | 81979-V | 76 | 731 | C. Gregory | 33,223 |
| 2010 | Ford | Crown | 2FABP7BVXAX105787 | White | 72717-T | 58 | | Spare | 150,797 |
| 2015 | Dodge | Charger | 2C3CDXAT2FH925181 | White | 86277-V | 98 | 721 | James | 4,918 |
| 2015 | Dodge | Charger | 2C3CDXAT0FH925180 | White | 87850-V | 99 | 723 | Copeland | 2,960 |
| Civil Process ,School Resource, Animal Control, Spare / Marked | | | | | | | | | |
| 2011 | Chev | Tahoe | 1GNLC2EOXBR158456 | White | 72713-T | 59 | 714 | Egan | 118,900 |
| 2010 | Dodge | Charger | 2B3AA4CT0AH161736 | White | 72712-T | 55 | 715 | Lawrence | 170,655 |
| 2013 | Ford | F-150 | 1FTFW1EF4DKF54597 | White | 13374-V | 66 | 740 | Sawyer | 51,743 |
| 2008 | Dodge | Charger | 2B3KA43H68H134177 | Blue | 72718-T | 45 | N/A | Spare | 136,312 |
| JCPC | | | | | | | | | |
| 2000 | Dodge | Van | 2B5WB35Z2YK176225 | White | 72516-T | 69 | JCPC | XXXXXXX | 63,146 |
| 2008 | Dodge | Charger | 2B3KA43H58H134185 | Brown | 72719-T | 46 | JCPC | XXXXXXX | 185,143 |
| Sheriff's Response Team : Trailers, Checkpoints, and Special Events | | | | | | | | | |
| 2005 | Wacker | Lights | 5F13D131741003231 | White | N/A | 29 | SRT | XXXXXXX | XXXXXXX |
| 2006 | Carry-on | 612Enct | 4YMCL12117V115880 | White | 73033-T | 43 | SRT | XXXXXXX | XXXXXXX |
| 2005 | Homestead | 612CS | 5HABV12145N045396 | White | 73032-T | 28 | SRT | XXXXXXX | XXXXXXX |
| 2005 | SMART | Radar | 1K9BL10104K118016 | White | 73038-T | 25 | SRT | XXXXXXX | XXXXXXX |
| 2006 | Wacker | Lights | 5F13D14761002209 | White | N/A | 23 | SRT | XXXXXXX | XXXXXXX |
| 2013 | Cummins | Gener | J120400042 | Green | N/A | 90 | Office | XXXXXXX | XXXXXXX |

NOTE : Vehicle 75 is out of service in shop for repairs from accident. Vehicle 70 was totaled.

Attachment: CCSO Vehicles.xlsx (1408 : Patrol Vehicle Replacement)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.C
Meeting Date: November 07, 2016
Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Stephanie Humphries

Item Title **Purchasing Policy**

Attachments: Procurement Policy Draft (DOC)

Summary:

The attached Policy is required to be in writing for any federal grants. In order to comply, as a recipient of federal funds through the EDA grant award, we are submitting this policy for your approval.

Recommendation:

Approve the attached policy.



PROCUREMENT STANDARDS

The following Procurement Standards are applicable at minimum in the administration of federally awarded programs and as practical for County procurement functions with state purchasing statutes mandating standards for all state and local funds. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across government agencies, staff is asked to enter into state and local intergovernmental agreements or inter-entity agreements or obtain/request state contract pricing where appropriate for procurement or use of common or shared goods and services. Employees are requested to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

- (1) Recipients avoid purchasing unnecessary items;
 - (2) Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the Federal Government;
- and
- (3) Solicitations for goods and services provide for all of the following:
 - (i) A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.
 - (ii) Requirements which the bidder/ offeror must fulfill and all other factors to be used in evaluating bids or proposals.
 - (iii) A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards. VerDate 112000 00:14 Jan 19, 2002 Jkt 197045 PO 00000 Frm 00154 Fmt 8010 Sfmt 8010 Y:\SGML\197045T.XXX pfrm02 PsN: 197045T 155 Office of the Secretary, Commerce § 14.45
 - (iv) The specific features of “brand name or equal” descriptions that bidders are required to meet when such items are included in the solicitation.
 - (v) The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
 - (vi) Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.
 - (b) Positive efforts shall be made by recipients to utilize small businesses, minority-owned firms, and women’s business enterprises, whenever possible. Recipients of Federal awards shall take all of the following steps to further this goal:
 - (1) Ensure that small businesses, minority-owned firms, and women’s business enterprises are used to the fullest extent practicable.
 - (2) Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women’s business enterprises.



- (3) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
 - (4) Encourage contracting with consortiums of small businesses, minority owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
 - (5) Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the DoC's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.
- (c) The type of procuring instruments used (e.g., fixed price contracts, cost reimbursable contracts, purchase orders, and incentive contracts) shall be determined by the recipient but shall be appropriate for the particular procurement and for promoting the best interest of the program or project involved. The "cost-plus-a-percentage-of-cost" or "percentage of construction cost" methods of contracting shall not be used.
- (d) Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources. In certain circumstances, contracts with certain parties are restricted by agencies' implementation of E.O.s 12549 and 12689, "Debarment and Suspension," as implemented by DoC regulations at 15 CFR part 26. (e) Recipients shall, on request, make available for the Grants Officer, preaward review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc., when any of the following conditions apply:
- (1) A recipient's procurement procedures or operation fails to comply with the procurement standards in this part.
 - (2) The procurement is expected to exceed the simplified acquisition threshold fixed at 41 U.S.C. 403 (11) (currently \$100,000) and is to be awarded without competition or only one bid or offer is received in response to a solicitation.
 - (3) The procurement, which is expected to exceed the simplified acquisition threshold, specifies a "brand name" product.
 - (4) The proposed award over the simplified acquisition threshold is to be awarded to other than the apparent low bidder under a sealed bid procurement.
 - (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the simplified acquisition threshold.

CONTRACTS & BIDDING

Contracts

Contracts are allowed as defined in the annual Budget Ordinance. Contracts outside of the stated allowances are required to be reviewed and approved by the Board of Commissioners. Contracts may be established for, but not limited to; maintenance contracts on equipment, contracts for janitorial services, security services, etc. All contracts must first be approved through the County



Manager's office and/or Finance Office making sure that the terms and conditions are allowable. A contract is only necessary if one or both parties want to have some legal way to enforce an agreement or if a statute specifically requires it. If a question arises as to whether a written agreement is appropriate the County attorney should be consulted for guidance. While state law and county policy mandate when a written contract is required, this does not preclude the use of a written contract for any purpose at any time.

With the exception of contracts that are allowed to be approved by the County Manager or Finance Officer as described in the Budget Ordinance, there is only one authority within Camden County Government who is authorized to sign contracts committing County funds for any other purposes and that is the Chairman of the Board of County Commissioners, when authorized to do so by the majority vote of the Board of Commissioners in a public meeting. Any contract that pledges the faith and credit of the County, in any form, is not acceptable nor permissible unless signed by the Chairman of the Board of County Commissioners or other official designated by the Board of Commissioners. The original copy of the executed contract must be filed with the Finance Office. Also, no funds may be expended for a contract until the contract is preaudited for sufficient appropriated funds by the County Finance Officer. Equipment Leases or general operating quotes and service agreements may be signed by County Manager or Finance Officer if already included in the approved Budget.

Therefore:

- Each contract needs to include some maximum dollar limit to ensure the vendor understands the limits.
- Contracts should run for a fiscal year, July 1 to June 30.
- All contracts greater than one year should include a non-appropriation clause in the event funds are not available in the subsequent years.
- All contracts need to contain the pre-audit statement signed by the Finance Officer.
- When sending contracts to the Finance Officer for pre-audit, please indicate the account number to which the payments will be charged.
- Contracts needing approval at a board meeting need to be given to the Finance Officer the Monday before the meeting to be included on the agenda. No contracts will be signed unless/until funds are appropriated for the expenditure.
- As good common practice, all contracts need to be encumbered by a purchase order when signed.

Conflicts of Interest

No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal, State or County funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the County must neither solicit nor



accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violations of this policy shall result in disciplinary action to the extent permitted by law.

Additional Requirements

County staff must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

§ 14.47. Contract administration

A system for contract administration shall be maintained to ensure contractor conformance with the terms, conditions and specifications of the contract and to ensure adequate and timely follow up of all purchases. Recipients shall evaluate contractor performance and document, as appropriate, whether contractors have met the terms, conditions and specifications of the contract.

§ 14.48 Contract provisions.

The recipient shall include, in addition to provisions to define a sound and complete agreement, the following provisions in all contracts. The following provisions shall also be applied to subcontracts:

- (a) Contracts in excess of the simplified acquisition threshold shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such remedial actions as may be appropriate.
- (b) All contracts in excess of the simplified acquisition threshold shall contain suitable provisions for termination by the recipient, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
- (c) Except as otherwise required by statute, an award that requires the contracting (or subcontracting) for construction or facility improvements shall provide for the recipient to follow its own requirements relating to bid guarantees, performance bonds, and payment bonds unless the construction contract or subcontract exceeds \$100,000. For those contracts or subcontracts exceeding \$100,000, the DoC may accept the bonding policy and requirements of the recipient, provided the Grants Officer has made a determination that the Federal Government's interest is adequately protected. If such a determination has not been made, the minimum requirements shall be as follows:
 - (1) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder shall, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
 - (2) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
 - (3) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by statute of all persons supplying labor and material in the execution of the work provided for in the contract.
 - (4) Where bonds are required in the situations described in this part, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, "Surety Companies Doing Business with the United States."



(d) All negotiated contracts (except those for less than the simplified acquisition threshold) awarded by recipients shall include a provision to the effect that the recipient, the DoC, the VerDate 112000 00:14 Jan 19, 2002 Jkt 197045 PO 00000 Frm 00156 Fmt 8010 Sfmt 8010 Y:\SGML\197045T.XXX pfrm02 PsN: 197045T 157 Office of the Secretary, Commerce § 14.52 Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.

(e) All contracts, including small purchases, awarded by recipients and their contractors shall contain the procurement provisions of Appendix A to this part, as applicable.

The state and federal legislature mandate specific guidelines for contracts depending on the source of funding. Requirements for affidavits or certifications by the Contractor and Contractee change frequently. Therefore, all contracts must be reviewed individually by Finance and/or County Manager with additional guidance from the County Attorney as needed for requirements as explained above before any contracts can be submitted for approval.

E-Verify, Iran Divestment, HUB

E-Verify Affidavit and Iran Divestment certification is currently required of all Vendors. Camden County's HUB requirements are defined by G.S. 143. Documentation of compliance with these requirements should be maintained with the contract documents.

Bidding

Depending upon the estimated cost of contracts, they are handled as per the formal or informal bidding procedures. Informal bid procedures must be followed on contracts for the following: 1) purchases or lease-purchase of apparatus, supplies, materials, or equipment expected to require expenditure equal to or greater than \$5,000, but less than \$90,000; 2) constructions or repair work when expenditures of \$30,000 to \$500,000 are involved(G.S. 143-131). Detailed specifications including description, brand/model number, quantity, unit, delivery date required, and any known vendors should be forwarded to the purchasing manager.

Formal bid procedures must be followed on contracts for purchase or lease-purchase of apparatus, supplies, materials, or equipment expected to require expenditure equal to or greater than \$90,000 and for construction or repair work requiring the estimated expenditure of \$500,000 or more (G.S. 143-129).

RFP, RFB, RFQ

The dollar thresholds for public contracting and which procedure is to be used for procurement are defined in the General Statutes and should be consulted accordingly depending on the type and amount of project.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.A
Meeting Date: November 07, 2016
Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten

Item Title **East Albemarle Regional Library**

Attachments:

Our East Albemarle Regional Library Board needs a Camden representative from our local Board of Trustees. I would like to request that the Board of Commissioners appoint someone.

Nell Morrison has agreed to serve, if the Board of Commissioners approve.

Krystal Lancaster
 Camden County Librarian
 Camden County Public Library

EAST ALBEMARLE REGIONAL LIBRARY

ARTICLE I BOARD MEMBERSHIP

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

- A. Camden County: three (3) members appointed by the Camden County Board of Commissioners.*
- B. Currituck County: three (3) members appointed by the Currituck County Board of Commissioners.*
- C. Dare County: three (3) members appointed by the Dare County Board of Commissioners.*
- D. Pasquotank County: three (3) members appointed by the Pasquotank County Board of Commissioners.*
- E. Members shall be appointed from the membership of the local library advisory boards according to bylaws and policies approved by each County Board of Commissioners for that library. Members shall be serving as members of the local advisory boards at the time of their appointment. (Camden County Public Library Board of Trustees serves three year terms)*



- F. Members shall serve no more than two consecutive terms with no single term longer than four years. Trustees may continue to serve out their appointed term even if their membership on the local board has ended; with the expectation they will continue to attend local library board meetings to the best of their ability.*
- G. Vacancies on the Board shall be filled with appointments by the appropriate governing body to serve the remainder of the unexpired term of the member creating the vacancy.*
- H. Any member missing three (3) consecutive Board meetings shall be considered to have resigned, and the County Commissioners shall appoint a new member to serve the remainder of the unexpired term upon notification by the Chairman of the Regional Library Board of Trustees.*
- L. Trustees shall be paid a stipend of \$40.00 for each regional library board meeting they attend.*



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.A

Meeting Date: November 07, 2016

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

Item Title **BOC Meeting Minutes**

Attachments: 2016-10-03 BOC MINUTES - DRAFT (PDF)

Summary:

Draft Meeting Minutes

- September 19th, 2016
- October 3rd, 2016

Recommendation:

Review and Approve

CAMDEN COUNTY BOARD OF COMMISSIONERS

BOC - Regular Meeting – October 03, 2016

Camden County Board of Commissioners**BOC - Regular Meeting****October 3, 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 October 03, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

CALL TO ORDER

Vice Chairman Garry Meiggs called the meeting to order at 7:02 P.M. Vice Chairman Meiggs announced that Chairman P. Michael McLain will attend the meeting remotely from his cell phone.

| Commissioners | Title | Status |
|----------------------|-----------------------|---------------|
| P. Michael McLain | Chairman | Remote |
| Garry Meiggs | Vice Chairman | Present |
| Sandra Duckwall | Commissioner | Present |
| 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 |
| Stephanie Humphries | Finance Officer | Present |
| Dan Porter | Planning Director | Present |
| David Credle | Public Works Director | Present |

INVOCATION & PLEDGE OF ALLEGIANCE

Vice Chairman Garry Meiggs gave the invocation and lead the Pledge of Allegiance.

Attachment: 2016-10-03 BOC MINUTES - DRAFT (1429 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERSRegular Meeting – October 03, 2016

ITEM 1 PUBLIC COMMENTS

Vice Chairman Garry Meiggs called for any members of the public with comments for the board to come forward. Hearing none, he moved to the next item.

ITEM 2 CONSIDERATION OF AGENDA

County Manager Michael Brillhart requested to add **Item 7.A - ABC Board Appointments**.

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

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

ITEM 3 PRESENTATIONS

3.A BOY SCOUT TROOP 158

Mr. Ryan Roasa explained that Boy Scout Troop 158 from Shiloh is learning about local government. He introduced his scouts, as they have prepared a few short questions for the Commissioners.

1. What was your most difficult decision?

Commissioner Sandra Duckwall commented that there were several.

- OLF
- Large Developments

Commissioner Clayton Riggs

- The Landfill having discussed this item at every single meeting for at least a year

Commissioner Tom White

- EMS- whether the county should operate its own EMS service or continue to partner with Pasquotank

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – October 03, 2016

2. What is biggest thing the Commissioners had to build?

Commissioner Clayton Riggs

- Intermediate School

County Attorney John Morrison

- Library

What decisions require a unanimous vote?

County Attorney John Morrison advised certain Ordinances

- To pass certain Ordinances' on the first meeting presented. Otherwise the ordinance would have to be read out loud on two separate meetings and pass by majority.

Attorney Morrison informed the Scouts that if they were interested he would be willing to give a presentation on local government.

3.B DAN PORTER: SERVICE PLAQUE TO RODNEY NEEDHAM

Vice Chairman Garry Meiggs requested Mr. Rodney Needham to come forward to receive a service plaque.

Vice Chairman Meiggs presented Mr. Needham with an acceptance letter of his Planning Board resignation. Vice Chairman Meiggs states "It is with great sorrow that we, the Board of Commissioners, present this service plaque to you for your 13 ½ years of service to the citizens of Camden County as a member of the Planning Board."

Mr. Needham served as a member of the planning board from January 2003 - August 2016, and as Chairman of same from February 2008 - August 2016.

Rodney Needham thanked the commissioners for appointing him and having the confidence in him to allow him to serve as Chairman to the Planning Board. He states the importance of the Planning Board. He would continue to serve, although one should be able to hear all the information clearly and that due to a medical condition affecting his hearing, he feels it is time for him to step down.

Mr. Needham advised that he is in the process of opening what he believes will be a very nice restaurant in the center of Camden. He feels very good about the County and looks forward to working with the county and staff.

CAMDEN COUNTY BOARD OF COMMISSIONERS

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3.C. MOBILE CRISIS UNIT PRESENTATION BY KEITH HAMM

Keith Hamm, Intergraded Family Services (IFS) - Mobile Crisis Unit

Mobile Crisis Unit is actual not a division of Trillium Health Recourses. They are the only mobile crisis unit endorsed by Trillium in the area.

There is never a charge for services because they are endorsed by Trillium. Saves tax payers millions by diverting crisis situations away from the Emergency Rooms. They respond to all Law Enforcement and Magistrates even though they do not get reimbursed by Trillium.

Commissioner Clayton Riggs suggests that Mr. Hamm come make a presentation to each of the schools at the beginning of the school year to provide information to administration, councilors and the teachers.

As teenagers seem to be more comfortable with texting vs. speaking directly to a person, IFS committed to a text chat-line that is manned 24 hours a day 365 days a year. Teens are using this text line every day and receiving good advice. IFS will connect them directly to mental health resources.

ITEM 4 OLD BUSINESS

None

ITEM 5 PUBLIC HEARINGS

None

ITEM 6 NEW BUSINESS

6.A OTHER POST-EMPLOYMENT BENEFITS

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.

Attachment: 2016-10-03 BOC MINUTES - DRAFT (1429 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS

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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 administering 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

CAMDEN COUNTY BOARD OF COMMISSIONERSRegular Meeting – October 03, 2016

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.

Attachment: 2016-10-03 BOC MINUTES - DRAFT (1429 : BOC Meeting Minutes)

CAMDEN COUNTY BOARD OF COMMISSIONERS

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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
DEFINITION**

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.

Attachment: 2016-10-03 BOC MINUTES - DRAFT (1429 : BOC Meeting Minutes)

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- 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.
- 1.4 **"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

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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.

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- (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;

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- (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,

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2007, shall be responsible for Plan-level administration and accounting for OPEB benefit payments and related activity.

2.3 No Diversion of Assets

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.

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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 Statutes. The Trustee shall keep a record of all official meetings, including those official meetings held in closed session under Section 143-3-18.11 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

Attachment: 2016-10-03 BOC MINUTES - DRAFT (1429 : BOC Meeting Minutes)

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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

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- 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 counsels 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;
 - (1) To pay from the Trust the expenses reasonably incurred in the administration thereof, as provided in the Plan;

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- (m) To hold unvested 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 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

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- (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

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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.

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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.

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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

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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

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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

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

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

6.B RECORDS RETENTION SCHEDULES

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*
Standard 4 - Budget, Fiscal, and Payroll Records *Issued August 28, 2013*
Standard 11 - Personnel Records *Issued November 7, 2014*
Standard 6 - Emergency Services Records *Issued October 1, 2016*

Register of Deeds *Issued October 10, 2012*
Standard 2 - Budget, Fiscal, and Payroll Records *Issued August 29, 2013*
Standard 5 - Personnel Records *Issued November 7, 2014*

County Tax Administration *April 17, 2013*
Standard 5 - Personnel Records *Issued September 3, 2013*
Standard 12 - Program Records: Business and Other Tax Records *Issued Nov 7, 2014*

County Sheriff's Office *Issued November 15, 2015*
Standard 8 - Program Operational Records *Issued October 1, 2016*

Public Libraries *Issued October 12, 2009*
Standard 5 - Personnel Records *Issued November 7, 2014*

Water and Sewer Authorities and Sanitary Districts *Issued May 1, 2016*

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

ITEM 7 BOARD APPOINTMENTS

7.A ABC BOARD

Attachment: 2016-10-03 BOC MINUTES - DRAFT (1429 : BOC Meeting Minutes)

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Commissioner Tom White made a motion to reappoint Commissioner Sandra Duckwall and Chairman Michael McLain to serve an additional term of three (3) years on the ABC Board to expire on 10/1/2016.

