



CAMDENCOUNTY

new energy. new vision.

**BOARD
OF
COMMISSIONERS**

November 21, 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 21, 2016
7:00 PM
Historic Courtroom, Courthouse Complex**

Welcome & Call to Order

Invocation & Pledge of Allegiance

Commissioner Tom White

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. NC Forest Service - Annual Report
- C. Presentation by Tamim Choudhury

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

ITEM 5. Public Hearings

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

- A. Monthly Tax Report - October 2016
- B. Resolution - US HWY 17

- C. Establishment of a Joint School Committee
- D. Administrative Building - Design Services
- E. Language Access Plan
- F. Travel Policy

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

- A. Watershed Advisory Committees

ITEM 8. Consent Agenda

- A. 2016-11-07 BOC Minutes - Draft
- B. Budget Amendment BA-007
- C. School Budget Amendments
- D. Tax Collection Report - October 2016
- E. Refunds Over \$100 - VTS
- F. Surplus
- G. DMV Monthly Report
- H. Volunteer Applications

ITEM 9. Commissioners' Report

ITEM 10. County Manager's Report

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

Reconvene Commissioners' Meeting

ITEM 11. Information, Reports & Minutes From Other Agencies

- A. Sales Tax Collections 16-17
- B. Disaster Recovery Center - Individual Assistance Summary
- C. EMS Reports
- D. Camden County Commissioner Completes Leadership Training

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

ITEM 13. Adjourn



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.A

Meeting Date: November 21, 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:



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.B
Meeting Date: November 21, 2016

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

Item Title NC Forest Service - Annual Report

Attachments: NC Forest Service - Annual Report (PDF)

Summary:

Steve Sutton
Camden County Ranger

Recommendation:

NORTH CAROLINA FOREST SERVICE

ANNUAL REPORT

TO

CAMDEN COUNTY

COMMISSIONERS

FISCAL YEAR

2015 – 2016

PREPARED BY:

CAMDEN COUNTY RANGER

STEVE SUTTON

Attachment: NC Forest Service - Annual Report (1450 : NC Forest Service - Annual Report)

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



Steven W. Troxler
Commissioner



Scott Bisette
Assistant Commissioner

October 12, 2016

Dear Camden County Commissioners and County Manager Michael Brillhart:

This letter highlights the North Carolina Forest Service's annual accomplishments for Camden County in fiscal year July 2015 - June 2016. The NCFCS is responsible for the protection and development of all private and state woodlands in the county per general statutes. Camden County's woodland area consists of 72,173 acres as listed in the 2007 Forest Statistics for North Carolina survey. At this time, I would like to take the opportunity to explain our program areas and the accomplishments we made this past year.

Fire Control

In 2015, we had a low amount of fire response calls due to a very wet year in which we responded to 2 calls that resulted in under an acre burning. We had 790 Burning Permits written by local agents and acquired by landowners online, 1 warning ticket written and 8 false alarm calls. Currently, in 2016 we have responded to 9 fire calls with 3 of them being false alarms. We have 3 Volunteer Fire Departments, which continue to be a tremendous asset to us in wildfire suppression. Their quick initial attack with us minimizes fire damage and keeps fires small. I continue to visit each department and am working with them on inter-agency policies and wildland fire training.

Forest Management

The NC Legislation passed a law in 2014 that requires the NC Forest Service to charge a fee for the creation of certain woodland management plans for forest landowners which began on July 1, 2014. This past year, with help from our District staff in Elizabeth City; we prepared 31 management plans and 3 assist letters for Camden landowners consisting of 1,217 acres. These plans help landowners meet financial and personal objectives for their timberland. These plans address timber resources, wildlife, aesthetics, water quality, soil protection, and/or recreation opportunities. Using information in their management plans, Camden landowners replanted 246 acres of harvested woodland, with site preparing 100 of those acres and flat planting the rest. Release sprays were done on 200 acres to help establish pines that were planted last year and 6 acres were burned by us for silvicultural purposes. We are also responsible for conducting survival checks of last year planting projects, land measurement of all projects funded with state funds using global positioning system instruments and collecting seed for our nursery.

Water Quality Protection

We are also committed to randomly check on forestry logging operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources in a sustainable manner. We conducted 65 inspections and re-inspections on loggers for 546 acres of forest harvesting activities in the county.

Information and Education

These programs are a vital part of our organization to educate the public in forestry and the prevention of wildfires. We conducted 16 programs on chainsaw safety, fire prevention programs, VFD meetings, GPS Fall Festival, South Mills Christmas Parade, and the Northeast AG Expo. Our Smokey Bear program continues to be very popular at Grandy Primary school during Fire Prevention Week in October. We passed out fire prevention material to 525 Kindergarten through Third grade students.

Urban Assistance and Pest Control

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

Other Services

We are also involved in overall emergency response in Camden County, the State of North Carolina, and the Southeast Compact. We stand ready for natural disaster recovery efforts such as hurricanes, floods, tornadoes, and ice storms. My Assistant Ranger Frank Blankenship was dispatched to fight fires in the states of Idaho, Washington, Montana, and Utah. He even helped on a fire in Brunswick County last May. I am saddened to say he has been promoted to Yancey County Ranger in the mountain of NC as of today. His job here is currently being advertised. With a County Ranger vacancy in Currituck also, I have been asked to oversee and supervise the new assistant ranger there since June.

Summary

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

Sincerely,

Steve Sutton
Camden County Ranger



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.C
Meeting Date: November 21, 2016
Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten
Item Title **Presentation by Tamim Choudhury**
Attachments: SBA Disaster Loans (PDF)

Presentation by:

Tamim Choudhury
 Public Affairs Specialist
 SBA Office of Disaster Assistance

Summary:

Disaster Loans for Homeowners, Renters \$ Businesses



Applying for an SBA Disaster Loan is easy

In Presidentially declared disasters, residents and business owners can begin the disaster application process by registering online with the Federal Emergency Management Agency at www.disasterassistance.gov, or by calling FEMA at 1-800-621-FEMA (3362) (1-800-462-7585 for the deaf and hard of hearing).

When there is a declared disaster, the SBA will have representatives at temporary Centers in the disaster area to assist those affected by the disaster. For Center locations and hours of operations visit:

www.sba.gov,

or call

1-800-659-2955

(1-800-877-8339 for the deaf and hard of hearing)

or send an email to

disastercustomerservice@sba.gov.

For all other disaster declarations call our toll-free number to register, and an application will be mailed to you. Application forms are also available online at our website.

To apply online, visit the SBA's secure website at <https://disasterloan.sba.gov/ela>.

Return applications to an SBA Disaster Center or mail them to:

U.S. Small Business Administration
14925 Kingsport Road
Fort Worth, TX 76155



U.S. Small Business Administration



The SBA Office of Disaster Assistance's mission is to help people recover from disasters and rebuild their lives by providing affordable, timely and accessible financial assistance to homeowners, renters and businesses.

3.C.a



U.S. Small Business Administration

The Facts About . . .



Disaster Loans for Homeowners, Renters & Businesses



1-800-659-2955

(1-800-877-8339 for the deaf and hard of hearing)

www.sba.gov

Packet Pg. 11

Attachment: SBA Disaster Loans (1457 : SBA Disaster Loans)

SBA Disaster Loans

The U.S. Small Business Administration offers low interest disaster loans to homeowners, renters, businesses of all sizes and private, nonprofit organizations to repair or replace real estate, personal property, machinery & equipment, inventory and business assets that have been damaged or destroyed in a declared disaster.

Home and Personal Property Loans

If you are in a declared disaster area and are the survivor of a disaster, you may be eligible for financial assistance from the SBA - **even if you don't own a business**. As a homeowner, renter and/or personal property owner, you may apply to the SBA for a loan to help you recover from a disaster.



Renters and homeowners alike may borrow up to \$40,000 to repair or replace clothing, furniture, cars, appliances, etc. damaged or destroyed in the disaster. Homeowners may apply up to \$200,000 to repair or replace their primary residence to its pre-disaster condition.

Business Physical Disaster Loans

Any business or private, nonprofit organization located in a declared disaster area and has incurred damage due to the disaster may apply for a loan to help replace damaged property or restore it to the condition it was before the disaster.



U.S. Small Business Administration

If your business or **private nonprofit organization - large or small** - has suffered physical damage as a result of a disaster, you may be eligible for financial assistance from the SBA. The SBA makes physical disaster loans up to \$2 million for qualified businesses or private, nonprofit organizations.



Economic Injury Disaster Loans

If your business is located in a declared disaster area and has suffered financial losses because of the disaster (**regardless of physical damage**), you may be eligible for an Economic Injury Disaster Loan (EIDL). Substantial economic injury is the inability of a business to meet its obligations as they mature and to pay its ordinary and necessary operating expenses. EIDLs provide the necessary working capital to help small businesses survive until normal operations resume.

These loans are available to small businesses, small agricultural cooperatives and certain **private nonprofit organizations** of all sizes that have suffered substantial financial losses resulting from a declared disaster.

The SBA can provide up to \$2 million in disaster assistance; this includes both **economic injury** and **physical damage assistance**. Your loan amount will be based on your actual economic injury and your company's financial needs.

Help to Fund Mitigation Improvements

If your loan application is approved, you may be eligible for additional funds to cover the cost of improvements that will protect your property against future damage of the same type. Examples of improvements include retaining walls, seawalls, sump pumps, etc. Mitigation money is in addition to the amount of approved loan, but may not exceed 20 percent of total disaster damage to real estate and leasehold improvements, as verified by the SBA, a maximum of \$200,000 for home loans. It is necessary for you to submit the description of improvements and cost estimates with your application. The SBA must approve the mitigation measures before any loan increase.

Interest Rates and Loan Terms

The SBA offers two interest rates for disaster loans. The low rate will not exceed 4 percent. The SBA's market rate will not exceed 8 percent. The SBA determines whether you qualify for the low rate or market rate based on an analysis of your financial information, credit history and the amount of your verified uninsured losses. Applicable rates are announced when a disaster is declared and are fixed for the life of the loan.

The SBA offers loans with long-term repayment terms in many cases up to 30 years. The SBA sets terms on a case-by-case basis, based upon your ability to repay and SBA policy. There are prepayment penalties.



Attachment: SBA Disaster Loans (1457 : SBA Disaster Loans)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A
Meeting Date: November 21, 2016

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

Item Title **Monthly Tax Report - October 2016**

Attachments: Monthly Tax report - October 2016 (PDF)

Summary: Monthly Tax report - October 2016

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	107,065.76	6,681.81
2014	47,769.23	4,245.32
2013	21,542.50	7,408.91
2012	13,625.10	9,658.31
2011	8,907.94	7,609.53
2010	6,704.56	5,313.34
2009	4,716.95	5,047.63
2008	4,240.38	5,334.32
2007	4,010.88	7,294.85
2006	1,544.50	12,644.98

TOTAL REAL PROPERTY TAX UNCOLLECTED	220,127.80
TOTAL PERSONAL PROPERTY UNCOLLECTED	71,239.00
TEN YEAR PERCENTAGE COLLECTION RATE	99.57%
COLLECTION FOR 2016 vs. 2015	16,928.74 vs. 17,713.93

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2015	98.29%
2014	99.23%
2013	99.59%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING October **2016**

BY TAX ADMINISTRATOR

19 NUMBER DELINQUENCY NOTICES SENT

16 FOLLOWUP REQUESTS FOR PAYMENT SENT

10 NUMBER OF WAGE GARNISHMENTS ISSUED

6 NUMBER OF BANK GARNISHMENTS ISSUED

7 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

1 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO
COUNTY ATTORNEY

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

1 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

3 NUMBER OF JUDGMENTS FILED

Attachment: Monthly Tax report - October 2016 (1453 : Monthly Tax Report - October 2016)

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	3,767.79	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	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	03-8965-00-44-7928.0000	2,104.52	1	WHALON & KATHLEEN MCCULLEN	SHILOH	404 SANDY HOOK RD
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

11/07/16 10:26:18

Delinquencies Top-30 Unpaid

Attachment "A"
Read

Attachment: Monthly Tax report - October 2016 (1453 : Monthly Tax Report - October 2016)