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

ITEM 8 CONSENT AGENDA

Approve the Consent agenda as presented

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

8.A BOC MINUTES

1. 2016-07-06 BOC Minutes – Draft
2. 2016-09-06 BOC Minutes – Draft

8.B BUDGET AMENDMENTS - 16-17-BA004-BA005

CAMDEN COUNTY BUDGET AMENDMENT **2016-17-BA004**

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 |
|-----------------|---------------------------|----------|
| DECREASE | | INCREASE |
| Revenues | | |
| 41399530-439900 | Fund Balance Appropriated | \$11,000 |

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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

CAMDEN COUNTY BUDGET AMENDMENT**2016-17-BA005**

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

ITEM 9. COMMISSIONER'S REPORT

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ITEM 10. COUNTY MANAGER'S REPORT

Governor McCrory has declared a State of Emergency for Hurricane Matthew.

Commissioner Clayton Riggs added that people can download the ReadyNC app to receive information from the state of North Carolina.

Dan Porter commented that EMS maintains a Facebook page that stays very up to date.

SOUTH CAMDEN WATER AND SEWER DISTRICT

RECESS

Vice Chairman Garry Meiggs recessed the Board of Commissioners meeting to enter a meeting of the South Camden Water and Sewer District Board of Directors meeting at 7:39 P.M.

RECONVENE

Vice Chairman Garry Meiggs reconvened the Board of Commissioners meeting at 7:49 P.M.

ITEM 11 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 12 OTHER MATTERS

Planning Director Dan Porter came forward to receive input from the Commissioners in reference to a joint meeting with the Planning Board.

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The planning board will host a joint meeting with the Board of Commissioners on October 24th, 2016 at 1:00 PM in the Community room of the public library to discuss updates pertaining to the Camden UDO rewrite. He can provide a power point presentation for the commissioner's review and mark up.

Camden County Commissioners will have Joint Meeting with the Planning Board on October 24th, 2016 at 1:00 PM in the community room of the library.

ITEM 13 ADJOURN

Vice Chairman Garry Meiggs adjourned the meeting at 7:50 PM.

*Chairman Michael McLain
Camden County Board of Commissioners*

ATTEST:

*Angela L. Wooten
Clerk to the Board*

Attachment: 2016-10-03 BOC MINUTES - DRAFT (1429 : BOC Meeting Minutes)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.B
Meeting Date: November 07, 2016
Submitted By: Stephanie Humphries, Finance Director
Finance
Prepared by: Angela Wooten

Item Title **Budget Amendment**

Attachments: 16-17-BA006 105100 Vehicle.doc (PDF)

Summary:

BA006

Recommendation:

2016-17-BA006
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 Fund as follows:

| ACCT NUMBER | DESCRIPTION OF ACCT | AMOUNT | |
|-----------------|---------------------------|----------|----------|
| | | INCREASE | DECREASE |
| Revenues | | | |
| 10399400-439900 | Fund Balance Appropriated | \$22,126 | |
| Expenses | | | |
| 105100-574103 | Capital Outlay - Vehicle | \$22,126 | |

This Budget Amendment is made to adjust appropriations for purchase of a new patrol vehicle damaged in a not-at-fault accident. Insurance proceeds are not sufficient to cover replacement cost.

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 7th day of November, 2016.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

Attachment: 16-17-BA006 105100 Vehicle.doc (1427 : Budget Amendment)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.C
Meeting Date: November 07, 2016
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Angela Wooten

Item Title **Tax Collection Report**

Attachments: Tax Collection Report - Sept (PDF)

Summary:

Tax Collection Report - Sept 2016

Recommendation:



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.D
Meeting Date: November 07, 2016
Submitted By: Terri Smith,
Taxes
Prepared by: Terri Smith

Item Title **DMV Monthly Report**

Attachments: Auth to Collect - Dec (PDF)

Summary: DMV Monthly Report December Renewals Due 1/15/2017

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County December Ren. Due 1/15/17

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 |
| 12,901.04 | 17,796.42 | 10,146.97 | 40,844.43 |

Witness my hand and official seal this _____ day of _____

Chairman, Camden County Board of Commissioners

Attest:

Clerk to the Board of Commissioners of Camden County

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

Rosa S. Anderson

Tax Administrator of Camden County

Attachment: Auth to Collect - Dec (1402 : DMV Monthly Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.E
Meeting Date: November 07, 2016
Submitted By: Terri Smith,
Taxes
Prepared by: Terri Smith

Item Title Tax Pick Ups

Attachments: Pick Ups.pdf (PDF)

Summary:

Tax Pick Ups

Recommendation:

Review and Approve

| <u>NAME</u> | <u>REASON</u> | <u>TYPE NO.</u> |
|----------------------------|--|------------------------------|
| Georgia J. Johnson | \$317.49 Adjustment - should have had deferred | Pick-Up/19658 R-97808-16 |
| Elizabeth Long | \$528.09 Release -Legal fees as per Atty. Megan of the Camden County Attorney's office-9-29-16 | Pick-Up/19659 R-49244-10 |
| NC Dept. of Transportation | \$604.64 Storm Water Fee as per Dan Porter-10-3-16 | Pick-Up/19666 E-101449-16 |

Attachment: Pick Ups.pdf (1397 : Tax Pick Ups)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.F
Meeting Date: November 07, 2016

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

Item Title Refunds Over \$100.00 - Vehicle Tax

Attachments: Refunds Over \$100-Vehicle Tax.pdf (PDF)

Summary: Refunds Over \$100.00 October

Recommendation: Review and Approve

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report



Refunds Over \$100.00 Oct. 2016

| Payee Name | Primary Owner | Secondary Owner | Address 1 | Address 2 | Address 3 | Refund Type | Bill # | Plate Number | Status | Transaction # | Refund Description | Refund Reason | Create Date | Authorization Date | Tax Jurisdiction | Levy Type | Change | Interest Change | Total Change | |
|----------------------|----------------------|-----------------|---------------------|-----------|-----------------------|---------------------|------------|--------------|------------|---------------|--|---------------|-------------|-----------------------|------------------|-----------|------------|-----------------|--------------|----------|
| BENNETT, ROBERT JOHN | BENNETT, ROBERT JOHN | | 128 CULPEPPER RD | | SOUTH MILLS, NC 27976 | Adjustment >= \$100 | 0033869024 | EDT7687 | AUTHORIZED | 56670584 | Refund Generated due to adjustment on Bill #0033869024-2016-2016-0000-00 | Military | 10/06/2016 | 10/10/2016 4:08:31 PM | 1843 | Tax | (\$112.34) | \$0.00 | (\$112.34) | |
| | | | | | | | | | | | | | | | 1 | Tax | (\$1.65) | \$0.00 | (\$1.65) | |
| | | | | | | | | | | | | | | | | | | | Refund | \$113.99 |
| WARD, JACK KELLY | WARD, JACK KELLY | | 116 TAYLOR LEIGH DR | | SOUTH MILLS, NC 27976 | Proration | 0025450431 | 0704RT | PENDING | 57774996 | Refund Generated due to proration on Bill #0025450431-2015-2015-0000-00 | Tag Surrender | 10/31/2016 | | 1843 | Tax | (\$126.34) | \$0.00 | (\$126.34) | |
| | | | | | | | | | | | | | | | 1 | Tax | (\$1.86) | \$0.00 | (\$1.86) | |
| | | | | | | | | | | | | | | | | | | | Refund | \$128.20 |

Submitted by Lisa S. Anderson JS Date 11-1-16
 Lisa S. Anderson, Tax Administrator Camden County

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



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.G
Meeting Date: November 07, 2016

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

Item Title Refunds Over \$100.00

Attachments: Refunds Over 100 - ACS (PDF)

Summary: Refunds Over \$100.00 for October

Recommendation: Review and Approve

Refunds Over \$100.00

ACS Tax System
10/17/16 9:20:36

Refunds to be Issued by Finance Office

CAMDEN COUNTY

Page 1

| Refunds\$ | Remit To: | Reference: | Drawer/Transaction Info: |
|-----------|--|--|--------------------------|
| 117.61 | ALLEN, ROBIN LYNNE 205 COUNTRY CLUB ROAD CAMDEN NC 27921 | 2016 R 02-8934-04-52-0511.0000 overpayment | 20161013 99 227980 |
| 284.85 | BRUNS, ROBERT 108 GENERALS WAY SOUTH MILLS NC 27976 | 2016 R 01-7090-00-83-5106.0000 overpayment | 20161013 99 227978 |
| 1,873.56 | CAMDEN COUNTY TAX DEPT P.O. BOX 125 CAMDEN NC 27921 | 2016 R 01-7080-00-68-2061.0000 overpay apply refund to acct. | 20161013 99 227977 |
| 346.85 | COMMONWEALTH USA SETTLEMENTS, 100 PARK MANOR DRIVE STE 200 PITTSBURGH PA 15205 | 2016 R 01-7080-00-27-5870.0000 overpayment 2016 taxes(mcwilli | 20160926 1 227011 |
| 138.75 | EDWARDS, RICKY LEE 899 SANDYHOOK ROAD CAMDEN NC 27974 | 2015 R 03-8952-00-95-2607.0000 overpayment | 20160728 1 226425 |
| 126.06 | HUGHES, BRANDON LAMAR 312 WILLOW BEND CIR LEESVILLE LA 71446 | 2013 V 0043553 military release | 20161013 99 227982 |
| 315.87 | LITCHFIELD, WALTER C. 191 THOMAS POINT ROAD SHILOH NC 27974 | 2016 R 03-8971-00-12-0876.0000 overpayment | 20161013 99 227975 |
| 197.69 | PC LAW ASSOCIATES 11610 NORTH COMMUNITY HOUSE RD CHARLOTTE, S NC 28277 | 2016 R 01-7081-00-15-4711.0000 overpayment 2016 | 20160926 1 227007 |
| 291.07 | PONDEROSA ENTERPRISES INC. 613 SHORTCUT ROAD BARCO NC 27917 | 2016 R 02-8935-01-46-3388.0000 OVERPAYMENT - R-98344-16 | 20161014 1 228039 |
| 1,612.68 | TAYLOR, BONNIE LE PO BOX 212 CAMDEN NC 27921 | 2016 R 03-8965-00-14-7302.0000 overpayment | 20161003 2 227292 |
| 5,304.99 | Total Refunds | | |

Submitted by Lisa S. Anderson Date 10-24-16
Lisa S. Anderson, Tax Administrator Camden County

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



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.H
Meeting Date: November 07, 2016
Submitted By: Dave Parks, Permit Officer
 Planning & Zoning
 Prepared by: Angela Wooten

Item Title **Resolution No. 2016-11-01**

Attachments: Resolution No. 2016-11-01.docx (PDF)
 Petition for Road Addition (PDF)

Summary:

*NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION REQUEST FOR ADDITIONS TO
 STATE MAINTAINED SECONDARY ROAD SYSTEM*

*North Carolina
 County of Camden*

Road Description: Cape Fear Road, Pamlico Drive, North River Crossing, Camden, NC

Recommendation:

Review and Approve

Resolution No. 2016-11-01

NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION
REQUEST FOR ADDITIONS TO STATE MAINTAINED SECONDARY ROAD
SYSTEM

North Carolina
County of Camden

Road Description: Cape Fear Road, Pamlico Drive, North River Crossing, Camden, NC

Whereas, the attached petition has been filed with the Board of Commissioners of the County of Camden requesting that the above described roads, the location of which has been indicated on the attached map, be added to the Secondary Road system; and

Whereas, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System if road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, therefore, be it resolved by the Board of Commissioners of the County of Camden that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if they meet established standards and criteria.

Michael McLain, Chairman
Board of Commissioners

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Camden at a meeting on the 7th day of November 2016.

Angela L. Wooten
Clerk to the Board

Attachment: Resolution No. 2016-11-01.docx (1425 : Resolution No. 2016-11-01)

North Carolina Department of Transportation
Division of Highways
Petition for Road Addition

ROADWAY INFORMATION: (Please Print/Type)

County: Camden County Road Name: Pamlico Drive - 380' - See Additional Roads'
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: North River Crossing Length (miles): 380'

Number of occupied homes having street frontage: 5 Located (miles): 1750'

miles N S E W of the intersection of Route 1107 and Route 1121.
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of North River Crossing in
Camden County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: Timothy Hess - Member/ Manager Phone Number: -919-349-0174

Street Address: 1073 Bullard Court, Raleigh, NC 27615

Mailing Address: 1073 Bullard Court, Raleigh, NC 27615

PROPERTY OWNERS

| <u>Name</u> | <u>Mailing Address</u> | <u>Telephone</u> |
|-------------------------|---|------------------|
| Evan and Jaclyn Estes | 100 Pamlico Drive, Shawboro, NC 27973 | |
| Eric Christian | 101 Pamlico Drive, Shawboro, NC 27973 | |
| Beau and Heather Stough | 102 Pamlico Drive, Shawboro, NC 27973 | |
| Mark McGlone | 103 Pamlico Drive, Shawboro, NC 27973 | |
| Travis Smart | 102 Cape Fear Drive, Shawboro, NC 27973 | |
| Nicholas Rhodes | 104 Cape Fear Drive, Shawboro, NC 27973 | |
| NBX LLC | 100 Cape Fear Drive Shawboro, NC 27973 | 252-312-7777 |
| Paul and Andrea Battig | 604 Trotman Rd, Shawboro, NC 27973 | |

Attachment: Petition for Road Addition (1425 : Resolution No. 2016-11-01)

INSTRUCTIONS FOR COMPLETING PETITION:

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach four (4) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

FOR NCDOT USE ONLY: Please check the appropriate block
 Rural Road Subdivision platted prior to October 1, 1975 Subdivision platted after September 30, 1975

REQUIREMENTS FOR ADDITION

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 (see page 29 for Statute) states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

| <u>ROAD NAME</u> | <u>HOMES</u> | <u>LENGTH</u> | <u>ROAD NAME</u> | <u>HOMES</u> | <u>LENGTH</u> |
|------------------|--------------|---------------------|------------------|--------------|---------------|
| Cape Fear Road | Entrance | 2 340' | | | |
| Cape Fear Road | 0 | 430' Traffic Circle | | | |
| Cape Fear Road | Extension | 1 150' | | | |
| Pamlico Road | Extension | 4 150' | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

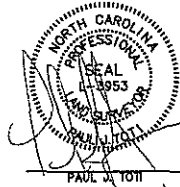
Attachment: Petition for Road Addition (1425 : Resolution No. 2016-11-01)

CERTIFICATE OF ACCURACY

I, PAUL J. TOTT, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION; DEED DESCRIPTION RECORDED IN D.B. 323, PG. 500; THAT BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN P.C. 7-9, 10G; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10, AS AMENDED.

I, PAUL J. TOTT, PLS-3953, ALSO CERTIFY, THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT

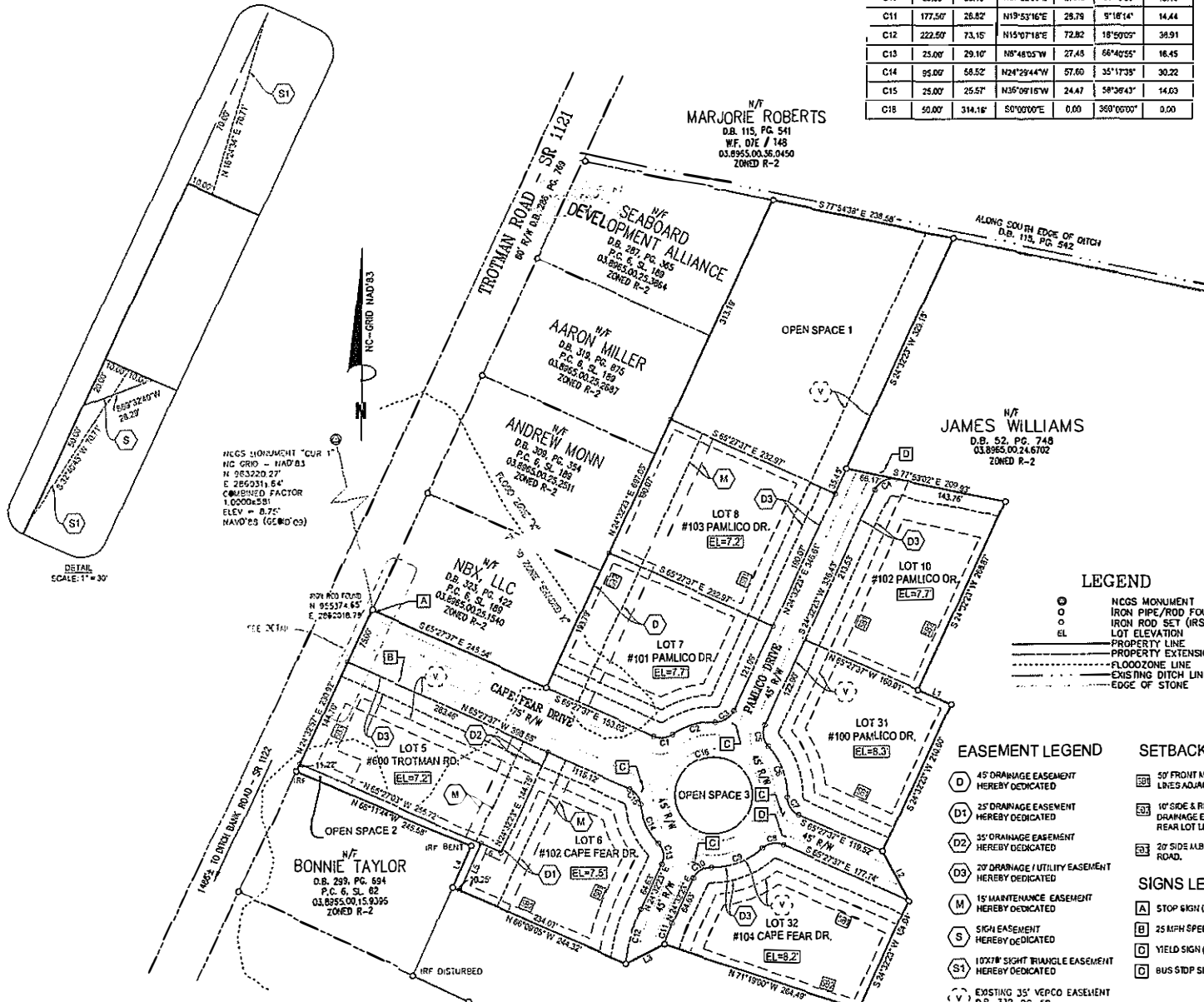
WITNESS MY ORIGINAL SIGNATURE, REG. NUMBER, AND SEAL THIS 11 DAY OF FEBRUARY, 2015.