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	01-7999-04-60-1954.0000	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	3,767.79	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	555.93	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

11/07/16 10:26:18

Delinquencies Top-30 Oldest

1
Real
Attachment "B"

Attachment: Monthly Tax report - October 2016 (1453 : Monthly Tax Report - October 2016)

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

11/07/16 10:26:33

Delinquencies Top-30 Unpaid

1
Person 1
 Attachment "A"

Attachment: Monthly Tax report - October 2016 (1453 : Monthly Tax Report - October 2016)

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

11/07/16 10:26:34

Delinquencies Top-30 Oldest

1

Attachment "B"
Personal

Attachment: Monthly Tax report - October 2016 (1453 : Monthly Tax Report - October 2016)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.B
Meeting Date: November 21, 2016

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

Item Title **Resolution - US HWY 17**

Attachments: Resolution of Support - Upgrading U.S. Hwy 17 to
Interstate Standards.docx
(PDF)

Summary:

Recommendation:

RESOLUTION BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS SUPPORTING THE UPGRADING OF U.S. HIGHWAY 17 IN NORTHEAST NORTH CAROLINA TO INTERSTATE STANDARDS

WHEREAS, US Highway 17, the Ocean Highway, was once the primary north-south transportation route in the coastal plain of eastern North Carolina; and,

WHEREAS, US Highway 17 continues to be the primary corridor of trade for northeastern North Carolina; and,

WHEREAS, there is a substantial amount of poverty, unemployment, underemployment, and economic distress in northeastern North Carolina due to the lack of economic opportunity that adequate highways can help to provide; and,

WHEREAS, US Highway 17 as part of the proposed I-87 Interstate Route will enable northeastern North Carolina to recruit and retain industrial jobs whose companies require access to interstate-quality highways to link products and services to eastern US markets; and,

WHEREAS, the Ports of Virginia are cooperating in the joint Virginia-North Carolina effort to expand Foreign Trade Zone #20 from southeastern Virginia into northeastern North Carolina including Currituck, Camden, Pasquotank, Perquimans, Chowan, Bertie, Gates, and Hertford Counties; and,

WHEREAS, waterborne foreign imports accessing the United States through Ports of Virginia and Ports of North Carolina via the emerging Piedmont Atlantic Megaregion will be transported along U.S. Highway 17 as identified within the North Carolina Maritime Strategy; and,

WHEREAS, the completion of the I-87 Interstate Route from the Ports of Virginia to Raleigh will require funding and work over many years; and,

WHEREAS, the upgrading of US Highway 17 to interstate standards can coincide with the expansion of Foreign Trade Zone #20 into the area, creating a synergy to ignite economic development in northeastern North Carolina.

NOW, THEREFORE, BE IT RESOLVED THAT THE CAMDEN COUNTY BOARD OF COMMISSIONERS DOES HEREBY REQUEST THE UPGRADING OF US HIGHWAY 17 IN NORTHEASTERN NORTH CAROLINA TO INTERSTATE STANDARDS BE FUNDED IMMEDIATELY AND THE PLANNING AND COMPLETION OF THIS PORTION OF INTERSTATE I-87 BE UNDERTAKEN AS QUICKLY AS POSSIBLE.

This the 21st day of November, 2016.

Clerk to the Board
Angela Wooten

Chairman
P. Michael McLain

Attachment: Resolution of Support - Upgrading U.S. Hwy 17 to Interstate Standards.docx (1455 : Resolution - US HWY 17)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.C
Meeting Date: November 21, 2016

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

Item Title **Establishment of a Joint School Committee**

Attachments: School Committee (PDF)

Summary:

Recommendation:

MEMORANDUM

TO: Camden County Commissioners

FROM: Michael Brillhart, County Manager
MB

DATE: November 16, 2016

SUBJECT: Establishment of a Joint Board of Commissioners/Board of Education - School Committee

In consideration of the upcoming FY2017-2018 County Budget cycle and concerns with the recently adopted classroom student cap by the State, the School Superintendent's Office has presented an option to increase communication between the County Commissioners and the Board of Education. The option is to create a Joint BOC/BOE Committee that would discuss school budgetary matters affecting the annual operating budget.

The initial recommendation includes a Committee membership consisting of two Board of Education members and two County Commissioners. As part of this process, recommendations of the School Committee would be presented to the two Boards for consideration and approval. Final action regarding budgetary matters would then be ratified during the annual Budget adoption. As a note, this Committee would function separate and apart from the current Adequate Public Facilities Committee whose purpose is to analyze school capital needs in consideration of average daily school attendance capacity.

Recommended Action: If this recommendation to establish a School Committee is acceptable to Camden County, then the Board of Commissioners will need to appoint two Commissioners to serve on the Committee.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.D
Meeting Date: November 21, 2016

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

Item Title **Administrative Building - Design Services**

Attachments: Admin Building (PDF)

Summary:

Recommendation:

MEMORANDUM

TO: Camden County Commissioners

FROM: Michael Brillhart, County Manager
MB

DATE: November 16, 2016

SUBJECT: Administrative Building – Design Services

At its Capital Improvement Program workshop on November 14th, the Board of Commissioners approved moving forward on architectural/engineering services for a new Administrative Building. This new building will be constructed on the 7.65 acre county owned parcel located in the 100 block of NC Highway 343 N. across from the Historic Courthouse.

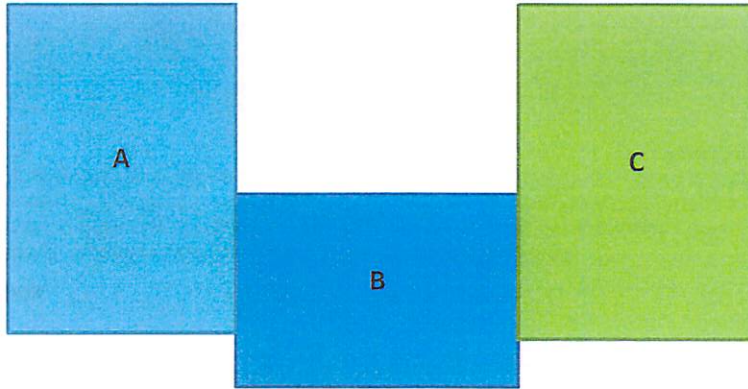
A consensus among Commissioners indicated their recommendation for design “Option #2” consisting of the following operations and services:

- a community meeting room, parks & recreation, cooperative extension; and soil and water conservation
- planning & zoning, tax collection, registry of deeds; and utility billing
- manager’s office, finance, clerk to the board, human resources, economic development, public work’s director, commissioner’s work office
- library

The Board of Commissioners adopted funding for design services specific to a new Administrative Building in its current fiscal year capital budget.

Recommendation: Commissioners to approve moving forward with the advertising of an RFQ for Architectural/Engineering Services in consideration of Option #2.

Option 2: New Administration Complex - Without Senior Center



Building Space Usage:

Building A =	Community Center; Parks & Recreation; Cooperative Extension; Soil & Water Conservation	6,750 sq. ft.
Building B =	1 st Floor - Lobby; Tax Collector; Planning & Zoning, Registry of Deeds; Utility Billing	3,000 sq. ft.
	2 nd Floor - Manager's Office; Finance; Clerk of Board; Human Resources; Economic Development;	
	Public Work's Director; Commissioner's Work Office	3,000 sq. ft.
Building C =	Library	<u>6,900 sq. ft.</u>
	Total Space Usage =	19,550 sq. ft.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.E
Meeting Date: November 21, 2016
Submitted By: Michael Brillhart, County Manager
Administration
Prepared by: Angela Wooten

Item Title **Language Access Plan**

Attachments: LAP (PDF)

Summary:

Recommendation:

MEMORANDUM

TO: Camden County Commissioners

FROM: Michael Brillhart, County Manager
UB

DATE: November 16, 2016

SUBJECT: Federal Requirement for the Establishment of a County Language Access Plan
For Persons with Limited English Proficiency (LEP)

A Four-Factor Analysis and Language Access Plan for Persons with Limited English Proficiency (LEP) have been created for Camden County. The Federal Government requires the establishment of a Language Access Plan (LAP) and implementation of strategies for persons of Limited English Proficiency affecting local governments that are a recipient of and involved in Federal assisted programs.

The attached Four-Factor and Language Access Plan for Limited English Proficiency (LEP) was development to meet this requirement for Camden County. Once approved by the Board of Commissioners, the analysis and Plan will be transmitted to the local office in North Carolina of the U.S. Department of Agriculture - Rural Development.

At this time, Camden County does not meet the minimum threshold for persons with LEP. Camden does have a language translator application on the County website that can be used to assist individuals using the website to read information and documents in the native language. In addition, the County can use specific language translators where needed to provide language assistance to persons directly affected by specific programs and capital projects.

Attachment: LAP (1461 : Language Access Plan)

THE COUNTY OF CAMDEN, NORTH CAROLINA

FOUR-FACTOR ANALYSIS

AND

LANGUAGE ACCESS PLAN

FOR LIMITED ENGLISH PROFICIENCY (LEP)

Attachment: LAP (1461 : Language Access Plan)

November 2016

Four (4) - Factor Analysis
For
Limited English Proficiency

The purpose in preparing this analysis in compliance with Executive Order 13166 is for the development of the following Language Access Plan (LAP) for persons with Limited English Proficiency (LEP).

Title VI of the Civil Rights Act of 1964 is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Access to language assistance through a particular service or benefit, under Title VI may be available for persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English in order to effectively interact with local government and social service agencies.

The following Four-Factor Analysis serves as a guide for determining which language assistance measures Camden County will undertake in order to guarantee access to relative County information by persons with Limited English Proficiency.

1. **The number and proportion of LEP persons served or encountered in the eligible service population** - served or encountered includes those persons who would be served by the recipient if the person received education and outreach and the recipient provided sufficient language services.

Camden County utilized demographic data from the Census Bureau's American Community Survey (ACS) 2015 for all citizens 18 years and over. In consideration of this data, Camden County, NC does not meet the 1,000 or 5% LEP threshold for Hispanic or Latino. This census data references that 2.8% (288) of our total population of 10,309 speak Spanish. Of those 288, (34.5%), which is equal to 99 persons, speak English well. This leaves a total of 189 or 1.8% of our total population who speaks Spanish only.

Within the Camden Point community located in Shiloh Township of South Camden County, there exists a Vietnamese fishing village. Based on census data, Camden County does not meet the 1,000 or 5% LEP person's threshold for Vietnamese. Although 113 people of Vietnamese descent representing 1.1% of our total population speak Vietnamese. 30% (34 persons) speak English well. This leaves a total of 79 (0.78%) who speak only Vietnamese.

Past county capital projects using Rural Development funds provided access to non-English speaking residents through the county's online website language translation process. We

use free translation programs to print out an explanation in Spanish and Vietnamese for those that request the translation.

Camden County holds public hearings for projects that require it. The public notice states the information is available in Spanish upon request. An identified and qualified translator for Spanish and Vietnamese is available when needed. However, at past hearings there have been no participants from the non-English speaking community.

2. The frequency with which the LEP individuals come into contact with Rural Development funded programs, activities, and services -

Construction of the Camden Intermediate School and major renovations to the County's Historic Courthouse were funded through the USDA Rural Development program. The Camden County School Board ensures effective communication between the LEP persons of Spanish and Vietnamese language proficiency who are parents of students at the Intermediate School. The Courthouse renovations do not provide direct assistance to individuals.

3. The nature and importance of the program, activity, or service provided by the program -

Our proposed USDA Rural Development projects are capital infrastructure based and do not provide direct assistance to individuals. As a result, LEP persons rarely come into contact with the projects. However, all citizen participations activities are open to the general public and is noted to be available in Spanish and other languages such as Vietnamese upon request.

4. The resources available and costs to the recipient -

When publishing mandatory public notices and press releases, Camden County will make the information available upon request in Spanish. We use a free translation application (Google Translator) on the Camden County website to translate this information.

In addition, Camden County can provide a qualified Spanish translator at no cost to the residents and minimal costs to the County. Our translator lives and works in our community. Public hearing notices will be placed on our website advising the Spanish community the documents are available to them upon request.

We will keep close contact with the Vietnamese community to identify any increase in the LEP population that would require the County to provide translation assistance.

Language Access Plan for Limited English Proficiency

Introduction

With the completion of a Four Factor Analysis for Camden County, we have identified the types of language assistance that needs to be provided in compliance with the County’s implementation of Federally Assisted Programs. In compliance with Title VI of the Civil Rights Act of 1964 the County has prepared this Language Access Plan in order to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs.

Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter. As described in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

Limited English Proficiency Population

According to the U.S. Census Bureau’s 2015 American Community Survey (ACS) data, Camden County, North Carolina has a population of 10,309. A breakdown of the number of persons whose first language is not English is shown in the chart below. In addition, the chart also breaks down those percentages by indicating how many of these can also speak English well.

Language	Percent Who Speak	Percent Who Speak English Well
Spanish	2.8%	34.5%
Vietnamese	1.1%	30.0%

- 1) Camden County, North Carolina does not meet the 1,000 or 5% LEP person threshold for Spanish or Vietnamese. 2.8% (288) of our total population of 10,309 speak Spanish. Of those (34.5%) speak English well. This leaves a total of 189 persons (1.8% of our total population) who speak Spanish only.

Attachment: LAP (1461 : Language Access Plan)

- 2) Camden County, North Carolina does not meet the 1,000 or 5% LEP person threshold for Vietnamese. Although 1.1% (113) of our total population of 10,309 speak Vietnamese. 30.0% (34) of those speak English well. This leaves a total of 0.78% (79 persons) who only speak Vietnamese.

Language Assistance

Public notices are available upon request in Spanish. Camden County uses a free translation website to translate this information. Both Spanish and Vietnamese translators live in our community and are available to assist as requested.

A copy of the Language Access Plan will be available to all staff. And Language Identification Flash Cards will be available to all staff members when needed. County staff will be advised to document any requests for language assistance.

Contact will be made to family or friends of LEP persons to assist in language interpretation. Camden County will also coordinate written translations where a substantive number of people speak a language other than English.

Frequency of Contact with LEP Population

Our County administrative staff and Sheriff's Office comes into contact with the LEP Population more than other employees due to water bill payments, property and vehicle tax bills, issuing traffic and other citations and general questions specific to public safety.

Notices to LEP Persons

Mandatory public notices are published with the option of having the information available upon request in Spanish or other translation free of charge. Camden County uses the free Google Translator application on our website to translate this information. As needed, Camden County is able to provide a qualified Spanish or Vietnamese translator at no cost to the residents and minimal costs to the County. Our translators live within Camden County. The County will also use the free Language Identification Flash Card feature in the future as warranted.

Vital Document Translations

Any specific Camden County notification that would directly impact individuals of the LEP Population is considered a vital document.

- a. Public infrastructure or community improvement grant funds impacting an area where LEP persons are located will be considered vital.

- b. Notification of an impending natural disaster and the location of Emergency Shelters before, during and after are considered vital.
- c. Contact with the Camden Sheriff's Office due to an emergency is considered vital.

Monitoring and Updating the Language Access Plan

- 1) The County will continue in keeping close contact with the Spanish and Vietnamese community to identify any increase in the population that would require Camden County to provide an LEP to them.
- 2) An annual review will be conducted via U.S. Census updates to determine the following:
 - Identify the current LEP population in the area
 - Assess whether or not the need for translation services have changed
 - Assess whether the LAP has been effective and sufficient
 - Determine if there is an increase or decrease in LEP contacts

APPROVED THIS 21st DAY OF NOVEMBER, 2016

Angela Wooten
Clerk to the Board

P. Michael McLain
Chairman



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.F
Meeting Date: November 21, 2016

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

Item Title **Travel Policy**

Attachments: Travel Policy Draft (1) (DOC)
 TRAVEL ADVANCE (DOC)
 Travel Authorization (DOC)
 Copy of TRAVEL REIMBURSEMENT FORM (XLS)

Summary:

Recommendation:



TRAVEL POLICY

(Approved by the Board of Commissioner's – 11/21/2016)

- I. Purpose – The intent of this policy is to make uniform provision for reimbursement of necessary expenses of County employees or officials of the County who are required to travel within or outside the County boundaries in the performance of their duties and in the interest of County affairs. These policies are intended to apply to employees, board members, or other persons on official County business.
- II. Policy Administration - The respective department heads are responsible for the administration of the provisions of this policy. Department heads are authorized to approve travel reimbursements for the employees under their supervision except where otherwise stated. For the purposes of administering this policy, Board Members or other County delegates or officials will be considered “employees” and thereby reimbursed per this policy.
- III. General Policy
 - A. Travel - Camden County recognizes that employees and officials are required to travel both within and outside the State of North Carolina for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their various positions within the County Government.

It is inherently understood in this policy that an individual traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or solely for the convenience or personal preference of the traveler in the performance of official County business are not acceptable under this standard, and travelers will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.

Requests for travel approval should be submitted to the County Manager and Finance for pre-audit and approval prior to departure.

See Exhibit A at the end of the Policy for the Travel Request form

In-District

Daily Travel (not overnight)

Normally, allowances shall not be paid to employees for meals if travel does not involve travelling out-of-district (35 mile radius of the Courthouse). Employees may

be reimbursed for lunch when the employee's job requires his/her attendance at the meeting of a board, commission, committee or council in his official capacity **and** the meal is preplanned as part of the meeting. Breakfast and dinner reimbursements do not apply to Travel that does not include an overnight stay except as a preplanned part of the meeting or for the benefit of the employer. In accordance with IRS regulations, any payments for meals, other than inclusive in the meeting agenda, provided for the benefit of the employer, or those paid as a part of overnight travel, will be reported on the employee's or official's W2 form as "*taxable fringe benefit*". Normal reimbursement rates still apply.

Overnight Travel

Overnight travel does not apply to In-District Travel.

Out-of-District

Out of District travel consists of travelling further than a 35 mile radius of the Courthouse.

Daily Travel (not overnight)

Employees may be reimbursed for meals when the employee's job requires his/her attendance at the meeting of a board; commission, committee or council in his official capacity and the meeting coincides with the following schedule.

To be eligible, the employee must:

- Breakfast – depart duty station prior to 6:00 am
- Lunch – depart duty station prior to 10:00 am and/or return to duty station after 2:00 pm
- Dinner – return to duty station after 8:00 pm

Travel that does not include an overnight stay except as a preplanned part of the meeting or for the benefit of the employer is considered taxable. In accordance with IRS regulations, any payments for meals, other than inclusive in the meeting agenda, provided for the benefit of the employer, or those paid as a part of overnight travel, will be reported on the employee's or official's W2 form as "*taxable fringe benefit*". Normal reimbursement rates still apply.

Overnight Travel

Employees may receive non-taxable allowances for meals when overnight travel is required. Partial days of travel will be reimbursable by the following schedule.

To be eligible, the employee must:

- Breakfast – depart duty station prior to 6:00 am
- Lunch – depart duty station prior to 10:00 am and/or return to duty station after 2:00 pm
- Dinner – return to duty station after 8:00 pm, if stopping for dinner causes a return after 8:00 pm dinner will not be eligible.

- B. Mileage Allowance –Travel by privately owned vehicle when necessary and allowable will be reimbursed using the IRS reimbursement rate based on the shortest route of travel. The annual rate will be reported to staff and officials by the Finance Office annually.
- C. Meal Reimbursement Rates – Maximum reimbursement for the cost of meals in connection with County business will be at the federal reimbursement rates published at <http://www.gsa.gov/portal/category/104711>. Receipts of actual expenditures are required for reimbursement. The County expects that all travelers will take advantage of free in-hotel breakfast when offered. Tips are reimbursable up to 18%. Receipts must be itemized and alcohol must not be purchased with county funds. Please make every reasonable effort to not include charges for alcohol or travel companion meals.
- D. Travel Reimbursement – The travel reimbursement form provided for the traveler should be turned in for reimbursement within 10 days of the employee’s return. This form lists all mileage, private or public transportation, lodging, meals, registration, and other travel expenses which are reimbursable. Itemized receipts for lodging, meals, registration, and private or public transportation are to be attached to and made a part of the reimbursement form. For taxis, airport shuttles, and buses, receipts may not be available or provided; therefore, attach, if possible. The reimbursement form must be approved by the department head and signed by the employee before being presented to the Finance Office for reimbursement.

See Exhibit B at the end of the Policy for the Travel Reimbursement form.

- E. Transportation Cost of Employee – Payment of mileage allowance or actual cost of public transportation as applicable. If rental vehicles are used for both business and non-business purposes, reimbursement to the county for the non-business portion will apply.

IV. Authorized Travel Modes

- A. County-owned Vehicle – This method of transportation is to be used whenever a county vehicle is available. Exceptions to this requirement must be approved by the County Manager. The department head may authorize reimbursement to the employee for exact operation expenses in circumstances where direct credit charges cannot be made to the county such as gas or unforeseen immediate needs for maintenance and the vehicle card is unavailable. (Please notify Maintenance, the Department Head and the Finance Officer as soon as reasonable.)
- B. Private owned Vehicle – When no county vehicle is available, this mode may be used if specifically authorized by the appropriate department head and the County Manager. Reimbursement for operation expense shall be limited to the mileage allowance.
- C. Transportation by Common Carrier – Reimbursement for air, rail, or bus fare is limited to business or coach fare, substantiated by a receipt. Quotes must be obtained from more than one (1) common carrier, if multiple carriers exist, and documentation that the lowest fare available was used must be submitted on the travel request form.

D. Rental Vehicles – Reimbursement of rental vehicle expenses will not be authorized without prior approval by County Manager. If approved, the rented vehicle should be secured at the lowest practical cost.

V. Travel Destination

- A. Local Travel – County employees, who by the normal nature of their duties, are required to travel regularly within the county or district and are individually authorized by the appropriate department head, are eligible for reimbursement of transportation expense on a monthly basis.
- B. Travel Outside the County/District – Approved travel expenses outside the county for county purposes or purposes in the best interest of the county, such as training, conferences, professional meetings, etc., may be reimbursed to the limits of the policy for:
1. Transportation cost
 2. Lodging
 3. Meals
 4. Registration costs
 5. Necessary incidental expenses (parking, tolls, etc.)
- C. Lodging – To receive reimbursement for lodging expenses, an itemized hotel bill must be attached to the reimbursement form. Hotel room rates are allowable up to the federal government rate. The County Manager must approve room rates when they exceed the allowable rate.
- D. Registration Cost – Registration costs should be paid directly by the County. When an employee personally pays a registration fee, a receipt for payment should be obtained and is preferable to a canceled check for reimbursement purposes. Additional registration costs for recreational and entertainment activities will not be paid by the County. Meal functions are not included in this requirement, and are eligible for payment by the County in lieu of the meal reimbursement payment.
- E. Out-of-State Travel – Out-of-state travel begins when the employee leaves the State and remains in effect until the employee returns to the State. Out-of-state travel requests by employees and department heads must be approved by the County Manager.
- F. Credit Card – Employees and officials authorized to use a County credit card may elect to use them instead of reimbursement; however, meals are still subject to the meal rates listed in Section III. C. of the Policy. All receipts for expenditures must be submitted to the Finance Office in order for the expenditures to be approved.

- G. Travel with Others - When two or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts and joint use of the transportation including taxi cabs, County-owned, or privately owned vehicles. Travel with representatives of other government units is encouraged whenever possible for expense sharing.
- H. Commuting – No reimbursement shall be made for use of a personal vehicle in commuting from an individual’s home to his/her office.
- I. Other Costs - Reasonable parking fees, tolls, taxi charges, and expenses of a similar nature, when appropriate to the travel, are reimbursable upon submission of appropriate documentation of the same. The Finance Officer or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.
- J. Telephone Calls – Employees are not allowed to charge long distance telephone calls to the County for calls of a personal nature, except as stated below. All long distance calls that are to be paid by the County are those made pursuant to the employee conducting official County business. An employee traveling to a location outside the local calling area is allowed one (1) “safe arrival” call upon arriving at the destination. Additionally, employees may properly be reimbursed for emergency calls approved by the Department Head. An example of such is a call made when an employee calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.