REGULATES PARCELS OF LAND.

| CURVE TABLE | | | | | | LINETABLE | | | LOT AREA | | | |
|-------------|--------|--------|-------------|-------|------------|-----------|--------|-------------|----------|--------------|---------|--------|
| CURVE # | RADIUS | LENGTH | DIRECTION | CHORD | DELTA | TANGENT | LINE # | BEARING | DISTANCE | PARCEL | SQ.FT. | ACRES |
| C1 | 25.00 | 25.57 | S85°14'01"E | 24.47 | 58°36'43" | 14.03 | L1 | S63°27'37"E | 47.21' | LOT 5 | 41,027 | 0.942 |
| C2 | 25.00 | 25.57 | N57°14'01"E | 24.47 | 58°36'43" | 14.03 | L2 | S27°45'36"E | 73.56' | LOT 6 | 40,741 | 0.935 |
| C3 | 25.00 | 29.10 | N57°52'50"E | 27.48 | 66°40'55" | 16.45 | L3 | S63°55'41"W | 55.82' | LOT 7 | 42,709 | 0.980 |
| C4 | 25.00 | 33.85 | S83°18'40"W | 31.32 | 77°24'35" | 20.09 | L4 | N23°57'26"E | 59.24' | LOT 8 | 44,280 | 1.017 |
| C5 | 25.00 | 29.10 | S6°48'05"E | 27.48 | 66°40'55" | 16.45 | L5 | N23°57'26"E | 67.24' | LOT 10 | 40,123 | 0.921 |
| C6 | 95.00 | 71.50 | S20°27'37"E | 70.20 | 43°21'51" | 37.77 | L8 | S65°27'03"E | 27.76' | LOT 31 | 40,172 | 0.922 |
| C7 | 25.00 | 29.10 | S32°07'10"E | 27.48 | 66°40'55" | 16.45 | | | | LOT 32 | 41,009 | 0.941 |
| C8 | 25.00 | 29.10 | N81°11'52"E | 27.48 | 66°40'55" | 16.45 | | | | OPEN SPACE 1 | 78,955 | 1.813 |
| C9 | 95.00 | 71.99 | N09°32'23"E | 70.20 | 43°21'51" | 37.77 | | | | OPEN SPACE 2 | 3,053 | 0.070 |
| C10 | 25.00 | 29.10 | N57°52'50"E | 27.48 | 66°40'55" | 16.45 | | | | OPEN SPACE 3 | 7,854 | 0.180 |
| C11 | 177.50 | 26.82 | N19°53'16"E | 28.79 | 9°18'14" | 14.44 | | | | RIGHT OF WAY | 61,519 | 1.371 |
| C12 | 222.50 | 73.15 | N15°07'18"E | 72.82 | 18°50'05" | 39.91 | | | | TOTAL | 451,412 | 10.582 |
| C13 | 25.00 | 29.10 | N8°46'05"W | 27.45 | 66°40'55" | 16.45 | | | | | | |
| C14 | 95.00 | 58.52 | N24°29'44"W | 57.60 | 35°17'38" | 30.22 | | | | | | |
| C15 | 25.00 | 25.57 | N36°09'15"W | 24.47 | 58°36'43" | 14.03 | | | | | | |
| C18 | 50.00 | 314.16 | S0°00'00"E | 0.00 | 360°00'00" | 0.00 | | | | | | |

0.00 ± THAT THIS MAP



DETAIL SCALE: 1" = 30'

NGCS MONUMENT 'CUR 1'
 NG GRID - NAD 83
 N 263220.27'
 E 286031.64'
 CORRECTED FACTOR
 1.00004581
 ELEV = 8.75'
 NAVD 83 (GCM D 03)

Image ID: 000000297874 Type: PLT
 Received: 03/20/2018 at 09:28:38 PM
 Fee Amt: \$21.00 Page 1 of 1
 Caswell, NC
 Tangle Krauss Register of Deeds
 bk 7 p 165

- #### LEGEND
- ○ ○ NGCS MONUMENT
 - IRON PIPE/ROD FOUND (IR/IRF)
 - IRON ROD SET (IRS)
 - LOT ELEVATION
 - PROPERTY LINE
 - PROPERTY EXTENSION
 - - - FLOODZONE LINE
 - - - EXISTING DITCH LINE
 - EDGE OF STONE

- #### EASEMENT LEGEND
- D 45' DRAINAGE EASEMENT HEREBY DEDICATED
 - D1 25' DRAINAGE EASEMENT HEREBY DEDICATED
 - D2 35' DRAINAGE EASEMENT HEREBY DEDICATED
 - D3 20' DRAINAGE / UTILITY EASEMENT HEREBY DEDICATED
 - M 15' MAINTENANCE EASEMENT HEREBY DEDICATED
 - S SIGN EASEMENT HEREBY DEDICATED
 - S1 10' X 18' SIGN TRIANGLE EASEMENT HEREBY DEDICATED
 - V EXISTING 35' VEP/CO EASEMENT D.B. 332 PG. 50
- #### SETBACKS LEGEND
- S0 50' FRONT ABL. ALL LOT FRONTS & LINES ADJACENT TO INTERIOR ROADS
 - S1 10' SIDE & REAR ABL. 10' UTILITY / DRAINAGE EASEMENT ALL SIDE AND REAR LOT LINES
 - S2 20' SIDE ABL. LOTS ON TROTMAN ROAD.
- #### SIGNS LEGEND
- A STOP SIGN (R1-1) & STREET SIGN
 - B 25 MPH SPEED LIMIT SIGN (R2-1)
 - C YIELD SIGN (R1-2) & STREET SIGN
 - D BUS STOP SIGN



Bowman
 CONSULTING

Bowman Consulting Group, Ltd.
 145 East Rich Boulevard, Suite C
 Elizabeth City, North Carolina 27909
 Phone: (252) 335-1181
 Fax: (252) 335-1164
 www.bowmanconsulting.com

FINAL SUBDIVISION PLAT
 OF
NORTH RIVER CROSSING - PHASE 1A
 D.B. 323, PG. 500

CITY PROJECT NAME
 PLAN STATUS

| DATE | DESCRIPTION |
|-------|-------------|
| TRW | PJT |
| DRAWN | CHKD |

SCALE 1"=100'
 JOB No. 9288-01-004
 DATE : 02/11/2015

Attachment: Petition for Road Addition (1425 : Resolution No. 2016-11-01)



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.I
Meeting Date: November 07, 2016

Submitted By: Michael Brillhart, County Manager
Administration
Prepared by: Angela Wooten

Item Title Lobbying Contract and Agreement for Services by
Independent Contractor - McClees Consulting, INC.

Attachments: Microsoft Word - CamdenDraft2017-2018.doc (PDF)
McLain2017EnclKSigned.pdf (PDF)

Summary:

Recommendation:

STATE OF NORTH CAROLINA
COUNTY OF CAMDEN

**CONTRACT AND AGREEMENT
FOR SERVICES BY
INDEPENDENT CONTRACTOR**

THIS CONTRACT AND AGREEMENT for services by an independent contractor (herein referred to as the "Contract") is made and entered into this _____ day of _____, 2016, by and between CAMDEN COUNTY, NORTH CAROLINA (herein "Client") and McCLEES CONSULTING, INC., of Pamlico County, NC (herein "Consultant").

BACKGROUND

Client is a duly organized county of the State of North Carolina, and having as its principal address: 330 East Highway 158, PO Box 190, Camden, NC 27921.

Consultant is a corporation, incorporated and operating under the laws of North Carolina, and having as its principal address: 45 White Farm Road, PO Box 430, Oriental, NC 28571.

Client is in need of the expertise and services of Consultant to lobby on behalf of Client. Consultant has experience in lobbying, is familiar with the goals of Client, is familiar with coastal and eastern North Carolina issues, and has skills, knowledge, abilities, and experience to benefit Client.

The parties desire to enter into this lobbying agreement.

THEREFORE, in consideration of the premises and of the agreements, stipulations, and covenants herein contained, and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. **Consultation.**

(a) Client hereby engages Consultant to render lobbying services and Consultant agrees to provide such services upon the terms and conditions of this Contract.

(b) Consultant is being retained because of the personal skill, expertise, and experience of Joseph D. McClees. All services to be performed under this Contract shall be performed personally by Joseph D. McClees with the assistance of S. Henri McClees, Attorney at Law, unless Client gives its prior written consent to another arrangement.

(c) Consultant shall report to the Chairman of the Camden County Commissioners and the Camden County Manager.

2. **Term.** The term of the Contract shall be for a period of two years, beginning on the first day of January 2017 and continuing through the 31st day of December 2018.

3. **Consulting Fees.** Client shall pay to Consultant fees for services as follows:

(a) For the year 2017, the sum of Twenty Thousand Dollars (\$20,000.00) for 2017 lobbying services, payable in four (4) payments of Five Thousand Dollars (\$5,000.00) on or before the tenth day of January, February, March, and April, 2017; and, further,

(b) For the year 2018, the sum of Twenty Thousand Dollars (\$20,000.00) for 2018 lobbying services, payable in four (4) equal payments of Five Thousand Dollars (\$5,000.00) on or before the tenth day of January, February, March, and April, 2018; and, further,

(c) Client shall pay for lobbyists and principal 2017 registration fees due to the State of North Carolina, totaling Seven Hundred Fifty Six Dollars (\$756.00), payable at the time of the execution of this Contract and in any event before January 10, 2017; and, further,

(d) Client shall pay for lobbyists and principal 2018 registration fees due to the State of North Carolina, totaling Seven Hundred Fifty Six Dollars (\$756.00), payable at the time of the execution of this Contract and in any event before January 10, 2018; and, further,

(e) Reimbursement of travel expenses for approved out-of-state travel, when incurred upon the specific direction of the Client, including mileage and reimbursement for actual expenses for lodging, food, and taxis, together with other approved transportation, if any.

(f) The parties agree there shall be no reimbursement for in-state travel or other in-state expenses except as set forth herein; PROVIDED, HOWEVER, Consultant shall be reimbursed for in-state entertainment or other out-of-pocket expenditures for specified purposes as directed in writing by Client in advance of any such in-state expenditures.

4. **Independent Contractor.** The parties acknowledge and agree the relationship of Consultant with Client is that of independent contractor. Except as provided in this Contract, neither party shall exercise any control over the activities and operations of the other. Neither Client nor Consultant is liable or responsible for the acts, omissions, or defaults of the other in any manner. Consultant, as well as any employees or independent contractors of Consultant, shall not be considered, under the provisions of this Contract or otherwise, to be employees of Client for any purpose whatsoever.

5. **Compliance with North Carolina lobbying and ethics laws.** The parties hereto agree to comply with all reporting, lobbying, and ethics requirements set forth in Chapter 120C “Lobbying” and Chapter 138A “State Government Ethics Act” of the NC General Statutes, specifically including NCGS §120C et seq. and §138A-1 et seq. Further, the parties hereto agree to the following:

(a) Consultant will prepare all lobbying authorizations, registrations, expense reports, and submit principal authorizations and expense reports to Client for execution and timely submission to the NC Secretary of State Lobbying Compliance Division.

(b) Client will review, sign, and submit on a timely basis all required lobbying authorizations and expense reports. The County Manager will execute all required lobbying documentation and reports on behalf of Client.

6. **Applicable Law.** The laws of North Carolina shall govern this Contract.

7. **Entire Agreement; Amendment.** This Contract supersedes all prior understandings and agreements and informal working arrangements between the parties, written and oral. This Contract may not be amended orally, but may be amended only by a writing duly executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Contract the day and year first written above.

COUNTY OF CAMDEN, NORTH CAROLINA

By _____
P. Michael McLain, Chairman
Camden County Commissioners

This contract has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Camden Finance Officer: _____ Date: _____

McCLEES CONSULTING, INC.

By _____
Joseph D. McClees, President

Attest: _____
S. Henri McClees, Secretary

**STATE OF NORTH CAROLINA
COUNTY OF CAMDEN**

I, _____, a Notary Public in and for the said County and State, do hereby certify that P. Michael McLain, who is personally known to me, appeared before me as a duly authorized agent of Camden County, NC on this date and acknowledged the due execution of the foregoing contract.

WITNESS my hand and notarial seal this the ____ day of _____, 2016.

Notary Public

My commission expires:

**STATE OF NORTH CAROLINA
COUNTY OF PAMLICO**

I, _____, a Notary Public in and for the said County and State, do hereby certify that Joseph D. McClees, President and S. Henri McClees, Secretary of McClees Consulting, Inc., respectively, both known to me, each appeared before me this date and acknowledged the due execution of the foregoing contract.

WITNESS my hand and notarial seal this the ____ day of _____, 2016.

Notary Public

My commission expires:

Attachment: Microsoft Word - CamdenDraft2017-2018.doc (1423 : Lobbying Contract - McClees)

MCCLEES CONSULTING, INC.

Joseph D. McClees
 S. Henri McClees
 POST OFFICE BOX 430
 ORIENTAL, NORTH CAROLINA
 28571-0430

TELEPHONE
 (252) 249-1097
 TELECOPIER
 (252) 249-3275
 www.mccleesconsulting.com

October 26, 2016

Mr. Michael McLain
 Chair, Camden County Commission
 124 Pine Street
 Camden, NC 27921

RE: 2017-2018 Contract between County & McClees Consulting

Dear Mike:

Enclosed please find a proposed 2017-2018 Contract. I have incorporated the two changes we discussed. I also discussed these changes with Garry Meiggs.

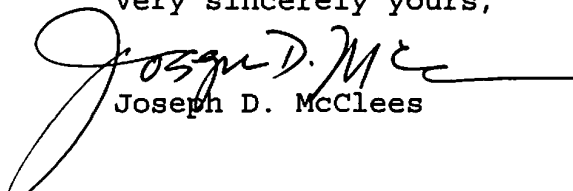
The two changes include a two-year term and an increase from \$17,500/year to \$20,000/year. The other provisions remain the same.

I am sending copies of the enclosed contract to Garry Meiggs for his review and County Manager Mike Brillhart for his information. Per our discussions, I am asking your County Manager to calendar this item on your November 7, 2016 meeting agenda. Please confirm this with him.

Please review this proposed contract, and let me know if you have questions. Thank you very much for your time and attention.

Best personal regards.

Very sincerely yours,


 Joseph D. McClees

Enclosure

Attachment: McLain2017EncIKSigned.pdf (1423 : Lobbying Contract - McClees)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.J
Meeting Date: November 07, 2016

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

Item Title **Senior Advisory Board - Resignation**

Attachments: Senior Advisory Board - Resignation (PDF)

Summary:

Staff received the attached Senior Advisory Board resignation letter from Mr. L. Reed Adams.

A vacancy announcement for the Senior Advisory Board is currently listed on the home page of the county's website and Facebook page.

Recommendation:



DR. CRIME® AND DR. JUSTICE® PUBLIC SERVICES

Contact us

1851 West Ehringhaus Street, Suite #140,
Elizabeth City, NC 27909
Cell 252-339-0000; fax 252-331-1155
e-mail drcrime@keepkidshome.net
reedadams@yahoo.com
www.keepkidshome.net

CRIMINOLOGICAL ASSOCIATES, INC.

Social Evaluations Research, Inc.

9/30/ 2016



CRIMINAL JUSTICE RESEARCH SERVICES SINCE 1994

RESOURCES

Educators, Defense Criminologists,
Research Criminologists, Clinical
Sociologists, C/J Professionals from
Police, Prisons, Administration, &
Community Corrections

Ms. Angela Wooten, Executive Assistant
Office of the County Manager
Clerk to the County Board
330 East Highway 158
PO Box 190
Camden, NC 27921

Re: Service to Camden County

Dear Ms. Wooten:

I presently serve as VP of the Friends of the Library, as a member of the County Library Board, and as a member of the Senior Citizens Board. I have served on the Senior Citizens Board for years and have been extremely impressed with the quality of service to our seniors provided by the Board staff, every one of them. I note there is a vacancy on the Social Service Board and am requesting that you end my service to the Senior Citizens Board and appoint me to the Social Service Board. Please convey to the Senior Citizens Board staff and members how much I have enjoyed and benefited from my contact with them.

If you do not have a copy of my curriculum vitae and professional summary I will be happy to provide you with that material. Thank you for your consideration of this request.

L. Reed Adams, Ph.D., CPSP
Clinical Sociologist / Defense Criminologist
President, CAI
Professor of Criminal Justice & Sociology (retired)

**Camden County Senior Services Department
Advisory Board By-Laws**

ARTICLE I

Name

The name of this organization shall be the Camden County Senior Services Department advisory Board. It is established to provide oversight and support for all senior programming in the Department.

ARTICLE II

Purpose & Objectives

The Camden County Senior Services Department Advisory Board shall be responsible for the following duties:

1. Serve as the liaison between the older citizens of Camden County and the County government.
2. Suggest policy and make recommendations to the Board of County Commissioners on special needs registry of the elderly.
3. Work to stimulate and promote needed services and programs for older persons.
4. Review and make recommendations concerning service proposals and funding of services that have an impact on older persons.
5. Consult with and assist the Senior Center Coordinator and the County Manager in the preparation of the department budget.
6. Review the proposed budget with the Senior Center Director and the County Manager prior to the time the Department Budget is submitted to the County Manager.
7. Perform other functions and duties as may from time to time be requested by the County Manager or the Board of Commissioners.

ARTICLE III

Membership

1. The Camden County Senior Services Department Advisory Board shall be composed of up to seven (7) members who are residents of Camden County to include the Director of Social Services or a designee and a County Commissioner. The County Commissioner appointee shall be appointed annually by the Chairman of the Board of Commissioners. The Camden County Senior Services Department Advisory Board shall include at least three (3) members who are 55 years of age, excluding the Director of Social Services or a designee and the County Commissioner.

2. As the Camden County Senior Services Department Advisory Board is being reorganized the first three new appointees will serve a three year term and the remainder of appointees will serve



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.K
Meeting Date: November 07, 2016
Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten

Item Title **Social Services Board - Volunteer**

Attachments: Social Services Board - Volunteer (PDF)
 Volunteer Application (PDF)

Summary:

Staff received the attached volunteer letter for the Social Services Board. Per the request of the Social Services Director staff has forwarded the letter for review by the Social Services Board.

Recommendation:



DR. CRIME® AND DR. JUSTICE® PUBLIC SERVICES

Contact us

1851 West Ehringhaus Street, Suite #140,
Elizabeth City, NC 27909
Cell 252-339-0000; fax 252-331-1155
e-mail drcrime@keepkidshome.net
reedadams@yahoo.com
www.keepkidshome.net

Ms. Angela Wooten, Executive Assistant
Office of the County Manager
Clerk to the County Board
330 East Highway 158
PO Box 190
Camden, NC 27921

Re: Service to Camden County

Dear Ms. Wooten:

I presently serve as VP of the Friends of the Library, as a member of the County Library Board, and as a member of the Senior Citizens Board. I have served on the Senior Citizens Board for years and have been extremely impressed with the quality of service to our seniors provided by the Board staff, every one of them. I note there is a vacancy on the Social Service Board and am requesting that you end my service to the Senior Citizens Board and appoint me to the Social Service Board. Please convey to the Senior Citizens Board staff and members how much I have enjoyed and benefited from my contact with them.

If you do not have a copy of my curriculum vitae and professional summary I will be happy to provide you with that material. Thank you for your consideration of this request.

L. Reed Adams, Ph.D., CPSP
Clinical Sociologist / Defense Criminologist
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CRIMINOLOGICAL ASSOCIATES, INC.

Social Evaluations Research, Inc.

9/30/ 2016



CRIMINAL JUSTICE RESEARCH SERVICES SINCE 1994

RESOURCES

Educators, Defense Criminologists,
Research Criminologists, Clinical
Sociologists, C/J Professionals from
Police, Prisons, Administration, &
Community Corrections

Attachment: Social Services Board - Volunteer (1393 : Social Services Board - Volunteer)



Application for Citizen Service -Volunteer Form

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

Name: Leon Reed Adams

Mailing Address: 114 Pine St., Camden, NC

Township you live in: _____

Telephone (home): 252-339-0000 (business): same (cell phone)

Email address: reedadams@yahoo.com

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: retired university professor, Ph.D., CPSP, M.A. degrees in sociology and criminology

Boards or Commissions upon which you are interested in serving: remove membership in Senior Center, add membership in Social Services Advisory Board

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

Signature: Leon Reed Adams Date: 9/30/2016

Attachment: Volunteer Application (1393 : Social Services Board - Volunteer)



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.L
Meeting Date: November 07, 2016
Submitted By: Stephanie Jackson, HR Director
 Human Resources
 Prepared by: Angela Wooten

Item Title **Job Description Change**

Attachments: 2016_11_02_13_52_56.pdf (PDF)

Summary:

Clerk to the Board/Assistant to the Manager needs to have the function removed of "serves as Clerk to the Board to the Camden Economic Development Commission." Per the September 8, 2009 Bylaws under Article VI, Section 7, and this function will be removed when a staff member will assume responsibility. We currently have an Economic Developer for this function and preparing those documents for CEDC meetings is included in that job description.

Recommendation:

To make a motion to approve the deletion of function in job description.

Clerk to the Board/ Assistant to the Manager

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative work serving as Clerk to the County Board of Commissioners, preparing and maintaining official County records and files, maintaining the Minute Book, assisting the Board and County Manager with special projects, and related work as apparent or assigned. Work is performed under the supervision of the County Manager and County Board of Commissioners.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Prepares Board agendas, agenda packets and agenda item action requests to be reviewed approved by Manager and Board of Commissioners.

Attends all regular, special and executive sessions of Board; takes minutes and records official actions; secures meeting space and availability of space; provides necessary equipment, materials and refreshments for meetings.

Prepares detailed minutes of meetings; maintains and updates the County Minute Book; prepares verbatim transcript when Board sits as a quasi-judicial body; maintains video recordings of Board meetings.