VI. Extraordinary Travel or Cost

In instances of travel not covered by this policy, or where the actual necessary costs exceed the maximum reimbursement allowed and the travel is in the best interest of the county, the County Manager may approve reimbursement of actual cost beyond the maximums stated herein.

VII. Travel Expenses not Addressed by this Policy

Any travel expenses falling outside the realm of this policy must be approved by the County Manager.

VIII. Travel Advances

Hotel accommodations may be paid directly to the hotel in advance by County credit card. The itemized receipt must be turned in with your travel reimbursement. Any other travel advance must be approved by the County Manager using the Travel Advance Form.

See Exhibit C at the end of the Policy for the Travel Advance Form

IX. Travel Procedure

- A. A Travel Request Form should be submitted to the Department Head for approval and forwarded to the Finance Department for pre-audit purposes. A Travel Advance Request should be included with this form if needed/requested.
- B. Upon return, the Travel Reimbursement form and supporting itemized receipts (includes meals, hotel and allowable incidentals) must be submitted to the Department Head for approval. After approval by the Department Head, the form should be forwarded to the Finance Department.
- C. The Finance Department will determine that the travel form and receipts have been properly approved, that they are mathematically correct, and that requested reimbursements agree to submitted receipts, when required, and are within the limits set by the Policy. If an error in the reimbursement request is found, the requesting party will be informed and the error will be corrected before payment is made.
- D. Trip Cancellation – When an employee cancels an approved trip and the County has paid airfare, registration and other related fees or issued a travel advance, a memo must be sent to the Finance Department explaining the cancellation. Non-refundable expenditures will be reviewed on a case by case basis by the County Manager.

X. The following items are not reimbursable:

- (1) Any expense not supported by a receipt
- (2) Meals included in registration
- (3) Travel to and from work place
- (4) Souvenirs from the trip
- (5) Items purchased to be used as door prizes or raffle items
- (6) Non-employee/official expense
- (7) Alcoholic beverages
- (8) Any traffic fines
- (9) Entertainment expenses

This list is not all-inclusive. The Finance Officer or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

Attachments:

- Exhibit A, Travel Request Form
- Exhibit B, Travel Reimbursement Form
- Exhibit C, Travel Advance Request Form



REQUEST FOR CASH ADVANCE

NAME:	PURPOSE OF TRIP: (See descriptions on next page) <input type="checkbox"/> PROFESSIONAL DEVELOPMENT <input type="checkbox"/> TRAINING FOR REQUIRED CERTIFICATION <input type="checkbox"/> OTHER TRAINING (specify) _____ <input type="checkbox"/> COUNTY BUSINESS (specify) _____ <input type="checkbox"/> OTHER (specify) _____
HOME ADDRESS:	
DESTINATION:	
DATE OF TRIP: FROM _____ TO: _____	

PLEASE ADVANCE \$ _____ TO _____ BY _____ (EMPLOYEE) (DATE)
--

Please complete below the estimate of expenses for trip. NOTE: Do not include expenses being paid by county credit card.		
	Department Code:	Cost:
TRANSPORTATION:		
PRIVATE CAR ALLOWANCE (ESTIMATED MILES @ .54/mile):		
LODGING:		
MEALS:		
REGISTRATION FEES:		
OTHER (please specify):		
TOTAL		

I accept that any cash advance not expended for travel related to this trip is to be reimbursed by me to the County.

COUNTY EMPLOYEE DATE

I certify that this expenditure is within the current budget.

DEPARTMENT HEAD DATE

THIS TRAVEL CASH ADVANCE REQUEST IS APPROVED

THIS TRAVEL CASH ADVANCE REQUEST IS DENIED

COUNTY MANAGER **REASON**

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

Finance Officer

Attachment: TRAVEL ADVANCE (1465 : Travel Policy)

Descriptions of the travel categories are as follows:

PROFESSIONAL DEVELOPMENT:

This category of travel is primarily related to conferences or other meetings of professional associations (national, state, or local meetings).

TRAINING FOR REQUIRED CERTIFICATION:

This category of travel relates to opportunities for training that provide credit towards professional and/or trades certifications that are required for employment with the city. Examples would be certifications for professional engineers, building and trades inspectors, and city attorneys. Travel to maintain certifications that may be a benefit to the county but not “required” for current employment would not fit in this category.

OTHER TRAINING:

This category of travel includes trips related to training that is specific to job requirements but not linked to professional accreditation. Examples would be training to stay abreast of current trends and developments, to learn new technologies (software training), and to learn other specific job-related information.

COUNTY BUSINESS:

This category of travel relates to trips taken by employees who are representing the county’s interests. Specific examples would be: trips to meet with bond rating agencies, to lobby for particular legislation in Raleigh or Washington, DC, to mediate legal issues, to investigate how other cities operate, and other types of travel for official business.

OTHER:

An explanation of the reason for the trip must be provided.



TRAVEL AUTHORIZATION

FOR OUT OF DISTRICT TRAVEL

*** Please Fill Out Completely ***

Name: _____ Date of Request: _____

Reason for Travel: _____

Attach a copy of Conference/Meeting/Workshop/Training Information

Destination: _____

List dates of Travel: _____

Meeting Begins _____ am/pm on _____ and Ends at _____ am/pm on _____

Did the County/Supervisor Request that you attend? Yes No

Does this trip require overnight accommodations? Yes No Nights: _____

(Leave more than two hours before or return more than three hours after usual work schedule/multi-day event)

Estimated Cost

Department Code: _____

Registration: _____ Cost: _____
510000

Travel: Mode: _____ Miles: _____ Cost: _____
514000 *(County/personal vehicle)* *(round trip)* *(total)*

Hotel: Number of Nights: _____ Rate Per Night: _____ Cost: _____
514000 *Attach copy of Hotel Information* *(incl taxes)*

Meals: Number of Meals: _____ B _____ L _____ D Cost: _____
514000 *(est. \$8B/\$11L/\$23D)* *(total)*

Other Expected Costs: _____ Cost: _____
Code: _____ (specify) (total)

Total Estimated Cost of Travel: _____

Approval

Supervisor: _____ Date: _____

County Manager: _____ Date: _____

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

Attachment: Travel Authorization (1465 : Travel Policy)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.A
Meeting Date: November 21, 2016

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

Item Title **Watershed Advisory Committees**

Attachments: 2016-11-16 BOARDS (PDF)
Ordinance No 2013-05-02; Stormwater Management
(PDF)

Summary:

Recommendation:

Watershed Advisory Boards

BOARD	MEMBERSHIP	NAME	STATUS	APPOINTED	TERM	EXPIRATION
Agriculture Advisory Board	Sawers Creek	Clarann Mansfield	(A)	6/3/2013	3 Years	6/30/2016
Agriculture Advisory Board	Shiloh	Sim Williams	(A)	6/3/2013	3 Years	6/30/2016
Agriculture Advisory Board	South Mills	Don Lee Keaton	(A)	6/3/2013	3 Years	6/30/2016
Agriculture Advisory Board	North River	Abner Wayne Staples	(A)	6/3/2013	3 Years	6/30/2016
Agriculture Advisory Board		Linda Eason	(A)	6/17/2013	3 Years	6/30/2016
Watershed Advisory	Shiloh	Sim Williams	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	Shiloh	Clarence Jennings	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	Shiloh	Curtise Lawson	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	Shiloh	Mike Riggs	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	Sawers Creek	Clarann Mansfield	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	Sawers Creek	George Tarkington	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	Sawers Creek	Robert Harris	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	Sawers Creek	Jeff Jennings	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	Sawers Creek	Melvin Jeralds	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	South Mills	Freddie Oneal	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	South Mills	Roger Nichols	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	South Mills	Glenn Carey	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	South Mills	Don Lee Keaton	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	South Mills	Clarence Robbie Raper	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	North River	Elton Sawyer	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	North River	Abner Wayne Staples	(A)	11/4/2013	2 Years	11/30/2015
Watershed Advisory	North River	Troy Leary	(A)	1/6/2014	2 Years	11/30/2015
Watershed Advisory	North River	Dewane Berry	(A)	1/6/2014	2 Years	11/30/2015

Attachment: 2016-11-16 BOARDS (1468 : Watershed Advisory Committees)

Ordinance No. 2013-05-02

An Ordinance
Amending the Camden County
Code of Ordinances

Camden County, North Carolina

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

Article I: Purpose

The purpose of this Ordinance is to add new Chapter 53 of the Camden County Code of Ordinances of Camden County, North Carolina.

Article II. Construction

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

Article III. Add Chapter 53 to the Camden County Code of Ordinances which shall read as follows:

CHAPTER 53: STORMWATER MANAGEMENT UTILITIY

§ 53.01 FINDINGS.

(A) Stormwater runoff is a critical concern for Camden County due to the potential for flood damage to residential and commercial structures and productive agricultural land as well as its potential pollutant damage to the surrounding creeks, rivers, and sound.

(B) Water quality standards by state and federal law requiring that local governments develop more detailed, advanced, and costly stormwater programs are being mandated in an ever increasing number of cities and counties in North Carolina.

(C) Heretofore maintenance of conveyances has been the sole responsibility of private property owners, with the exception of road side ditches maintained by the NCDOT, with no concern for the overall performance of the natural water courses and manmade ditches and canals that make up the stormwater system.

(D) Effective stormwater management should be provided to protect, to the extent practicable, the citizens of the County from the loss of life and property damage from flooding.

Attachment: Ordinance No 2013-05-02; Stormwater Management (1468 : Watershed Advisory Committees)

48 (E) Chapter 153A, Article 15 of the North Carolina General Statutes, authorizes the
 49 County to acquire, construct, establish, enlarge, improve, extend, maintain, own, operate, and
 50 contract for the operation of Stormwater Management Programs designed to protect water
 51 quality by controlling the level of pollutants in, and the quantity and flow of, stormwater and
 52 structural and natural stormwater and Drainage Systems of all types.

54 (F) The establishment of a Stormwater Management Utility that would be accounted for as
 55 a separate enterprise fund and would facilitate the provision of a Stormwater Management
 56 Program is reasonable and in the public interest.

58 (G) North Carolina General Statute 153A-277 authorizes Camden County to establish and
 59 revise from time to time, a schedule of rates and charges to fund the Stormwater Management
 60 Program activities including both structural and natural stormwater conveyance and Drainage
 61 System services provided by the Stormwater Management Utility.

63
 64 **§ 53.02 PURPOSE:**

66 (A) A Stormwater Management Utility is hereby created as an identified fiscal and
 67 accounting fund for the purpose of comprehensively addressing the Stormwater management
 68 needs of the County. The County's Stormwater management needs are met herein (1) through
 69 programs designed to protect and manage water quality and quantity by controlling the level of
 70 pollutants in Stormwater runoff, and the quantity and rate of Stormwater received and conveyed
 71 by structural and natural Stormwater and Drainage Systems of all types, (2) by establishing a
 72 schedule of charges, (3) by defining the control, collection, and disbursal of funds, and (4) by
 73 setting forth penalties, methods of appeals and exemptions.

74
 75 **§ 53.03 DEFINITIONS:**

76
 77 (A) For the purpose of this Article, the following words, terms, and phrases shall have the
 78 meanings given to them in this section, except where the context clearly indicates a different
 79 meaning:

80
 81 **DEVELOPED LAND.** A land parcel altered from its Natural State.

82
 83 **DRAINAGE SYSTEM.** Natural and structural channels, swales, ditches, swamps, rivers,
 84 streams, creeks, wetlands, branches, reservoirs, ponds, drainage ways, inlets, catch basins,
 85 gutters, pipes, culverts, bridges, head walls, storm sewers, lakes, and other physical works,
 86 properties, and improvements that transfer, control, convey or otherwise influence the movement
 87 of storm water runoff.

88
 89 **EQUIVALENT RESIDENTIAL UNIT (ERU).** A unit of measure of impervious surface (in
 90 square feet) that represents the impervious surface area on the average Single Family
 91 Residential Parcel in the underlying jurisdiction as a unit of comparison. ERU shall mean for
 92 the purposes of this Ordinance 4,500 square feet of impervious surface.

93 **GROSS PARCEL AREA.** *The property area contained within the legally described boundaries*
 94 *of a property or the total lot size of a property, in acres.*

95 **IMPERVIOUS SURFACE.** *Developed areas of land that prevent or significantly impede the*
 96 *infiltration of Stormwater into the soil. Typical Impervious Surfaces include, but are not limited*
 97 *to: roofs, sidewalks, walkways, patios, private driveways, parking lots, access extensions, alleys*
 98 *and other paved, engineered, compacted or gravel surfaces containing materials that prevent or*
 99 *significantly impede the natural infiltration of Stormwater into the soil. Impervious Surface Area*
 100 *is synonymous with Built Upon Area ("BUA") as defined by the North Carolina Department of*
 101 *environment and natural Resources.*

102
 103 **NATURAL STATE.** *Existing undeveloped land where the soil and vegetation characteristics*
 104 *have not been substantially modified or disturbed by human activities and the hydrologic*
 105 *function is in an unaltered or natural condition.*

106
 107 **SERVICE AREA.** *All land within Camden County and will be divided based on the topography*
 108 *and outfalls, into 4 watershed subareas as shown in Exhibit A as South Mills Sawyers Creek,*
 109 *Shiloh, and North River watersheds.*

110
 111 **SERVICE CHARGE.** *A stormwater management service charge, applicable to a land parcel,*
 112 *which generally reflects the impact on or demand for Stormwater management services provided*
 113 *by the County to properly control and manage stormwater runoff quantity and/or quality*
 114 *associated with the land parcel. The Service Charge will vary from one land parcel to another*
 115 *based on the impervious surface and gross parcel areas. The Service Charge may vary for the*
 116 *same class of service in different areas of the Service Area and may vary according to classes of*
 117 *service.*

118
 119 **SINGLE FAMILY RESIDENTIAL PARCEL.** *A parcel with a single family residential*
 120 *structure used as a single family dwelling and whose primary use is as a single family residence.*

121
 122 **STORMWATER.** *The runoff from precipitation that travels over natural state or developed*
 123 *land surfaces and enters a drainage System.*

124
 125 **STORMWATER MANAGER.** *A person working for or on behalf of the County to administer*
 126 *the Stormwater Management Program*

127
 128 **STORMWATER MANAGEMETN PROGRAM.** *An identified set of measures and activities*
 129 *designed to reduce and/or manage stormwater quantity by controlling velocity, volume, and rate*
 130 *– and to protect, restore and/or manage stormwater quality by controlling and/or reducing*
 131 *pollutant.*

132
 133 **STORMWATER MANAGEMENT UTILITY.** *An organizational structure that is responsible*
 134 *for funding, administering, and operating the County's Stormwater Management Program, and*
 135 *that is supported through a rate structure based on the impervious surface area and gross area*
 136 *found on land parcels located within the service area.*

137

138 UNDEVELOPED LAND. All land that is not altered from its natural state.

139
140 **§ 53.04 ESTABLISHMENT OF A STORMWATER MANAGEMENT UTILITY AND**
141 **STORMWATER MANAGEMENT ENTERPRISE FUND.**

142
143 (A) There is hereby established a Camden County Stormwater Management Utility that
144 shall be responsible for implementing, operating, and administering the County's Stormwater
145 Management Program as defined herein.

146
147 (B) There is hereby established a Camden County Stormwater Management Enterprise
148 Fund for the purpose of dedicating and protecting funding applicable to the responsibilities of
149 the Stormwater Management Utility including, but not limited to, rents, rates, fees, charges, and
150 penalties as may be established after due notice having been given and a public hearing held by
151 the Board of Commissioners. Funding may also include other funds transferred or allocated to
152 the Stormwater Management Utility by the Board of Commissioners. All revenues and receipts
153 of the Stormwater Management Utility shall be placed in the Stormwater Management
154 Enterprise Fund and all expenses of the Stormwater Management Utility shall be paid from the
155 Stormwater Management Enterprise Fund, except that other revenues, receipts, and resources
156 not accounted for in the Stormwater Management Enterprise Fund may be applied to stormwater
157 management activities as deemed appropriate by the Board. The Stormwater Management
158 Enterprise Fund accounting shall include the revenues and expenses attributed to each
159 watershed subarea as separate departments and no inter-departmental transfers shall be
160 permitted without the consent of the respective watershed committees and approval by the Board
161 of Commissioners.

162
163 **§ 53.05 JURISDICTION.**

164
165 (A) The jurisdiction of the Stormwater Management Utility shall extend throughout the
166 Service Area.

167
168 (B) The countywide stormwater program shall be managed as four (4) distinct watersheds
169 with an advisory committee for each: South Mills, Shiloh, Sawyers Creek, and North River.

170
171 (C) The Board of Commissioners shall appoint or reappoint 5 members to each watershed
172 advisory committee with 2 year terms, with 2 members appointed in even years and 3 members
173 in the odd years. These committees shall make recommendations to the Board of Commissioners
174 related to Level and Extent of Services and the annual program and budget.

175
176 **§ 53.06 RATE STRUCTURE.**

177
178 (A) Every parcel within the Service Area shall be subject to a Stormwater Management
179 Utility Service Charge derived from the rate structure described below. The rate structure to
180 distribute the cost of services associated with the operation, repair, improvement and
181 maintenance of public drainage systems and facilities through a schedule of rates, fees, charges,
182 and penalties related to the operation of a Stormwater Management Utility and Stormwater

183 Management Enterprise Fund as established in Article 53.04 shall be based on the following 3
 184 rate components:

185 _____
 186 (1) Fixed Charge Per Account based on account existence which directly relates to
 187 certain administrative, billing, collections, public outreach, and other charges as may be
 188 allocated on a per parcel basis.

189 _____
 190 (2) Gross Parcel Area on a given land parcel, which is related to quantity of runoff and
 191 total pollutant loading of stormwater runoff discharged from that land parcel. The gross area of
 192 parcels will be fall into 5 tiers of parcel size and will be assigned Gross Are Units (GAUs) as
 193 follows:

- 194 _____
 195 (a) A parcel of 0 to <2 acres in gross area is 1 GAU.
 196 (b) A parcel of 2 to <5 acres in gross area is 2 GAUs.
 197 (c) A parcel of 5 to <10 acres in gross area is 3 GAUs.
 198 (d) A parcel of 10 to <100 acres in gross area is 4 GAUs.
 199 (e) A parcel of 100 or greater acres in gross area is 5 GAUs.

200 _____
 201 (3) Impervious Surface Area on a given land parcel, which directly relates to the volume,
 202 rate and pollutant loading of stormwater runoff discharged from that land parcel to the
 203 County's structural and natural drainage systems and facilities. An Impervious Area Units
 204 Charge for stormwater costs shall be allocated to impervious area on an Equivalent Residential
 205 Unit (ERU) basis. Impervious Surface Area rates will apply to each unit or part thereof of
 206 impervious area.

207 _____
 208 (a) Based on an analysis by the County of Impervious Surface Area on properties
 209 throughout the County, an Impervious Surface Area of 4,500 square feet is hereby designated as
 210 one (1) Equivalent Residential Unit (ERU).

211 _____
 212 (B) Each single family residential parcel shall be charged for one (1) ERU of impervious
 213 area.

214 _____
 215 (C) Each residential unit in a townhome, condominium, or other multifamily structure with
 216 individual unit ownership and duplexes shall be billed for one (1) ERU of impervious area.

217 _____
 218 (D) There will be no Impervious Area Units Charge for land parcels with fewer than 450
 219 square feet of Impervious Surface Area.

220 _____
 221 (E) The Fixed Cost Per Account (FCPA) component shall be the same for each account
 222 throughout the county.

223 _____
 224 (F) The Gross Acreage component represented by Gross Acreage Units (GAU), and
 225 Impervious Area component represented by Equivalent Residential Units (ERU) shall vary for
 226 each watershed based on the level of service and annual budget for the respective watershed.

227 **§ 53.07 SCHEDULE OF FEES AND CHARGES.**

228

229 (A) The schedule of rates, fees, charges, and penalties related to this Ordinance shall be
 230 adopted after notice and a public hearing as required by N.C. Gen. Stat. §153A-277. As set out
 231 in N.C. Gen. Stat. §153A-277, the hearing may be held concurrently with the public hearing on
 232 the County's proposed budget. The schedule of rates, fees, charges, and penalties shall apply to
 233 all land parcels within the Service Area, except as may be altered by credits or exemptions
 234 provided in this Article.

235
 236 **§ 53.08 BILLING AND COLLECTION.**

237
 238 (A) Method of billing. Billing and collection of the Stormwater Management Utility Service
 239 Charges for stormwater management services and facilities shall be billed annually under the
 240 general administration of the County Manager and shall be payable in the same manner as
 241 property taxes.

242
 243 (B) Delinquencies. Stormwater Management Utility Service Charge billings that are not
 244 paid within the time allowed for the payment of property taxes shall be collected by any remedy
 245 provided by law for collecting and enforcing private debts or in any other manner authorized by
 246 law.

247
 248 (C) Application of payment. Payment will be applied to a customer's bill in the following
 249 order:

- 250 (1) Civil penalties assessed pursuant to this Ordinance.
 251 (2) Stormwater Management Utility Service Charge.

252
 253 (D) Appeal of disputed bills and adjustments. If any citizen wishes to dispute a Stormwater
 254 Utility Service Charge billing or any other rents, rates, fees, charges, or penalties adopted
 255 pursuant to this Article, that citizen must submit a written appeal within 60 days from the date of
 256 billing, stating the reasons for the appeal, and providing information pertinent to the calculation
 257 of the billed charge. A timely appeal shall stay the penalty deadlines. An appeal of a disputed bill
 258 shall be filed with the Stormwater Manager for review and disposition. The appeal will follow a
 259 three step process as follows:

260
 261 (1) Over the shoulder appeals – Property owners are welcome to visit the Planning
 262 Department and view their own individual properties to see what was drawn and measured as
 263 impervious surface. Obvious errors will be corrected administratively.

264
 265 (2) Formal Appeal - Contested areas will be identified and the owner may complete a
 266 petition form and pay a fee to initiate a formal appeal. Upon a formal appeal Stormwater
 267 Manager will visit the property and physically measure impervious surfaces. The staff
 268 measurement will be used to correct the calculation whether there is a decrease or increase.

269
 270 (3) Final Appeal - If the owner still contests the measurement, the owner may submit a
 271 survey performed and sealed by a North Carolina licensed professional a surveyor or engineer,
 272 or landscape architect. The surveyor shall use the definition of impervious surface from the state
 273 Division of Water Quality.

275
276
277
278 **§ 53.09 DISPOSITION OF SERVICE CHARGES AND FEES.**
279

280 (A) Stormwater Management Utility Service Charge and fee revenues shall be assigned and
281 dedicated solely to the Stormwater Management Enterprise Fund in the County budget and
282 accounting system, which shall be and remain separate from other funds, and shall be used only
283 to fund identified Stormwater Management Program activities. The services charges and fees
284 paid to and collected by virtue of the provision of this Article shall not be used for general or
285 other governmental or proprietary purposes of the County, except to pay for costs incurred by
286 the County in rendering services associated with the Stormwater Management Utility. The
287 Stormwater Management Enterprise Fund accounting shall include the revenues and expenses
288 attributed to each watershed subarea as separate departments and inter-departmental transfers
289 shall not be permitted without the consent of the respective watershed committees and approval
290 by the Board of Commissioners.

291
292 **§ 53.10 EXEMPTIONS AND CREDITS APPLICABLE TO STORMWATER**
293 **MANAGEMENT SERVICE CHARGES.**
294

295 (A) Statement of Policy. Except as provided in this section, no public or private property
296 shall be exempt from Stormwater Management Service Charges or receive a credit or offset
297 against such Stormwater Management Service Charges. No exemption or reduction in
298 Stormwater Management Service Charges shall be granted based on the age, tax or economic
299 status, race, or religion of the customer, or other condition unrelated to the cost of providing
300 stormwater services and facilities.