Attests official contracts and documents.

Maintains official records of the County; serves as custodian of the County Seal.

Prepares certifications and extracts from minutes.

Prepares and disseminates notification of Board meetings and public hearings.

Composes variety of detailed reports, resolutions, proclamations, ordinances, contract, legal, etc.; prepares ordinances for codification; distributes codified ordinances.

Maintains summary calendar of items referred to the Board; prepares Board action motions following meetings with correspondence and execution of documents.

Prepares and maintains records index system.

Administers oaths of office; prepares letters of appointment.

Prepares correspondence for the County Manager and Board members.

Prepares and disseminates information under the Freedom of Information Act as requested from the public; makes public records available for inspection by the public.

Archives the minutes of the Board of Commissioners in Raleigh upon request of the Department of Cultural Resources.

Handles scheduling and travel arrangements.

Proofreads and edits materials; prepares, updates and maintains files and records.

Operates standard office, word and data processing equipment.

~~Serves as Clerk to the Board to the Camden Economic Development Commission.~~

Knowledge, Skills and Abilities

Thorough knowledge of the functions and organization of the County government; thorough knowledge of the rules of order as related to public hearings; thorough knowledge of the County's Charter and code; thorough knowledge of standard office procedures, practices and equipment; ability to research and prepare reports; ability to express ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with other County officials, staff, associates and the general public.

Education and Experience

High school diploma or GED and considerable experience in local or county government operations and procedures, or equivalent combination of education and experience.

Clerk to the Board/ Assistant to the Manager

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing and using hands to finger, handle or feel; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Possession of or ability to acquire North Carolina Clerk Certification.
Valid driver's license in the State of North Carolina.
This position is not subject to the Personnel Policy.

Attachment: 2016_11_02_13_52_56.pdf (1420 : Job Description Change)

Economic Developer

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work coordinating economic development and infrastructure projects throughout Camden, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Coordinates with Camden Economic Development Commission (CEDC) to show sites to businesses considering a new location or expansion; arranges meetings with local officials; researches land availability, zoning requirements, and coordinates contacts for property; serves as liaison to the county during construction.

Maintains contact with community leaders, representatives of business and industry, the CEDC, Visit the Eco-Park, the NC Department of Commerce and other agencies.

Researches and coordinates grants and funding sources to support infrastructure improvements and economic development opportunities.

Manages developer projects through completion, including shepherding projects through planning department process, charrette, plan review, negotiation, public hearings, rezonings, platting; coordinates the work and timing of neighboring affected development projects; coordinates infrastructure construction by developers, the county, NCDOT, and other public agencies and utilities; insures construction follows approved plans and all County regulations.

Coordinates work of county departments for infrastructure construction, park and greenway design and construction. Manages county facility construction projects.

Manages sale or purchase of county property.

Assists planning department with urban design or in-house small area plans or other planning projects.

Works with Public Information Officer to develop marketing tools for the economic development of the county including brochures, flyers, websites, social media, ads, etc.

Ensures that the county has current records on sites and buildings available within the county's jurisdiction, files and statistics on demographics, tax base, maps, profiles, utilities, retail sales, and building permits.

Researches and recommends strategies for economic development and small business promotion to the Board of Commissioners. Provides written updates to the Board of Commissioners.

Performs various duties such as preparing and organizing meetings with developers, county officials, and CEDC personnel, including preparing agendas and information packets.

Knowledge, Skills and Abilities

Considerable knowledge of principles, practices and processes involved in economic development, and federal, state, and local laws pertaining to economic development and planning; considerable knowledge of principles and processes of development and financing; considerable knowledge of economic, social, and technological resources available in the economic development field; considerable knowledge of the assets of the community; skills in data collection, analysis and presentation; establishment of databases about pertinent County statistics and demographics; ability to plan, coordinate and facilitate meetings, workshops, charrettes and effectively develop commercial leads for the County; ability to communicate effectively in oral and written forms; ability to establish and maintain effective working relationships with business executives and owners or representatives, public officials at the local and state levels, developers, contractors, community leaders and organizations, other department heads, and other employees, including the ability to build consensus among diverse groups; ability to analyze situations accurately and make correct recommendations for each business contact; Thorough knowledge of laws, regulations, policies and procedures related to land use planning, zoning, subdivision ordinances, community development, and local governments; Thorough knowledge of the laws, principles, theories, and practices related to smart growth and growth management; considerable knowledge of municipal management techniques and practices including

Economic Developer

supervisory principles, budget process, purchasing and contracting; ability to plan, organize, motivate, communicate, and evaluate the work of employees effectively; considerable knowledge and skill in the design and facilitation of public input processes designed to build consensus among conflicted parties; ability to prepare comprehensive reports and studies; skill in building consensus, in collaborative problem-solving, and in conflict resolution; ability to maintain confidentiality on sensitive economic development issues; knowledge of public records and open meeting laws in North Carolina.

Education and Experience

Bachelor's degree in business, planning, urban design, economics or related field and considerable experience in economic development, or equivalent combination of education and experience. Master's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing and using hands to finger, handle or feel; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Must possess and retain a valid driver's license.

Attachment: 2016_11_02_13_52_56.pdf (1420 : Job Description Change)

Section 3. All officers shall be elected for a one (1) year term and assume office at the annual meeting. Officers may be elected to succeed themselves or be elected to any other office, but may not exceed two (2) consecutive terms in any position.

Section 4. Any vacancy shall be filled by the Board of Commissioners within sixty (60) days after they occur.

Section 5. In addition to the Commission officers above named, in the future an Economic Developer (Developer) may be employed upon the affirmative vote of a majority of the CEDC Board as well as adequate funding availability. Once on staff the Economic Developer shall conduct the business and activities of the Commission in strict compliance with the rules and policies adopted by the said Commission.

Section 6. All employees of the CEDC shall be at-will local government employees of the Commission.

Section 7. When necessary the County Manager will provide assistance and access to needed support from County staff for the activities of the Commission. The Clerk to the Board of Commissioners will provide clerical support and attend the meetings to keep and maintain the officials records of the CEDC until such time as there is a staff person of the Commission to assume this responsibility.

Section 8. As the General Statutes do not give economic development commissions the authority to acquire an industrial or commercial site, to acquire land for an industrial park or to construct a shell building, or borrow money, these type activities shall be conducted by the Camden County Board of Commissioners.

Section 9. The Camden Economic Development Commission will be a part of the County Government and shall be subject to the Local Government Budget and Fiscal Control Act. All moneys received by the Commission must be run through the County Finance Department and all expenditures must be authorized in the County's annual budget ordinance or in a separate capital project or grant project ordinance adopted by the Commissioners.

Section 10. As part of the County Government the Commission (CEDC) will enjoy the same tax advantages. Its income is not subject to federal or state income tax and any real property owned by the Commission for administrative purposes is exempt from property tax. Individuals making gifts to the Commission may deduct the payments as charitable contributions.

Section 11. The Commission (CEDC) is subject to the open meetings and the public records law.

Section 12. An orientation shall be held for all new members appointed to the Commission.

Section 13. Within the limits of appropriated funds, the Commission (CEDC) may hire and fix the compensation of any personnel necessary to its operations, contract with consultants for such services as it may require, and contract with the State of North Carolina or the federal government, or any agency or department thereof, for such services as may be provided of such contracts as it may enter.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

County Manager's Report

Item Number: 10.A

Meeting Date: November 07, 2016

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

Item Title **Legislative Goals Update**

Attachments: Legislative Goals - Update.xlsx (PDF)

Summary:

Recommendation:

| Goal Title (Short) | Steering Committee | Goal Status |
|---|----------------------|--|
| Oppose transportation responsibilities to counties | General Government | Work Session - Nov 3 rd |
| Support the designation of Interstate 87 (I-87) | General Government | Work Session - Nov 3 rd |
| Restore Lottery Funds for School Capital Needs | Public Education | Favorable |
| Repeal authority that allows local school boards to file suit against a county board of commissioners over county appropriations for education. | Public Education | Favorable |
| Oppose unfunded mandates and shifts of state responsibilities to counties. | Taxation and Finance | Added language to NCACC Guiding Principles |
| Restore State Aid to Public Libraries | Taxation and Finance | Favorable |

Attachment: Legislative Goals - Update.xlsx (1419 : Legislative Goals Update)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.A
Meeting Date: November 07, 2016

Submitted By: Tammy Krauss, Register of Deeds
Register of Deeds
Prepared by: Angela Wooten

Item Title **Register of Deeds - Monthly Report**

Attachments: RoD Monthly Report - Sept.pdf (PDF)
RoD Monthly Report - October 2016.xls (PDF)

Summary:

Register of Deeds Monthly Report for September and October.

TAMMIE KRAUSS, REGISTER OF DEEDS

Camden County, NC

9/1/2016 - 9/30/2016

| | |
|--------------------------------------|--------------------|
| NC Children's Trust Fund | \$25.00 |
| NC Domestic Violence Fund | \$150.00 |
| State Revenue Stamp | \$4,520.74 |
| County Revenue Stamp | \$4,705.26 |
| Land Transfer Fee | \$0.00 |
| Floodplain Map Fund | \$0.00 |
| Supplemental Retirement | \$84.30 |
| ROD Automation Fund | \$520.90 |
| Dept Of Cultural Resources | \$0.00 |
| Vital Records Fund | \$0.00 |
| State General Fund | \$0.00 |
| State Treasurer Amount | \$713.00 |
| ROD General Fund | \$4,126.20 |
| Total Distribution For Period | \$14,845.40 |

| | |
|---------------------------------|--------------------|
| Cash Total | \$503.00 |
| Check Total | \$14,342.40 |
| Pay Account Total | \$0.00 |
| Overpayment Total | \$0.00 |
| Total Deposit For Period | \$14,845.40 |

Total Escrow Change \$0.00

Camden County Register of Deeds: Tammie Krauss
September 2016 Daily Deposit

| DATE | NC CHILDREN TRUST | NC DOM. VIO. FUND | STATE REV. STAMPS | COUNTY REV. STAMPS | RETIREMENT | AUTO FUND | STATE TREASURY | ROD GENERAL | TOTAL |
|--------------|----------------------|----------------------|----------------------|-----------------------|------------|---------------|-------------------|----------------|---------------------|
| 09/01/16 | \$ - | \$ - | \$ 303.80 | \$ 316.20 | \$ 3.00 | \$ 19.21 | \$ 31.00 | \$ 146.79 | \$ 820.00 |
| 09/02/16 | \$ - | \$ - | \$ 156.80 | \$ 163.20 | \$ 3.51 | \$ 21.93 | \$ 37.20 | \$ 171.36 | \$ 554.00 |
| 09/06/16 | \$ - | \$ - | | | \$ 2.19 | \$ 15.08 | \$ 6.20 | | \$ 146.00 |
| 09/07/16 | | | | | \$ 0.60 | | | \$ | |
| 09/08/16 | | | \$ 229.32 | \$ 238.68 | | | | | |
| 09/09/16 | \$ 5.00 | \$ 30.00 | \$ 298.90 | \$ 311.10 | \$ 6.72 | \$ 40.22 | \$ 43.40 | \$ 322.66 | \$ 1,058.00 |
| 09/12/16 | | | | | \$ 3.14 | \$ 20.72 | \$ 24.80 | \$ 160.34 | \$ 209.00 |
| 09/13/16 | | | | | | | \$ 12.40 | \$ 88.93 | \$ |
| 09/14/16 | \$ 5.00 | \$ 30.00 | \$ 342.02 | | | | \$ 18.60 | | \$ 1,001.20 |
| 09/15/16 | | | | | | | 43.40 | \$ 299.21 | \$ 386.00 |
| 09/16/16 | \$ 5.00 | \$ 30.00 | \$ 448.84 | \$ 467.16 | \$ 8.17 | | \$ 62.00 | \$ 389.33 | \$ 1,461.00 |
| 09/19/16 | | | \$ 513.52 | \$ 534.48 | \$ 4.53 | \$ 29.30 | \$ 43.40 | \$ 224.57 | \$ 1,349.80 |
| 09/20/16 | | | | | \$ 0.58 | \$ 3.23 | \$ 6.20 | \$ 28.99 | \$ 39.00 |
| 09/21/16 | | | \$ 245.98 | \$ 256.02 | \$ 3.04 | \$ 19.44 | \$ 31.00 | \$ 148.92 | \$ 704.40 |
| 09/22/16 | \$ 5.00 | \$ 30.00 | \$ 430.71 | \$ 448.29 | \$ 5.70 | \$ 28.40 | \$ 68.20 | \$ 242.70 | \$ 1,259.00 |
| 09/23/16 | \$ 5.00 | \$ 30.00 | \$ 549.29 | \$ 571.71 | | | | | |
| 09/26/16 | | | | | \$ 2.55 | \$ 14.95 | \$ 31.00 | | \$ 170.00 |
| 09/27/16 | | | | 331.50 | \$ 2.22 | \$ 15.33 | \$ 18.60 | \$ 111.85 | \$ 798.00 |
| 09/28/16 | | | | | \$ 0.39 | \$ 1.94 | \$ 6.20 | \$ 17.47 | \$ 26.00 |
| 09/29/16 | | | \$ 307.72 | \$ 320.28 | \$ 8.70 | \$ 53.67 | \$ 86.80 | \$ 430.83 | \$ 1,208.00 |
| 09/30/16 | | | \$ 375.34 | \$ 390.66 | \$ 5.50 | \$ 33.79 | \$ 49.60 | \$ 277.91 | \$ 1,132.80 |
| | | | | | | | | | 0.00 |
| | | | | | | | | | 0.00 |
| TOTAL | \$ 25.00 | \$ | 4,520.74 | \$ | | 520.90 | \$ 713.00 | \$ | \$ 14,845.40 |

Camden County Register of Deeds: Tammie Krauss
 October 2016 Daily Deposit

| DATE | NC CHILDRENS TRUST | NC DOM. VIO. FUND | STATE REV. STAMPS | COUNTY REV. STAMPS | RETIREMENT | AUTO FUND | STATE TREASURY | ROD GENERAL | TOTAL |
|--------------|--------------------|-------------------|--------------------|--------------------|-----------------|------------------|------------------|--------------------|---------------------|
| 10/03/16 | \$ - | \$ - | | | \$ 2.26 | \$ 14.67 | \$ 12.40 | \$ 121.67 | \$ 151.00 |
| 10/04/16 | \$ 10.00 | \$ 60.00 | \$ 236.18 | \$ 245.82 | \$ 6.64 | \$ 33.95 | \$ 37.20 | \$ 295.21 | \$ 925.00 |
| 10/05/16 | \$ 5.00 | \$ 30.00 | \$ 468.44 | \$ 487.56 | \$ 4.57 | \$ 24.50 | \$ 31.00 | \$ 210.13 | \$ 1,261.20 |
| 10/06/16 | \$ 5.00 | \$ 30.00 | \$ 267.54 | \$ 278.46 | \$ 4.63 | \$ 23.69 | \$ 37.20 | \$ 207.88 | \$ 854.40 |
| 10/07/16 | | | \$ - | \$ - | \$ 4.98 | \$ 26.98 | \$ 62.00 | \$ 237.64 | \$ 331.60 |
| 10/10/16 | \$ - | \$ - | | | \$ 4.50 | \$ 29.70 | | \$ 265.80 | \$ 300.00 |
| 10/11/16 | | | | | \$ 0.15 | \$ 0.99 | | \$ 8.86 | \$ 10.00 |
| 10/12/16 | | | \$ 481.18 | \$ 500.82 | \$ 3.55 | \$ 21.96 | \$ 18.60 | \$ 192.49 | \$ 1,218.60 |
| 10/13/16 | | | | | \$ 1.34 | \$ 8.78 | | \$ 78.88 | \$ 89.00 |
| 10/14/16 | \$ 5.00 | \$ 30.00 | \$ 769.79 | \$ 801.21 | \$ 7.53 | \$ 42.96 | \$ 55.80 | \$ 360.91 | \$ 2,073.20 |
| 10/17/16 | | | | | \$ 3.15 | \$ 18.09 | \$ 31.00 | \$ 157.56 | \$ 209.80 |
| 10/18/16 | | | | | \$ 0.78 | \$ 3.88 | \$ 12.40 | \$ 34.94 | \$ 52.00 |
| 10/19/16 | | | | | \$ 0.54 | \$ 2.93 | \$ 6.20 | \$ 26.33 | \$ 36.00 |
| 10/20/16 | | | \$ 245.00 | \$ 255.00 | \$ 2.52 | \$ 13.96 | \$ 31.00 | \$ 120.52 | \$ 668.00 |
| 10/21/16 | | | | | \$ 0.39 | \$ 1.94 | \$ 6.20 | \$ 17.47 | \$ 26.00 |
| 10/24/16 | \$ 5.00 | \$ 30.00 | \$ 156.80 | \$ 163.20 | \$ 7.05 | \$ 37.52 | \$ 68.20 | \$ 322.23 | \$ 790.00 |
| 10/25/16 | | | | | \$ 3.28 | \$ 20.76 | \$ 18.60 | \$ 176.36 | \$ 219.00 |
| 10/26/16 | | | \$ 16.66 | \$ 17.34 | \$ 3.71 | \$ 22.28 | \$ 31.00 | \$ 190.21 | \$ 281.20 |
| 10/27/16 | | | \$ 229.32 | \$ 238.68 | \$ 1.95 | \$ 11.46 | \$ 18.60 | \$ 97.99 | \$ 598.00 |
| 10/28/16 | | | \$ 122.50 | \$ 127.50 | \$ 4.59 | \$ 27.35 | \$ 43.40 | \$ 230.66 | \$ 556.00 |
| 10/31/16 | | | | | \$ 2.20 | \$ 13.70 | \$ 12.40 | \$ 118.10 | \$ 146.40 |
| | | | | | | | | | 0.00 |
| | | | | | | | | | 0.00 |
| | | | | | | | | | \$ - |
| TOTAL | \$ 30.00 | \$ 180.00 | \$ 2,993.41 | \$ 3,115.59 | \$ 70.31 | \$ 402.05 | \$ 533.20 | \$ 3,471.84 | \$ 10,796.40 |

Attachment: RoD Monthly Report - October 2016.xls (1394 : Register of Deeds - Monthly Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.B
Meeting Date: November 07, 2016

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

Item Title **October 2016 Library Statistics**

Attachments: 16_10 BOC Stats (PDF)

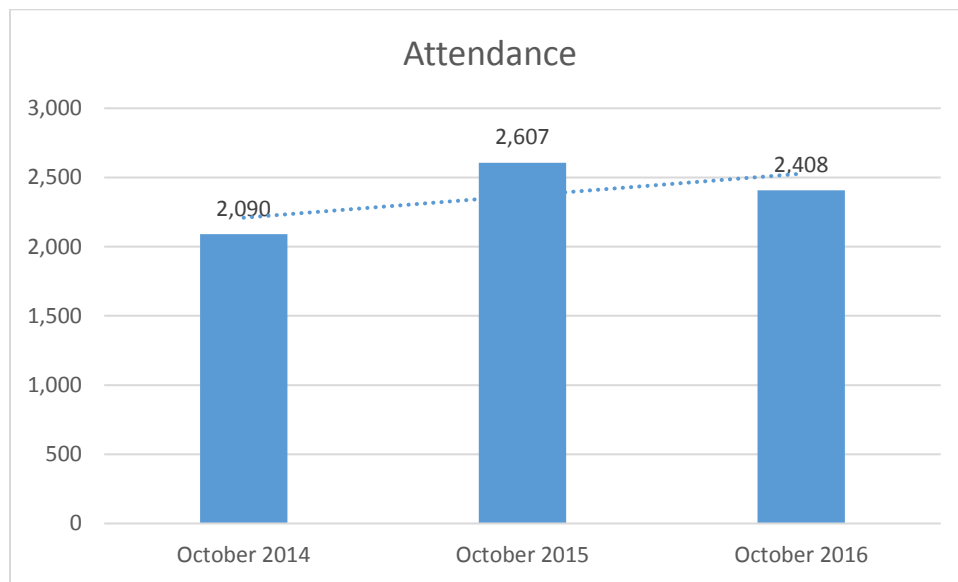
Summary:

Recommendation:

Camden County Public Library October 1-31, 2016 Statistics

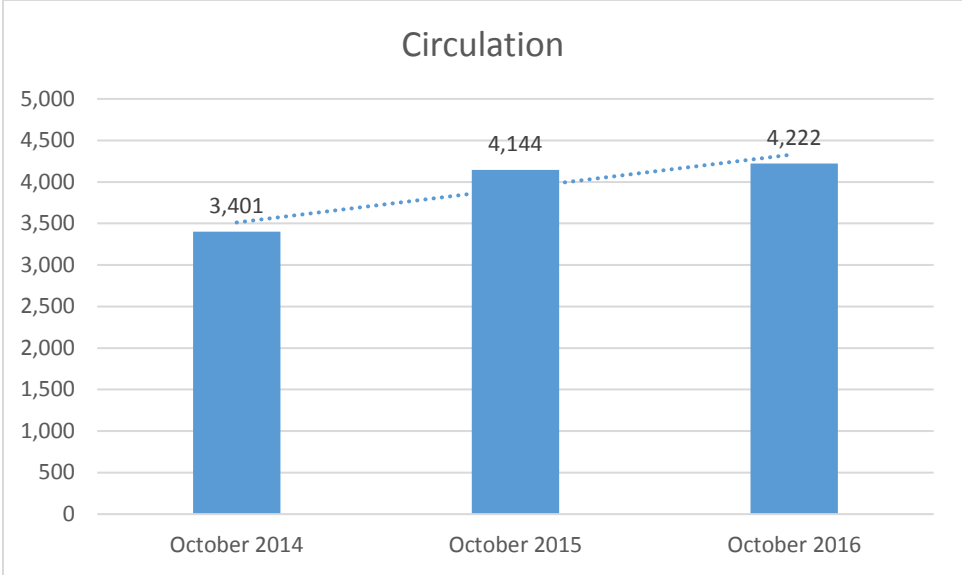
- **Visitor Count:** 2,408
- **Days/Hours Open:** 30/265
- **# Items in Collection:** 14,204(Opening Day Collection # Items = 4,755)
- **Total Check Outs/Renewals:** 4,222
- **Library Card Holders:** 2,738
- **Computer/ Wireless Use:** 1131/643
- **Juvenile Programs :** 16 programs /197 attendance
- **Adult Programs :** 3 programs / 9 attendance
- **Meeting Room:** 14 reservations /116 attendance
- **Outreach Programs:** 4

Comparison by Year



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

Attachment: 16_10 BOC Stats (1414 : October 2016 Library Statistics)



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

Attachment: 16_10 BOC Stats (1414 : October 2016 Library Statistics)



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.C
Meeting Date: November 07, 2016

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

Item Title **EMS Monthly Report - September 2016**

Attachments: EMS- Annoucement.doc (PDF)
EMS - Agenda.doc (PDF)
Sept Monthly Report FY 2016.pdf (PDF)
2016 09 EMS Board Minutes.docx (PDF)

Summary:

EMS Monthly Report - September 2016

Recommendation:

Memorandum

Date: October 5, 2016

From: Jerry Newell
EMS Director

To: All EMS Board Members

Re: Notification of Next Scheduled Business Meeting

The next scheduled meeting of the Pasquotank-Camden Emergency Medical Services Board will be Wednesday, October 12, 2016, at 2:00 p.m. It will be held at the Pasquotank-Camden EMS Administration Building, Elizabeth City. The minutes from the July 2016 meeting are enclosed for your review.

Please call me if you will be unable to attend.

JN/ls

Emergency Medical Services Board Agenda

October 12, 2016

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

**Monthly Report
for
September 2016**

| Ambulance Responses: | MTD 2016-2017 | MTD 2015-2016 | YTD 2016-2017 | YTD 2015-2016 | | |
|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|-----|
| Total Responses | 915 | 942 | 2841 | 3026 | | |
| Camden County | 48 | 68 | 186 | 189 | | |
| Blackwater | 0 | 0 | 0 | 0 | | |
| Pasquotank County | 651 | 668 | 2042 | 2244 | | |
| Albemarle Hospital | 216 | 206 | 613 | 593 | | |
| Advanced Life Support | 271 | 321 | 943 | 945 | | |
| Basic Life Support | 415 | 414 | 1216 | 1437 | | |
| Treatment/No Tx | 3 | 7 | 22 | 23 | Inter-facility Transports | |
| Patient Refusal | 123 | 90 | 347 | 299 | 94 | 90 |
| Cancelled Enroute | 36 | 56 | 122 | 130 | | |
| Standby-Event | 5 | 7 | 19 | 21 | Non-Emergency Transports | |
| Standby-Helo | 0 | 0 | 0 | 0 | 232 | 251 |
| Standby-Fire | 11 | 7 | 35 | 19 | | |
| Mutual Aid | 0 | 0 | 6 | 3 | | |
| Miscellaneous | 51 | 40 | 131 | 149 | | |
| | 915 | 942 | 2841 | 3026 | | |

| Accounts Receivable: | MTD | YTD | LYYTD |
|-----------------------------|-------------------|-----------------|-----------------|
| A/R Beginning Balance | \$ 1,830,975.90 + | | |
| Patient Billings | \$ 396,454.20 + | \$ 1,235,175.70 | \$ 1,301,598.80 |
| Refunds | \$ 3,794.82 + | \$ 9,984.38 | \$ 4,050.20 |
| Patient Credits | \$ 214,162.25 - | \$ 667,765.75 | \$ 723,124.29 |
| Ins. Contract Adj. | \$ 88,184.38 - | \$ 350,644.02 | \$ 368,032.54 |
| Write Off's | \$ 44,052.21 - | \$ 130,475.03 | \$ 87,268.90 |
| Late PCR's | | | |
| Adjustment | \$ (1,100.14) + | | |
| A/R Ending Balance | \$ 1,883,725.94 | LYMTD | \$ 1,790,776.11 |
| Deposits to Finance Office | \$ 141,705.48 + | \$ 207,432.22 | |
| Recovery from Bad Debt | \$ 57.25 - | | |
| Misc. Revenue | \$ 40.21 - | | |
| A/R Payment to Finance | \$ 72,554.23 + | | |
| Adjustment Added | | Notes: | |
| Adjustment Subtracted | | Mileage/adj | |
| Total | \$ 214,162.25 | | |

Attachment: Sept Monthly Report FY 2016.pdf (1398 : EMS Monthly Report - September 2016)

**EMS Board Minutes
September 14, 2016**

The Pasquotank-Camden Emergency Medical Services Board meeting was held on Wednesday, September 14, 2016, at the Pasquotank-Camden EMS Administrative Building.

Ms. Sue Meads called the meeting to order at 2:02 p.m.

Members Present:

Jeff Dixon
Tom White
Garry Meiggs
Sue Meads

Members Absent:

Chris Ayers-Exc.
Frankie Meads-Exc.
Mike Straka-Exc.

Others Present:

Rodney Bunch
Michael Brillhart
Jerry Newell
Walter Meads
Carla Godwin
Deborah Holland
Nettie Marshall

The minutes from the August meeting were reviewed. Mr. Jeff Dixon made a motion to accept the minutes. Mr. Tom White seconded the motion. The motion carried.

Sentara Albemarle Medical Center:

- None

Rescue Squad: (Chris Ayers Exc.)

- Ms. Sue Meads stated that they are planning to have a retirement party for Mr. Jon Fischman October 15th at Big Daddy's at 6:00 PM.

Medical Director:

- None

County Managers:

- None

EMS Department:

- Mr. Jerry Newell provided a letter as attached from Public Health and Human Services regarding the need for Medical Examiners.
- Mr. Newell provided the Financial Report for the month of August for review.
- The new remount (Rescue 5) arrived Friday September 9th.
- Ms. Carla Godwin stated that at the end of September they will have Medtronic conducting capnography training along with EMS and hospital staff.
- Mr. Jerry Newell gave a demonstration on how to use the new Stryker XPS Extenders and Performance Load system equipment that was purchased with the new budget.

New Business:

- None

Closed Session:

- None

With no further business to discuss, Mr. Gary Meiggs made a motion to adjourn the meeting. Mr. Jeff Dixon seconded the motion. The motion carried. The meeting was adjourned at 2:47 p.m. The next EMS Board Meeting is scheduled for Wednesday October 12, 2016 at 2:00 p.m. in the conference room of the EMS Administrative Building.



DANIEL STALEY
Director, Division of Public Health

DEBORAH L. RADISCH, M.D., MPH
Chief Medical Examiner

August 26, 2016

Michael Brillhart
Camden County Manager
PO Box 190
Camden, NC 27921

✓ Jerry Newell
Director Pasquotank-Camden Emergency Medical Services
PO Box 469
Elizabeth City, NC 27909

Jerry Parks
Camden County Health Director
160 US 158 Bldg. B
Camden, NC 27921

Dear Camden County Officials:

Camden County has only one active appointed medical examiner. Ideally, each county should have a minimum of three medical examiners, since a medical examiner must be available at all hours. Legislation effective January 1, 2016 requires that the Chief Medical Examiner appoint at least two medical examiners per county.

The current requirements for medical examiner appointments are outlined in the following statute:

SECTION 1. G.S. 130A-382 reads as rewritten: "§ 130A-382. County medical examiners; appointment; term of office; vacancies; training requirements; revocation for cause.

- (a) The Chief Medical Examiner shall appoint two or more county medical examiners for each county for a three-year term. In appointing medical examiners for each county, the Chief Medical Examiner shall give preference to physicians licensed to practice medicine in this State but may also appoint licensed physician assistants, nurse practitioners, nurses, or emergency medical technician paramedics. A medical examiner may serve more than one county. The Chief Medical Examiner may take jurisdiction in any case or appoint another medical examiner to do so.

I am asking you, with the two other listed agencies in your county, to help identify statutorily qualified individuals to serve as medical examiners in Camden County. The OCME has instituted a mandatory training program focusing on orientation to the NC Medical Examiner System and death investigation basics that will enable all medical examiners to learn how to perform this service with competence and confidence.

- (b) County medical examiners shall complete continuing education training as directed by the Office of the Chief Medical Examiner and based upon established and published guidelines for conducting death investigations. The continuing education training shall include training regarding sudden unexpected death in epilepsy. The Office of the Chief Medical Examiner shall annually update and publish these guidelines on its internet Web site. Newly appointed county medical examiners shall complete mandatory orientation training as directed by the Office of the Chief Medical Examiner within 90 days of their appointment.

Nothing Compares™

Department of Health and Human Services | Division of Public Health | Office of the Chief Medical Examiner
402 District Drive, Raleigh, NC 27607 • Mailing 3025 Mail Service Center, Raleigh, NC 27699-3025
919 743 9000 T | 919 743 9090 F



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.D
Meeting Date: November 07, 2016

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

Item Title **PICH Newsletter "The Branch"**

Attachments: Microsoft Outlook - Memo Style (PDF)
PICH Newsletter Fall 2016 Final (PDF)

Summary:

Recommendation:

Angela Wooten

From: Lisa Phillips <lisa.phillips@arhs-nc.org>
Sent: Wednesday, October 12, 2016 11:34 AM
To: Abi Hicks; Catherine Parker; Amy Underhill; TJ McArthur; Ann Staples; Gibbs, Amy M; Ashley H. Stoop; Amanda Betts; Ateya Harbin Wilson; Angela Wooten; Bunch, Jean; Bryan Reynolds; Brenda Shiflet; Billie Patrick; Bill Rich; Bunch, Rodney; Courtney Heck; Ch
Cc: Jill Jordan
Subject: PICH Newsletter "The Branch"

Good Afternoon-

Please check out the Fall Edition of the PICH newsletter "The Branch".

Great information on Farm Markets, Great American Smokeout, and NENC Youth in Action!!

<http://healthync.org/assets/media/1475604702-PICH%20Newsletter%20Fall%202016%20Final%209-27-16.pdf?=/>

If you would like to receive hard copies, please send me an email with an address and amount requested.

Enjoy reading,
Lisa

Lisa Phillips
 Tobacco Free Living Coordinator
 Partnerships to Improve Community Health
 Northeastern NC Partnership for Public Health
 Albemarle Regional Health Services
 711 Roanoke Avenue/PO Box 189
 Elizabeth City, NC 27909



Read about PICH here

Office Number: (252) 475-5077

Cell Number: (252) 340-0407



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Attachment: Microsoft Outlook - Memo Style (1403 : PICH Newsletter "The Branch")

the branch

Branching Out To Improve Our Community's Health

Fall 2016

Vol. 02 Issue 01

www.HealthyNC.org



Attachment: PICH Newsletter Fall 2016 Final (1403 : PICH Newsletter "The Branch")

Inside:

- Healthy Foods News** 2
- Tips To Quit Tobacco Use** 3
- Tobacco-Free Living News**..... 4-5
- Success Story: Smoke-Free Parks in Tyrrell County** 6
- Healthy Foods Recipe**..... 6
- Upcoming Events** 7



PICH

Partnerships to Improve
Community Health



Eat Smart North Carolina: Bring Fresh Produce to Your Setting

Fruits and vegetables are healthy and taste great. Grocery stores provide one option for purchasing produce, however many of us are looking for ways to buy locally grown produce in other convenient settings. "Eat Smart North Carolina: Bring Fresh Produce to Your Setting" is a planning and resource guide for anyone who would like to have fruits and vegetables, especially locally grown, available to buy in their worksite, place of worship, neighborhood or at any gathering place through a partnership with a produce vendor.

This guide highlights:

- Why fruit and vegetable consumption is important to the health, environment and economy of North Carolina.
- Options and resources available to work with farmers or produce vendors to bring and sell more locally grown fresh fruits and vegetables to consumers in a variety of settings.

Benefits to Purchasing and Eating More Locally Grown Fruits and Vegetables

Health, taste and variety — Eating fruits and vegetables is one of the most positive health habits adults and children can have. Unfortunately, less than one in four North Carolinians eat five or more servings a day of fruits and vegetables. People who eat more fruits and vegetables as part of a healthy diet have reduced risks of chronic diseases, including stroke, type 2 diabetes, some forms of cancer and heart disease. People who eat more produce are also more likely to have healthy body weights. Eating a variety of colorful fruits and vegetables provides a wide range of nutrients and fiber. Eating plenty of produce is a great way to eat smart while adding color, taste and variety to our diets.

Healthy environment — The average meal in the United States travels 1,300 miles before reaching your plate. A head of lettuce traveling from California to North Carolina

uses 36 times more fossil fuel energy in transport than it provides in food energy. Supporting local growers helps reduce energy consumption, which in turn is good for the environment. Sustainable farms conserve soil, keep water sources in our communities clean, and provide a habitat for wildlife. Keeping farmers on the land also preserves open space and helps our rural communities remain vibrant places to live.

Healthy economy — It has been estimated that every \$1 spent on locally produced foods returns (or circulates) \$3–\$7 within the community. Consumers buy produce (and other goods) from local farmers, who buy farm supplies from local businesses. Those businesses help to keep people in the community employed, and in turn they spend their money back in the community. This helps to encourage a thriving community and increases economic health. Also, when farmers have direct access to consumers, they are able to keep more of each dollar earned from their sales because the "middle man" is eliminated. This increases profits to producers and keeps their farms competitive with the traditional retail chain stores. Purchasing local produce not only improves the local economy, it also helps consumers stretch their food dollars and get high quality fruits and vegetables.



http://www.eatsmartmovemorenc.com/FreshProduce/Texts/fresh_produce_setting_webpc.pdf

Tips To QUIT SMOKING:

A TIP FROM A
**FORMER
SMOKER**

**DO YOUR HEART
A FAVOR.
QUIT SMOKING.**

Roosevelt, Heart attack at age 45
Virginia

Smoking causes immediate damage to your body.

For Roosevelt, it caused his heart attack. Your heart attack risk drops as soon as you quit smoking.

For free help, call **1-800-QUIT-NOW.**

For more information, visit **QuitlineNC.com.**



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention



QuitlineNC.com
1-800-QUIT-NOW



All Schools In PICH Region Receive New And Updated 100% Tobacco Free School Signage

On August 1, 2008, a state law went into effect requiring 100 percent tobacco-free public schools in North Carolina. At that time, all public schools received signage to support the law to promote compliance and to educate the staff, students, and visitors.

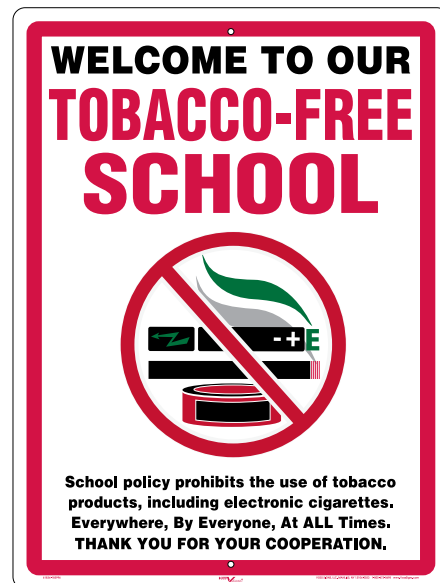
A 100 percent Tobacco-Free school is defined as having a policy that prohibits the use of tobacco products by anyone, including students, staff, and visitors, on school grounds or at school events at all times. This tobacco-free zone includes school premises, school vehicles, and school events, both indoors and outdoors, and both on and off school property.

Today in the PICH Region of Northeast North Carolina (Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Edgecombe, Gates, Halifax, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrrell, and Washington) all public schools have received

newly updated 100% tobacco free school signage and additionally each high school has received a sandwich board. The signs also include the prohibition of electronic cigarette products on all public school campuses. North Carolina defines electronic nicotine delivery systems (ENDS) as a tobacco product. E-cigarettes are covered under the current tobacco-free school policies for the following reasons: First a state law passed prohibiting e-cigarettes sales to minors. This law defines e-cigarettes as "tobacco products" and includes in the definition any product that contains tobacco and is intended for human consumption. E-cigarettes deliver nicotine, which is derived from tobacco. Also, most current tobacco-free school policies contain the phrase, "reasonably resembling tobacco or tobacco products." E-cigarettes are specifically designed to mimic a traditional cigarette.



Older 100% TFS sign



Updated 100% TFS sign

Great American SMOKEOUT Nov. 17th

The Great American Smokeout is an annual event on the third Thursday of November that challenges people to stop smoking cigarettes for

24 HOURS

hoping their decision not to smoke will last forever.



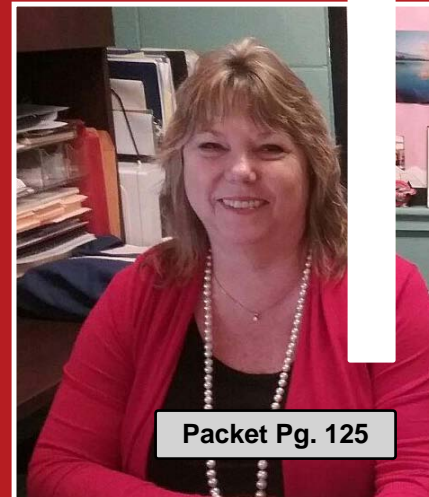
Words of Encouragement...

I want to share my fifteen year anniversary of not smoking with everyone at MCC. It was a hard thing to do after nearly 25 years of smoking, but by the grace of God, I did it. For anyone receiving this who is thinking about quitting, do it for yourself and your loved ones. You will feel better, save a lot of money, and smell better, too. Your body will thank you!

Rhonda G. Breed *Psychology/Sociology Instructor, Martin Community College*



For Tips to Quit Smoking, visit QuitlineNC.com.





Smoke-Free Parks in Tyrrell County

TRU (Tobacco.Reality.Unfiltered) Youth Leaders from Columbia High School present Smoke Free Zone signage, to recognize the recently adopted Tyrrell County smoke free parks ordinance, after the ribbon cutting ceremony for the new playground in Columbia. This is one of 30 all-inclusive playgrounds in eastern North Carolina, with a grant from Trillium Health Resources. Pictured from left to right are; Tajiauna Basni Kasean Capron, County Commissioner Nina Griswold, Dave Peterson - Central Regional Manager with Trillium, Sarah Fox - TRU Adult Leader Counselor at Columbia High School, County Manager David L. Clegg, Keila Rawls, and County Vice-Chairman Carl Willis.