301
302 (B) Exemptions. No public or private property shall be exempt from Stormwater
303 Management Utility Service Charges, with the following exceptions:

304
305 (1) Publically dedicated roads, streets, greenways, sidewalks and other publically
306 dedicated rights of way and easements for vehicular or pedestrian traffic that are available for
307 use by the general public for transportation purposes, shall be exempt from County Stormwater
308 Management Utility Service Charges. This exemption shall not apply to internal site roadways
309 within public facilities.

310
311 (2) Railroad rights-of-way used or formerly used for trackage shall be exempt from
312 County Stormwater Management Utility Service Charges. This exemption shall not be construed
313 to apply to railroad stations, maintenance buildings, or other developed land used for railroad
314 purposes.

315
316 (C) Credits. The following credits may be allowed upon adoption of a Credit Application
317 Instruction Manual by the Board:

318
319 (1) Non single family residential parcels that provide measures to mitigate the impacts of
320 runoff on the stormwater system may be eligible for one or more credits to the Impervious Area

321 Units or the Gross Acre Units Charge portions of the Stormwater Management Utility Service
 322 Charge, proportional to the extent those measures address the impacts of peak discharge and
 323 total runoff volume from the site.

324

325 (2) The Credit Application Instruction Manual may be approved by the Board and
 326 placed on file with the County Clerk at which time it shall be followed in establishing applicable
 327 credits to a customer's Impervious Area Units Charge or Gross acre Units portion of the
 328 Stormwater Management Utility Service Charge.

329

330 (3) Each credit allowed against a portion of the Stormwater Management Utility Service
 331 Charge shall be conditioned on continuing compliance with the performance standards set forth
 332 in the Credit Application Instruction Manual and/or the applicable standards set out in the
 333 County's Unified Development Ordinance existing at the time of construction of such facilities
 334 and may be rescinded for noncompliance with those standards.

335

336 (4) Each credit for which a customer applies shall be subject to review and approval by
 337 the Stormwater Manager. The Stormwater Manager may approve or reject any application for a
 338 credit in whole or in part.

339

340 **§ 53.11 JOYCE CREEK ADDENDUM.**

341

342 (A) The Joyce Creek Special Assessment Tax for property owners within the tax district
 343 boundaries shall be eliminated, and replaced with the Stormwater Utility Fee for the South Mills
 344 Watershed, provided, however in the event that the stormwater utility fee for South Mills
 345 Watershed is itself eliminated or discontinued, the Joyce Creek special assessment tax for
 346 property owners within the tax district boundaries would be automatically reinstated under the
 347 same terms and conditions as it exists at the time this Ordinance is approved.

348

349 (B) The Joyce Creek Management Board shall remain in place to and shall have complete
 350 autonomy and discretion in carrying out maintenance activities on Joyce Creek, and the Cypress
 351 and Mill Run tributary canals in accordance with standards established by the Army Corp of
 352 Engineers. The Joyce Creek Management Board will use its best efforts to coordinate activities
 353 with the South Mills Watershed Advisory Committee but shall not be controlled by nor answer to
 354 said Committee.

355

356 (C) The South Mills Watershed budget shall include a line item referred to as the Joyce
 357 Creek Project equal to a two cent (\$0.02) annual tax on the value of properties within the
 358 boundaries of the Joyce Creek Service Area. Any balances remaining at the end of each fiscal
 359 year shall be carried forward in that line item from year to year in addition to the annual tax
 360 calculation to be utilized for the Joyce Creek Project in the sole discretion of the Joyce Creek
 361 Management Board.

362

363 (D) The Joyce Creek Management board shall have sole autonomy and discretion in the
 364 utilization of the Joyce Creek Project line item. The Joyce Creek Management Board shall
 365 continue to be elected and operate in the same manner as it has operated in the past pursuant to
 366 the Camden County Ordinance establishing said management board.

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§ 53.12 MISCELLANEOUS.

(A) This Ordinance supersedes all other County ordinances, or parts of ordinances in conflict herewith.

(B) Any part or provision of this Ordinance found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or of the State of North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the Ordinance.

(C) This Ordinance shall become effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this 17 day of June, 2013

County of Camden
Garry W. Meiggs
Garry Meiggs, Chairman
Board of Commissioners

ATTEST:
Ashley Honaker
Ashley Honaker
Clerk to the Board



Attachment: Ordinance No 2013-05-02; Stormwater Management (1468 : Watershed Advisory Committees)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.A
Meeting Date: November 21, 2016
Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten

Item Title 2016-11-07 BOC Minutes - Draft

Attachments:

Summary:

2016-11-07 BOC Minutes - Draft

Recommendation:



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.B
Meeting Date: November 21, 2016

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

Item Title **Budget Amendment BA-007**

Attachments: 16-17-BA007 105100 Fundraising (DOC)

Summary: BA-007 Increase Donation Revenue/Expense

Recommendation: **Approve Request**

2016-17-BA007
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			
10385510-402001	Donations	\$1,425	
Expenses			
105100-551400	Fund Raiser Expended	\$1,425	

This Budget Amendment is made to increase revenue and expenditures for donations received.

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 21st day of November, 2016.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

Attachment: 16-17-BA007 105100 Fundraising (1452 : Budget Amendment)



CAMDENCOUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.C
Meeting Date: November 21, 2016
Submitted By: Angela Wooten, Clerk to the Board
 Administration
 Prepared by: Angela Wooten

Item Title **School Budget Amendments**

Attachments: CCS Budget Amendments (PDF)
 CCS Budget Amendments -1 (PDF)
 CCS Budget Amendments -2 (PDF)

Summary:

School Budget Amendments

Recommendation:

Review and Approve

Budget Amendment

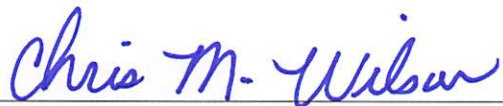

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 10th day of November, 2016 passed the following resolution.

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

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		6,524.00
5200	Special Instructional Programs	2,936.00	
5300	Alternative Program & Services		18.00
5400	School Leadership Services	981.00	
5500	Co-Curricular Services		900.00
5800	Alternative Programs	165.00	
6100	Reg Curricular Prog Support	1,068.00	
6300	Alternative Prog. Support Serv	358.00	
6500	Operational Support Services	775.00	
6600	Financial & Hum Resources	196.00	
6900	Policy, Ldrshp, & Pub Relations	366.00	
7100	Reg Community Services	597.00	
Explanation:			
Total Appropriation in Current Budget		\$ 2,385,686.00	
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$ 2,385,686.00	

<p>Passed by majority vote of the Board of Education of Camden County on the 10th day of November 2016.</p> <p> _____ Chairman, Board of Education</p> <p> _____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20 ____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: CCS Budget Amendments (1463 : School Budget Amendments)

BUDGET AMENDMENT
November 10, 2016

2. Local Current Expense Fund

A. We have reviewed this program area and find that we must transfer funds within our budget to correct a budget code. We request your approval of the following amendment.

Operation of Plant

6540.802.311...40	Contracted Services	\$	-	9,000.00
6540.802.327...40	Contracted Rep & Maint		+	<u>9,000.00</u>
Total – Operation of Plant		\$	+	.00

B. We have reviewed this area of the budget and must transfer funds to cover substitutes, benefits, and bonuses legislated for this fiscal year. We request your approval of the following amendment.

Classroom Support

5110.842.162	Substitute Pay	\$	-	2,500.00
5110.842.211	Emp Soc Sec Costs		-	200.00
5110.842.332	Travel		-	1.00
5110.842.379	Student Field Trip Insurance		+	1.00
5210.842.162	Substitute Pay		+	2,500.00
5210.842.211	Emp Soc Sec Costs		+	<u>200.00</u>
Total – Classroom Support		\$	+	.00

C. We have reviewed this area of the budget and must transfer funds within the budgeted areas to cover costs. We request your approval of the following amendment.

Other Employee Benefits

5350.910.233	Emp Unemployment Costs	\$	-	18.00
5500.910.233	Emp Unemployment Costs	\$	-	900.00
6110.910.233	Emp Unemployment Costs		+	1,058.00
6550.910.233	Emp Unemployment Costs		-	<u>140.00</u>
Total – Other Employee Benefits		\$	+	.00

D. We have reviewed this area of the budget and find that we must transfer funds to cover software conversion in Fiscal Services as well as the Legislative mandated Bonus Pay for local employees plus benefits. We request your approval of the following amendment.

Attachment: CCS Budget Amendments (1463 : School Budget Amendments)

BUDGET AMENDMENT
Local Current Expense Fund
November 10, 2016, Page 2

<u>Additional Pay</u>		
5110.911.181	Supplemental Pay	\$ - 3,858.00
5110.911.231	Emp Hosp Ins Costs	+ 44.00
5210.911.231	Emp Hosp Ins Costs	+ 45.00
5240.911.231	Emp Hosp Ins Costs	+ 191.00
5400.911.231	Emp Hosp Ins Costs	+ 981.00
5840.911.180	Bonus Pay	+ 165.00
6300.911.180	Bonus Pay	+ 358.00
6540.911.180	Bonus Pay	+ 29.00
6540.911.211	Emp Soc Sec Costs	+ 3.00
6580.911.180	Bonus Pay	+ 883.00
6620.911.180	Bonus Pay	+ 196.00
6940.911.180	Bonus Pay	+ 340.00
6940.911.211	Emp Soc Sec Costs	+ 26.00
7100.911.180	Bonus Pay	+ 597.00
Total – Additional Pay		\$ + .00

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

<u>Staff Development</u>		
5110.912.311	Contracted Services	\$ - 344.00
5120.912.312	Workshop Expenses	+ 334.00
6120.912.312	Workshop Expenses	+ 10.00
Total – Staff Development		\$ + .00

Passed by majority vote of the Board of Education of Camden County on the 10th day of November, 2016.



Chairman, Board of Education



Secretary, Board of Education

Attachment: CCS Budget Amendments (1463 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 10th day of November, 2016, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects		
Explanation:			
	Total Appropriation in Current Budget	\$	391,453.72
	Amount of Increase / (Decrease) of Above Amendment		+ .00
	Total Appropriation in Current Amended Budget	\$	391,453.72

Passed by majority vote of the Board of Education of Camden County Schools on the 10TH day of November 2016 .

Chris M. Wisa

 Chairman, Board of Education

[Signature]

 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____ 2____.

 Chairman, Board of County Commissioners

 Clerk, Board of County Commissioners

Attachment: CCS Budget Amendments -1 (1463 : School Budget Amendments)

BUDGET AMENDMENT
November 10, 2016

4. Capital Outlay Fund

A. We must adjust our budget to reflect the need to install drainage on the bus garage building and prevent water from leaking inside when we have heavy rain. We request your approval of the following amendment.

<u>Category I Projects</u>		
9108.077.532	Drainage Project	\$ + 4,500.00
9117.077.541	Pur of A/C & Heat Pumps	- 4,500.00
		=====
Total – Category I Projects		\$ + .00
		=====

Passed by majority vote of the Board of Education of Camden County on the 10th day of November, 2016.

Chris M. Wilson
Chairman, Board of Education

[Signature]
Secretary, Board of Education

Attachment: CCS Budget Amendments -1 (1463 : School Budget Amendments)

Budget Amendment



Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 10th day of November, 2016 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		6,911.00
5200	Special Instructional Programs	1,386.00	
5300	Alternative Program & Services	4,356.00	
5400	School Leadership Services	73.00	
5800	School Based Support Services		1,555.00
6100	Reg Curricular Prog Support		1,776.00
6400	Technology Support Services	8,513.00	
6500	Operational Support Services		3,800.00
6900	Policy, Leadership, Pub Relation		286.00
Explanation:			
Total Appropriation in Current Budget		\$	873,732.27
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	873,732.27

<p>Passed by majority vote of the Board of Education of Camden County on the 10th day of November 2016.</p> <p> _____ Chairman, Board of Education</p> <p> _____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20 ____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: CCS Budget Amendments -2 (1463 : School Budget Amendments)

BUDGET AMENDMENT
November 10, 2016

8. Other Local Current Expense Fund

A. We have reviewed this area of the budget and find that we must transfer funds to cover salaries, benefits and substitutes within this program area. We request your approval of the following amendment.