Roasted Vegetable Soup

Recipe courtesy www.MyEatSmartMoveMore.com



INGREDIENTS

- 2 1/2 Cups Red Onion, coarsely chopped
- 1 Cup Carrot, chopped
- 5 Plum Tomatoes, trimmed & halved
- 1 Cup Red Potato, cubed
- 1/2 Teaspoon Black Pepper
- 3 Garlic Cloves
- 1 Tablespoon Olive Oil
- 1 Teaspoon Rosemary, dried
- 4 Cups Vegetable Stock
- 1 (28 Ounce) Can of Whole Tomatoes, chopped

DIRECTIONS

1. In a large bowl, combine onion, carrot, tomatoes, potato, pepper, garlic, oil and herbs. Stir until well coated.
2. Spread mixture in single layer on a baking sheet pan. Roast at 425° F for about 25 minutes, or until golden and tender.
3. Combine stock and can of chopped whole tomatoes in a medium stock pot. Bring to boil. Reduce heat and simmer for 7 minutes.
4. Place half or roasted vegetables into a food processor or blender and process until mixture is smooth. Repeat with remaining vegetables and return mixture to the stock pot.
5. Simmer for 5 minutes or until thoroughly heated. Serve.



October



International Walk to School Day
October 5th
www.walkbiketoschool.org



 **WORLD FOOD DAY - OCT 16**
World Food Day
October 16th
www.worldfooddayusa.org

RESPIRATORY CARE
CHANGING THE
WORLD
ONE **BREATH** AT A TIME
October 23 – 29


Red Ribbon Week

Choose to be Drug Free
October 23 -31

November

COPD Awareness Month
 
Understanding the Impact of the 3rd Leading Cause of Death in the U.S.
November 1-30

★THE GREAT AMERICAN★
SMOKEOUT
November 17th
www.cdc.gov/tobacco
www.cancer.org

Lung Cancer Awareness Month
Most Common Cancer Killer for Men & Women in U.S. & World

EVERY YEAR
200,000 DIAGNOSED WITH LUNG CANCER
160,000 WILL DIE FROM LUNG CANCER
LUNG CANCER DEATHS > COLON PROSTATE BREAST COMBINED

TAKE A BREATH
Tome Un Respiro


December


WORLD AIDS DAY
December 1st

National
Eat a Red Apple Day
December 1


Eat Smart, Move More...
Maintain, don't gain!
HOLIDAY Challenge


HEALTHY Holidays


Attachment: PICH Newsletter Fall 2016 Final (1403 : PICH Newsletter "The Branch")

Quitting Smoking and Enjoying Local Foods ARE SOMETHING TO SMILE ABOUT!





PICH

Partnerships to Improve
Community Health

Partnerships to Improve Community Health
Northeastern NC Partnership for Public Health
Albemarle Regional Health Services

711 Roanoke Avenue • PO Box 189
Elizabeth City, NC 27909

Lisa Phillips

Tobacco Free Living Coordinator
252.475.5077

Wes Gray, MPA, MPH

Healthy Foods Coordinator
252.340.0395

SAVE THE DATE!



PICH

Sustain the Health of Your Future

Friday, February 17, 2017 • 9:00am – 4:00pm

Senator Bob Martin Eastern Agricultural Center, Williamston, NC



Keynote Speaker:

Phillip Gardiner, Dr. P.H. University of California
"New Smoking Landscape"

Dr. Gardiner is the UC Smoke and Tobacco Free Fellowship Awards Program Officer for the Tobacco Related Disease Research Program (TRDRP), University of California Office of the President, where he also oversees the scientific inquiry associated with e-cigarettes. Dr. Gardiner speaks regularly around the country on banning menthol cigarettes and regulating electronic cigarettes.

QUALITY
VARIETY
FRESHNESS

LEARN ABOUT:

- Healthy Lifestyle Changes
- Educating Policy Makers
- Local Health Resources
- Coalition Development
- Community Engagement
- Health Disparities

Visit healthync.org to learn more about the Symposium

There is a \$20.00 Registration Fee to attend the Symposium that includes lunch.



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Partnerships to Improve
Community Health

Made possible with funding from the Centers for Disease Control and Prevention.
Financiado por los Centros para el Control y Prevención

Packet Pg. 128



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new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.E
Meeting Date: November 07, 2016

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

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

Attachments: Sales tax collections 16-17 (PDF)

Summary: Report as of 10/15/2016

Recommendation: N/A

SALES TAX REVENUE COLLECTION REPORT

| 2016-2017 | | | | | | | | | | | | | | 17-Oct- |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|------------------|
| SALES TAX - GENERAL FUND | | | | | | | | | | | | | | Budgeted |
| | July | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgeted |
| Art. 39 | \$44,906 | \$29,261 | | | | | | | | | | | | \$590,0 |
| Art. 40 | \$21,885 | \$18,599 | | | | | | | | | | | | \$275,0 |
| Art. 42 | \$10,593 | \$11,516 | | | | | | | | | | | | \$145,0 |
| Art. 44 | \$0 | \$1 | | | | | | | | | | | | |
| Totals | \$77,384 | \$59,378 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$136,762 | |
| Total Budgeted | | | | | | | | | | | | | | \$1,010,0 |
| SALES TAX REVENUE- SCHOOL CAPITAL RESERVE FUND | | | | | | | | | | | | | | Budgeted |
| | July | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgeted |
| Art. 40 | \$17,986 | \$13,725 | | | | | | | | | | | \$31,711 | \$185,0 |
| Art. 42 | \$35,972 | \$27,449 | | | | | | | | | | | \$63,421 | \$360,0 |
| Totals | \$53,958 | \$41,174 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$95,132 | |
| Total Budgeted | | | | | | | | | | | | | | \$545,0 |
| SALES TAX REVENUE- RESTRICTED | | | | | | | | | | | | | | Budgeted |
| | July | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgeted |
| GS 105-524 | \$33,652 | \$33,652 | | | | | | | | | | | \$67,304 | \$400,0 |
| Total Budgeted | | | | | | | | | | | | | | \$400,0 |
| Grand | \$164,994 | \$134,204 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$299,198 | \$1,955,0 |
| 2015-2016 | | | | | | | | | | | | | | |
| SALES TAX - REVENUE COLLECTION REPORT | | | | | | | | | | | | | | Budgeted |
| | July* | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgeted |
| 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 | \$565,0 |
| 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 | \$425,0 |
| 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 | \$125,0 |
| 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 | | | | | | | | | | | | | | \$1,115,0 |
| SALES TAX REVENUE- SCHOOL CAPITAL RESERVE FUND | | | | | | | | | | | | | | Budgeted |
| | July* | August | September | October | November | December | January | February | March | April | May | June | Totals | Budgeted |
| 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 | \$160,0 |
| 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 | \$190,0 |
| 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 | | | | | | | | | | | | | | \$350,0 |
| 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 | \$1,465,0 |
| *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 (1412 : 2016-2017 Sales Tax Revenue Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.F
Meeting Date: November 07, 2016

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

Item Title **FY 15-16 Annual Report - Community Advisory Committee**

Attachments: FY 15-16 Annual Report - Community Advisory
Committee (PDF)

Summary:

Recommendation:



October 10, 2016

Dear County Clerks:

Enclosed you will find the Annual Reports (2015-2016) from the Adult Care and Nursing Home, Community Advisory Committee members for your county.

These reports are for your records. If you have any questions please contact me at, 252-426-5753 ext. 225.

Sincerely,

Brandi Jordan, MSW
Regional LTC Ombudsman

CAMDEN
CHOWAN
CURRITUCK
DARE
GATES
HYDE
PASQUOTANK
PERQUIMANS
TYRRELL
WASHINGTON
COLUMBIA
CRESWELL
DUCK
EDENTON
ELIZABETH CITY
GATESVILLE
HERTFORD
KILL DEVIL HILLS
KITTY HAWK
MANTEO
NAGS HEAD
PLYMOUTH
ROPER
SOUTHERN SHORES
WINFALL

ANNUAL REPORT
FOR
ADULT CARE AND NURSING HOME COMMUNITY ADVISORY COMMITTEES
REGION R

COUNTY: Camden

REPORTING YEAR: 2016

COMMITTEE: Camden

CHAIRPERSON: Jasmine Wilson

Other Members: Ruth White & Shana Chancellor

1. **Were all homes in the county served by the committee? If not, why?**
Yes
2. **Describe education efforts by the committee.**
Training sessions attended by the committee members and knowledge share with residents and families.
3. **Describe community involvement by committee.**
We have built a healthy relationship with the residents and staff through our frequent visits to discuss and solve Medicare issues.
4. **Describe problems encountered by committee.**
None
5. **Was the committee involved in grievance resolution during the year?**
No
6. **Summarize the strengths and weaknesses of the facilities in the county.**
Camden is very fortunate to have Needham's which delivers excellent service to their residents.
7. **Other comments.**

THE REGIONAL OMBUDSMAN WILL DISTRIBUTE THIS REPORT TO COUNTY COMMISSIONERS, THE COUNTY DEPARTMENT OF SOCIAL SERVICES, AND THE DIVISION OF AGING.

Prepared by: Jasmine A. Wilson

Date Prepared: 9/17/16

Attachment: FY 15-16 Annual Report - Community Advisory Committee (1410 : FY 15-16 Annual Report - Community Advisory Committee)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.G
Meeting Date: November 07, 2016

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

Item Title **FY 2015-2015 Annual ABC Board Financial Report**

Attachments: FY15-16 ABC Financial Report.pdf (PDF)

Summary:

Recommendation:

**Camden County ABC Board
(A Component Unit of
Camden County Government)**

Financial Report

**For the Years Ended
June 30, 2016 and 2015**

Attachment: FY15-16 ABC Financial Report.pdf (1424 : FY 2015-2015 Annual ABC Board Financial Report)

**Camden County ABC Board
(A Component Unit of Camden County Government)
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Attachment: FY15-16 ABC Financial Report.pdf (1424 : FY 2015-2015 Annual ABC Board Financial Report)



MOSS & ASSOCIATES, PC
 Certified Public Accountants & Consultants

Independent Auditors' Report

To the Board of Directors
 Camden County ABC Board

Report on the Financial Statements

We have audited the accompanying financial statements of the Camden County ABC Board, a component unit of the Camden County Government, which comprise the statements of net position as of June 30, 2016 and 2015, and the related statements of revenues, expenses and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Camden County ABC Board as of June 30, 2016 and 2015, and the respective changes in financial position, and where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the Local Government Employees' Retirement System's Proportionate Share of Net Pension Liability and Schedule of Contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted principally of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audits were conducted for the purpose of forming opinions on the financial statements as a whole. The schedules of store expense, administrative expense, and schedules of revenues and expenditures - budget and actual are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedules of store expense, administrative expense, and schedules of revenues and expenditures - budget and actual are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Moss & Associates, PC

Moss & Associates, PC
Chesapeake, Virginia
September 29, 2016

Management's Discussion and Analysis

This section of the Alcohol Beverage Control (ABC) Board's (the Board) financial report represents our discussion and analysis of the financial performance of the Board for the year ended June 30, 2016. This information should be read in conjunction with the audited financial statements included in this report.

Financial Highlights

- Net sales increased by 9.11%
- Operating income decreased by \$52,569
- Working capital requirements have been met

Overview of Financial Statements

The audited financial statements of the Board consist of three components. They are as follows:

- *Management's Discussion and Analysis*
- *Basic Financial Statements*
- *Additional Information Required by the ABC Commission*

The Basic Financial Statements are prepared using the full accrual basis of accounting. They consist of three statements. The first statement is the **Statement of Net Position**. Assets and liabilities are classified between current and long-term. This statement provides a summary of the Board's investment in assets and obligations to creditors. Liquidity and financial flexibility can be evaluated using the information contained in this statement.

The next statement is the **Statement of Revenues, Expenses and Changes in Net Position**. This statement is used in evaluating whether the Board has recovered all of its costs through sales. Its information is used in determining credit worthiness.

The final required statement is the **Statement of Cash Flows**. This statement reports cash inflows and outflows in the following categories: operating, investing and financing activities. Based on this data, the user can determine the sources of cash, the uses of cash, and the change in cash.

The notes to the financial statements provide more detailed information and should be read in conjunction with the statements.

The ABC Commission requires some schedules in addition to the information required by generally accepted accounting principles. They include a **Schedule of Store Expense, a Schedule of Administrative Expense, and a Budget to Actual Reconciliation**.

Financial Analysis of the ABC Board

Net position is an indicator of the fiscal health of the Board. Assets and deferred outflows exceeded liabilities and deferred inflows exceeded liabilities by \$259,891 in 2016, \$257,858 in 2015, and by \$254,406 in 2014. The largest component of net position in 2016 was the net investment in capital assets. It was 53.5% of the total net position for 2016. In 2015, the largest component of net position was the unrestricted net position. It was 52.2% of the total net position.

Table 1
Condensed Statements of Net Position

| | 2016 | 2015 | 2014 | \$ Change | % Change |
|---|-------------------|-------------------|-------------------|------------------|----------|
| Current assets | \$ 236,695 | \$ 198,109 | \$ 191,060 | \$ 38,586 | 19.48 |
| Non-current assets | 139,142 | 123,330 | 90,234 | 15,812 | 12.82 |
| Deferred outflows of resources | 11,597 | 7,185 | | 4,412 | 61.41 |
| Total assets and deferred outflows of resources | <u>\$ 387,434</u> | <u>\$ 328,624</u> | <u>\$ 281,294</u> | <u>\$ 58,810</u> | 17.90 |
| Current liabilities | \$ 120,859 | \$ 66,310 | \$ 26,888 | \$ 54,549 | 82.26 |
| Noncurrent liabilities | 4,398 | | | 4,398 | |
| Deferred inflows of resources | 2,286 | 4,456 | | (2,170) | (48.70) |
| Total liabilities and deferred inflows of resources | <u>\$ 127,543</u> | <u>\$ 70,766</u> | <u>\$ 26,888</u> | <u>\$ 56,777</u> | 80.23 |
| Net investment in capital assets | \$ 139,142 | \$ 123,330 | \$ 90,235 | \$ 15,812 | 12.82 |
| Restricted net position | | | 7,616 | | |
| Unrestricted net position | <u>120,749</u> | <u>134,528</u> | <u>156,555</u> | <u>(13,779)</u> | (10.24) |
| Total net position | <u>\$ 259,891</u> | <u>\$ 257,858</u> | <u>\$ 254,406</u> | <u>\$ 2,033</u> | 0.79 |

Net position increased by 0.7% from 2015 compared to a 1.36% increase between 2015 and 2014. Income from operations decreased by 56.31% from 2015 and increased by 245.7% between 2015 and 2014.

The ABC Board implemented GASB Statement 68 in the prior year. With the new reporting change, the Board is allocated its proportionate share of the Local Government Employees' Retirement System's net pension asset, deferred outflows of resources, deferred inflows of resources, and pension expense. A restatement to record the effects of the new reporting guidance decreased beginning net position by \$874 in 2015. Decisions regarding the allocations are made by the administrators of the pension plan, not by the Board.

Following is a summary of the changes in net position:

Table 2
Condensed Statements of Revenues, Expenses and Changes in Net Position

| | 2016 | 2015 | 2014 | \$ Change | % Change |
|--|-------------------|-------------------|-------------------|-----------------|----------|
| Operating revenues | \$1,362,653 | \$1,248,808 | \$1,132,119 | \$ 113,845 | 9.12 |
| Less taxes on gross sales | 307,023 | 281,284 | 255,252 | 25,739 | 9.15 |
| Net sales | 1,055,630 | 967,524 | 876,867 | 88,106 | 9.11 |
| Cost of sales | 748,928 | 651,181 | 624,086 | 97,747 | 15.01 |
| Gross Profit | 306,702 | 316,343 | 252,781 | (9,641) | (3.05) |
| Less operating expenses | 265,913 | 222,985 | 225,779 | 42,928 | 19.25 |
| Income from operations | 40,789 | 93,358 | 27,002 | (52,569) | (56.31) |
| Non-operating revenue | 20 | 62 | 9 | (42) | (67.74) |
| Changes in net position before distributions | 40,809 | 93,420 | 27,011 | (52,611) | (56.32) |
| Distributions | 38,776 | 89,094 | 25,659 | (50,318) | (56.48) |
| Changes in net position | 2,033 | 4,326 | 1,352 | (2,293) | (53.01) |
| Net position, beginning | 257,858 | 253,532 | 253,054 | 4,326 | 1.71 |
| Net position, ending | <u>\$ 259,891</u> | <u>\$ 257,858</u> | <u>\$ 254,406</u> | <u>\$ 2,033</u> | 0.79 |

Net sales increased by 9.11%, while gross profit decreased 3.05% and operating expenses increased by 19.25%.

Following is a breakdown of sales by source:

| | 2016 | 2015 | 2014 | \$ Change | % Change |
|---------------------|--------------------|--------------------|--------------------|-------------------|----------|
| Retail liquor sales | <u>\$1,362,653</u> | <u>\$1,248,808</u> | <u>\$1,132,119</u> | <u>\$ 113,845</u> | 9.12 |
| Total sales | <u>\$1,362,653</u> | <u>\$1,248,808</u> | <u>\$1,132,119</u> | <u>\$ 113,845</u> | 9.12 |

Retail liquor sales continue to be the sole revenue stream in 2016.

Capital Asset and Debt Administration

Capital Assets

Investment in capital assets as of June 30, 2016, totals \$139,142 (net of accumulated depreciation). Major capital asset transactions during the year include additions to construction in progress of \$12,875 for the renovation of a store location and depreciation expense of \$6,578.

**Table 3
Capital Assets
(net of depreciation)**

| | 2016 | 2015 | 2014 | \$ Change | % Change |
|----------------------------|--------------------------|--------------------------|-------------------------|-------------------------|----------|
| Land | \$ 25,405 | \$ 25,405 | \$ 25,405 | | |
| Buildings and improvements | 55,172 | 59,724 | 64,276 | \$ (4,552) | (7.62) |
| Store equipment | 10,119 | 2,630 | 553 | 7,489 | 284.75 |
| Construction in progress | <u>48,446</u> | <u>35,571</u> | <u> </u> | <u>12,875</u> | 36.20 |
| Total | <u>\$ 139,142</u> | <u>\$ 123,330</u> | <u>\$ 90,234</u> | <u>\$ 15,812</u> | 12.82 |

Additional information on the ABC Board's capital assets can be found in Note 1.G.(6) of the Basic Financial Statements.

The Board does not carry any long-term debt.

Economic Factors

The Board continues to plan for a significant capital expenditure to either remodel or possibly relocate the Camden retail store and the administrative offices. Despite the overall declining economy, net sales increased 9.11% from the prior year.