Classroom Teacher

5110.841.121	Salary – Teacher	\$ -	16,124.00
5110.841.211	Emp Soc Sec Costs	-	1,256.00
5110.841.221	Emp Retirement Costs	-	443.00
5110.841.231	Emp Hosp Ins Costs	+	1,634.00
5120.841.121	Salary – Teacher	+	8,000.00
5120.841.211	Emp Soc Sec Costs	+	591.00
5120.841.221	Emp Retirement Costs	+	1,300.00
5120.841.231	Emp Hosp Ins Costs	+	700.00
5210.841.121	Salary – Teacher	+	110.00
5210.841.162	Substitute Pay	+	880.00
5210.841.211	Emp Soc Sec Costs	+	76.00
5210.841.221	Emp Retirement Costs	+	17.00
5210.841.231	Emp Hosp Ins Costs	+	14.00
5830.841.221	Emp Retirement Costs	+	<u>17.00</u>

Total – Classroom Teacher \$ - 4,484.00

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

Academically & Intellectually Gifted

5260.845.333	Field Trips	\$ +	<u>128.00</u>
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Total – Children with Special Needs \$ + 128.00

C. We have reviewed this area of the budget and must transfer funds within the budgeted areas of this program. We request your approval of the following amendment.

Children with Special Needs

5350.849.132	Salary – Ext School Year-Speech	\$ +	3,519.00
5350.849.211	Emp Soc Sec Costs	+	269.00
5350.849.221	Emp Retirement Costs	+	<u>568.00</u>

Total – Children with Special Needs \$ + 4,356.00

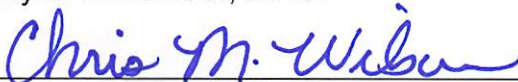
Attachment: CCS Budget Amendments -2 (1463 : School Budget Amendments)

BUDGET AMENDMENT
Other Local Current Expense Fund
November 10, 2016, Page 2


D. We have reviewed this area of the budget and must transfer funds within the program area for computer related purchases. We request your approval of the following amendment.

<u>Computer Tech</u>		
5110.905.418	Computer Software & Supplies	\$ - 1,800.00
5110.905.461	Pur of Non-Cap Comp Equipment	+ 203.00
5110.905.462	Pur of Non-Cap Comp Hdwe	+ 284.00
5210.905.462	Pur of Non-Cap Comp Hdwe	+ 161.00
5400.905.462	Pur of Non-Cap Comp Hdwe	+ 73.00
5810.905.418	Computer Software & Supplies	- 2,500.00
5860.905.231	Emp Hosp Ins Costs	+ 928.00
6110.905.311	Contracted Services	+ 800.00
6110.905.312	Workshop Expenses	- 500.00
6110.905.418	Computer Software & Supplies	- 200.00
6110.905.422	Maintenance Repair Parts	- 1,876.00
6400.905.312	Workshop Expenses	+ 120.00
6400.905.343	Telecommunications	+ 10,393.00
6400.905.418	Computer Software & Supplies	- 1,000.00
6400.905.462	Pur of Non-Cap Comp Hdwe	- 1,000.00
6510.905.341	Telephone for Telecommunications	- 3,800.00
6940.905.341	Telephone for Telecommunications	+ 214.00
6940.905.462	Pur of Non-Cap Comp Hdwe	- 500.00
Total – Computer Tech		\$ + .00

Passed by majority vote of the Board of Education of Camden County on the 10th day of November, 2016.



Chairman, Board of Education



Secretary, Board of Education

Attachment: CCS Budget Amendments -2 (1463 : School Budget Amendments)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.D
Meeting Date: November 21, 2016

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

Item Title **Tax Collection Report - October 2016**

Attachments: Tax Collection Report - October 2016 (PDF)

Summary:

Tax Collection Report - October 2016

Recommendation:

Tax Collection Report
Oct. 2016

Day	Amount	Amount	Name of Account	Deposits	Internet
3	19,255.90	21,170.34			
	18,159.52	16,178.45	\$1638.05 - Refund	74,764.21	
	19,271.56	10,313.69		29,585.25	
4	28,380.26		\$1.00 - Over	28,380.26	
5	31,488.16		\$298.92 - bad check	31,488.16	
	14,554.25	21,675.64	\$1.00 - Refund	36,229.89	
6	19,209.56	6,676.93		25,886.49	
	24,043.67		\$0.05 - Over	24,043.67	
7	25,674.90	21,599.84		47,274.74	
	17,878.51			17,878.51	
10	20,227.16	8,393.60		28,620.76	
	4,006.15		\$0.24 - Refund	4,006.15	
11	12,679.16		\$0.64 - Over	12,679.16	
	19,107.18	13,143.45		32,250.63	
12	11,668.92			11,668.92	
13	25,017.16			25,017.16	
	65,291.38	2,355.34	\$3,049.07 - Refund	67,646.72	
14	20,084.81	9,821.05	\$291.07 - Refund	29,905.86	
17	21,759.98			21,759.98	
	14,286.79	41,546.47	\$0.13 - Refund	55,833.26	
18	25,856.27		\$0.01 - Refund	25,856.27	
	9,494.76				9,494.76
19	6,126.71			6,126.71	
	9,707.89			9,707.89	
20	16,427.83			16,427.83	
21	26,391.99		\$7.20 - Refund	26,391.99	
24	25,212.83	9,428.34	\$0.14 - Refund	34,641.17	
25	8,688.40		\$2.43 - Refund	8,688.40	
26	20,210.70		\$0.61 - Refund	20,210.70	
27	29,646.20			29,646.20	
28	26,836.05			26,836.05	
	2,588.66				2,588.66
31	31,960.32		\$1.00 - Refund	31,960.32	
	20,070.58		\$29.67 - Refund	20,070.58	
	825.16				825.16
	687.18			687.18	
	\$692,776.51	\$182,303.14		\$862,171.07	\$12,908.58
	\$875,079.65			\$875,079.65	
	-\$11.00	PSN Check Fees			
	-\$5,020.62	Refund			
	\$1.69	Over			
	\$298.92	Shortage-Bad check			
	\$7.62	Tax Adjustment	Difference: Tax vs. Details		
	\$870,356.26				

Submitted by: Riva S. AndersonDate: 11-7-16

Approved by: _____

Date: _____

Attachment: Tax Collection Report - October 2016 (1462 : Tax Collection Report - October 2016)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.E
Meeting Date: November 21, 2016
Submitted By: Terri Smith,
Taxes
Prepared by: Angela Wooten
Item Title Refunds Over \$100 - VTS
Attachments: Refunds Over 100-VTS.pdf (PDF)

Summary:

Refunds over \$100 - VTS

Recommendation:

Review and Approve

REFUNDS OVER \$100.00



North Carolina Vehicle Tax System

NCVTS Pending Refund report

September Refunds Over \$100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
CARRION, CHRISTIAN RAFAEL	CARRION, CHRISTIAN RAFAEL		125 LONG PINE RD	SOUTH MILLS, NC 27976	Adjustment >= \$100	0032297677	PCY5273	AUTHORIZED	55687428	Refund Generated due to adjustment on Bill #0032297677-2015-2015-0000-00	Military	09/19/2016	9/21/2016 3:49:21 PM	1843	Tax	(\$300.74)	\$0.00	(\$300.74)
NORTON, WILLIAM CARL	NORTON, WILLIAM CARL	NORTON, JUDITH RAE	PO BOX 340	CAMDEN, NC 27821	Proration	0030841789	DBJ2861	AUTHORIZED	55687332	Refund Generated due to proration on Bill #0030841789-2015-2015-0000-00	Tag Surrender	09/19/2016	9/21/2016 3:49:05 PM	1843	Tax	(\$134.47)	\$0.00	(\$134.47)
														2	Tax	(\$1.97)	\$0.00	(\$1.97)
																	Refund	\$305.16
																	Refund	\$136.44

Submitted by Lisa S. Anderson Date 10-5-14

Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____

P. Michael McLain, Chairman Camden County Board of Commissioners



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.F
Meeting Date: November 21, 2016
Submitted By: Tony Perry, Sheriff
Sheriff
Prepared by: Angela Wooten
Item Title **Surplus**
Attachments: Surplus.pdf (PDF)
Summary:
Recommendation:

Surplus Property Request

Requested by: Sheriff Tony Pery

Sell Dispose

Department: Sheriff's Office LESO Program

Item: 2004 Fontane Trailer (Semitrailer)

Disposal Method: Gov Deals

Suggested Value: \$8,5000

Reason for surplus: No longer useful to office

Item Description

2004 Flat bed 42 foot trailer , 3 axle, wood floor, good condition with 12,394 miles

Manager Approval

Disposal Method: Gov Deals

Value: \$8,500.00

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Sheriff Pery

Attachment: Surplus.pdf (1456 : Surplus)

Surplus Property Request

Requested by: Sheriff Tony Pery
 Sell Dispose

Department: Sheriff's Office LESO Program


Item: Traffic Signal Light

Disposal Method: Gov Deals

Suggested Value: \$500.00

Reason for surplus: No longer useful to office, dead circuit board

Item Description
Portable stop light trailer



Manager Approval

Disposal Method: Gov Deals
Value: \$500.00
Comments:

Board Approval

Approved/Denied:
Date:

Final Disposition Date:

Method:
Amount:
Purchased by:

Attachment: Surplus.pdf (1456 : Surplus)

Surplus Property Request

Requested by: Sheriff Tony Pery

Sell **Dispose**

Department: Sheriff's Office LESO Program

Item: West Ward Tool Box

Disposal Method: Gov Deals

Suggested Value: \$400.00 (lot of 4)

Reason for surplus: No longer useful to office.

Item Description

13 drawer mechanic tool box, red in color, great conition

Manager Approval

Disposal Method: Gov Deals

Value: \$400.00 (lot of 4)

Comments:

Board Approval

Approved/Denied:

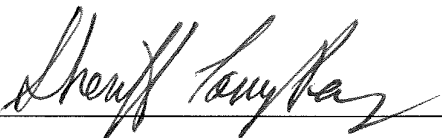
Date:

Final Disposition Date:

Method:

Amount:

Purchased by:



Attachment: Surplus.pdf (1456 : Surplus)

Surplus Property Request

Requested by: Sheriff Tony Pery

Sell **Dispose**

Department: Sheriff's Office LESO Program

Item: 2000 Dodge Ram Truck

Disposal Method: Gov Deals

Suggested Value: \$1,950.00

Reason for surplus: No longer useful to office.

Item Description
 2000 Black Dodge Ram Truck, 65,328 miles, 8 foot bed, AM/ FM radio, cold A/C , new brakes, tuneup , good tires with only 10,842 miles on them

Sheriff Tony Pery

Manager Approval

Disposal Method: Gov Deals

Value: \$1,950.00

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Attachment: Surplus.pdf (1456 : Surplus)

Surplus Property Request

Requested by: Sheriff Tony Pery

Sell **Dispose**

Department: Sheriff's Office LESO Program

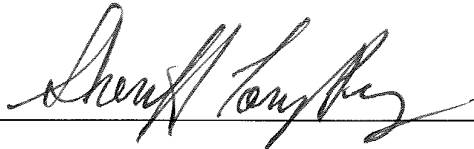
Item: Golf Cart with Work bed

Disposal Method: Gov Deals

Suggested Value: \$1,500.00

Reason for surplus: Dead batteries and faulty wiring

Item Description
Golf Cart with work bed, two seater



Manager Approval

Disposal Method: Gov Deals

Value: \$1,500.00

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Attachment: Surplus.pdf (1456 : Surplus)

Surplus Property Request

Requested by: Sheriff Tony Pery
 Sell **Dispose**

Department: Sheriff's Office

Item: Set of rims

Disposal Method: Gov Deals

Suggested Value: \$200.00

Reason for surplus: No longer useful to office.