Requests for Information

This report is intended to provide a summary of the financial condition of the Camden County ABC Board. Questions or requests for additional information should be addressed to:

Durward Medlin, III
Camden County ABC Board
P.O. Box 22
Camden, North Carolina 27921

Camden County ABC Board
(A Component Unit of Camden County Government)
Statements of Net Position
June 30, 2016 and 2015

| ASSETS | | |
|--|-------------------|-------------------|
| Assets | 2016 | 2015 |
| Current Assets | | |
| Cash and cash equivalents | \$ 102,865 | \$ 46,789 |
| Inventories - merchandise | 126,048 | 144,047 |
| Prepaid expense | 7,782 | 5,445 |
| Net pension asset | | 1,828 |
| Total Current Assets | 236,695 | 198,109 |
| Property and Equipment - net | 139,142 | 123,330 |
| Total Assets | 375,837 | 321,439 |
| Deferred Outflows of Resources | | |
| Contributions to pension plan subsequent to measurement date | 11,597 | 7,185 |
| Total Deferred Outflows of Resources | 11,597 | 7,185 |
| Liabilities | | |
| Current Liabilities | | |
| Accounts payable | 63,035 | 43,846 |
| Liquor sales tax payable | 32,083 | |
| Payroll taxes payable | 3,252 | 2,833 |
| Accrued liabilities | 4,562 | 3,869 |
| Distributions payable | 17,927 | 15,762 |
| Total Current Liabilities | 120,859 | 66,310 |
| Noncurrent pension liability | 4,398 | |
| Total Liabilities | 125,257 | 66,310 |
| Deferred Inflows of Resources | | |
| Pension deferrals | 2,286 | 4,456 |
| Total Deferred Inflows of Resources | 2,286 | 4,456 |
| Net Position | | |
| Net investment in capital assets | 139,142 | 123,330 |
| Unrestricted | 120,749 | 134,528 |
| Total Net Position | \$ 259,891 | \$ 257,858 |

See accompanying notes.
Page 7

Attachment: FY15-16 ABC Financial Report.pdf (1424 : FY 2015-2015 Annual ABC Board Financial Report)

Camden County ABC Board
(A Component Unit of Camden County Government)
Statements of Revenues, Expenses and Changes in Net Position
For the Years Ended June 30, 2016 and 2015

| | <u>2016</u> | <u>2015</u> |
|---|------------------|------------------|
| Operating Revenue | | |
| Liquor sales - regular | \$ 1,362,653 | \$ 1,248,808 |
| Total Gross Sales | <u>1,362,653</u> | <u>1,248,808</u> |
| Taxes on Gross Sales | | |
| State excise tax | 302,662 | 277,186 |
| Rehabilitation tax | 4,361 | 4,098 |
| Total Taxes | <u>307,023</u> | <u>281,284</u> |
| Net Sales | 1,055,630 | 967,524 |
| Cost of Sales | | |
| Cost of liquor sold | 748,928 | 651,181 |
| Gross Profit on Sales | <u>306,702</u> | <u>316,343</u> |
| Operating Expenses | | |
| Store expense | 138,843 | 150,876 |
| Administrative expense | 120,492 | 66,591 |
| Depreciation expense | 6,578 | 5,518 |
| Total Operating Expenses | <u>265,913</u> | <u>222,985</u> |
| Income from Operations | 40,789 | 93,358 |
| Non-operating Revenues and Expenses | | |
| Interest income | 20 | 62 |
| Total Non-operating Revenues and Expenses | <u>20</u> | <u>62</u> |
| Change in Net Position Before Distributions | 40,809 | 93,420 |
| Distribution for law enforcement | 63 | 2,849 |
| Distribution for alcohol education | 88 | 3,989 |
| Change in Net Position Before Profit Distributions | <u>40,658</u> | <u>86,582</u> |

See accompanying notes.
Page 8

Attachment: FY15-16 ABC Financial Report.pdf (1424 : FY 2015-2015 Annual ABC Board Financial Report)

**Camden County ABC Board
(A Component Unit of Camden County Government)
Statements of Revenues, Expenses and Changes in Net Position
For the Years Ended June 30, 2016 and 2015**

| | <u>2016</u> | <u>2015</u> |
|---|-----------------------------|-------------------|
| Profit Distributions | | |
| Camden County | <u>38,625</u> | <u>82,256</u> |
| Total Profit Distributions | <u>38,625</u> | <u>82,256</u> |
| Change in Net Position | 2,033 | 4,326 |
| Net Position, beginning of year | <u>257,858</u> | <u>254,406</u> |
| Net Position, beginning of year, restated | <u> </u> | <u>253,532</u> |
| Net Position, end of year | <u>\$ 259,891</u> | <u>\$ 257,858</u> |

Attachment: FY15-16 ABC Financial Report.pdf (1424 : FY 2015-2015 Annual ABC Board Financial Report)

See accompanying notes.
Page 9

Camden County ABC Board
(A Component Unit of Camden County Government)
Statements of Cash Flows
For the Years Ended June 30, 2016 and 2015

| | 2016 | 2015 |
|--|-------------------|------------------|
| Cash flows from operating activities: | | |
| Cash received from customers | \$ 1,362,653 | \$ 1,248,808 |
| Cash paid to suppliers for goods and services | (805,909) | (689,264) |
| Cash paid to employees for services | (164,582) | (145,070) |
| Liquor taxes paid | (274,940) | (281,284) |
| Net cash from operating activities | 117,222 | 133,190 |
| Cash flows from noncapital financing activities: | | |
| Law enforcement distributions | (63) | (2,849) |
| Alcohol education distributions | (88) | (3,989) |
| Profit distributions to primary government | (38,625) | (82,256) |
| Net cash from noncapital financing activities | (38,776) | (89,094) |
| Cash flows from capital and related financing activities: | | |
| Acquisition and construction of capital assets | (22,390) | (38,613) |
| Net cash from capital and related financing activities | (22,390) | (38,613) |
| Cash flows from investing activities: | | |
| Interest earned on investments | 20 | 62 |
| Net cash from investing activities | 20 | 62 |
| Net change in cash and cash equivalents | 56,076 | 5,545 |
| Cash and cash equivalents, beginning of year | 46,789 | 41,244 |
| Cash and cash equivalents, end of year | \$ 102,865 | \$ 46,789 |

See accompanying notes.
Page 10

Attachment: FY15-16 ABC Financial Report.pdf (1424 : FY 2015-2015 Annual ABC Board Financial Report)

Camden County ABC Board
(A Component Unit of Camden County Government)
Statements of Cash Flows
For the Years Ended June 30, 2016 and 2015

| | <u>2016</u> | <u>2015</u> |
|--|-------------------|-------------------|
| Reconciliation of income from operations to net cash from operating activities | | |
| Income from Operations | <u>\$ 40,789</u> | <u>\$ 93,358</u> |
| Adjustments to reconcile income from operations to net cash from operating activities: | | |
| Depreciation and amortization | 6,578 | 5,518 |
| Pension expense | | 443 |
| Change in prepaid expense | (2,337) | 9,240 |
| Change in inventories | 17,999 | (8,916) |
| Change in accounts payable | 53,856 | 38,453 |
| Change in accrued liabilities | 693 | 969 |
| Change in net pension asset | 1,828 | |
| Change in net pension liability | 4,398 | |
| Change in deferred outflows of resources - pension | (4,412) | (5,875) |
| Change in deferred inflows of resources - pension | (2,170) | |
| Total adjustments | <u>76,433</u> | <u>39,832</u> |
| Net cash from operating activities | <u>\$ 117,222</u> | <u>\$ 133,190</u> |

Attachment: FY15-16 ABC Financial Report.pdf (1424 : FY 2015-2015 Annual ABC Board Financial Report)

**Camden County ABC Board
(A Component Unit of Camden County Government)
Notes to Financial Statements
June 30, 2016 and 2015**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Principles Used in Determining the Scope of the Entity for Financial Reporting

The Camden County ABC Board (the Board), a component of Camden County, is a corporate body with powers outlined by General Statutes [Chapter 18B-701]. The County's governing body appoints the Board.

The Board is required by State Statute to distribute its surpluses to the general fund of Camden County, which represents a financial benefit to the County. Therefore, the Board is reported as a discretely presented component in the County's financial statements.

B. Organizational History

The Board was organized under the provisions of House Bill #55, Chapter 49 of the North Carolina Session Law of 1937, and implemented by a countywide election held on August 1, 1970. The Camden County Board of Commissioners appointed three individuals to serve on the Board with terms of three years, two years, and one year.

The Board, as provided by North Carolina Alcoholic Beverage Control laws, operates two retail liquor stores, and through its law enforcement division, investigates violations of such laws. The Board's program revenues consist of liquor sales only. North Carolina General Statute 18B-805(c)(2)(3) requires that the Board expend at least 5% of profits for law enforcement and at least 7% of the same profits for alcohol education and rehabilitation purposes.

C. Basis of Presentation

All activities of the Board are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are (a) financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or the change in net position is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

D. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting. All sales are made by cash, check, debit or credit card and are recorded at the time of sale. Other revenues are recorded when earned. Expenses are recognized when incurred.

**Camden County ABC Board
(A Component Unit of Camden County Government)
Notes to Financial Statements
June 30, 2016 and 2015**

E. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of net position date, and reported amounts of revenues and expenses during the reporting period. Estimates are used to determine depreciation expense, the allowance for doubtful accounts and certain claims and judgment liabilities, among other accounts. Actual results may differ from those estimates.

F. Pensions

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Local Governmental Employees' Retirement System (LGERS) and additions to/deductions from LGERS' fiduciary net position have been determined on the same basis as they are reported by LGERS. For this purpose, plan member contributions are recognized in the period in which the contributions are due. The ABC Board's employer contributions are recognized when due and the ABC Board has a legal requirement to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of LGERS. Investments are reported at fair value.

G. Assets, Liabilities, and Net Position

(1) Deposits

All deposits of the Board are made in board-designated official depositories and are collateralized as required by State law [G.S. 159-31]. The Board may designate, as an official depository, any bank or savings association whose principal office is located in North Carolina. Also, the Board may establish time deposit accounts such as NOW and SuperNOW accounts, money market accounts, and certificates of deposit.

All of the Board's deposits are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the Board's agent in the Board's name. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the Board, these deposits are considered to be held by the Board's agent in the Board's name. The amount of the pledged collateral is based on an approved averaging method for non-interest bearing deposits and the actual current balance for interest bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the Board or the escrow agent. Because of the inability to measure the exact amount of collateral pledged for the Board under the Pooling Method, the potential exists for under collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method.

**Camden County ABC Board
(A Component Unit of Camden County Government)
Notes to Financial Statements
June 30, 2016 and 2015**

At June 30, 2016 and 2015, the Board's deposits had carrying amounts of \$101,565 and \$45,489, respectively. At June 30, 2016 and 2015, the Board's deposits had bank balances of \$101,776 and \$77,987, respectively. All of these amounts were covered by federal depository insurance.

(2) Investments

State law [G.S. 159-30(c)] authorizes the Board to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and banker's acceptances; and the North Carolina Capital Management Trust (NCCMT), an SEC registered (2a-7) money market mutual fund.

At June 30, 2016 and 2015, the Board held no investments.

(3) Cash and cash equivalents

For purposes of the statement of cash flows, the Board considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

(4) Accounts receivable

At June 30, 2016 and 2015, the Board had no accounts receivable. The Board does not carry an allowance for doubtful accounts.

(5) Inventories

Inventories consist of liquor and are valued at lower of cost (FIFO) or market.

**Camden County ABC Board
(A Component Unit of Camden County Government)
Notes to Financial Statements
June 30, 2016 and 2015**

(6) Capital Assets

Capital Asset activity for the year ended June 30, 2016 was as follows:

| | 2015 | Increases | Decreases | 2016 |
|--|-------------------|----------------|-----------|-------------------|
| Capital assets not being depreciated: | | | | |
| Land | \$ 25,405 | | | \$ 25,405 |
| Construction in progress | 35,571 | 12,875 | | 48,446 |
| Total capital assets not being depreciated | <u>60,976</u> | <u>12,875</u> | | <u>73,851</u> |
| Capital assets being depreciated: | | | | |
| Buildings and improvements - 30 year useful life | 161,798 | | | 161,798 |
| Equipment - 5-10 year useful life | 45,643 | 9,515 | | 55,158 |
| Total capital assets being depreciated | <u>207,441</u> | <u>9,515</u> | | <u>216,956</u> |
| Less accumulated depreciation for: | | | | |
| Buildings and improvements - 30 year useful life | (102,074) | (4,552) | | (106,626) |
| Equipment - 5-10 year useful life | (43,013) | (2,026) | | (45,039) |
| Total accumulated depreciation | <u>(145,087)</u> | <u>(6,578)</u> | | <u>(151,665)</u> |
| Capital assets, net of depreciation | <u>\$ 123,330</u> | | | <u>\$ 139,142</u> |

When an asset is disposed of, the cost of the asset and the related accumulated depreciation are removed from the books. Any gain or loss on disposition is reflected in the earnings for the period.

(7) Deferred Outflows/Inflows of Resource

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *Deferred Outflows of Resources*, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The Board has one item that meets this criterion, contributions made to the pension plan in the 2016 fiscal year. In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial element, *Deferred Inflows of Resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The Board has one item that meets the criterion for this category, deferrals of pension expense that result from the implementation of GASB Statement 68.

**Camden County ABC Board
(A Component Unit of Camden County Government)
Notes to Financial Statements
June 30, 2016 and 2015**

(8) Net Position

Net position consists of the following:

Net investment in capital assets - this component of net position consists of capital assets, including any restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of net investment in capital assets. Rather that portion of the debt is included in the same net position component as the unspent proceeds.

Restricted for law enforcement - this applies only when the Board employs its own ABC officer.

Restricted for capital improvements - State law [G.S. 18B-805(d)] requires approval of the appointing authority to establish this account.

Restricted for working capital - North Carolina Alcoholic Beverage Control Commission Rule [.0902] defines working capital as the total of cash, investments, and inventory less all unsecured liabilities. An ABC board shall set its working capital requirements at not less than two weeks' average gross sales of the last fiscal year or greater than four months' average gross sales of the last fiscal year. Average gross sales means gross receipts from the sale of alcoholic beverages less distributions required by State law [G.S. 18B-805(b)(2), (3), and (4)].

Unrestricted net position - this component of net position consists of net assets that does not meet the definition of restricted or net investment in capital assets.

2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Noncompliance with N.C. General Statutes

The Board has paid bills and invoices that violate G.S. 18B-702(n). Expenditures have been approved when an unencumbered balance did not remain in the budget sufficient to pay the amount disbursed. The Board will put procedures in place to improve expenditure and budget tracking.

**Camden County ABC Board
(A Component Unit of Camden County Government)
Notes to Financial Statements
June 30, 2016 and 2015**

3. PENSION PLAN OBLIGATIONS

A. Local Government Employees' Retirement System

(1) *General Information about the Pension Plans*

Plan Description. The ABC Board is a participating employer in the statewide Local Governmental Employees' Retirement System (LGERS), a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEOs) of participating local governmental entities. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members - nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, by calling (919) 981-5454, or at www.osc.nc.gov.

Benefits Provided. LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65 with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with five years of creditable service. Survivor benefits are available to eligible beneficiaries of members who die while in active service or within 180 days of their last day of service and who have either completed 20 years of creditable service regardless of age or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

LGERS plan members who are LEOs are eligible to retire with full retirement benefits at age 55 with five years of creditable service as an officer, or at any age with 30 years of creditable service. LEO plan members are eligible to retire with partial retirement benefits at age 50 with 15 years of creditable service as an officer. Survivor benefits are available to eligible beneficiaries of LEO members who die while in active service or within 180 days of their last day of service and who also have either completed 20 years of creditable service regardless of age, or have completed 15 years of service as a LEO and have reached age 50, or have completed five years of creditable service as a LEO and have reached age 55, or have completed 15 years of creditable service as a LEO if killed in the line of duty. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions.

**Camden County ABC Board
(A Component Unit of Camden County Government)
Notes to Financial Statements
June 30, 2016 and 2015**

Contributions. Contribution provisions are established by General Statute 128-30 and may be amended only by the North Carolina General Assembly. The ABC Board employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The ABC Board's contractually required contribution rate for the year ended June 30, 2015, was 7.41% of compensation for law enforcement officers and 7.07% for general employees, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Contributions to the pension plan from the ABC Board were \$6,103 and \$5,875 for the years ended June 30, 2016 and 2015, respectively.

Refunds of Contributions - Board employees who have terminated service as a contributing member of LGERS, may file an application for a refund of their contributions. By state law, refunds to members with at least five years of service include 4% interest. State law requires a 60 day waiting period after service termination before the refund may be paid. The acceptance of a refund payment cancels the individual's right to employer contributions or any other benefit provided by LGERS.

(2) Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2016, the Board reported a liability of \$4,398 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2015. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2014. The total pension liability was then rolled forward to the measurement date of June 30, 2015 utilizing update procedures incorporating the actuarial assumptions. The Board's proportion of the net pension liability was based on a projection of the Board's long-term share of future payroll covered by the pension plan, relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2015, the Board's proportion was 0.00098%, which was an increase of 0.00067% from its proportion measured as of June 30, 2014.

For the year ended June 30, 2016, the Board recognized pension expense of \$5,747. At June 30, 2016, the Board reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| | Deferred Outflows of Resources | Deferred Inflows of Resources |
|--|--------------------------------------|-------------------------------------|
| Differences between expected and actual experience | | \$ 1,034 |
| Net difference between projected and actual earnings on pension plan investments | | 1,252 |
| Changes in proportion and differences between Board contributions and proportionate share of contributions | \$ 5,494 | |
| ABC Board's contributions subsequent to the measurement date | <u>6,103</u> | |
| Total | <u>\$ 11,597</u> | <u>\$ 2,286</u> |

**Camden County ABC Board
 (A Component Unit of Camden County Government)
 Notes to Financial Statements
 June 30, 2016 and 2015**

\$11,597 reported as deferred outflows of resources related to pensions resulting from Board contributions subsequent to the measurement date will be recognized as an increase of the net pension asset in the year ended June 30, 2017. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

| | |
|---------------------|-----------------|
| Year ended June 30: | |
| 2017 | \$ 394 |
| 2018 | 394 |
| 2019 | 392 |
| 2020 | 3,339 |
| 2021 | |
| Thereafter | <u>4,519</u> |
| | <u>\$ 4,519</u> |

Actuarial Assumptions. The total pension liability in the December 31, 2013 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

| | |
|---------------------------|---|
| Inflation | 3.0 percent |
| Salary increases | 4.25 to 8.55 percent, including inflation and productivity factor |
| Investment rate of return | 7.25 percent, net of pension plan investment expense, including inflation |

The plan currently uses mortality tables that vary by age, gender, employee group (i.e. general, law enforcement officer) and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements. Valuations were based on the results of an actuarial experience study for the period January 1, 2005 through December 31, 2009.

Future ad hoc COLA amounts are not considered to be substantively automatic and are therefore not included in the measurement.

The projected long-term investment returns and inflation assumptions are developed through review of current and historical capital markets data, sell-side investment research, consultant whitepapers, and historical performance of investment strategies. Fixed income return projections reflect current yields across the U.S. Treasury yield curve and market expectations of forward yields projected and interpolated for multiple tenors and over multiple year horizons. Global public equity return projections are established through analysis of the equity risk premium and the fixed income return projections. Other asset categories and strategies' return projections reflect the foregoing and historical data analysis. These projections are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2015 are summarized in the following table:

**Camden County ABC Board
 (A Component Unit of Camden County Government)
 Notes to Financial Statements
 June 30, 2016 and 2015**

| <u>Asset Class</u> | <u>Target Allocation</u> | <u>Long-Term Expected Real Rate of Return</u> |
|----------------------|--------------------------|---|
| Fixed Income | 29.0% | 2.2% |
| Global Equity | 42.0% | 5.8% |
| Real Estate | 8.0% | 5.2% |
| Alternatives | 8.0% | 9.8% |
| Credit | 7.0% | 6.8% |
| Inflation Protection | 6.0% | 3.4% |
| Total | 100% | |

The information above is based on 30 year expectations developed with the consulting actuary for the 2014 asset, liability and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 3.00%. All rates of return and inflation are annualized.

Discount rate. The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Board's proportionate share of the net pension asset to changes in the discount rate. The following presents the Board's proportionate share of the net pension asset calculated using the discount rate of 7.25 percent, as well as what the Board's proportionate share of the net pension asset or net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.25 percent) or one percentage point higher (8.25 percent) than the current rate:

| | 1% Decrease (6.25%) | Discount Rate (7.25%) | 1% Increase (8.25%) |
|--|------------------------|-----------------------------|------------------------|
| ABC Board's proportionate share of the net pension liability (asset) | 30,668 | 4,398 | (17,734) |

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued Comprehensive Annual Financial Report (CAFR) for the State of North Carolina.

**Camden County ABC Board
(A Component Unit of Camden County Government)
Notes to Financial Statements
June 30, 2016 and 2015**

B. Law Enforcement Officers' Special Separation Allowance

Plan Description. The Board administers a public employee retirement system (the "Separation Allowance"), a single-employer defined benefit pension plan that provides retirement benefits to the ABC Board's qualified sworn law enforcement officers. The Separation Allowance is equal to .85 percent of the annual equivalent of the base rate of compensation most recently applicable to the officer for each year of creditable service. The retirement benefits are not subject to any increases in salary or retirement allowances that may be authorized by the General Assembly. Article 12D of G.S. Chapter 143 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly.

All full-time law enforcement officers of the Board are covered by the Separation Allowance. At June 30, 2016 and 2015, the Board employed no full-time law enforcement officers.

C. Supplemental Retirement Income Plan for Law Enforcement Officers

Plan Description. The Board contributes to the Supplemental Retirement Income Plan, a defined contribution pension plan administered by the Department of State Treasurer and a Board of Trustees. The Plan provides retirement benefits to law enforcement officers employed by the Board. Article 5 of G.S. Chapter 135 assigns the authority to establish and amend the benefit provisions to the North Carolina General Assembly. The Supplemental Retirement Income Plan for Law Enforcement Officers is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes the pension trust fund financial statements for the Internal Revenue Code Section 401(k) plan that includes the Supplemental Retirement Income Plan for Law Enforcement Officers. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, or by calling (919) 981-5454.

Funding Policy. Article 12E of G.S. Chapter 143 requires the Board to contribute each month an annual amount equal to five percent of each officer's salary, and all amounts contributed are vested immediately. Also, the law enforcement officers may make voluntary contributions to the plan. At June 30, 2016 and 2015, the Board employed no full-time law enforcement officers.

D. Death Benefits

The Board has not elected to provide death benefits to employees through the Death Benefit Plan for members of the Local Governmental Employees' Retirement System.

4. VACATION AND SICK LEAVE COMPENSATION

Board employees may accumulate up to six days earned vacation, and such leave is fully vested when earned. Employees with fifteen years of service earn three weeks vacation and two weeks sick leave per year but may not be carried over beyond the end of the calendar year. Employees with at least one year of service, but less than fifteen, receive six days of sick leave per year. Sick leave does not accumulate beyond the end of the calendar year, but employees are paid for all unused sick leave at a rate of one day for every two days unused. Accumulated earned leave at June 30, 2016 and 2015 amounted to approximately \$1,136 and \$1,033, respectively, and is included in current liabilities.

**Camden County ABC Board
(A Component Unit of Camden County Government)
Notes to Financial Statements
June 30, 2016 and 2015**

5. DISTRIBUTIONS OF INCOME

State law [G.S. 18B-805(e)] requires that the minimum distribution set aside in (c)(1) and any profit remaining after deducting amounts required for law enforcement and alcohol education and retaining proper working capital, be paid quarterly to the County. The Board had a special arrangement with the County for a 5% allocation to the reserve for capital improvements, with the remaining 95% being paid to Camden County.

The Board has made distributions since inception as follows:

| | <u>Current Year</u> | <u>Total to Date</u> |
|---------------|---------------------|----------------------|
| Camden County | \$ 38,625 | \$ 1,026,637 |

6. LAW ENFORCEMENT AND ALCOHOL EDUCATION EXPENSES

The Board is required by law to expend at least 5% of its profits for law enforcement and not less than 7% for alcohol education (alcohol education requirements follows local enabling act). Profits are defined by law for these calculations as change in net position before law enforcement and educational expenses, less the 3 1/2% markup provided in G.S. 18B-804(b)(5) and the bottle charge provided for in G.S. 18B-804(b)(6b).

| | <u>2016</u> | <u>2015</u> |
|--|-----------------|------------------|
| Profit before distributions | \$ 40,809 | \$ 93,420 |
| Less: 3 1/2% tax and bottle charge | <u>(39,553)</u> | <u>(36,441)</u> |
| Profit subject to expense percentages | <u>\$ 1,256</u> | <u>\$ 56,979</u> |
| Law enforcement expenditures | 63 | 2,849 |
| - actual percentage of profit | 5% | 5% |
| Provision for alcohol education and rehabilitation | 88 | 3,989 |
| - actual percentage of profit | 7% | 7% |

7. DISBURSEMENT OF TAXES INCLUDED IN SELLING PRICE

A state excise tax, at the rate of 30%, on the retail (net sales) price is charged monthly on liquor sales (excluding wine sales). Transactions for this account for the years are summarized as follows:

| | <u>2016</u> | <u>2015</u> |
|---|------------------|------------------|
| Taxes collected during the year | \$ 307,023 | \$ 277,186 |
| Taxes remitted to Department of Revenue | <u>(274,940)</u> | <u>(277,186)</u> |
| Taxes payable, end of year | <u>\$ 32,083</u> | <u>\$</u> |

**Camden County ABC Board
(A Component Unit of Camden County Government)
Notes to Financial Statements
June 30, 2016 and 2015**

The excise tax is computed in accordance with G.S 18B-805(i). The accrued North Carolina excise tax at June 30, 2016, was remitted to the North Carolina Department of Revenue on July 1, 2016.

A bottle charge of one cent on each bottle containing 50 milliliters or less and five cents on each bottle containing more than 50 milliliters is collected and distributed monthly to the County Commissioners for alcohol education and rehabilitation. For the fiscal year, payments to the County were based on the following bottle sales:

| | <u>Bottles</u> | <u>Tax</u> |
|--|----------------|-----------------|
| Regular bottles at 5 cents per bottle | 82,053 | \$ 4,103 |
| Miniature bottles at 1 cent per bottle | <u>25,791</u> | <u>258</u> |
| Totals | <u>107,844</u> | <u>\$ 4,361</u> |

A "mixed beverage tax" at the rate of \$20 per 4 liters is charged on the sale of liquor to be resold as mixed beverages. One-half of the mixed beverage tax is submitted monthly to the Department of Revenue. Five percent of the mixed beverage tax is submitted to the Department of Human Resources. The ABC Board does not currently sell liquor that is resold as mixed beverages.

8. SURCHARGE COLLECTED

The total amount of surcharge collected \$11,574 and \$6,951 for the years ended June 30, 2016 and 2015, respectively. (The rate increased May 1, 2015 from 80 cents per case sold to \$1.40 per case sold.)

9. LIQUOR SALES TAX

The total amount of sales tax collected by the Board and remitted to the Department of Revenue was \$95,792 and \$87,485 for the years ended June 30, 2016 and 2015, respectively. The current sales tax rate is 7%.

10. RETAIL OUTLETS

The Board operates two retail outlets. Their addresses and gross sales were as follows:

| | <u>2016</u> | <u>2015</u> |
|--|---------------------|---------------------|
| Store #1 - Route 1, Box 29, Camden, NC | \$ 721,503 | \$ 647,649 |
| Store #2 - Route 343, South Mills, NC | <u>641,150</u> | <u>601,159</u> |
| Total Gross Sales | <u>\$ 1,362,653</u> | <u>\$ 1,248,808</u> |

**Camden County ABC Board
(A Component Unit of Camden County Government)
Notes to Financial Statements
June 30, 2016 and 2015**

11. WORKING CAPITAL

The Board is required by the Alcoholic Beverage Control Commission rule [.0902] to set its working capital requirements at not less than two weeks' average gross sales of the last fiscal year, or greater than four months' average gross sales of the last fiscal year. (Gross sales are gross receipts from the sale of alcoholic beverages less distributions as defined in G.S. 18B-805(b)(2), (3), and (4)).

| | 2016 | 2015 |
|----------------|-----------|-----------|
| Minimum amount | \$ 40,601 | \$ 40,577 |
| Maximum amount | 351,876 | 351,670 |
| Actual amount | 100,656 | 140,284 |

The board has met the minimum amount of working capital.

12. BREAKAGE EXPENSE

Employees are responsible for the cost of their own breakages. Therefore, there is no breakage expense for the fiscal years presented.

13. RISK MANAGEMENT

The Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of its assets; errors and omissions; injuries to employees; and natural disasters. The Board has commercial property, general liability, auto liability, workers' compensation, liquor liability, and employee health coverage.

In accordance with G.S. 18B-700(i), each board member and the employees designated as the general manager and finance officer are bonded in the amount of \$50,000 secured by a corporate surety.

There have been no significant reductions in insurance coverage in the prior year and settled claims have not exceeded coverage in any of the past three fiscal years.

14. RELATED PARTY TRANSACTIONS

Board members are compensated for their time, and employees are reimbursed for expenses incurred on behalf of the Board. For the year ended June 30, 2016 and 2015, related party transactions with Board members amounted to \$450 and \$225, respectively. Transactions with employees amounted to \$4,733 for the year ended June 30, 2016. At June 30, 2016, the amount due to related parties was \$826. This amount was included in accounts payable.

**Camden County ABC Board
(A Component Unit of Camden County Government)
Notes to Financial Statements
June 30, 2016 and 2015**

15. SUBSEQUENT EVENTS

Subsequent events were evaluated through September 29, 2016. This is the date the financial statements were available for issue.

16. CHANGE IN ACCOUNTING PRINCIPLE

The Board implemented Governmental Accounting Standards Board (GASB) Statement 68, *Accounting and Financial Reporting for Pensions (an amendment of GASB Statement No. 27)*, in the fiscal year ended June 30, 2015. The implementation of the statement required the Board to record beginning net pension liability and the effects on net position of contributions made by the Board during the measurement period (fiscal year ended June 30, 2014). As a result, net position decreased \$874.

17. CORRECTION OF PRIOR PERIOD ERROR

While preparing financial statements for the year ended June 30, 2016, errors were discovered in the classification of net position for the year ended June 30, 2015. Restrictions were met for the entire \$11,943 balance in Restricted for Capital Improvements. Additions to fixed assets and construction in progress in the amount of \$38,615 were not included in the Net Investment in Capital Assets. The corrections did not change the overall net position at June 30, 2015.

Following is an extract of the Statement of Net Position before the correction:

| | <u>2015</u> |
|-------------------------------------|-------------------|
| Net Position | |
| Net investment in capital assets | 84,717 |
| Restricted for capital improvements | 11,943 |
| Unrestricted | <u>161,198</u> |
| Total Net Position | <u>\$ 257,858</u> |

REQUIRED SUPPLEMENTARY INFORMATION

**Camden County ABC Board
 (A Component Unit of Camden County Government)
 Proportionate Share of Net Pension Liability (Asset)
 Required Supplementary Information
 Last Three Fiscal Years
 Local Government Employees' Retirement System**

| | <u>2016</u> | <u>2015</u> | <u>2014</u> |
|--|--------------|-------------|-------------|
| ABC Board's proportion of the net pension liability (asset) | 0.00098% | 0.00031% | 0.00030% |
| ABC Board's proportion of the net pension liability (asset) | \$ 4,398.00 | \$ (1,828) | \$ 3,616 |
| ABC Board's covered-employee payroll | \$ 93,848.00 | \$ 84,042 | \$ 38,885 |
| ABC Board's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll | 4.69% | (2.18)% | 9.30% |
| Plan fiduciary net position as a percentage of the total pension liability | 98.09% | 102.64% | 94.35% |

Attachment: FY15-16 ABC Financial Report.pdf (1424 : FY 2015-2015 Annual ABC Board Financial Report)

Camden County ABC Board
(A Component Unit of Camden County Government)
Contributions
Required Supplementary Information
Last Three Fiscal Years
Local Government Employees' Retirement System

| | <u>2016</u> | <u>2015</u> | <u>2014</u> |
|--|-----------------|----------------|----------------|
| Contractually required contribution | \$ 6,103 | \$ 5,875 | \$ 2,742 |
| Contributions in relation to the contractually required contribution | <u>(11,978)</u> | <u>(5,875)</u> | <u>(2,742)</u> |
| Contribution deficiency (excess) | \$ (5,875) | \$ | \$ |
| ABC Board's covered-employee payroll | \$ 93,848 | \$ 84,042 | \$ 38,885 |
| Contributions as a percentage of covered-employee payroll | 6.50% | 6.99% | 7.05% |

Attachment: FY15-16 ABC Financial Report.pdf (1424 : FY 2015-2015 Annual ABC Board Financial Report)

SUPPLEMENTARY INFORMATION

(The following schedules are information the ABC Commission requires.)

**Camden County ABC Board
 (A Component Unit of Camden County Government)
 Schedules of Store Expense
 For the Years Ended June 30, 2016 and 2015**

| | 2016 | | 2016 | 2015 |
|----------------------------|------------------|------------------|-------------------|-------------------|
| | Camden | South Mills | | |
| Salaries and wages | \$ 49,917 | \$ 43,875 | \$ 93,792 | \$ 106,293 |
| Payroll taxes | 3,795 | 3,332 | 7,127 | 8,423 |
| Employees' retirement | 1,747 | 1,535 | 3,282 | |
| Group insurance | | | | 8,354 |
| Repairs and maintenance | 2,344 | 895 | 3,239 | 468 |
| Utilities | 7,149 | 264 | 7,413 | 8,589 |
| Telephone | 1,566 | 1,425 | 2,991 | 2,913 |
| Insurance | | | | 10,906 |
| Store supplies | 2,012 | | 2,012 | 1,499 |
| Contract labor | 212 | | 212 | 164 |
| Bankcard service charges | 7,306 | 6,493 | 13,799 | |
| Travel | 4,976 | | 4,976 | 3,267 |
| Total Store Expense | \$ 81,024 | \$ 57,819 | \$ 138,843 | \$ 150,876 |

Attachment: FY15-16 ABC Financial Report.pdf (1424 : FY 2015-2015 Annual ABC Board Financial Report)

Camden County ABC Board
(A Component Unit of Camden County Government)
Schedules of Administrative Expense
For the Years Ended June 30, 2016 and 2015

| | <u>2016</u> | <u>2015</u> |
|-------------------------------------|--------------------------|-------------------------|
| Salaries and wages | \$ 70,789 | \$ 38,777 |
| Payroll taxes | 5,355 | 2,948 |
| Employees' retirement | 2,465 | 443 |
| Group insurance | 10,656 | |
| Insurance | 11,324 | |
| Office supplies | 1,540 | 1,613 |
| Postage | 341 | 441 |
| Professional services | 17,692 | 11,197 |
| Dues and subscriptions | 689 | 380 |
| Board member expenses | 450 | 225 |
| Bank charges | 138 | 15,417 |
| Miscellaneous | <u>(947)</u> | <u>(4,850)</u> |
| Total Administrative Expense | <u>\$ 120,492</u> | <u>\$ 66,591</u> |

Attachment: FY15-16 ABC Financial Report.pdf (1424 : FY 2015-2015 Annual ABC Board Financial Report)

Camden County ABC Board
(A Component Unit of Camden County Government)
Schedule of Revenues and Expenditures - Budget and Actual
For the Year Ended June 30, 2016

| | 2016 <u>Original Budget</u> | 2016 <u>Revised Budget</u> | 2016 <u>Actual</u> | <u>Variance</u> |
|--------------------------------|--------------------------------|-------------------------------|-----------------------|-----------------|
| Revenues: | | | | |
| Operating revenues: | | | | |
| Liquor sales - regular | \$ 1,308,370 | \$ 1,308,370 | \$ 1,362,653 | \$ (54,283) |
| Total | <u>1,308,370</u> | <u>1,308,370</u> | <u>1,362,653</u> | <u>(54,283)</u> |
| Non-operating revenues: | | | | |
| Interest | 660 | 660 | 20 | 640 |
| Total | <u>660</u> | <u>660</u> | <u>20</u> | <u>640</u> |
| Total revenues | <u>1,309,030</u> | <u>1,309,030</u> | <u>1,362,673</u> | <u>(53,643)</u> |
| Expenditures: | | | | |
| Taxes based on revenue: | | | | |
| State excise tax | 289,000 | 289,000 | 302,662 | (13,662) |
| Rehabilitation tax | 6,000 | 6,000 | 4,361 | 1,639 |
| Total | <u>295,000</u> | <u>295,000</u> | <u>307,023</u> | <u>(12,023)</u> |
| Cost of goods sold | <u>669,840</u> | <u>669,840</u> | <u>748,928</u> | <u>(79,088)</u> |
| Operating Expenses: | | | | |
| Salaries and benefits | 165,500 | 165,500 | 164,582 | 918 |
| Payroll taxes | 16,000 | 16,000 | 12,484 | 3,516 |
| Retirement | 6,500 | 6,500 | 6,103 | 397 |
| Group insurance | 8,500 | 8,500 | 10,656 | (2,156) |
| Board member expenses | 750 | 750 | 450 | 300 |
| Repairs & maintenance | 33,740 | 33,740 | 3,449 | 30,291 |
| Utilities | 9,500 | 9,500 | 7,413 | 2,087 |
| Telephone | 3,000 | 3,000 | 2,991 | 9 |
| Insurance - general & bonds | 11,000 | 11,000 | 11,324 | (324) |
| Store supplies | 3,500 | 3,500 | 2,012 | 1,488 |
| Employee travel | 6,000 | 6,000 | 4,976 | 1,024 |
| Office supplies | 2,500 | 2,500 | 1,540 | 960 |
| Postage | 500 | 500 | 341 | 159 |
| Professional fees | 12,500 | 12,500 | 17,692 | (5,192) |
| Dues & subscriptions | 300 | 300 | 689 | (389) |

Attachment: FY15-16 ABC Financial Report.pdf (1424 : FY 2015-2015 Annual ABC Board Financial Report)

Camden County ABC Board
(A Component Unit of Camden County Government)
Schedule of Revenues and Expenditures - Budget and Actual
For the Year Ended June 30, 2016

| | 2016 <u>Original Budget</u> | 2016 <u>Revised Budget</u> | 2016 <u>Actual</u> | <u>Variance</u> |
|---|--------------------------------|-------------------------------|-----------------------|-------------------|
| Credit card fees | 13,000 | 13,000 | 13,799 | (799) |
| Bank charges | 100 | 100 | 138 | (38) |
| Computer systems | 10,000 | 10,000 | | 10,000 |
| Miscellaneous | 0 | 0 | (948) | 948 |
| Total | 302,890 | 302,890 | 259,691 | 43,199 |
| Distributions: | | | | |
| Law enforcement | 2,400 | 2,400 | 63 | 2,337 |
| Alcohol education & rehab. | 2,400 | 2,400 | 88 | 2,312 |
| Camden County | 34,000 | 34,000 | 38,625 | (4,625) |
| Capital improvements | 2,500 | 2,500 | | 2,500 |
| Total | 41,300 | 41,300 | 38,776 | 2,524 |
| Total expenditures & distributions | 1,309,030 | 1,309,030 | 1,354,418 | (45,388) |
| Revenues over expenditures | \$ | \$ | \$ 8,255 | \$ (8,255) |
| Reconciliation from budgetary basis to full accrual: | | | | |
| Depreciation | | | 6,578 | |
| Decrease in net pension asset | | | 1,828 | |
| Increase in deferred outflows of resources - pensions | | | (4,412) | |
| Increase in net pension liability | | | 4,398 | |
| Decrease in deferred inflows of resources - pension | | | (2,170) | |
| Change in net position | | | \$ 2,033 | |



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Other Matters

Item Number: 12.A
Meeting Date: November 07, 2016
Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten

Item Title WW II Coastwise Merchant Mariners

Attachments: WWII.pdf (PDF)

Summary:

WW II Coastwise Merchant Mariners President J. Don Horton is here to announce that WW II Merchant Marine women and school children will now be recognized as veterans for their service.

PL 114-223 (Sec. 248) Specifies documentation that DOD may accept to verify that a coastwise merchant seaman performed active duty service under honorable conditions. Permits the individuals whose service is recognized as honorable to be: (1) awarded an appropriate medal, ribbon, or other military decoration based on the service; and (2) honored as a veteran with benefits limited to those described in this provision.

Mr. Horton has prepared a letter he would like to read expressing his appreciation to the Camden County Board of Commissioners for their continued support.

WW II Coastwise Merchant Mariners

J. Don Horton, President
jdonhorton@embarqmail.com

252 336 5553

104 Riverview Ave, Camden, NC 27921
www.usmmv.blogspot.com



Dear Board of Commissioners and residents of the County of Camden, NC

07 Nov. 2016

I write to tell you of our success regarding a 10 year journey in an attempt to have some WW II Merchant Marine women and school children recognized as veterans for their services. About 8 years ago I reached out to **Camden** County requesting your support and you stood up. You have stood up with me throughout the entire effort. That support was there even when attempting to gain support from one of our Senators who had been acting on misinformation and opposing this movement.

I have reached out to all 100 counties for their support. At one time that support reached to 57 counties and then they started to taper off over the years. Not **Camden** County. You stayed the course. At the end, I had the support of 26 Counties from the 1st and 3rd Districts. That support provided me the courage to continue the fight. So many individuals across the nation stepped up at first to offer their support, but the vast majority could not stay the course. This is sad that our nation has so little love for our veterans who gave us the very freedom we have today.

Our effort began with bills in both sides of congress, HR 1288/S 1775, "WW II Merchant Mariners Service Act". This past year, staff from the Senate Veterans Affairs Committee reduced the bills into wording that was suitable to create a self-standing Section that could be placed within any legitimate bill. This opportunity came about recently via the Concurrent Resolution for the Military Construction Bill. Our wording was included as Section (248) of that bill and it passed both Houses with the President signing it and it is now Law. PL 114-223, Sec 248, I trust this information will be shared with the County residents as they were there offering their support as well.

Without the strong support of **Camden** County and a few others, I feel this may not have been possible. It is truly difficult to fly in the face of opposition continuously for a subject that should be supported by all. Our nation's veteran is called upon time and again and always they stand up. This should be the case of all. Not so, for sure. But there is one thing I am sure of and that is **Camden County can be counted on to support our veterans. It was clearly shown with your steadfast support for me in my endeavors.** I will always be grateful for that and I say, **Thank you, thank you thank you.**

My very best regards,

J. Don Horton

J. Don Horton, President

Attachment: WWII.pdf (1421 : WW II Coastwise Merchant Mariners)