Manager Approval

Disposal Method: Gov Deals

Value: \$200.00

Comments:

Board Approval

Approved/Denied:

Date:

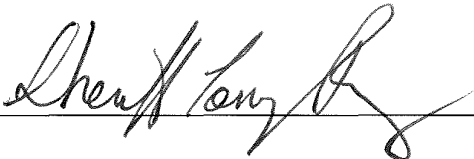
Final Disposition Date:

Method:

Amount:

Purchased by:

Item Description
Set of steel rims (4) from a 2016 Ford F150 , tire size P265/70R17



Attachment: Surplus.pdf (1456 : Surplus)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.G
Meeting Date: November 21, 2016

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

Item Title **DMV Monthly Report**

Attachments: Jan Renewals (PDF)

Summary: DMV Monthly Report January Renewals Due 2/15/2016

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County January Ren. Due 2/15/17

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
18,525.36	18,249.67	9,653.54	46,428.57

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.

Aria S. Anderson

Tax Administrator of Camden County

Attachment: Jan Renewals (1448 : DMV Monthly Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.H
Meeting Date: November 21, 2016
Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten

Item Title **Volunteer Applications**

Attachments:

Summary:

Recommendation:



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.A
Meeting Date: November 21, 2016

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

Item Title **Sales Tax Collections 16-17**

Attachments: Sales tax collections 16-17 (PDF)

Summary: Report through Nov 14, 2016

Recommendation: N/A

SALES TAX REVENUE COLLECTION REPORT

2016-2017														14-Nov-
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	\$44,167										\$118,335	\$590,0
Art. 40	\$21,885	\$18,599	\$23,046										\$63,530	\$275,0
Art. 42	\$10,593	\$11,516	\$14,125										\$36,235	\$145,0
Art. 44	\$0	\$1	\$0										\$1	
Totals	\$77,384	\$59,378	\$81,339	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$218,101	
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	\$14,801										\$46,511	\$185,0
Art. 42	\$35,972	\$27,449	\$29,601										\$93,023	\$360,0
Totals	\$53,958	\$41,174	\$44,402	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$139,534	
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	\$33,652										\$100,956	\$400,0
Total Budgeted														\$400,0
Grand	\$164,994	\$134,204	\$159,393	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$458,591	\$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 (1451 : Sales Tax Collections 16-17)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.B

Meeting Date: November 21, 2016

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

Item Title **Disaster Recovery Center - Individual Assistance Summary**

Attachments: Microsoft Outlook - Memo Style (PDF)

Summary:

The Camden County Disaster Recovery Center closed November 15th, 2016 at 6:00 pm. It was opened in South Mills at the South Mills Volunteer Fire Department on Keeter Barn Road on Thursday, November 10th (1 pm to 6pm), Friday and Saturday, November 11th - 12th and Monday and Tuesday, November 14th and 15th, 9:00 am to 6:00 pm. Seventy one (71) individuals were assisted at the Disaster Recovery Center during the period of opening; with fourteen (14) of these being new FEMA applicants.

Recommendation:

Angela Wooten

From: Christy Saunders <saundersc@co.pasquotank.nc.us>
Sent: Tuesday, November 15, 2016 6:06 PM
To: Michael Brillhart
Cc: Angela Wooten (awooten@camdencountync.gov)
Subject: Disaster Recovery Center - Individual Assistance Summary
Attachments: image001.png; image002.png

The Camden County Disaster Recovery Center closed today at 6:00 pm. It was opened in South Mills at the South Mills Volunteer Fire Department on Keeter Barn Road on Thursday, November 10th (1 pm to 6pm), Friday and Saturday, November 11th – 12th and Monday and Tuesday, November 14th and 15th, 9:00 am to 6:00 pm. Seventy one (71) individuals were assisted at the Disaster Recovery Center during the period of opening; with fourteen (14) of these being new FEMA applicants.

FEMA's Individuals & Households Summary data (which includes all registrations online, by phone and at the DRC) as of COB 11-14-2016 report:

165 Registrations
133 Referrals to the Individual Housing Assistance and Other Needs Program
46 Eligible for the Individual Housing Assistance and Other Needs Program
\$177,187.73 Total Pay Out in the Individual Housing Assistance and Other Needs Program

128 Referrals to the Housing Assistance Program provided while repairs or being made to homes or during transition to permanent housing.
44 Eligible for the Housing Assistance Program resident to repair disaster-related damage not covered by insurance.
\$158,552.70 Total Pay Out in the Housing Assistance Program

Medical/Dental/Funeral
52 Referrals to the Other Needs Program
12 Eligible for the Other Needs Program expenses
\$18,635.03 Total Pay Out in the Other Needs Program expenses (i.e. financial assistance to purchase disaster specific items such as clean-up items)
\$177,187.73
a vehicle damaged by the disaster

â Individuals may be eligible in both the Housing Assistance and Other Needs Program

Christy C. Saunders, Coordinator
Pasquotank-Camden Emergency Management Agency
200 E. Colonial Avenue
Elizabeth City, NC 27909
(252) 335-4444 (Office)
(252) 338-0935 (Cell)
www.pasquotankcamdenem.com
www.facebook.com/CamPasqEM

Attachment: Microsoft Outlook - Memo Style (1459 : Disaster Recovery Center - Individual Assistance Summary)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.C
Meeting Date: November 21, 2016
Submitted By: Michael Brillhart, County Manager
Administration
Prepared by: Angela Wooten

Item Title **EMS Reports**

Attachments: Annoucement (DOC)
Agenda (DOC)
Oct Monthly Report FY 2016 (PDF)
2016 10 EMS Board Minutes (DOCX)

Summary:

Recommendation:

Memorandum**Date:** November 7, 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, November 9, 2016, at 2:00 p.m. It will be held at the Pasquotank-Camden EMS Administration Building, Elizabeth City. The minutes from the October 2016 meeting are enclosed for your review.

Please call me if you will be unable to attend.

JN/lis

Emergency Medical Services Board Agenda

November 9, 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
October 2016**

Ambulance Responses:	MTD 2016-2017	MTD 2015-2016	YTD 2016-2017	YTD 2015-2016		
Total Responses	966	935	3807	3961		
Camden County	61	74	247	263		
Blackwater	0	0	0	0		
Pasquotank County	674	651	2716	2895		
Albemarle Hospital	231	210	844	803		
Advanced Life Support	286	300	1229	1245		
Basic Life Support	445	417	1661	1854	Interfacility	LYTD
Treatment/No Tx	6	2	28	25	Transports	INT-TRNS
Patient Refusal	105	97	452	396	100	85
Cancelled Enroute	54	47	176	177		
Standby-Event	14	9	33	30	Non-Emergency	LYTD
Standby-Helo	0		0	0	Transports	NON-EMR
Standby-Fire	6	14	41	33	276	252
Mutual Aid	0	1	6	4		
Miscellaneous	50	48	181	197		
	966	935	3807	3961		

Accounts Receivable:	MTD	YTD	LYYTD
A/R Beginning Balance	\$ 1,883,725.94 +		
Patient Billings	\$ 425,239.90 +	\$ 1,660,415.60	\$ 1,711,900.20
Refunds	\$ 1,448.16 +	\$ 11,432.54	\$ 6,899.56
Patient Credits	\$ 207,438.84 -	\$ 875,204.59	\$ 976,623.65
Ins. Contract Adj.	\$ 109,011.30 -	\$ 459,655.32	\$ 486,691.36
Write Off's	\$ 39,794.38 -	\$ 83,846.59	\$ 121,893.99
Late PCR's	+		
Adjustment	\$ 645.97 +		
A/R Ending Balance	<u>\$ 1,954,815.45</u>	LYMTD	\$ 1,793,080.15

Deposits to Finance Office	\$ 123,881.21 +	\$ 178,438.55
Recovery from Bad Debt	\$ 148.19 -	
Misc. Revenue	\$ 309.18 -	
A/R Payment to Finance	\$ 84,015.00 +	
Adjustment Added	+	
Adjustment Subtracted	-	
Total	<u>\$ 207,438.84</u>	

Notes:

**EMS Board Minutes
October 12, 2016**

The Pasquotank-Camden Emergency Medical Services Board meeting was held on Wednesday, October 12, 2016, at the Pasquotank-Camden EMS Administrative Building.

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

Members Present:

Frankie Meads
Jeff Dixon
Tom White
Garry Meiggs
Sue Meads

Members Absent:

Mike Straka-Exc.
Chris Ayers-Exc.

Others Present:

Rodney Bunch
Michael Brillhart
Glen Needham
Jerry Newell
Carla Godwin
Deborah Holland
Nettie Marshall

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

Sentara Albemarle Medical Center:

- Mr. Glen Needham (Director of Patient Care Services) was introduced and will be taking the place of Kelly Schweers in the upcoming meetings.

Rescue Squad: (Chris Ayers Exc.)

- Ms. Sue Meads stated that the retirement party for Mr. Jon Fischman that was October 15th at Big Daddy's has now been postponed.

Medical Director: (Mike Straka Exc.)

- None

County Managers:

- None

EMS Department:

- Mr. Jerry Newell stated that they will be moving forward with the 800 megahertz radio transition.
- The radios were picked up from North Top Sail Beach Fire Department and have already been sent in to Gately for programming.
- Mr. Newell provided the Financial Report.

New Business:

- None

Closed Session:

- None

With no further business to discuss, Mr. Garry Meiggs made a motion to adjourn the meeting. Mr. Frankie Meads seconded the motion. The motion carried. The meeting was adjourned at 2:23 p.m. The next EMS Board Meeting is scheduled for Wednesday November 9, 2016 at 2:00 p.m. in the conference room of the EMS Administrative Building.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.D
Meeting Date: November 21, 2016

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

Item Title **Camden County Commissioner Completes Leadership Training**

Attachments: 2016 ALC Participant (DOC)
Full page photo (PDF)

Summary:

Camden County Commissioner Completes Leadership Training



FOR IMMEDIATE RELEASE
October 25, 2016

Contact: Sara Mogilski
(919) 715-1044
sara.mogilski@ncacc.org

CAMDEN COMMISSIONER GARRY MEIGGS COMPLETES LEADERSHIP TRAINING OFFERED BY UNC SCHOOL OF GOVERNMENT

City and county governments directly touch every person in North Carolina. When local elected officials work together, the community benefits and when city and county officials from across the state come together, the entire state benefits.

Camden County Commissioner Garry Meiggs was selected to join the Advanced Leadership Corps (ALC) offered by the School of Government at the University of North Carolina-Chapel Hill in conjunction with the North Carolina Association of County Commissioners and the North Carolina League of Municipalities.

Led by School of Government faculty member Vaughn Upshaw and Local Elected Leaders Academy Director Donna Warner, ALC is a weeklong leadership program that helps elected officials become better listeners, communicators, and collaborators. Municipal and county participants uncover the broader challenges of governing, build personal leadership skills, and learn how to get their messages across.

“Participants in the Advanced Leadership Corps develop skills to lead across party lines and work with others to create a vision for improving North Carolina,” said NCACC Executive Director Kevin Leonard, who took the course this year. “I came away with a renewed appreciation for how important it is to continuously train and develop professionally. Our commissioners who participated in ALC should be recognized for the significant investment of time they made to become better leaders for the residents of their respective counties.”

The program, funded by Prudential, the North Carolina Association of County Commissioners and the North Carolina League of Municipalities is in its fourth year and has trained 80 elected officials, from 30 municipalities and 27 counties across the state.

###

The North Carolina Association of County Commissioners (NCACC) is the official voice of all 100 counties on issues being considered by the General Assembly, Congress and federal and state agencies. The Association provides expertise to counties in the areas of lobbying, fiscal and legal research, communications, intergovernmental relations, information technology, field visits and risk management services.



School of Government
The University of North Carolina at Chapel Hill

Garry W. Meiggs
has successfully completed the
ADVANCED LEADERSHIP CORPS
September 23, 2016

LEARN, LEADERSHIP LEARNER
Academy
The Hon. W. H. "Light" Summers
Governor of North Carolina

UNC
UNIVERSITY OF NORTH CAROLINA

Attachment: Full page photo (1466 : Camden County Commissioner Completes Leadership Training)